

Palmetto Hall Plantation Owners' Association
2011 Board of Directors Meeting Minutes
February 18, 2011 – 7:30 a.m.
Palmetto Hall Plantation POA Office

Call to Order

Scott Slawson, President, called the meeting to order at 7:30 a.m. at the Palmetto Hall Plantation POA office. Other BOD Members present were Ron Smetek, Vice President; Joe Bogacz, Treasurer; Bob Gentzler, Secretary; Mike Danoff, and Tom Renshaw, Members-at-Large. Marion Gorczynski, Association Manager, was present. David Henson was absent. Ron Smetek left the meeting early.

Guest owners Gus Christ and Don Windrem observed the meeting.

Approval of Minutes

Scott asked for approval of the 2011 BOD January Meeting minutes. Ron moved the minutes be approved as amended; Joe seconded the motion; and the minutes were unanimously approved.

Scott asked if there were any changes to the Annual Meeting minutes. There were none and the Annual Meeting minutes will be put on the web site for review by the membership and approval at the December Annual Meeting.

Treasurer's Report

REVENUE

- Residential Assessment Income (I-101) for the month was \$150,322; which is favorable \$11,732 for January. In 2010 we received 23% of the annual budget amount. In 2011 we received 25% of the annual budget amount. \$1,650, of January's total, includes 2010 assessment monies.
- Decal Sales (I-103) at \$33,200 were \$3,200 favorable for the month.
- Gate Receipts (I-103.1) continue to be strong in January.

EXPENSE

- Street Repairs (E-101) for the month was \$728, (\$603) unfavorable. Speed hump materials were purchased and will be installed at the Guard House exit.
- Fence Repairs (E-104) for the month was \$600, (\$426) unfavorable as 6 holes in the Fish Haul Road fence were repaired.
- Water for Irrigation (E-202) for the month was \$1,727, (\$477) unfavorable as quarterly water bills were paid.
- Security (E-400) ended the month \$2,026 favorable primarily because of very low supply purchases; paper goods, ink cartridges and the like.

COMMENTS

- Residential Assessment Income (I-101) for 2010 ended (\$966) below budget, but with \$1,650 of the 2010 outstanding assessments that was collected in January 2011, we ended 2010 collection on a positive note.
- While it was stated that high water bill was due to a leak and was fixed, it was suggested that we monitor this in the future. Bob offered to discuss with PSD for a possible adjustment.
- Two Money Market Accounts, one for Operating and one for Capital Reserves were opened at Ameris Bank because of higher interest rates.

Joe presented the Draft Financial Audit Report and 2010 tax preparation documents received from Cherry, Baekaert, & Holland. He will send to Scott electronically for review.

Association Manager Report

- *2010 Assessment Report* – Marion presented the 2010 Assessment Report and noted that all owners on the Payment Plan had paid their assessment, except for one who owed \$200. There are seven homes in foreclosure and if payment for 2010 and 2011 are not received prior to March 15, letters will be sent stating they a lien will be placed on their property.
- *2011 Payment Plan and Liens* – Marion drafted a letter for all owners who want to be on the Payment Plan. She informed the BOD that the Payment Plan is not widely publicized but owners are told to contact the office if they are having difficulty paying the assessment and she will arrange for a payment plan.

Joe stated, that during a review of the Amendments to the Covenants, he found that interest cannot be charged until 60 days after an account becomes delinquent. At that point, if they have not paid anything interest is retroactive to February 28.

- *Newsletter* – Marion stated that the Newsletter will be published at the end of March and will be dedicated to John Reda, the former editor. Format and rates will remain the same for the first few issues. She thanked Bob Gentzler, Brad Tufts, Carol McNamee, Pete Smith, and the Communication Committee for their help.
- *Breakfast/Welcome for the New BOD Meeting Space* – The BOD discussed a breakfast or afternoon reception to invite all owners to visit the additional office space.
- *Town of Hilton Head Green Committee* – Marion advised the Committee was somewhat different from what she expected. The purpose of the Committee is to get Audubon Certification as a Green Community before an Eco-Tourism Conference scheduled for the Island in September. Palmetto Hall Plantation and

other communities on Hilton Head have submitted information for this group. Our Environmental committee will provide input and stay involved.

- *Maintenance* – Marion stated that there was a proposal in the BOD package for tree trimming by Ocean Woods at a cost of \$9000. She presented the proposal in David's absence because the landscaping company felt that it should be done at this time of the year. Scott agreed that the Plantation needed major work but felt that bids for the proposal should be put out for RFPs. He said he would discuss a major overhaul with David upon his return.

