

**Association of Landowners of Port Royal Plantation, Inc.  
10 Coggins Point Road, Hilton Head Island, 29928  
Wednesday, June 15, 2022  
1:30 p.m.  
Beach House and Zoom Teleconference Video**

**Board of Directors  
Agenda**

**Open Forum: Landowner Comment: 3 minutes each**

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**Call to Order**

**Quorum Certified – Kelly Elliott, Secretary**

**Approval of Meeting Minutes**

➤ [May 18, 2022](#)

**Financial Report:**

➤ [Financial Report  
May 2022](#)

**[Manager's Report: Lance Pyle](#)**

**Unfinished Business**

➤ Social Committee Chair Appointment

**Executive Session**

➤ Employee Staffing

**Adjournment**

**Association of Landowners of Port Royal Plantation, Inc.**  
**BOARD OF DIRECTORS MINUTES**  
**Wednesday, May 18, 2022 • Beach House and Zoom Teleconference Video**

**Called to order at 1:46 pm by President Carl Nelson**

**BOARD MEMBERS PRESENT:**

- |                                |                       |
|--------------------------------|-----------------------|
| 1. Carl Nelson, President      | 6. Clifford Kenneck   |
| 2. Mark Prince, Vice President | 7. Tom Korzik         |
| 3. Kelly Elliott, Secretary    | 8. Martha Lake        |
| 4. Robert DeRose               | 9. Robert McClune     |
| 5. Terry Herron                | 10. Bernie McGarrigle |
|                                | 11. Steven Sigalow    |

(Robert Turner was out of town and could not attend)

**OPEN FORUM: 3 minutes**

President Carl Nelson opened the floor for open forum.

Linda Constantino, 28 Sherman Drive, made comment about the deer population and inquired about a culling of the deer. Lance responded that the numbers from studies done in the past have not warranted a culling; however, he did anticipate the numbers from the upcoming study to be held in the fall to reveal a larger number of deer in Port Royal Plantation. Whether the numbers will justify a culling is unknown at this time. After some discussion, Mrs. Constantino concluded her time and was seated.

There were no other comments made in the open forum

**QUORUM CERTIFIED – Kelly Elliott, Secretary**

**Port Royal Community Charitable Fund – Update:**

Renee Roth, Chair of the Port Royal Community Charitable Fund (PRCCF), gave a brief update on the PRCCF and its progress over the past year. She listed its launching event, several of its fundraising events, and its growing membership. She then listed some of its upcoming events and shared the events had raised over \$100,000 in donations to charities. She then concluded and thanked the Board of Directors for their support and was seated.

**Pop Tops:**

Patti Soltys, 51 Outpost Lane, expressed support for the Ronald McDonald House through their Pop Tops program. The Program helps the Ronald McDonald Houses by collecting canned beverage pull tabs which are then sold by the Ronald McDonald House as scrap metal. Patti requested permission to place Pop Top collection containers by the recycling bins in the Community Room.

MOTION TO: Give Administration the authority to set up a Pop Top Collection Site for the Ronald McDonald House in Savannah, GA.

MOTION BY: Robert DeRose                      SECONDED BY: Robert McClune

Vote:   10   approved,   0   opposed

APPROVED:     X     NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

**APPROVAL OF BOARD MEETING MINUTES:**

MOTION: Approve the April 20, 2022 Board Meeting minutes.

MOTION BY: Robert McClune                      SECONDED BY: Clifford Kenneck

Vote:   10   approved,   0   opposed

APPROVED:     X     NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

**COMMITTEE REPORTS:**

1. Nominating Committee

Mark Prince, Chair of the Nominating Committee, gave an update on their April committee meeting. He explained that the meeting was successful, and the call for applicants would go out in the June 2022 Trident Review, and the cutoff for applications would be July 8, 2022.

**FINANCIAL REPORT:**

Tom Korzik, Finance Committee Member, speaking on behalf of Robert Turner, referenced the April 2022 financial reports provided in the board packet.

MOTION TO: Approve the April 2022 financial report.

MOTION BY: Robert McClune                      SECONDED BY: Bernie McGarrigle

Vote:   10   approved,   0   opposed

APPROVED:     X     NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

**MANAGERS REPORT:**

Lance Pyle summarized the written report provided in the board packet. In Maintenance, Lance commented on the delay in the paving of Ensis and South Port Royal, the progress of the leisure path replacement, the pipe damaged by Hargray, and the RFP and Needs Assessment for the new maintenance facility.

In Administration, Lance stated that Jeff Markle, Director of Operations, had been working with Caliber on updating the rules and regulations enforcement process. He said Jeff was reviewing the enforcement process and working with Security to develop enforcement procedures. Lance added updates about topics not in the managers report including the upcoming Memorial Day 5K Run and the Heritage Golf Group's Summer Market starting on June 1 that would extend through the summer every Wednesday from 10 am-2 pm.

Other items mentioned upon request from Board Members include the turned around vehicles at the Gate, invalid passes, the BB Gun report, and the Pickleball Paddle Sound Test

**UNFINISHED BUSINESS:**

1. 23 Audubon Place – PAB Compliance

Lance summarized the memo provided in the Board Packet regarding the stalemate of 23 Audubon Place. The Board then discussed if some sort of action should be taken by them at this point in time. Upon request, Jeff Markle provided comment on the updates of the situation.

MOTION TO: With respect to the property at 23 Audubon Place, the Board of Directors authorize Administration to retain counsel to pursue the Association’s rights under the Covenants.

