



Sea Pines Property Owners Association
Board of Directors Meeting
Providence Presbyterian Church & via YouTube Stream
Wednesday, May 22, 2024; 10:00 AM

1. Call to Order Burns
2. Establish a Quorum Wellinghoff
3. Ratify Approval:
 - a. Board of Directors Meeting Minutes March 27, 2024 Wellinghoff
 - b. Executive Committee Minutes of March 27, 2024
 - c. Executive Committee Minutes of April 24, 2024
4. Financial Report Holdren
5. Management Report IMC
6. Sea Pines POA Work Group Reports:
 - a. Member Leap Installation Process Update De Vallette
 - b. Back Office Transition Update
Holdren/Burns
 - c. Member and Nonmember Email Addresses Project Leavitt
 - d. Electric Power Equipment Education and Exploration Update Wellinghoff
 - e. Town Public Planning Committee STR Update Burns
 - f. FY 23-24 Third Tuesday Speaker Series Reflections Wellinghoff
 - g. Nominating Committee Update Burns
7. President's Report Burns
8. Unfinished Business
9. New Business
10. Adjournment

Q&A Session – Questions from the Community

Reference Material Attachments

- Resolutions, May 22, 2024
- Board of Directors Meeting Minutes, March 27, 2024 *
- Executive Committee Minutes of March 27, 2024 *
- Executive Committee Minutes of April 24, 2024 *

*Denotes action item



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RESOLUTIONS

Resolutions for 3a, b, c: Resolved: That the minutes of the March 27, 2024 Board meeting, the minutes of the March 27, 2024 Executive Committee meeting and the minutes of the April 24, 2024 Executive Committee meeting all be approved as submitted



Board of Directors Meeting

Wednesday, March 27, 2024

A regular meeting of the Sea Pines POA was held Wednesday, March 27, 2024 via videoconference and in-person at Providence Presbyterian Church.

1. Call to Order

The meeting was called to order by Keith Burns at 10:00 a.m.

2. Establishment of Quorum

A quorum has been obtained.

Board Members Present

Keith Burns, Kerry De Vallette, Lori Wellinghoff, Larry Holdren, Lauri Allenbach, Gary Glass (zoom), Ted Leavitt, Laura DeLong, Lee Stevens

IMC Resort Services Representative

Lisa Martin

3. Ratify Approval – Board Meeting Minutes, February 28, 2024

Lori Wellinghoff made a motion to ratify the email approval of the February 28, 2024 Board of Directors Meeting Minutes, as presented. The motion was seconded and unanimously carried.

“RESOLVED, Sea Pines Property Owners Association Board of Directors, approved the Board of Directors Meeting Minutes of February 28, 2024.”

4. President’s Report – Keith Burns

As reported in January the POA Board has five areas of focus and 20 work stream groups. If any members are interested in getting actively involved, please send an email to info@seapinespoa.com. The 2024 Annual Meeting will be held on Wednesday, April 24, 2024 at 3:00 p.m. at the Magnolia Room at the Plantation Club and is limited to 150 people. The notice of the meeting was emailed yesterday and hard copy was mailed to those who do not have an email address on file. A quorum of 20% needed in order to hold the meeting.

5. Financial Report – Larry Holdren

There is \$137,000.00 in the operating checking account. The full 2023 financial report will be presented at the Annual Meeting.

6. Management Report – IMC

Lisa reiterated the details of the annual meeting provided by Keith. Members are encouraged to return their annual meeting proxies in a timely fashion.

7. Sea Pines POA Work Group Reports

Integrated Member Management Application – Kerry de Vallette

After six months of due diligence, Member Leap has been chosen as the new membership software vendor. Implementation of this new application will begin in April and will allow for communication among all Sea Pines residents. Members are encouraged to make sure the POA has their email address on file and that it is up-to-date. You can do so by logging into your account & searching the member directory for your name. All contact information will be kept private in the database behind a firewall.

Monitor Third Party Activities – Gary Glass

CSA Board President David Ellis sent a note on March 19th advising them that the Beaufort County Council is considering implementing a transportation sales tax and using a tax referendum on the November 2024 ballot to approve a 1% sales tax beginning next year lasting for 13 years. The new sales tax, if approved, would replace an existing 1% sales tax that is expiring this year. A proposed bill to amend the foreclosure statute will propose that HOA's may not foreclose on properties to collect unpaid dues, fees and fines if it is used as a primary residence. It does still allow for HOA's to place liens on the property. The Board recommends each member familiarize themselves with these two issues and contact the appropriate legislature with their point of view, if desired.

Member Survey Results – Laura DeLong

Laura reported on the recent survey results on short term rental occupancy limits. The results of the survey are presented in the March 2024 Newsletter that can be found on the Sea Pines POA website. The results of the survey were presented to the Town. While the Board takes no position on this topic, they felt it was important that Sea Pines POA members were heard.

