



Board of Directors Meeting January 22, 2025

1. Call to Order Burns
2. Establishment of Quorum Wellinghoff
3. Ratify Approval Wellinghoff
 - Board of Directors Meeting Minutes, November 13, 2024
 - Executive Committee Meeting Minutes December 19, 2024
4. Approve 2025 Board Officers Burns
 - Keith Burns, President
 - Lee Stevens, Vice President
 - Laura DeLong, Secretary
 - Larry Holdren, Treasurer
5. Approve Resolution on The Advisory Board Members Burns
6. Financial Report Holdren
 - Resolution on Closing Safe Deposit Box
 - 2025 Budget
7. Approve Establishing of Committees Burns
 - Third Part Activities Monitoring
 - Membership
8. Sea Pines POA Updates
 - a. 2025 Initial Focus Projects
 - Develop Committee on Third-Party Monitoring Activities Stevens
 - Benchmark Sea Pines to other HH gated communities Wellinghoff
 - Conduct member and/or community wide surveys DeLong
 - Focused review of Community Standards regime Glass
 - Newsletter and Third Tuesday Series Wellinghoff
 - b. Membership Renewal Update Slutsky
9. President's Report Burns
 - Web site value enhancements
 - IRS assessments
10. Unfinished Business
11. New Business
12. Adjournment
13. (Member Q&A to follow)



Board Resolutions for the January 22, 2025 Meeting

Item 3

Resolved: That the minutes of the November 13, 2024 Board of Directors Meeting and December 19, 2024 Executive Committee Meeting be approved as submitted

Item 4

Resolved: That the Sea Pines POA officers for 2025 be approved as recommended by the Executive Committee

Item 5

Resolved: That the Association of Sea Pines Plantation Property Owners (d/b/a Sea Pines POA) Board acknowledges and affirms that its 9-member board are designated as the 9 members of The Advisory Board as that term is referenced within the 1974 covenants of Sea Pines

Item 6

Resolved: That the Association of Sea Pines Plantation Property Owners and The Advisory Board (d/b/a/Sea Pines POA) authorizes either of Larry Holdren, Treasurer or Keith Burns, President to close the safe deposit box #28 located at Truist Bank 1008 William Hilton Parkway, Hilton Head Island SC 29928 as the Association no longer has a need for the safe deposit box. Further, either of them are authorized to have the safe deposit box drilled to obtain access to the box as the keys cannot be located. The Association will accept all expenses incurred to complete this process.



Board of Directors Meeting Wednesday, November 13, 2024

A regular meeting of the Sea Pines POA was held Wednesday, November 13, 2024, via Zoom and in-person at Presbyterian Church Fellowship Hall.

1. Call to Order

Keith Burns called the meeting to order at 10:00 a.m.

2. Establishment of Quorum

A quorum of members were present.

Board Members Present

Keith Burns, Gary Glass (Zoom), Lee Stevens, Kerry de Vallette, Lori Wellinghoff, Laura DeLong, Larry Holdren, Bernice Slutsky

3. Ratify Approval – Board Meeting Minutes, October 23, 2024

Lori Wellinghoff moved to ratify the approval of the October 23, 2024, Board of Directors Meeting Minutes, as presented. The motion was seconded and unanimously carried.

4. Financial Report – Larry Holdren

Larry Holdren reported on the financial health of the POA through the end of September 2024. The organization had excess revenues of \$53,000. We established 2024 budget based on 2,500 members and we're closer to 2,900 members, so our excess revenues are more than we projected. Looking forward to 2025, we will base our budget on 2,800 members. Over 100 members have already joined for next year. Total assets are roughly \$466,000. Keith said the budget established in January was a moving target due to a few large expenditures like the new website. Expenses were well managed during this transitional period and Keith expects a balanced budget in 2025.

5. Sea Pines POA Community Survey – Gary Glass

The purpose of the survey was to update data collected in the 2018 CSA survey and inform decisions in the future. Gary was elated with the number and quality of responses. Roughly 1,200 people responded out of the 2,550 members who received the survey, which is a 47% response rate. Typical satisfaction survey response rates fall between 10% and 30%; a response rate of around 50% is considered excellent. We also received more than 2,000 comments. The POA will hold two presentations in November (11/14 & 11/18) to share the results with members and guests. There will be an open Q&A session at the end of each presentation. As of this morning (11/13), we have over 100 people registered for each session. Keith noted that 97% of the members who started the survey completed it. He credited Gary and Ted Leavitt for their work in constructing such a valuable product.