MOTION BY: Steven Sigalow                      SECONDED BY: Mark Prince

Vote:   10   approved,   0   opposed

APPROVED:     X     NOT APPROVED:          TABLED:          DIED:         

**NEW BUSINESS:**

1. Investment Committee Recommendation – Merrill Lynch

Robert DeRose, Investment Committee Chairman, summarized the memo in the Board Packet regarding the Investment Committee’s recommendation to appoint Merrill Lynch Wealth Management to offer investment advice to Port Royal Plantation.

MOTION: The Port Royal Plantation Board approve a Corporate Resolution that authorizes the appointment of Merrill Lynch Wealth Management to offer investment advice to Port Royal Plantation through the Port Royal Plantation Investment Committee, and to act in the best financial interests of Port Royal Plantation.

MOTION BY: Robert DeRose                      SECONDED BY: Clifford Kenneck

Vote:   10   approved,   0   opposed

APPROVED:     X     NOT APPROVED:          TABLED:          DIED:         

2. Social Committee

Lance summarized the memo provided at the April Board Meeting regarding the recommendation from the Strategic Planning Task Force for the establishment of a new Standing Committee, a Social Committee. Martha Lake, Member of the Strategic Planning Task Force, offered insight into the reasoning for such a committee.

MOTION: Authorize the creation of a standing Social Committee subject to Board approval of its charter.

MOTION BY: Steve Sigalow                      SECONDED BY: Terry Herron

Vote:   8   approved,   2   opposed

APPROVED:     X     NOT APPROVED:          TABLED:          DIED:         

Carl Nelson stated that he would appoint a chair for the committee.

3. Certificate of Deposits – Expiration

Lance explained that he needed approval from the Board to cash out maturing CDs, and appropriately move those funds as directed by the Investment Committee.

MOTION: Grant the General Manager and Treasurer of the Board of Directors authorization to cash out CDs as they mature and move them under Port Royal's current Investment Policy for further action.

MOTION BY: Kelly Elliott                      SECONDED BY: Mark Prince

Vote:   9   approved,   0   opposed,   1   abstain

APPROVED:   X   NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

(Terry Herron was not in the room when the motion was explained.)

**Adjourn Meeting:**

MOTION TO: Adjourn the meeting.

