

**Palmetto Hall Plantation Owners' Association**  
**Board of Directors Meeting Minutes**  
**1:00 p.m. – March 15, 2007**  
**Palmetto Hall Plantation POA Office**

**Call to Order**

Fred McNamee, President, called the meeting to order at 1:00 p.m. at the Palmetto Hall Plantation POA office. Other Board Members present were June Somers, Vice President; David Henson, Secretary; Steve Kiritsy, Treasurer; Tom Black, Terry Ennis, Members at Large; and Marion Gorczynski, Association Manager. Tom Renshaw was absent. A resident, Maria Bell, attended the meeting as an observer.

**Minutes**

The minutes of the February, 2007 meeting were approved as modified.

**Treasurer's Report – January 2007**

Overview of Operating Budget:

*Revenue* - Revenue for the month of January was \$52,538 vs. a budget of \$54,221, which was \$1,683 under budget. Decal/Pass Income was significantly (\$7,150) below budget for January. Most all other income sources were above projections, which narrowed the income gap considerably.

*Expenses* - Expenses for the month of January were \$71,852 vs. a budget of \$56,122, which was \$15,730 over budget. As noted on the executive summary, some major bills were paid in January 2007 instead of December 2006 due to timing problems with DGI. That was in addition to regular bills for January.

**Treasurer's Report – February, 2007**

Overview of Operating Budget:

*Revenue* - Revenue for the month of February was \$57,839 vs. a budget of \$54,221, which was \$3,618 over budget. YTD we are \$1,936 over budget. Decal/Pass income was still off nearly 25% from budget, but was offset by ARB, Advertising, and Interest income.

*Expenses* - Expenses for the month of February were \$23,159 vs. a budget of \$55,352, which was \$32,193 under budget. YTD we are \$16,464 under budget. Due to bill paying cycles, (twice a month), and the short month, some major bills such as Ocean Woods and Securitas (billed every two weeks) were not scheduled for payment in February. After March (1<sup>st</sup> quarter) is complete, we will have a much better view of where we stand versus budget and can make any adjustments necessary at the April meeting.

*Annual Assessments* - We currently have approximately \$45,000 in outstanding assessments. Beginning the week of March 19<sup>th</sup>, we will be sending out statements reflecting the past due balance, with interest, to those still outstanding as of March 16<sup>th</sup>.

*General* – Steve has made some minor changes to the format for presentation of the Treasurer’s report. Board members were pleased with the changes and improved clarity. Discussion occurred regarding income accounts vs. credits to expense. Steve is still looking at the overall account structure.

### **Heritage Input Discussion**

Ray Dznowski, Heritage Operations Manager, did not attend the meeting.

1. Steve had discussed with Claude the blue pool streak and the “view” from the golf course, as well as the reason why the longer grass was cut near the blue pool. Claude said Bermuda grass will replace the longer grass and he saw no problem with the pool. The general Heritage policy is that Claude and Ray will not interfere with a resident unless there is a gross problem.
2. Appointment of Advisory Council Members – will be discussed when Ray attends a meeting.

### **Old Business**

Tom Black asked the status of the contractor versus employee status of Palmetto Hall positions, which were discussed at the last meeting. David stated that the immediate status of all should remain unchanged but that all future people hired should be hired as employees, not contractors, unless it is clearly an independent contractor situation. Fred suggested a letter be sent to our current contractors stating that there are certain things they should be aware of such as liability insurance. We should also receive an updated signed copy of the confidentially form and a copy of their liability insurance for our files. The BOD agreed this should be done.

**Status of Accounting Function/Personnel** – Marion reported that the Accounting function is working well. The reports, taxes, bill paying, and assessments have been done properly. Some small bills for 2006 had to be incorporated into 2007 due to the agreement with DGI for termination.

Marion, along with the Personnel Committee, has hired a new office assistant who has experience in Quick Books and an office background. Nancy Keezer will start work the week of March 19.

### **New Business**

1. *Status of 2006 Taxes* - The Federal and State taxes were completed by Cherry, Bekaert, and Holland (CBH), signed by Fred, and mailed on time. We had to file as a corporation again this year, rather than as a homeowners association, because more than 40% of our reported income is from other than homeowners assessments. (Refers to previous discussion on income vs. credits to expenses.) The amount of taxes is about the same but filing as a corporation is a more complex filing process. Fred also questioned Ray Warco of CBH on why taxes had been received so close to March 15 in the past. Ray stated that they had never received the information until about

March 11 before this year. Estimated tax payments have been given to Marion to be entered into Quick Books payments for the rest of the year.