6. Membership Workstream – Bernice Slutsky

The membership committee is gearing up for membership renewal. Membership renewal notices will be emailed (and mailed to 150 members w/o an email address on file) on December 2nd. Members will have the option to pay with a check or renew online. Lee Stevens explained that online payments are safe and secure.

The POA doesn't collect or store credit card information on the website. The information runs through a secure credit card processor. Keith noted that we changed credit card processors earlier this year. Members who wish to pay with a credit card but haven't updated their credit card information on the

new website, need to do so.

Keith pointed out that the organization is saving a considerable amount of money by emailing renewal notices, rather than printing and mailing 2,900 notices.

7. Third-Party Monitoring – Gary Glass

This workstream monitors activities and developments in the community and around town. Current issues include the Beaufort County sales tax referendum. That referendum was voted down on November 5th. The Jinks case is another issue we're monitoring. That case is still pending and has been fully briefed with the South Carolina Supreme Court. Keith appealed to members to volunteer. There are many meetings to watch or attend. Volunteers are needed.

8. Third Tuesday Speaker Series – Lori Wellinghoff

November's speakers are Rick and Dee Ray, founders of Raycom Broadcasting. They will speak on November 19th at the Providence Presbyterian Church Main Sanctuary. The presentation runs approximately 45 minutes, followed by 30 minutes of Q&A. There is no event in December due to the holidays. To see the complete schedule of speakers and to rsvp to attend (reservations are required) go to the Speaker Series tab at www.SeaPinesPOA.com.

9. Board Elections – Lori Wellinghoff

Ballots were emailed to all members on November 1st. Voting will remain open until December 1st. Results will be posted on December 10th. Keith noted that 150 ballots were mailed to those members who don't have an email address on file with the POA.

10. ARB Report – Lee Stevens

Year-to-date, there have been 16 new single-family residence (vacant lots and demolitions) inspections. There have been over 1,000 renovations so far this year. The average age of Sea Pines dwellings is trending down due to the number of tear-downs and rebuilds.

11. President's Report – Keith Burns

The November 1st Board Workshop was focused on outlining 2025 priorities. The priorities will be informed, in part, by the survey responses. We had 20 priorities that came out of our 11/23 strategies session. We acted on most of those initiatives. Several things that came out of the survey are bound to make the list for 2025. This illustrates how members can influence the things we choose to work on.

The website continues to be a top priority. During the changeover, this group narrowed its focus on foundational features. Now that we're up and running, we're looking at value-added applications like a video library. Lee Stevens noted that we're examining the entirety of the website. We're looking at the things that are not performing up to expectations. We will continue to improve the user experience.

Keith noted that the POA is fortunate to have received so many thoughtful comments from the survey. Both positive and negative comments were largely constructive. The Board will study the comments and act on the valuable insights we received. Kerry de Vallette said the data collected from the survey coupled with our website analytics is critical to our decision-making process. Kerry is glad the Board is committed to this approach.

12. **Unfinished Business** – Nothing to report currently

13. **New Business** – None

14. **Adjournment** – With no further business to discuss, Keith Burns adjourned the meeting at 10:45 a.m.



Meeting Minutes for the Sea Pines POA Executive Committee December 19, 2024

Attending: Keith Burns, President
Kerry de Vallette, Vice President
Lori Wellinghoff, Secretary
Larry Holdren, Treasurer

Keith Burns called the meeting to order at 10:30 am. The only topic on the agenda was the recommendation to the Sea Pines POA Board by the Executive Committee for a slate of officers for the upcoming year.

To open the discussion, Keith Burns proposed the following slate of officers for 2025:
Keith Burns, President
Lee Stevens, Vice President
Laura DeLong, Secretary
Larry Holdren, Treasurer

After discussion, the Executive Committee unanimously voted to recommend this slate of officers to the Sea Pines POA Board for the 2025 year.