MOTION BY: Clifford Kenneck                      SECONDED BY: Martha Lake

Vote:  10  approved,   0  opposed

APPROVED:   X   NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

MEETING ADJOURNED AT 3:19 pm

Signed: \_\_\_\_\_



**Association of Landowners of Port Royal Plantation**  
**PRP Income and Expense**  
**5/1/2022 - 5/31/2022**

Accounts	5/1/2022 - 5/31/2022			1/1/2022 - 5/31/2022			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Income</b>							
<u>Operating Income</u>							
3000 - Assessments	\$0.00	\$0.00	\$0.00	\$1,563,188.25	\$1,563,655.75	(\$467.50)	\$1,563,655.75
3010 - Replacement Reserve	\$0.00	\$0.00	\$0.00	\$275,856.75	\$275,939.25	(\$82.50)	\$275,939.25
3100 - Decal & Pass Sales	\$56,169.00	\$48,787.25	\$7,381.75	\$357,020.00	\$304,545.56	\$52,474.44	\$630,748.61
3120 - PAB Fees	\$300.00	\$500.00	(\$200.00)	\$12,150.00	\$13,110.00	(\$960.00)	\$35,562.00
3125 - Cable Fees	\$0.00	\$0.00	\$0.00	\$18,057.07	\$19,000.00	(\$942.93)	\$19,000.00
3130 - Closing Fees	\$400.00	\$400.00	\$0.00	\$2,300.00	\$2,300.00	\$0.00	\$4,500.00
3150 - Past Due - Late Fees	\$91.68	\$135.00	(\$43.32)	\$2,696.49	\$3,740.00	(\$1,043.51)	\$4,500.00
3160 - Fines - Violations	\$4,050.00	\$0.00	\$4,050.00	\$4,200.00	\$0.00	\$4,200.00	\$0.00
3180 - Miscellaneous Income	\$0.00	\$50.00	(\$50.00)	\$1,035.00	\$250.00	\$785.00	\$600.00
3185 - Interest Income	\$290.08	\$362.56	(\$72.48)	\$1,055.85	\$2,054.52	(\$998.67)	\$3,021.36
3190 - Beach House Reservation	\$3,300.00	\$2,600.00	\$700.00	\$7,400.00	\$7,300.00	\$100.00	\$20,400.00
3191 - Beach House Locker/ Kayak	\$136.85	\$0.00	\$136.85	\$10,828.15	\$9,795.00	\$1,033.15	\$9,795.00
3230 - Reserve Transfer	(\$17,838.80)	(\$17,838.80)	\$0.00	(\$347,294.40)	(\$347,294.40)	\$0.00	(\$472,166.00)
3235 - EMA Billings	\$20,282.25	\$20,282.25	\$0.00	\$101,411.25	\$101,411.27	(\$0.02)	\$243,387.02
<b>Total Operating Income</b>	<b>\$67,181.06</b>	<b>\$55,278.26</b>	<b>\$11,902.80</b>	<b>\$2,009,904.41</b>	<b>\$1,955,806.95</b>	<b>\$54,097.46</b>	<b>\$2,338,942.99</b>
<b>Total Income</b>	<b>\$67,181.06</b>	<b>\$55,278.26</b>	<b>\$11,902.80</b>	<b>\$2,009,904.41</b>	<b>\$1,955,806.95</b>	<b>\$54,097.46</b>	<b>\$2,338,942.99</b>
<b>Expense</b>							
<u>ADMIN</u>							
4000 - Salaries-Admin	\$30,013.31	\$36,667.57	\$6,654.26	\$153,437.27	\$184,537.82	\$31,100.55	\$476,678.36
4010 - Insurance-Admin	\$2,373.67	\$3,725.01	\$1,351.34	\$12,314.82	\$16,616.69	\$4,301.87	\$42,691.70
4015 - 401K Contribution- Admin	\$505.62	\$533.72	\$28.10	\$3,337.62	\$2,668.60	(\$669.02)	\$6,404.58
4020 - Education - Administration	\$2,634.88	\$2,695.00	\$60.12	\$4,115.81	\$4,635.00	\$519.19	\$10,200.00
4030 - Communications - Admin	\$407.35	\$475.00	\$67.65	\$3,385.85	\$2,375.00	(\$1,010.85)	\$5,700.00
4040 - Insurance	\$8,865.46	\$8,442.42	(\$423.04)	\$44,193.24	\$42,212.10	(\$1,981.14)	\$101,309.10
4050 - Property Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,650.00
4060 - Legal/Professional	\$843.50	\$1,968.18	\$1,124.68	\$6,115.10	\$8,222.72	\$2,107.62	\$22,000.00
4070 - PAB Professionals	\$600.00	\$589.80	(\$10.20)	\$2,111.83	\$1,710.40	(\$401.43)	\$5,839.00
4080 - Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
4090 - Website	\$609.00	\$750.00	\$141.00	\$1,218.00	\$1,500.00	\$282.00	\$3,000.00
4100 - Computers/Technology	\$2,345.78	\$1,434.00	(\$911.78)	\$8,396.91	\$7,820.00	(\$576.91)	\$24,008.00
4120 - Printing	\$0.00	\$0.00	\$0.00	\$221.34	\$250.00	\$28.66	\$9,080.00
4130 - Office Supplies	\$817.04	\$819.97	\$2.93	\$2,624.32	\$2,820.22	\$195.90	\$4,560.00
4140 - Postage	\$116.00	\$177.00	\$61.00	\$479.24	\$531.00	\$51.76	\$3,802.61
4150 - Celebration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00
4160 - Miscellaneous	\$90.70	\$105.00	\$14.30	\$5,493.90	\$5,515.00	\$21.10	\$11,300.00
4200 - Bank Service Charge	\$493.01	\$475.63	(\$17.38)	\$2,285.29	\$2,611.33	\$326.04	\$5,800.00
4220 - Management Fee/Software	\$1,061.92	\$1,022.67	(\$39.25)	\$5,680.92	\$5,477.33	(\$203.59)	\$10,200.00
4999 - EMA Admin Assessments	(\$3,415.29)	(\$3,415.29)	\$0.00	(\$17,076.42)	(\$17,076.42)	\$0.00	(\$40,983.45)
<b>Total ADMIN</b>	<b>\$48,361.95</b>	<b>\$56,465.68</b>	<b>\$8,103.73</b>	<b>\$238,335.04</b>	<b>\$272,426.79</b>	<b>\$34,091.75</b>	<b>\$743,239.90</b>
<u>MAINTENANCE</u>							
5000 - Salaries-Maintenance	\$12,725.60	\$15,472.29	\$2,746.69	\$62,243.35	\$68,401.45	\$6,158.10	\$180,419.78
5010 - Insurance-Maintenance	\$1,796.99	\$2,235.00	\$438.01	\$8,943.41	\$9,970.00	\$1,026.59	\$25,615.02
5015 - 401K Contribution-Maintenance	\$255.78	\$277.10	\$21.32	\$1,641.81	\$1,385.50	(\$256.31)	\$3,325.14
5020 - Education-Maintenance	\$20.14	\$115.92	\$95.78	\$197.78	\$502.12	\$304.34	\$1,352.00
5030 - Communications-Maintenance	\$110.52	\$120.00	\$9.48	\$632.27	\$800.00	\$167.73	\$2,040.00
5040 - Uniforms	\$0.00	\$0.00	\$0.00	\$624.45	\$625.00	\$0.55	\$1,625.00
5050 - Outside Services	\$25,696.82	\$23,271.84	(\$2,424.98)	\$120,084.27	\$119,606.30	(\$477.97)	\$286,338.18
5060 - Pest Control	\$1,162.00	\$1,087.00	(\$75.00)	\$5,937.00	\$5,115.00	(\$822.00)	\$16,922.00
5070 - Debris Removal	\$3,836.85	\$3,341.52	(\$495.33)	\$16,860.31	\$17,207.60	\$347.29	\$45,001.48
5080 - Arboretum	\$0.00	\$0.00	\$0.00	\$1,581.17	\$1,600.00	\$18.83	\$6,400.00
5090 - Beach House Maintenance	\$2,900.17	\$2,872.08	(\$28.09)	\$13,616.25	\$13,826.13	\$209.88	\$35,450.00
5100 - Pool Maintenance	\$3,184.30	\$2,955.00	(\$229.30)	\$8,243.38	\$7,830.00	(\$413.38)	\$19,080.00
5110 - Tennis Maintenance	\$1,573.26	\$0.00	(\$1,573.26)	\$2,498.43	\$1,000.00	(\$1,498.43)	\$1,000.00
5120 - Facilities Maintenance	\$2,253.12	\$2,187.67	(\$65.45)	\$21,198.32	\$21,128.34	(\$69.98)	\$44,252.00
5130 - Road Shoulder Repair	\$3,900.00	\$4,000.00	\$100.00	\$3,900.00	\$4,000.00	\$100.00	\$10,000.00
5135 - Road Repairs	\$0.00	\$0.00	\$0.00	\$3,800.00	\$3,800.00	\$0.00	\$24,000.00
5140 - Lagoon Maintenance	\$805.98	\$796.70	(\$9.28)	\$4,029.90	\$3,983.50	(\$46.40)	\$9,560.46
5150 - Landscape Maintenance	\$12,419.32	\$12,468.74	\$49.42	\$31,912.53	\$32,154.99	\$242.46	\$82,000.00
5160 - Tree Maintenance	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00	\$0.00	\$54,500.00
5170 - Mailboxes	\$392.00	\$83.33	(\$308.67)	\$169.64	\$416.65	\$247.01	\$1,000.00
5180 - Equipment Maintenance	\$3,490.69	\$3,271.42	(\$219.27)	\$4,271.41	\$4,257.13	(\$14.28)	\$10,900.00



