

Palmetto Hall Plantation Owners' Association
Board of Directors Meeting Minutes
July 15, 2008 – 9:30 a.m.
Palmetto Hall Plantation POA Office

Call to Order

Art Loeben, President, called the meeting to order at 9:30 a.m. at the Palmetto Hall Plantation POA office. Other BOD Members present were Pete Smith, Treasurer, David Henson, Secretary, Tom Black, Rick Smith, and Bob Richardson, Members-at-Large. Marion Gorczynski, Association Manager, was also in attendance. Tom Renshaw was absent.

Approval of Minutes

David presented the June meeting minutes for approval. Pete moved the minutes be approved; Rick seconded the motion. The minutes were unanimously approved.

Treasurer's Report

Revenue for June was \$54,581...\$5,304 less than budgeted. YTD revenue was \$342,578...\$23,548 less than budgeted. Low construction activity is the reason for most of the shortfall including a \$20,115 miss on I-103, Decal and Gate Receipts income. It has also resulted in fewer ARB deposits. Lower interest rates created another \$4,986 miss on I-301.1 & 301.2 Interest Income. YTD revenue includes interest income of \$15,014 of which \$10,975 was interest on Capital Reserves.

Expenses for June were \$52,010... \$8,751 below budget. YTD expenses have been \$282,088...\$47,714 less than budgeted. Again, this favorable position is due in part to January payments for December E-108, Grounds Maintenance and E-401 Security being reversed into 2007.

Summary/Recommendations: Net income YTD is \$60,490...\$24,165 better than budgeted. Last year at this point we were showing a loss of \$26,046. We still have three homeowners and a builder with 5 lots who have not paid their annual assessments. Our attorney has placed liens on the homeowners and the builder is being charged 1.5% interest on his monthly payments.

We moved another \$10,000 from our Operating Fund to our Capital Reserve Fund during June and have now moved a total of \$20,000 of our \$60,000 goal for the year. Expecting the lower revenue trend to continue, we have looked closely at our cash flow for the balance of the year and believe we are okay barring any large unusual expenses. Katie and Marion are implementing a cash flow forecast in QuickBooks so we can continue to monitor our cash and discretionary expense items weekly.

Pete also reported that one ARC was sold at 100% of value so there are now four remaining ARCs.

Association Manager's Report

Marion reported the cost of the survey for deer was now \$1,200 and the cost of removing 25 deer will total \$6,500 - \$7,000. While most of the cost of the survey was budgeted for this year, the cost of culling deer was not. David moved that the survey be done and a decision made later on culling, based on survey results. Tom B. seconded and the motion passed 6-1, with Pete opposed.

Marion stated that the RFP for a new landscape maintenance contract had been developed by the Maintenance Committee had been sent to five local companies chosen by the Committee. Responses to the RFP are to be returned by July 25. They will be opened at a Maintenance Committee meeting shortly after that and a recommendation made to the BOD for the August meeting.

Marion also reported that the contract with Securitas is being extended for another year and that Securitas has said they might have to adjust their proposal of a 3% increase due to the cost of gasoline for their employees to commute to work. Art is to look at the contract to identify possible cost/service reductions.

After discussion regarding bush hogging costs, the question of not doing bush hogging this year, as a cost saving item, was tabled until the August BOD meeting.

The office is continuing to operate with only Marion and one part time employee (Katie), and is working smoothly for now. The question of hiring another part time employee was postponed until September.

OLD BUSINESS

Capital Reserve Analysis

Art conducted a dry run of the presentation that he and Joe Bogacz plan to show at the Town Hall Meeting on July 24, 2008. BOD members critiqued the slides and presentation. (A copy of the slides is attached)

Shared Maintenance

Pete and Bob reported that they had not met with Claude further regarding this overall issue. Bob said he has heard that Ocean Woods **was** working on the grass/landscaping along Ft. Howell Drive area near the clubhouse but he had not discussed this with Claude. Marion is to follow up with the Maintenance Committee on this.

NEW BUSINESS

Nominating Committee

Marion gave the BOD a list of the owners she had called earlier in the year for the vacancy due to Fred McNamee's resignation. The BOD instructed Tom Black, Nominating Committee Chair, that they would like the committee to seek to see female candidates, age diversity, financial skills, non-golf members, and candidates with good logical sense.

2008 BOD TOP PRIORITY ITEMS

Improve Relations Between POA and Club Management

A meeting was held with some BOD members and a small group of property owners regarding the relationship between the Club and the POA. Included in the meeting was a discussion of the extent to which the Club's Advisory Council represented Palmetto Hall property owners and the effectiveness of the Advisory Council. Art suggested Ron Smetek be asked to attend the next BOD meeting to discuss the Advisory Council.

Develop Long Range Reserve Analysis and the Need for Augmentation **Initiate Roads Program** **Reassess Community Enhance Fee**

Covered during Art's dry run of the capital reserve analysis presentation.

Clarify On-site/Off-site Responsibility for Storm Water Management

Very minimal discussion. No action.

Improve Communication to Property Owners

Marion advised that Nancy Riedel will be coming into the office Thursday for further training on the web site. At that point, Marion and Katie will be able to update the web site with information they receive.

COMMITTEE EXCEPTION REPORTS

Maintenance/Roads – Bob stated that he has not been able to get a response from Tim Johnson at C2. He suggested that we begin looking for someone else for the road project. Art requested we wait until after the Town Hall meeting on July 24.

ARB – David reported there were three requests for owners to keep their flags, which the ARB discussed at their meeting on Monday. Currently Mike Morse is developing a draft of criteria for ARB members review. The objective is to agree on criteria to be used by the ARB in responding to such requests.

David also stated that a group of property owners met with the ARB regarding the new home being developed on Lenox Lane. They were asked to wait until the house was completed, including landscaping, but the group wanted the ARB to pursue making changes in certain areas. The ARB Chair and Marion will meet with the builder and property owners this week, and then provide feedback to the concerned group.

Finance – Pete mentioned that it was time to begin the 2009 budget development process. Joe Bogacz, Finance Committee Chair, is to be invited to the August BOD meeting.

Adjournment

There being no further business, the meeting was adjourned at 12:30 p.m. The next regularly scheduled meeting will take place at 9:30 a.m., August 19, 2008 in the PHPOA office.

Respectfully submitted,

David Henson
Secretary