

## Association of Sea Pines Plantation Property Owners, Inc.

### **Board of Directors Meeting**

**January 23, 2020**

A regular meeting of Association of Sea Pines Plantation Property Owners, Inc. (ASPPPO), Board of Directors, was held on Thursday, January 23, 2020, at the Sea Pines Community Center, 71 Lighthouse Road, Suite 120, Hilton Head island, SC 29928.

**Present from the Board of Directors, were:** Paula Scanlon, President; Barry Barth, Vice President; David Ellis, Secretary; Rich Speer, Treasurer; Dana Guazzo, Director; Bill Johnson, Director and Grover Todd, Director

**Absent from the Board of Directors, were:** Paul Crunkleton, Director and James Richardson, Director

**Present from Community Services Associates, Inc., were:** Victoria Shanahan, Director of Finance and Administration; Amanda Sutcliffe-Jones, Director of Communications and Sandra Archer, Executive Administrator

### **Call to Order**

The meeting was called to order by Paula Scanlon, President, at 9:00 a.m. Eastern time.

### **Establishment of Quorum**

Quorum was met.

### **Ratify Approval – Board of Directors Meeting Minutes, November 14, 2019, Organizational Meeting Minutes, January 9, 2020**

A motion was made by David Ellis, to support the resolution, “Ratify Approval – Board of Directors Meeting Minutes, November 14, 2019/Organizational Meeting Minutes, January 9, 2020. The motion was seconded and unanimously carried:

“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc., Board of Directors, ratified approval of the Board of Directors Meeting Minutes, November 12, 2019/Organizational Meeting Minutes, January 9, 2020, as finalized by email”.

### **President Update**

President Scanlon provided an update. Action taken:

- Congratulations extended to new ASPPPO Board Members: Mr. Ellis, Ms. Guazzo and Mr. Todd. Special acknowledgement to Charles Miner, for prior service as President;
- Focus - distill down key issues: establish what ASPPPO is, cash reserves for litigation, CSA Budget shortfall, Member communication, business model evaluation.

### **Financial Update**

Ms. Shanahan and Mr. Speer provided an update. Action taken:

- The Financial Statements, YTD – December 2019, draft copy, were reviewed;

- 20 percent increase in membership, 600 new members, necessary to sustain budget;
- Final Financial Statements to be posted on website, as available.

### **ASPPPO Updates**

#### Architectural Review Board

Mr. Barth provided an update. No action taken.

#### Communications

Mr. Ellis provided an update. Action taken:

- Focus – Increase effectiveness of community communication, to include part time residents, secure residential property owners’ email addresses, increase membership.

#### Land Use Management

Ms. Guazzo provided an update. Action taken:

- Focus – Establish clean set of rules for Residential Property Owners to understand what covenant compliance means; LUM to track violations through SmartWeb (HOA community software), review options to enforce penalty to those not in compliance and research long term property issues and bring to resolution.

#### Approval – Engagement, Legal Counsel, Property Violation

A motion was made by Dana Guazzo, to support the resolution, “Approval – Engagement, Legal Counsel, Property Violation”. The motion was seconded and unanimously carried:

“**RESOLVED**, Association of Sea Pines Plantation Property Owners Inc., Board of Directors, upon recommendation of the ASPPPO Land Use Management Committee (LUMC) and acknowledging the litigation budget limit of not more than \$15,000, approves authorization to retain counsel, to bring a lawsuit forthwith against owners of a property, to compel their compliance with Sea Pines Covenants and court orders, in so far as recommended by the LUMC”.

#### Short Term Rental

President Scanlon provided an update. Action taken:

- ASPPPO designee, to serve on CSA Short Term Rental Committee, to be announced at March 26, 2020, ASPPPO Board Meeting.

### **Unfinished Business**

President Scanlon provided an update: Action taken:

- ASPPPO Board Members to complete Conflict of Interest/Confidentiality Acknowledgement Statements, to be posted on the website.

### **New Business**

#### Approval – Appointment, LUMC, Co-Chair, 2020

A motion was made by Bill Johnson, to support the resolution, “Approval – Appointment, LUMC, Co-Chair, 2020”. The motion was seconded and unanimously carried.

**“RESOLVED**, Association of Sea Pines Plantation Property Owners Inc., Board of Directors, approved appointment of Dana Guazzo, as Co-Chair, LUMC, 2020”.

Announcement – Date of Record, Annual Meeting, March 9, 2020

President Scanlon provided an update. Action taken:

- The date of record for the May 4, 2020, ASPPPO Annual Meeting, is March 9, 2020.

**Adjournment**

A motion was made by Bill Johnson to adjourn the meeting. The motion was seconded and unanimously carried.

With no further business to come before the Board, President Scanlon adjourned the meeting at 9:40 a.m. The next scheduled meeting of the ASPPPO Board of Directors is Thursday, March 26, 2020, 9:00 a.m., at the Sea Pines Community Center.

Respectfully Submitted,



David Ellis  
Secretary