**Association of Landowners of Port Royal Plantation**  
**PRP Income and Expense**  
**5/1/2022 - 5/31/2022**

	5/1/2022 - 5/31/2022			1/1/2022 - 5/31/2022			
<b>Accounts</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
5190 - Vehicle Maintenance	(\$50.00)	\$0.00	\$50.00	\$694.49	\$856.00	\$161.51	\$2,000.00
5200 - Gas-Oil-Lube	\$775.14	\$650.67	(\$124.47)	\$2,474.51	\$2,526.34	\$51.83	\$6,500.00
5210 - Small Tools	\$0.00	\$0.00	\$0.00	\$448.19	\$847.27	\$399.08	\$2,800.00
5220 - Storage Lease	\$264.00	\$250.00	(\$14.00)	\$1,320.00	\$1,250.00	(\$70.00)	\$3,000.00
5999 - EMA Maint Assessments	(\$11,209.75)	(\$11,209.75)	\$0.00	(\$56,048.86)	(\$56,048.86)	\$0.00	(\$134,517.11)
<b>Total MAINTENANCE</b>	<b>\$66,302.93</b>	<b>\$64,246.53</b>	<b>(\$2,056.40)</b>	<b>\$276,774.01</b>	<b>\$282,540.46</b>	<b>\$5,766.45</b>	<b>\$740,563.95</b>
<b>SECURITY</b>							
6000 - Salaries-Security	\$36,314.73	\$36,719.40	\$404.67	\$190,988.63	\$186,691.00	(\$4,297.63)	\$477,352.24
6010 - Insurance-Security	\$2,415.05	\$6,241.75	\$3,826.70	\$14,636.83	\$28,397.27	\$13,760.44	\$72,089.52
6015 - 401K Contribution- Security	\$391.50	\$424.12	\$32.62	\$2,837.56	\$2,120.60	(\$716.96)	\$5,089.50
6020 - Training-Security	\$0.00	\$0.00	\$0.00	\$886.00	\$925.00	\$39.00	\$7,350.00
6030 - Communications	\$502.99	\$717.83	\$214.84	\$2,885.27	\$3,589.15	\$703.88	\$8,614.00
6040 - Uniform Purchases	\$0.00	\$0.00	\$0.00	\$229.53	\$250.00	\$20.47	\$3,825.00
6050 - Gate Software	\$759.61	\$843.00	\$83.39	\$3,527.77	\$4,215.00	\$687.23	\$10,116.00
6060 - Vehicles-Maint-Secur	(\$28.33)	\$0.00	\$28.33	\$2,251.73	\$2,350.00	\$98.27	\$5,600.00
6070 - Gasoline-Security	\$1,061.93	\$916.67	(\$145.26)	\$5,103.60	\$4,583.35	(\$520.25)	\$11,000.00
6080 - Printing-Security	\$964.50	\$875.00	(\$89.50)	\$1,699.28	\$1,625.00	(\$74.28)	\$6,750.00
6090 - Supplies-Security	\$203.00	\$116.66	(\$86.34)	\$977.71	\$908.32	(\$69.39)	\$3,400.00
6100 - Licenses-Security	\$0.00	\$0.00	\$0.00	\$330.00	\$350.00	\$20.00	\$2,350.00
6110 - Miscellaneous-Securi	\$210.00	\$200.00	(\$10.00)	\$2,170.43	\$2,105.00	(\$65.43)	\$10,500.00
6999 - EMA Sec Assessments	(\$4,609.59)	(\$4,609.59)	\$0.00	(\$23,047.91)	(\$23,047.91)	\$0.00	(\$55,315.04)
<b>Total SECURITY</b>	<b>\$38,185.39</b>	<b>\$42,444.84</b>	<b>\$4,259.45</b>	<b>\$205,476.43</b>	<b>\$215,061.78</b>	<b>\$9,585.35</b>	<b>\$568,721.22</b>
<b>EMA</b>							
8100 - Admin Fee-EMA	\$3,415.29	\$3,415.29	\$0.00	\$17,076.42	\$17,076.42	\$0.00	\$40,983.45
8120 - Maintenance-EMA	\$11,209.75	\$11,209.75	\$0.00	\$56,048.86	\$56,048.86	\$0.00	\$134,517.11
8170 - Security-EMA	\$4,609.59	\$4,609.59	\$0.00	\$23,047.91	\$23,047.91	\$0.00	\$55,315.04
8180 - Utilities-EMA	\$1,047.62	\$1,047.62	\$0.00	\$5,238.08	\$5,238.08	\$0.00	\$12,571.42
<b>Total EMA</b>	<b>\$20,282.25</b>	<b>\$20,282.25</b>	<b>\$0.00</b>	<b>\$101,411.27</b>	<b>\$101,411.27</b>	<b>\$0.00</b>	<b>\$243,387.02</b>
<b>UTILITIES</b>							
7000 - Electricity	\$3,940.74	\$4,163.94	\$223.20	\$19,541.31	\$20,819.70	\$1,278.39	\$49,967.32
7010 - Water	\$422.00	\$469.58	\$47.58	\$1,769.00	\$2,347.90	\$578.90	\$5,635.00