Membership Activities – Lauri Allenbach

As a result of the final dues reminder, membership increased by 215 for a total of 2,665 members. The final step in the membership drive is to create & send a welcome packet to new property owners. To clear up any confusion, it will include a card listing the different organizations within Sea Pines that are mandatory vs. voluntary. It will also include important contact information and list free areas of interest to Sea Pines owners.

Communications – Lori Wellinghoff

Due to a date conflict with the RBC Heritage, **the next Speaker Series event date has been changed from Tuesday April 16th to Tuesday, April 23rd** featuring Lee Edwards, CEO of The Greenery. This will be a special Sea Pines POA "Town Hall" event that will include important information and also equipment demonstrations. This kicks-off the Sea Pines POA's educational campaign to explore transitioning from gas powered commercial landscape equipment to battery-powered electric equipment for a quieter, cleaner future. This event will be held at Providence Presbyterian Church. Any POA member who wishes to attend must RSVP to RSVP@seapinespoa.com. Please include your name, the name of your guest and your Sea Pines address. If you have any questions send an email to info@seapinespoa.com. The events are recorded and will soon be added to the website for future viewing.

ARB Activities – Lee Stevens

As of February, new builds are down from earlier years with only two applications. Additions and alterations are up significantly with six new pool requests.

8. **Unfinished Business** – *Nothing to report at this time.*

9. **New Business** – *Keith Burns*

The Board of ASPPPO dba Sea Pines POA hereby authorizes Larry Holdren, Treasurer, with the consent of the Executive Committee, to establish a banking relationship and open such Operating accounts as deemed in the interest of ASPPPO dba Sea Pines POA.

"RESOLVED, Sea Pines Property Owners Association Board of Directors, authorizes Larry Holdren, Treasurer, with the consent of the Executive Committee, to establish a banking relationship and open such Operating accounts as deemed in the interest of ASPPPO dba Sea Pines POA."

10. **Adjournment** – With no further business to discuss, Keith Burns adjourned the meeting at 10:43 a.m.



DRAFT

Executive Committee Meeting
Wednesday March 27, 2024

A meeting of the Sea Pines POA Executive Committee was convened as of the date indicated.

The meeting was called to order at 9:30 am by Keith Burns.

Executive Committee members attending were Keith Burns, Kerry de Vallette, Lori Wellinghoff and Larry Holdren. A quorum of the committee was present for the meeting.

Kerry, along with Lee Stevens, as the leaders of the membership management application task force reported on the progress made to date in researching the marketplace and identifying potential membership management applications which could meet the needs of the Sea Pines POA. They reported that a number of applications had been reviewed. Demonstrations were completed for those applications of most interest to the task force. Software license agreements have been reviewed for the finalists and references were requested and checked by the task force.

After completing their work, the task force is recommending that the Sea Pines POA sign a software license agreement with Vieth Consulting LLC in order to have access to the Member Leap membership management application software.

At the February 28, 2024 Board of Directors meeting, the Board had provided authorization to the Executive Committee to ratify any recommendation made by the task force after completing any due diligence considered necessary to reach a final decision.

Therefore, upon recommendation of the membership management application task force to sign a software license agreement relating for the Member Leap application, and
having completed the due diligence procedures deemed necessary to evaluate the application,

The Executive Committee of the Sea Pines POA, upon the authority delegated to it by the Board at its February 28, 2024 meeting, do hereby authorize Kerry de Vallette, as Vice President of the Sea Pines POA, to sign a licensing agreement for the Member Leap software application.



DRAFT

Executive Committee Meeting
April 24, 2024

A meeting of the Sea Pines POA Executive Committee was convened as of the date indicated.

The meeting was called to order at 2 p.m. by Keith Burns.

Executive Committee members in attending were Keith Burns, Kerry de Vallette, Lori Wellinghoff and Larry Holdren. All other board members attended as nonvoting guests of the committee.

As members of the professional services task force, Keith Burns and Larry Holdren provided a summary of the process and candidates to replace IMC Resort Services as the back office management company for Sea Pines POA. There were 4 separate companies considered, with 3 interviews conducted by Keith Burns and Larry Holdren during the month of April. The capabilities of these candidates were considered against a list of desired services to be performed on our behalf.

As a result of this process and information obtained, Keith Burns and Larry Holdren recommend that Sea Pines POA enter into a professional services relationship with Accounting Services of the Lowcountry with respect to bookkeeping, payables processing and cash management services and Chris Cassidy, CPA with respect to tax preparation for the organization's Form 990.

After discussion and questions, the Executive Committee concurred unanimously with the recommendation to enter hire Accounting Services of the Lowcountry with respect to bookkeeping, payables processing and cash management services and Chris Cassidy, CPA with respect to completing the organizations' Form 990.

Larry Holdren then reported that he had completed an assessment of the Sea Pines POA banking relationship, with an emphasis on information needs and bank capabilities. This also included reviewing several other candidates to fill this role. At the conclusion of his review, which included reaching an agreement with our current provider with respect to access to certain desired information, Larry recommends that we retain our current banking relationship for the near term.