

**Palmetto Hall Plantation Owners' Association**  
**Board of Directors Meeting Minutes**  
**May 15, 2009 – 7:30 a.m.**  
**Palmetto Hall Plantation POA Office**

**Call to Order**

Art Loeben, President, called the meeting to order at 7:30 a.m. at the Palmetto Hall Plantation POA office. Other BOD Members present were Bob Richardson, Vice President; Joe Bogacz, Treasurer; Rick Smith, Secretary; Tom Renshaw, Ron Smetek and Scott Slawson, Members-at-Large. Marion Gorczynski, Association Manager, was absent.

**Approval of Minutes**

Rick presented the April minutes for approval. Bob Richardson moved the minutes be approved, Ron Smetek seconded the motion, and the minutes were unanimously approved.

**Treasurer's Report**

**REVENUE**

Income for April was \$48,116 or 12% over budget and expenses were \$63,501 or 2% over budget. Year-to-date revenue is \$587,898 and is \$43,557 less than budgeted. Gate/Decal income is 25% below budget. Gate/Decal income is 62% of last years YTD amount.

Annual Assessment Income is at 93% compliance with \$33,750 still outstanding. Board voted unanimously to send letter to delinquent assessment owners to request payment and to restrict guest passes. Letter will only go to owners who have not responded to attempts to set up payment plans.

**EXPENSE**

Expenses for month are \$1,323 or 2% over monthly budget and \$26,563 or 13% under YTD budget. Year to date expenses are \$178,725...\$26,563 less than budgeted. Joe recommended and the Board approved to defer contribution to Capital Reserves. Joe Bogacz requested that the Finance Committee have access to the POA financials as soon as they are available even though the Board may not have reviewed them. The Board unanimously approved Joe's request. This reverses the policy that the Board had to review the reports first, and facilitates the Finance Committees review since they are now meeting prior to the monthly Board meeting.

## **Old Business**

*Roads Project Report* – Bob reported he had received the survey report from Thomas/Hutton and his Committee has reviewed their proposal. Key points were their recommendation to do the project all at once and not in pieces. Their estimate is that will take about 14 days. Work would start in 2012. Board discussed report and felt that work on shoulders and root control could be done now.

Bob's group has asked for revised proposals from both Tim Johnson and Thomas & Hutton by 06/01/2009 with goal of receiving estimated costs so we can put caps on the project.

*Stormwater/Drainage Agreement* – A letter was sent to the CEO's of Heritage Golf Group and CNL Lifestyle in an effort to get a positive response from them so this agreement can move forward. The Town of Hilton Head will not move forward until they received a signed favorable response from the owners (CNL). POA has approved and supports moving this forward as soon as possible.

*Avigation Agreement* – Art sent a letter Brian Pitts asking him to work with the County attorneys to make sure the POA has a say in the matter. We are waiting for response back from the county and will discuss at next BOD meeting.

*Personnel Goals* – Scott presented a list of goals for the Association manager. Discussion resulted as to whether some were goals or part of job description duties. Board agreed on list of measurable, attainable, realistic and timely goals which Scott will discuss with the Association Manager before our next meeting.

Scott also presented a community feedback questionnaire to be sent to owners to determine feedback satisfaction of the community. Board approved and asked to have the results collated and presented to the BOD at their October meeting.

*Community Picnic* – Rick and Scott presented that the place (Pool area) and date (08/29/09) has been chosen for our picnic. Marion will send out a letter to the owners announcing the community event in June. Rick is in the process of setting up appropriate Committees and will hold initial planning meeting in June.

## **New Business**

*Security Contract* – Tom reported that our contract with Securitas is expiring at the end of 2009. The Board authorized the Security Committee to send RFP's to at least three security companies to start the process. Tom will report back to the Board once the proposals are received.

*Airport Board* – Board unanimously approved supporting Bill Coleman in his attempt to win a seat on their Board.

*Finance* – Art opened discussion of opening a second Line of Credit with SCBT which led to two resolutions:

1. Board hereby approves and authorizes execution of all documents necessary from SCBT to affect the Line of Credit with SCBT.
2. Monies from the SCBT LOC shall not be drawn w/o BOD authorization, under signatures of the 2009 Treasurer, Joe Bogacz, and 2009 President, Art Loeben.

Tom Renshaw moved the resolutions be approved and the motion was seconded by Bob Richardson. The resolutions were unanimously approved.

### **Committee Exception Reports**

*Security* - Tom R. reported there were 50 tickets written last year and only 2 tickets in 2009. Since the curfew program started there were no vandalism cases in April.

*Personnel* – Scott shared surveys used by Indigo Run and HH plantation as examples we could get ideas from.

*ARB* – The Committee is fully staffed and making decisions in their twice monthly meetings.

*Covenants* – Ride-arounds started this month.

*Maintenance* –Bob reported that the door at the guard house needed repair and the locks at the ball field needed to be changed to adapt to EMS guidelines.

### **Adjournment**

There being no further business, the meeting was adjourned at 10:20 AM.

Respectfully submitted,

Rick Smith  
Secretary