7029 - EMA Utilites Assessments	(\$1,047.62)	(\$1,047.62)	\$0.00	(\$5,238.08)	(\$5,238.08)	\$0.00	(\$12,571.42)
<b>Total UTILITIES</b>	<b>\$3,315.12</b>	<b>\$3,585.90</b>	<b>\$270.78</b>	<b>\$16,072.23</b>	<b>\$17,929.52</b>	<b>\$1,857.29</b>	<b>\$43,030.90</b>
<b>Total Expense</b>	<b>\$176,447.64</b>	<b>\$187,025.20</b>	<b>\$10,577.56</b>	<b>\$838,068.98</b>	<b>\$889,369.82</b>	<b>\$51,300.84</b>	<b>\$2,338,942.99</b>
<b>Operating Net Income</b>	<b>(\$109,266.58)</b>	<b>(\$131,746.94)</b>	<b>\$22,480.36</b>	<b>\$1,171,835.43</b>	<b>\$1,066,437.13</b>	<b>\$105,398.30</b>	<b>\$0.00</b>
<b>Reserve Income</b>							
<b>Beach House</b>							
3021 - Beach House Interest Income	\$7.29	\$0.00	\$7.29	\$66.38	\$0.00	\$66.38	\$0.00
<b>Total Beach House</b>	<b>\$7.29</b>	<b>\$0.00</b>	<b>\$7.29</b>	<b>\$66.38</b>	<b>\$0.00</b>	<b>\$66.38</b>	<b>\$0.00</b>
<b>Transfer Fee</b>							
9900 - Transfer Fee	\$30,737.50	\$22,690.00	\$8,047.50	\$147,860.88	\$121,065.00	\$26,795.88	\$279,895.00
<b>Total Transfer Fee</b>	<b>\$30,737.50</b>	<b>\$22,690.00</b>	<b>\$8,047.50</b>	<b>\$147,860.88</b>	<b>\$121,065.00</b>	<b>\$26,795.88</b>	<b>\$279,895.00</b>
<b>Replacement Reserve Income</b>							
9000 - Replacement Reserves	\$17,838.80	\$17,838.80	\$0.00	\$347,294.40	\$347,294.40	\$0.00	\$472,166.00
9010 - Revenue - Reserve Interest Income	\$177.92	\$236.08	(\$58.16)	\$742.07	\$1,180.40	(\$438.33)	\$2,833.00
<b>Total Replacement Reserve Income</b>	<b>\$18,016.72</b>	<b>\$18,074.88</b>	<b>(\$58.16)</b>	<b>\$348,036.47</b>	<b>\$348,474.80</b>	<b>(\$438.33)</b>	<b>\$474,999.00</b>
<b>Total Reserve Income</b>	<b>\$48,761.51</b>	<b>\$40,764.88</b>	<b>\$7,996.63</b>	<b>\$495,963.73</b>	<b>\$469,539.80</b>	<b>\$26,423.93</b>	<b>\$754,894.00</b>
<b>Reserve Expense</b>							
<b>RESERVES</b>							
9512 - Beach House	\$0.00	\$0.00	\$0.00	\$14,865.00	\$0.00	(\$14,865.00)	\$0.00
9515 - Boardwalks	\$0.00	\$0.00	\$0.00	\$56,250.00	\$58,145.00	\$1,895.00	\$58,145.00
9545 - Site Drainage System	\$0.00	\$0.00	\$0.00	\$10,340.00	\$10,640.00	\$300.00	\$24,750.00
9560 - Road Paving	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$129,600.00
9625 - Fencing	\$0.00	\$0.00	\$0.00	\$21,662.40	\$0.00	(\$21,662.40)	\$0.00
9640 - Leisure Path Repair	\$113,100.00	\$113,000.00	(\$100.00)	\$193,100.00	\$193,000.00	(\$100.00)	\$285,383.00
9650 - Security Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
9660 - Maintenance Equipment	\$18,799.85	\$18,500.00	(\$299.85)	\$18,799.85	\$18,500.00	(\$299.85)	\$18,500.00
<b>Total RESERVES</b>	<b>\$131,899.85</b>	<b>\$131,500.00</b>	<b>(\$399.85)</b>	<b>\$315,017.25</b>	<b>\$280,285.00</b>	<b>(\$34,732.25)</b>	<b>\$546,378.00</b>
<b>Total Reserve Expense</b>	<b>\$131,899.85</b>	<b>\$131,500.00</b>	<b>(\$399.85)</b>	<b>\$315,017.25</b>	<b>\$280,285.00</b>	<b>(\$34,732.25)</b>	<b>\$546,378.00</b>
<b>Operating Net Income</b>	<b>(\$83,138.34)</b>	<b>(\$90,735.12)</b>	<b>\$7,596.78</b>	<b>\$180,946.48</b>	<b>\$189,254.80</b>	<b>(\$8,308.32)</b>	<b>\$208,516.00</b>
<b>Net Income</b>	<b>(\$192,404.92)</b>	<b>(\$222,482.06)</b>	<b>\$30,077.14</b>	<b>\$1,352,781.91</b>	<b>\$1,255,691.93</b>	<b>\$97,089.98</b>	<b>\$208,516.00</b>