Sea Pines POA Proposed 2025 Budget			
	<i>2024 Budget</i>	Actual thru 9/30/24	2025 Budget
Revenue			
Membership Dues	\$170,000	\$142,200	\$150,000
Bank Interest		470	500
Investment Income		12,800	12,000
Accrued Interest		1,200	
License Plates		1,500	1,500
Other Income	1,000	100	1,000
Total Income	\$171,000	\$158,270	\$165,000
Administrative Expense			
Management Fees	\$36,000	\$18,000	\$24,000
Legal Fees	10,000	-2,900	7,500
Bank Service Chgs	2,500	2,200	2,500
Telephone	300	470	1,200
Election Expense	1,000	280	500
New member Recruitment	5,000	225	5,000
Tax Services	2,500	4,000	1,500
Independent Contractor			20,000
Postage		200	300
Other Expense	1,000	900	1,000
Meeting location rental			5,000
Communication Expenses			
Membership	15,000	15,100	15,000
3rd Party Communication	1,500	800	1,500
Annual Meeting	15,000	17,200	13,000
New Referendum Initiative	4,700		
Speaker Series	3,000	2,500	3,000
Website Marketing & Support	7,200	7,200	5,000
Newsletter	2,500	1,200	2,000
Board Expense	1,000	700	1,000
Projects	12,000	6,500	6,000
Independent Contractor	6,000	4,500	7,200
Insurance			
D & O Insurance	15,000	16,800	17,000
Liability Insurance	9,000	9,000	10,000
Total. Expense	\$150,200	\$104,875	\$149,200
Reserve Contribution	\$20,800	\$53,395	\$15,800

Sea Pines POA
Balance Sheet
As of December 31, 2024

		Dec 31, 24
ASSETS		
Current Assets		
	Checking/Savings	
	10102 Operating Checking	32,930.92
	10103 New High Yield	66,672.46
	10201 Morgan Stanley Investment	276,406.53
	10202 Morgan Stanley Cash/Cash	108,108.14
	Authorized.net e-check	600.00
	Total Checking/Savings	484,718.05
	Accounts Receivable	
	Accounts Receivable	800.00
	Total Accounts Receivable	800.00
	Total Current Assets	485,518.05
TOTAL ASSETS		485,518.05
LIABILITIES & EQUITY		
	Equity	
	30101 Unrealized Gain/Loss M. S	-796.50
	Current Year Earnings	14,014.09
	Deferred Revenue	57,950.00
	Retained Earnings	414,350.46
	Total Equity	485,518.05
TOTAL LIABILITIES & EQUITY		485,518.05

11:39 AM
01/16/25
Accrual Basis

Sea Pines POA
Profit & Loss Budget vs. Actual
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50100 Membership Dues	145,936.00	170,000.00	-24,064.00	85.8%
50700 Bank Interest	683.13			
50701 Investment Income	8,390.21			
50702 Accrued Interest	6,210.02			
50703 License Plate	2,170.12			
50704 Event Income	75.00			
50900 Other Income	125.01	1,000.00	-874.99	12.5%
Total Income	163,589.49	171,000.00	-7,410.51	95.7%
Expense				
60103 Management Fees	18,000.00	36,000.00	-18,000.00	50.0%
60104 Legal Fees	-2,923.58	10,000.00	-12,923.58	-29.2%
60106 Bank Service Charges	2,822.19	2,500.00	322.19	112.9%
60107 Merchant Fees	440.49			
60111 Website	474.63	300.00	174.63	158.2%
60115 Election Expense	281.98	1,000.00	-718.02	28.2%
60118 New Member Recruitment	83.47	5,000.00	-4,916.53	1.7%
60119 Member Leap Fee	3,330.00			
60130 Accounting Services	15,270.00	2,500.00	12,770.00	610.8%
60131 Postage & Shipping	205.78			
60132 Other Expenses	1,404.07	1,000.00	404.07	140.4%
60140 Comm. Membership	22,005.48	20,000.00	2,005.48	110.0%
60141 Comm. Third Party	812.28	1,500.00	-687.72	54.2%
60142 Comm. Annual Meeting	17,252.24	15,000.00	2,252.24	115.0%
60143 Comm. Referendum Initiati	0.00	4,700.00	-4,700.00	0.0%
60144 Comm. Speaker Series	2,993.51	3,000.00	-6.49	99.8%
60145 Comm. Website Marketing &	9,862.32	7,200.00	2,662.32	137.0%
60146 Comm. Monthly Newsletter	1,169.57	2,500.00	-1,330.43	46.8%
60147 Comm. Board Expense	1,228.97	1,000.00	228.97	122.9%
60148 Comm. Projects	3,980.00	12,000.00	-8,020.00	33.2%
60149 Comm. Consultant	5,388.00	6,000.00	-612.00	89.8%
60201 Property & Liability Insu	9,162.00	24,000.00	-14,838.00	38.2%
60202 Directors Liability Insur	15,552.00			
60203 990 Taxes	20,780.00			
70100 Replacement Expense	0.00	15,800.00	-15,800.00	0.0%
Total Expense	149,575.40	171,000.00	-21,424.60	87.5%
Net Ordinary Income	14,014.09	0.00	14,014.09	100.0%
Net Income	14,014.09	0.00	14,014.09	100.0%