Security Liaison Report

Speed Hump – Mike reported that there have been many comments regarding the speed hump at the exit gate. However, overall most have been favorable.

Palmetto Hall Sign on 278 - Mike stated he has been working with the Town of Hilton Head and the Operations Manager of Heritage regarding plans for the sign. They currently are proposing the southeast corner of 278 at Beach City Road. He will continue to work with the group until they have approval and costs.

Covenant Presentation – Rich Penwell, Chair of the Covenant Committee, made a presentation regarding the Committee's plans for 2011. He said they are the following:

- Identify mailbox/post work with the Maintenance Committee.
- Do two ride-arounds, spring and fall, to note exceptions and follow up with appropriate actions.
- Identify lots for annual bush hogging.
- Assist BOD with interpretation of Covenants, as requested.

Stormwater Agreement – Bob Gentzler reported he is in touch with all parties including the Town and is working to have agreement in place ASAP.

Old Business

- *Discussion of Goals for 2011* - Each member presented the goals they felt were important. The goals were then discussed and a list prepared of the five goals the BOD felt were most important. (which is attached). The five goals will be the BOD's objectives for this year.

New Business

- *Planning for the Roads Project* – Tom Renshaw said it felt the BOD needed to hire an Engineer or Project Manager to review the roads in the Plantation and present a Plan for the work that is needed. Marion said she would poll the other Association Managers and get names from them to identify consulting firms who could implement the project or identify who could.
- Beginning at the next meeting BOD meetings will be recorded in order to have a reference log of the meeting.

Committee Liaison Reports

- *Heritage Ad Hoc Committee* – Mike thanked the BOD for their support of e-golf and felt the support helped the relationship between the POA and the Club.
- *Security* – Scott requested the 2010 final numbers be added to the Security report.

The BOD discussed meeting dates for the next few months and changed the March meeting to March 25, instead of March 18, and the June meeting to June 10 instead of June 17.

Adjournment

There being no further business, the meeting was adjourned at 10:30 AM. The next scheduled meeting of the 2011 BOD will be held on Friday, March 25, at 7:30 a.m. in the new BOD Meeting Room at the POA office.

Respectfully submitted,

Marion Gorczynski
Community Association Manager
Bob Gentzler
Secretary

ADDENDUM

Board of Directors Mission Statement: To make Palmetto Hall Plantation a premier residential community in Beaufort County, by remaining focused on improving property values for all property owners and enhancing the quality of life of all residents.

2011 TOP 5 GOALS

- **COMMUNICATIONS & COMMUNITY SPIRIT** - Present clear, understandable, ongoing communications to build a stronger the Community.
 - **Develop specific initiatives to improve BOD transparency**
 - Beginning in February, invite owners to BOD meetings
 - Provide reports to the community on an ongoing basis
 - **Establish a “get to know your neighbors” effort**
 - **Task the Communications Committee to develop further ideas & monitor progress toward this goal.**
2. **APPEARANCE & INFRASTRUCTURE** - Maintain all community property to enhance appearance and property value
- **Update and restart a comprehensive, specific Community Road Project**
 - **Establish an Ad-Hoc Committee to Deliver a Road Plan ASAP**
3. **EXTERNAL** - Stay abreast of Town/County issues that impact our community
- **Support a Due diligence committee to track Airport initiatives and react accordingly**
 - **These efforts are directed at protecting our community quality of life and property values, by staying on top of developments and challenge those at odds with community goals. This may include legal actions**
 - **Maintain awareness of HHI area issues and strengthen contacts w Town and County Leadership**
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4. **HERITAGE / PROPERTYOWNER RELATIONSHIP**- Continue to explore all avenues to improve the relationship with Heritage to the benefit of Residents/ Members

- **Establish an Ad-Hoc committee with BOD and community members to explore and recommend actions to be taken.**
 - Explore the feasibility of Buying the PH amenities
 - Foster collegial relationship by working together on specific projects
 - Support e-golf and sign on 278
 - Continue working together on shared Budget items

6. **FINANCIAL** - Continue to Provide Responsible Financial policies and actions.

- **Prepare a long term financial plan to share with community**
- **Have the Finance committee prepare such a plan for BOD approval and community review**
 - Articulate policy and guidelines for actions to use Capital Reserves
 - Priorities would be Roads then Mailboxes
 - Prepare a long term financial plan to share with community
 - Continue to Conduct an effective annual budget process
 - Maintain banking relationships for FDIC and capital preservation