**Association of Landowners of Port Royal Plantation**  
**PR Balance Sheet**  
**As Of 5/31/2022**

	<u>Balance</u> <u>5/31/2022</u>	<u>Balance</u> <u>4/30/2022</u>	<u>Change</u>
<b>Assets</b>			
Operating Cash			
1000 - Alliance 8662 Operating Cash	\$131,056.36	\$168,310.99	(\$37,254.63)
1010 - Alliance - 9625 Payroll	\$132,742.01	\$66,076.51	\$66,665.50
1015 - Alliance - ICS - Operating MM	\$1,330,383.24	\$1,330,100.85	\$282.39
1024 - TD Bank-6679 Onsite Bank	\$100,853.19	\$269,225.45	(\$168,372.26)
<u>Operating Cash Total</u>	<b>\$1,695,034.80</b>	<b>\$1,833,713.80</b>	<b>(\$138,679.00)</b>
Asset Replacement Cash and Receivables			
1025 - Alliance - 9633 MM - Reserves	\$266,385.99	\$380,104.84	(\$113,718.85)
1030 - Alliance - ICS - Reserve MM	\$327,045.35	\$326,989.82	\$55.53
1048 - MM - First Citizens Bank	\$262,247.56	\$251,995.25	\$10,252.31
1050 - CD-Truist-2.9% 26M - 8/14	\$250,000.00	\$250,000.00	\$0.00
1055 - Accounts Receivable-Town of Hilton Head	\$113,049.32	\$113,049.32	\$0.00
1056 - Accounts Receivable Operating Fund	\$75,000.00	\$75,000.00	\$0.00
<u>Asset Replacement Cash and Receivables Total</u>	<b>\$1,293,728.22</b>	<b>\$1,397,139.23</b>	<b>(\$103,411.01)</b>
Disaster Recovery			
1060 - Synovus 9101 Disaster Recovery	\$369,352.00	\$359,090.74	\$10,261.26
<u>Disaster Recovery Total</u>	<b>\$369,352.00</b>	<b>\$359,090.74</b>	<b>\$10,261.26</b>
Capital			
1065 - Synovus 0503 Capital Fund	\$164,287.80	\$154,035.26	\$10,252.54
<u>Capital Total</u>	<b>\$164,287.80</b>	<b>\$154,035.26</b>	<b>\$10,252.54</b>
Escrow			
1090 - BOA - Escrow - PAB	\$167,050.00	\$172,000.00	(\$4,950.00)
1092 - Synovus 9247 BH Rental Escrow	\$23,400.00	\$22,700.00	\$700.00
<u>Escrow Total</u>	<b>\$190,450.00</b>	<b>\$194,700.00</b>	<b>(\$4,250.00)</b>
Transfer Fee			
1095 - Synovus - 3104 Operating Transfer Fee	\$1,000.00	\$1,000.00	\$0.00
<u>Transfer Fee Total</u>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>
Beach House Cash			
1096 - TD 4377 Special Assessment	\$15,814.44	\$14,933.38	\$881.06
<u>Beach House Cash Total</u>	<b>\$15,814.44</b>	<b>\$14,933.38</b>	<b>\$881.06</b>
Accounts Receivable			
1200 - AR Annual Assessment	\$5,035.59	\$5,635.96	(\$600.37)
1201 - AR Beach House	\$255,414.96	\$256,536.47	(\$1,121.51)
1203 - AR Fines	\$4,050.00	\$0.00	\$4,050.00
1204 - AR Misc	\$1,142.74	\$1,196.06	(\$53.32)
1300 - Allowance for Uncollectable Accounts	(\$10,000.00)	(\$10,000.00)	\$0.00
<u>Accounts Receivable Total</u>	<b>\$255,643.29</b>	<b>\$253,368.49</b>	<b>\$2,274.80</b>





## Association of Landowners of Port Royal Plantation

## PR Balance Sheet

As Of 5/31/2022

	<u>Balance</u> <u>5/31/2022</u>	<u>Balance</u> <u>4/30/2022</u>	<u>Change</u>
Prepaid Expenses			
1400 - Prepaid Insurance	\$70,388.22	\$79,253.68	(\$8,865.46)
<u>Prepaid Expenses Total</u>	<b>\$70,388.22</b>	<b>\$79,253.68</b>	<b>(\$8,865.46)</b>
Fixed Assets			
1601 - Land Improvements	\$261,248.58	\$261,248.58	\$0.00
1602 - Beach & Tennis Facilities	\$143,007.00	\$143,007.00	\$0.00
1603 - Furniture & Fixtures	\$392,238.00	\$392,238.00	\$0.00
1604 - Landscaping Equipment	\$86,250.00	\$86,250.00	\$0.00
1608 - Vehicles	\$126,809.00	\$126,809.00	\$0.00
1609 - Accumulated Depreciation	(\$458,413.13)	(\$458,413.13)	\$0.00
<u>Fixed Assets Total</u>	<b>\$551,139.45</b>	<b>\$551,139.45</b>	<b>\$0.00</b>
<b>Assets Total</b>	<b>\$4,606,838.22</b>	<b>\$4,838,374.03</b>	<b>(\$231,535.81)</b>
<b>Liabilities and Equity</b>			
Long-Term Liabilities			
2000 - Accounts Payable	\$2,322.11	\$35,126.53	(\$32,804.42)
2090 - Escrow Deposits PAB	\$167,050.00	\$172,000.00	(\$4,950.00)
2092 - Escrow Deposits Beach House	\$23,400.00	\$22,700.00	\$700.00
<u>Long-Term Liabilities Total</u>	<b>\$192,772.11</b>	<b>\$229,826.53</b>	<b>(\$37,054.42)</b>
Current Liabilities			
2040 - BH Construction Loan	\$75,000.00	\$75,000.00	\$0.00
2095 - Community Affairs	\$4,200.00	\$4,200.00	\$0.00
2130 - Celebration Fund	\$585.00	\$330.00	\$255.00
2150 - Arboretum Fund	\$2,149.06	\$2,149.06	\$0.00
2151 - Deferred BH Rental Income	\$2,850.00	\$3,150.00	(\$300.00)
2152 - Deferred Employee Incentive	\$18,221.45	\$14,577.16	\$3,644.29
2153 - Deferred Revenue- Gate Decals and Passes	\$147,002.00	\$147,002.00	\$0.00
2154 - Prepaid A/R Annual	\$30,923.76	\$36,554.52	(\$5,630.76)
2156 - Prepaid A/R Misc.	\$0.00	\$45.00	(\$45.00)
<u>Current Liabilities Total</u>	<b>\$280,931.27</b>	<b>\$283,007.74</b>	<b>(\$2,076.47)</b>
Capital & Owner's Equity Accounts			
2200 - Reserve Equity	\$1,325,252.00	\$1,325,252.00	\$0.00
2700 - Retained Earnings- Operating	\$511,656.76	\$511,656.76	\$0.00
2800 - Retained Earnings- Reserves	\$943,444.17	\$943,444.17	\$0.00
<u>Capital &amp; Owner's Equity Accounts Total</u>	<b>\$2,780,352.93</b>	<b>\$2,780,352.93</b>	<b>\$0.00</b>
<u>Net Income</u>	\$1,352,781.91	\$1,545,186.83	(\$192,404.92)
<b>Liabilities &amp; Equity Total</b>	<b>\$4,606,838.22</b>	<b>\$4,838,374.03</b>	<b>(\$231,535.81)</b>

