

Palmetto Hall Plantation Owners' Association
2009 Board of Directors Meeting Minutes
March 20, 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, Scott Slawson and Ron Smetek, Members-at-Large. Marion Gorczynski, Association Manager, was in attendance.

Approval of Minutes – The February minutes of the 2009 BOD were presented for approval. Ron Smetek moved the minutes be approved as presented. Tom Renshaw seconded the motion, and the minutes were then unanimously approved.

Treasurers Report

REVENUE

- Income is down 5% of budget
- Decal/Gate Income is down 19% of budget. Decal sales are down because there are no new houses submissions, hence no construction vehicles purchasing decals. Gate sales are down as there are fewer delivery trucks purchasing day passes which we ascribe to homeowners deferring major purchases.
- Assessments were due the end of February but receipts are a bit slower than last year. Several have made partial payments. Finance charges (1.5%) have been added to outstanding assessments and statements have been mailed.
- Interest Income is down

EXPENSE

- Expenses are slightly below budget
- Security is slightly higher than budgeted
- Electricity, Irrigation and Grounds Maintenance below budget
- Legal Rebillables shows a negative number (-501) as we were reimbursed for some of the fees incurred last year for liens put on a property
- 2 computers were replaced-one in the office and one at the guard house which made E-405, Security Operating Supplies, and E-502, AM Office Expense over budget

SUMMARY/RECOMMENDATIONS

We need to continue monitoring our decal income line and the rate of property owner payments as those are impacting our cash receipts. For the moment I recommend we not make any transfers to capital reserves until we have a better handle on our overall condition.

Joe Bogacz also noted that the BOD had recommended transfer of the PHP accounts to SCB&T and the Finance Committee is in the process of doing that. They are also being cautious to stay within the \$250,000 FDIC limit. He also noted that there were some difficulties during the year-end review and tax preparation with CBH; however, the Finance Committee felt CBC is highly regarded and they have agreed to the cost proposal (\$5600) for the review and tax preparation suggested by Joe. PHP has no federal tax liability for 2008, and \$323 SC tax liability.

Joe also noted that he and Katie are working to make the financial documents presented to the BOD lighter and more readable. CD status is now included in the Balance Sheet.

Joe reported that gate receipts and decal sales are way under budget and the BOD may be forced to defer donations to the Capital Reserve in 2009.

Scott questioned the equity numbers and Joe said he would look into them and report back.

Association Managers Report – Marion reported there have been a number of comments both positive and negative regarding the new captain of security. She also noted there are no homes under construction at the current time which is affecting gate receipts and decals.

Roads Project Report – Jeff DiBiaso joined the meeting. Bob Richardson stated he had difficulty in getting a Chair for the Committee but Jeff is considering that position. An ad hoc committee met last week to discuss what should be done in 2009 on the roads project. Jeff and Bob had met with APAC, a paving company, to discuss what they thought of the condition of our roads. The original C2 report felt \$125,000 of work was needed. The consensus of the ad hoc committee agreed with that amount. C2 had stated that the inspection done in 2007 was extensive. The ad hoc committee questioned whether the dips should be repaired now or when the overlay was done. C2 felt they should be thoroughly inspected as different types of aggregates are now being used.

The BOD felt that warranties from the paver should be received.

Tom Renshaw felt PHP should have at least two bids. Bob Richardson said in the past year he had interviewed two other companies but has not received proposals from them. He was comfortable with one and felt PHP should get a proposal from them. Jeff stated that this is a minimal project for a large company. Art said we are just really looking for an engineer to handle the project. Bob stated the project should be done between 2009 to 2012. Ron Smetek said four entities have seen the project and all agree the scope is the same. Bob Richardson will ask that the proposal from Hutton is at no cost. They have information on the Plantation as they did the original report.

Old Business

Letter to Owners – Tom Renshaw presented the letter to owners he had submitted at the last meeting, with a few minor revisions. The BOD requested Marion to see if John could include it as a flyer and she will also send it out as a Blast after the Newsletter is distributed.

New Business

Curfew – Tom Renshaw presented a curfew plan that the Security Committee had prepared to become effective May 1, 2009. With a few minor changes, the Curfew Notice will be distributed through a Newsletter and through a blast. Fines are as follows:

First offense - \$50

Second offense - \$150

Third offense - \$500 (A hearing may be requested from the BOD)

Further offenses will be referred to Beaufort County Sheriff's Dept.

Ron Smetek moved the curfew be adopted in the Rules and Regulations, Rick Smith seconded the motion, and it was unanimously approved.

Community Picnic – Scott spoke with Mrs. Miller; head of the Women's Club, and with Jim Webb regarding a picnic in late summer. They were both enthusiastic and willing to help. Art asked Rick and Scott to develop a budget for entertainment, decorations, etc.

Newsletter – Art presented a newsletter which was presented to him by an owner for consideration. It is published monthly at no charge and PHP could include 35 pages of text. Art felt that our current newsletter was not only self-supporting but paid for the web site with money left over. Ron Smetek suggested he review it with Club for a joint submission. He will report back at the next meeting.

Response to ARB Letters – In response to a letter from the ARB Chair regarding what he considered an infraction on the Danoff property, the BOD responded that the Committees are agents for the BOD and must act as such.

The BOD proposed the following formal regulation for emergency approvals:

In the event of an emergency, or an extremely time sensitive request for a decision by the ARB is needed by a property owner, the ARB Administrator shall first attempt to consult with the ARB Committee Chair. Time permitting: the ARB Chair will attempt to gain a decision on the emergency/time sensitive request from a quorum of the ARB members.

- In the event that the ARB Committee Chair cannot be reached in the time available, the ARB Administrator shall consult with the BOD Liaison to the ARB for guidance and a course of recommended action to address the emergency/time-sensitive request.

- In the event that a quorum of the ARB Committee members cannot be reached by the ARB Committee Chair, the ARB Administrator shall consult with the BOD Liaison to the ARB and the ARB Committee Chair for guidance and a course of recommended action to address the emergency/time-sensitive request.

Joe made a motion to adopt the proposal.

Bob seconded the motion

It was unanimously adopted.

The BOD further stated that they sanctioned the recommendation the ARB Administrator and the ARB Liaison had made in the incident cited by the ARB Chair.

Response to Covenant Chair – Art had prepared a letter to the Covenants Committee Chair (attached). The BOD discussed the letter and agreed that all Committees’ serve as “agents” of the BOD with all power reserved to the BOD to agree, amend or change Committee decisions.

Report of Committee Liaison Officers

Covenants – Rick reported there are two new members, Beryl DiBiaso and Bart Korb

Security – Art questioned Tom about purchasing a camera for the gate house. Tom said he would discuss with John.

Maintenance – Bob reported the gates are up at the ballpark and Security is locking and unlocking them.

Art then stated that he felt the office should have a waterproof/fireproof safe. Katie had researched the cost and they would be in the \$1200-\$1500 range. The BOD agreed. He also requested that Cruzers be purchased for the download of QB so Joe will have a copy in the event of a disaster.

Extra night security was discussed and decided against.

There being no further business, the meeting was adjourned at 10:15 p.m. The next regularly scheduled meeting will take place at 7:30 a.m., April 19, 2009 in the PHPOA office.

Rick Smith
Secretary

