

Association of Landowners of Port Royal Plantation, Inc.

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, February 19, 2020 • Port Royal Beach House

Called to order at pm by President Don Blank

BOARD MEMBERS PRESENT:

- | | |
|--------------------------------|----------------------|
| 1. Don Blank, President | 8. Marshall Fletcher |
| 2. Carl Nelson, Vice President | 9. John Simpson |
| 3. Robert Turner, Treasurer | 10. Eli Roth |
| 4. Kaye Black, Secretary | 11. Steven Sigalow |
| 5. Roger Briney | |
| 6. Robert McClune | |
| 7. Risa Prince | |

BOARD MEMBERS ABSENCE EXCUSED

1. Kelly Elliott

APPROVAL OF DECEMBER 4, 2019 MEETING MINUTES:

MOTION BY: Carl Nelson SECONDED BY: John Simpson

APPROVED: X NOT APPROVED: Tabled: DIED:

FINANCIAL REPORT:

Robert Turner reported on the November and December 2019 financial report provided in the Board packet.

MOTION TO: Approve the November and December 2019 financial reports.

MOTION BY: Steven Sigalow SECONDED BY: Marshall Fletcher

APPROVED: X NOT APPROVED: Tabled: DIED:

Maximum Allowable Assessment: Bob Turner summarized the Maximum Allowable Assessment memo provided in the Board packet.

MOTION TO: Increase the Maximum Allowable Assessment to the maximum of ten percent.

MOTION BY: Risa Prince SECONDED BY: Steven Sigalow

APPROVED: X NOT APPROVED: Tabled: DIED:

MANAGERS REPORT:

Lance Pyle summarized the written Manager's report provided in the Board packet.

MOTION TO: Obtain additional quotes to complete the drainage and control device being installed in the channel on South Port Royal near Century Drive. Based on quotes a contractor will be selected that will not exceed the current quote of \$38,810. Since this is a 2019 budgeted expense, the year-end 2019 financials will be restated to reflect but not to exceed the amount of \$38,810.

MOTION BY: Bob Turner SECONDED BY: Risa Prince
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____

UNFINISHED BUSINESS:

1) Risk Mitigation – Beach House lower deck
Lance Pyle reported that the Insurance provider will be here to look at this on January 27 and information will be provided at the February 19, 2020 Board meeting.

NEW BUSINESS:

1) 2020 Committees

MOTION TO: Approve, as stated in the Board memo, the 2020 committees and their representatives.

MOTION BY: Kaye Black SECONDED BY: Marshall Fletcher
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____

MOTION TO: Approve the establishment of a finance committee. A charter for which will be written by the Board Treasurer for Board approval at the February Board meeting, together with the composition of the committee.

MOTION BY: Steven Sigalow SECONDED BY: Marshall Fletcher
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____

2) 2020 Board Meeting Dates

MOTION TO: Approve the 2020 Board meeting dates with March 18 date amended to March 25, including changing March 25 and July 15 meeting times to 7:00 pm.

MOTION BY: Risa Prince SECONDED BY: Marshall Fletcher
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____

3) Strategic Planning Task Force

MOTION TO: Approve, as presented by Lance Pyle, the strategic planning process and to authorize the development of a 3-5 year plan.

MOTION BY: Marshall Fletcher SECONDED BY: Risa Prince
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____

4) Beach House Rules and Procedures

Lance Pyle reported on the proposed changes for Beach House Rules and Procedures provided in the Board Packet. This will be discussed once further input is gathered from Board members and Landowners.

5) Pickleball Court Extension

Lance Pyle reported on the proposed Pickleball Court Extension provided in the Board Packet. This will be discussed by Administration Staff once further input is gathered.

6) Chess Group

MOTION TO: Approve No-Fee Use of the Beach House for the Chess Group.

MOTION BY: Risa Prince SECONDED BY: Carl Nelson

APPROVED: NOT APPROVED: _____ TABLED: _____ DIED: _____

7) Kitchen Tours

MOTION TO: Approve the Hilton Head Symphony Kitchens of Note Tour to take place on October 11, 2020 in Port Royal Plantation.

MOTION BY: Kaye Black SECONDED BY: Steven Sigalow

APPROVED: NOT APPROVED: _____ TABLED: _____ DIED: _____

8) Pedal Hilton Head

MOTION TO: Approve Pedal Hilton Head access to Port Royal Plantation with use of the Pool House restrooms on Saturday, November 21, 2020.

MOTION BY: Risa Prince SECONDED BY: John Simpson

APPROVED: NOT APPROVED: _____ TABLED: _____ DIED: _____

Adjourn Meeting:

MOTION TO: Adjourn to Executive Session

MOTION BY: Marshall Fletcher SECONDED BY: Bob Turner

APPROVED: NOT APPROVED: _____ TABLED: _____ DIED: _____

MEETING ADJOURNED AT 4:52 pm

EXECUTIVE SESSION: 4:58 pm to 5:03 pm

Reconvene Meeting:

MOTION TO: Leave Executive Session and Reconvene Board Meeting

MOTION BY: Marshall Fletcher SECONDED BY: Bob Turner

APPROVED: NOT APPROVED: _____ TABLED: _____ DIED: _____

MOTION TO: Increase maximum target incentive pay from 5% to 10% for Director of Maintenance and Director of Security.

MOTION BY: John Simpson SECONDED BY: Risa Prince
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____

Adjourn Meeting:

MOTION TO: Adjourn Meeting

MOTION BY: John Simpson SECONDED BY: Robert McClune
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____

MEETING ADJOURNED AT 5:06 pm

ADDENDUM TO 01/22/20 BOARD MEETING MINUTES:

OPEN FORUM ITEMS PRESENTED BY LANDOWNERS FOR BOARD CONSIDERATION

1. Chalmers Gorman – Flooding on Planters Row and Planters Row lagoon erosion
2. Carrie Wilbur – Beach House Rules and Procedures
3. Barry Wilbur – Leisure Paths and Planters Row lagoon erosion
4. Susan Moore – Beach House Webcam
5. Renee Roth – Beach House Rules and Procedures
6. Bernie McGarrigle – Flood Zone Map Changes

DIRECTIVES MADE BY THE BOARD

1. Lance Pyle will follow up with Chalmers Gorman concerning flooding on Planters Row.
2. Lance Pyle will verify if there was a Board motion in 2019 for the allocation of surplus funds and follow up with Risa Prince.
3. Lance Pyle will reissue the December 2019 financials.
4. All 2020 Board Committee charters will be submitted if ready at the February 2020 Board meeting, but no later than the June meeting.
5. Proposed changes to the Beach House Rules and Procedures will be published on the website and in the March Trident to solicit Landowner feedback.
6. Lance Pyle will submit a financial review of the Beach House to Board members.
7. Lance Pyle will gather information from the Port Royal Plantation Club on Pickleball court usage. Once information is available it will be published in the Trident to solicit Landowner feedback.

ITEMS FOR NEXT MEETING’S AGENDA

1. Risk Mitigation for Beach House lower deck
2. Beach House Rules and Procedures
3. Pickleball Court Extension