To: Board of Directors  
From: Ralph Myers, Accounting Manager / Lance Pyle, General Manager  
Date: 06-15-2022  
Re: May 2022 Financial Statement Variance Report

### **Income**

#### Operating Income

- 3100 Decal & Pass Sales –For May, sales were over budget by \$7,381.75. The decals sales depend on the current commercial activity in the community and is monitored closely. Year-to-date, we are over budget by \$52,474.44
- 3120 PAB Fees- The variance of \$200.00 under budget is from 1 driveway and 1 retaining wall. Year-to-date, we are under budget by \$960.00
- 3130 Closing Fees- We collected 4 closing fees in May. Year-to-date, we are on budget.
- 3150 Past Due- Late Fees-The variance of \$43.32 under budget for late fees applied to delinquent accounts. We collected \$0.00 in late fees in May and \$2,724.60 this year.
- 3160 Fines-Violations-The variance of \$4,050.00 is from \$3,750.00 in various PAB violations on one property and \$300.00 for a yard maintenance violation on another.

### **Expense**

#### Administration

- 4060 Legal-Professional- The variance of \$1,124.68 under budget. Year-to-date, we are under budget by \$2,107.62.
- 4100 Computers/Technology- The variance of \$911.78 over budget is from our monthly billing of \$1,328.00 and \$1,007.28 for troubleshooting our phones and emails. Year-to-date, we are over budget by \$576.91.

#### Maintenance

- 5050 Outside Services- The variance of \$2,424.98 over budget is from our landscaping increased from \$23,130.21 to \$24,996.82 and \$700.00 for septic cleanouts for office and guard house.
- 5070 Debris Removal- The variance of \$495.33 over budget is from 5 pickups in May. Year-to-date, we are under budget by \$347.29.
- 5110 Tennis Maintenance- The variance of \$1,573.26 over budget is from the purchase of picnic tables at the tennis courts. Year-to-date, we are over budget by \$1,498.43.
- 5170 Mailboxes- The variance of \$308.67 over budget is from orders being fulfilled for plaques ordered and paid for earlier this year. Year-to-date, we are under budget by \$247.01.

5190 Vehicle Maintenance- The variance of \$50.00 under budget is from a refund check from the dealership.

5200 Gas-Oil-Lube- The variance of \$124.47 over budget is from the rising fuel costs. Year-to-date, we are under budget by \$51.83.

#### Security

6060 Vehicle Maintenance-Security- The variance of \$28.33 under budget is from a refund check from the dealership and \$21.67 in maintenance expenses.

6070 Gasoline- Security - The variance of \$145.26 over budget is from the rising costs of fuel. Year-to-date, we are over budget by \$520.25.

### **Balance Sheet**

#### **Assets**

1095 Synovus 3104 Operating Transfer Fee MM- We ended May 2022 with \$31,737.50. The disbursement of funds leaving a balance of \$1,000.00 is as followed:

- Disaster Recovery- \$10,245.84 (33%)
- Asset Replacement- \$10,245.83 (33%)
- Capital Fund- \$10,245.83 (33%)

To: Board of Directors  
From: Lance Pyle, General Manager  
Date: 6-15-2022  
RE: Manager's Report

**Maintenance** – Scott Kunkle

*Outsourced services:*

Hilton Head Landscapes:

- Completed and upcoming work includes:  
Completed – Fertilization and post-emergent applied to irrigated turf areas, blowing of roads and leisure paths, and some plant material has been cut back in a few areas due to old growth and disease  
Upcoming – Leisure path blowing (leaves and debris) will continue, spot spraying of the weeds growing along the roadways in the pine straw and beds will continue, mowing will continue, and irrigation repairs on Coggins will take place.

*Other:*

- The paving contractors have been in to complete the paving of Ensis Road and South Port Royal Drive. We are working with the contractor to line and add reflectors on South Port Royal Drive.
- Holmes Concrete Construction has been continuing with the leisure path replacements for this year. They have been slightly slowed down due to a very hard time obtaining concrete.
- Malphrus Utilities repaired the pipe that was damaged by Hargray when they were boring for the fiber installation at the corner of Tabby and Outpost, and we had Degler Waste Services come out and jet the pipes to clean out the sediment from inside them. We are paying for the work, and Hargray will be reimbursing us for the repairs.
- The Town has sent Malphrus Utilities in to repair the sink hole that formed at 10 Outpost Lane. They are replacing both catch basins on both sides of the street and will also be replacing the pipe that connects the two that runs underneath the road.
- The large sinkhole that opened up at the intersection of Coggins and Clubhouse Dr. will also be repaired by the Town once the job on Outpost is completed.
- Applied Material Solutions installed new mulch at the Beach House, pool and entry road.