2. *Audit for 2006* – Fred will request an engagement letter from Ray Warco at CBH to begin the 2006 audit as soon as possible. Although not mandatory to have an audit for 2006, the BOD felt one should be done as soon as possible due to the change in the accounting function. It was recommended that the audit be completed by the end of June.
3. *Termination Data* – Fred said he will go to DGI on March 20 – the date Marion had advised them we would like to pick up all financial information from them – and transport it to the POA office. Fred will also discuss with DGI how to transfer the computer information electronically.
4. David suggested that a future meeting/agenda should include development of plans of action for each of the top six items the BOD had set for goals as follows:
  - Relationships between BOD and Club Management
  - Clean Up Covenants
  - Long Range Plan/Financial adequacy – Business Resource Plan
  - Professional Management
  - Communications – Blast, Web Site, Marquee
  - Airport – Positions re noise boundary, expansion, etc. as necessary

The BOD agreed that each item should be discussed during meetings.

### **Security Committee Presentation**

John Reda joined the meeting with a *Security Committee Report*. He reported there were not many incidents in the Plantation as things seemed to be under control, including speeding. A letter sent to some members of the BOD from Jeff DiBiasio regarding walkers and cyclists on the incorrect side to the road, especially on Ft. Howell Drive, was discussed. The guards will be asked to stop and warn individuals walking/cycling on the wrong side of the road.

There was also discussion on golfers not following stop signs when coming to the roads. June and Steve will discuss with the Advisory Committee a process to advise golfers to honor the stop signs as well as better signage near the gate house. It was felt it was not resident golfers but outsiders that were not stopping.

John also pointed out a problem with people having parties and providing the guest list to the guard only a few minutes before the party starts – inadequate time for the guards to prepare guest passes in advance.

John reported that the printer had been replaced at the gate and he was working on an old computer from the office for a backup for the gate. Computer equipment at the gate is now three and a half years old.

Tom Black questioned proof of insurance requirements for contractors coming through the gate. John explained that it would be time consuming to request this and create backups. Tom questioned whether a disclaimer could be put on the printed pass. John said it could be done. Tom asked Marion to check with the insurance company to see if Palmetto Hall has liability.

### **Committee Exception Reports**

*Stormwater/Environmental* – Terry reported there is a blockage in **one of** the outfall **pipes** from the lagoon at Hills #12. The adjacent outfall pipe has now been cleared. Efforts to clear the blockage have not been totally successful. However, the water is running through, albeit slowly. Future plans are to see what is causing the blockage and repair it. It may be necessary to lower the lagoon to determine the problem. PSD currently cannot get large equipment into the site and Heritage/POA will need to provide additional gate access through the fence on Fish Haul Road in order to bring in large equipment.

*Covenants* –No meeting took place. However, Tom Black reported Dick Dusa has sold his home and must be replaced as Chairman. Tom said he was aware that traditionally a committee member would replace the Chairman but in this case he did not think there is a member who would like to be Chair. An assessment of interest by current committee members to chair the committee will be done and, if none are willing, we may have to go outside the Committee. At a minimum, a replacement committee member is needed. Tom B. felt it would be helpful to have an attorney on the committee since one of our goals is to rewrite the covenants. He would like to ask Art Loeben if he has an interest in serving as chair or as a committee member.

*Communications* – The new directory is currently being delivered and the newsletter is scheduled to be out later this month. The letter requesting e-mail addresses for the PHPOA E-Mail Blast went out and to date we still do not have E-Mails for about 190 property owners. There will be a cross reference to unimproved lots to see how many resident E-Mails we have.

*Advisory* – The results of the survey taken by the Club are in and some main items requested are more dinners, and support for kids camp. The new Chef is working out well. Minor kitchen upgrades and improvements are scheduled along with tree removal, a sod farm, and a new maintenance tractor.

*Security* – John reported earlier.

*Maintenance* – Fred reported there was a meeting on February 20 and it was reported that asphalt repair was to begin “soon”. Work is also being done at the front entrance, including drainage work. The Tucker Ridge wall has been resurfaced.

The ball field is getting used heavily. All coaches of teams using the ball field are Palmetto Hall residents.

There being no further business, the meeting was adjourned at 3:05 p.m. The next meeting will take place at 1:00 p.m., April 17, 2007 in the PHPOA office.

David Henson  
Secretary