*In House Staff:*

- Staff has continued to put time into restoration along the new leisure paths that were installed.
- We still have not been able to get anyone for the seasonal maintenance position. We are continuing to look for candidates.
- We have received two quotes from architectural services for the new maintenance building. We are currently reviewing the information. At this time, we do not have a recommendation. The quotes range from 5 to 7 percent of the building cost.
- Staff has started doing some weed eating in some of the drainage ditches to keep them clear of tall weeds and vegetation.
- We have had a new picnic table assembled and placed at the tennis/pickleball courts, and four new bike racks assembled and put on property at the Beach House, Ft. Walker Park, Steam Gun Park and the tennis/pickleball courts. Thank you to landowners Doug Bolton, Jim Stauffer, Tony Brooke, and Eric Baeder for volunteering their time to assemble these for us.

- The elevator at the Beach House had its annual inspection and everything looked good. The only issues that they found included one test that needs to be performed and test tags that need to be attached to a controller in the elevator. These were not safety issues and did not require closure of the elevator. Our elevator service vendor will be taking care of these two items.
- We have met with the Town of Hilton Head Island Staff and with Malphrus Utilities to complete the walkthrough of the Ensis drainage project. The as-built survey has been completed and a few punch list items are being resolved. We are submitting the paperwork to the Town of Hilton Head Island for reimbursement as part of the Town's 2022 budget. We are anticipating receiving a reimbursement in 2022.
- Scott spoke with Degler Waste Services about a possible landowner pipe cleaning program, similar to our pine straw sale that we have each year. Since landowners are responsible for the pipe that they may have under their driveway for drainage, we asked Degler for a price to come out for a day and clean out driveway pipes for any interested landowners that would want to sign up for this. It would be very hard to get a company to come out and clean just one driveway pipe, so we believe assisting in offering this service to landowners would be helpful. Degler quoted a price of \$150.00 per driveway pipe. We would send out a notice to all landowners and if they are interested, they could let us know and send in their payment to us. Once we receive the orders from those that are interested, we would contact Degler and schedule the work.

#### **Administration Report** – Lance Pyle

##### Pickleball Paddle Sound

On Wednesday, May 25 we conducted a pickleball paddle sound test that included Board Members Carl Nelson, Mark Prince, and Robert McClune. The purpose of this test was to determine the noise levels created by individuals playing pickleball and the use of a paddle created to manage sound reduction. The pickleball participants conducted two different tests: first playing with their own paddles, then playing with paddles Port Royal purchased for the test which met the approval of the Sun City Grand Pickleball Paddle Approved List.

The Board members involved discussed the experience. The pickleball noise decibels did not reach a level that would be considered unreasonable. The lawn mowing, airplanes, and other ambient noises sometimes created higher decibels than the pickleball playing. There was a minor change in the decibels when they switched to a paddle designed to reduce the sound of the ball against the paddle. Based on our conversation with the concerned landowner, there are times when individuals are playing pickleball when there is less ambient noise like 7 am or after 8 pm. At this time, there are no posted pickleball hours, just regulated times for court reservations which begin at 8:00 am and end at 9:00 pm (walk-on play is open). Also, there is no list of recommended paddles for landowners to assist in managing the pickleball noise.

It is recommended the Board considers implementing the following restricted hours for pickleball from 8:00 am to 9:00 pm. Also, provide a list of recommended pickleball paddles used by other communities like Sun City.

Hurricane Preparedness

Jeff, Scott and I attended the annual Town of Hilton Head Fire and Rescue emergency management meeting. This is done every year to primarily review hurricane preparedness but also cover other natural disasters. We have received the necessary reentry cards for staff in the case of evacuations. The entry process is determined by the county and managed by the state and county. Staff will be reviewing the Port Royal Plantation Emergency Management Plan and making any necessary updates based on recent staff changes.

Congratulations

Jeff Markle, Director of Operations has successfully completed the Community Associations Institute M-100 course and passed the Community Association Managers International Certification Board exam to earn his Certified Manager of Community Associations (CMCA) designation.

Memorial Day 5k Run & Walk

On Memorial Day, Port Royal Plantation was honored to have hosted the 7<sup>th</sup> Annual Hilton Head Memorial Day 5k Run & Walk and second for Port Royal. Almost 400 Runners and Walkers raced through the streets in Port Royal, and over \$3,500 was raised to benefit the Semper Fi & America’s Fund (<https://semperfifund.org>). We want to truly thank all of the organizers, volunteers, and participants – This was a great event to showcase Port Royal Plantation.

Link Up with Lance

The June 29 Link Up with Lance will focus on wildlife specifically alligators, reptiles and sea turtles. This will include guest speakers from K&K Wildlife Management and Town representative Amber Kuehn. A deer-specific link-up is scheduled for the fall with representatives from DNR.

Employee Recognition:

As part of our retention program, I would like to recognize those who have birthdays and work anniversaries in the following month.

- July:

Birthdays

Deborah Logwood  
Curtis White

Work Anniversaries

Tim Jackson (6 years)

**MAY 2022 PAB ACTIVITY** – Jeff Markle

New Construction – 0 Reviewed, 0 Approved

Variances – 3 Reviewed, 3 Approved

**82 Barony** – Rear Variance for addition of a Pool Fence

**30 Doubloon** – Rear Variance for Expansion of Master Bedroom

**32 Doubloon** – Rear Variance for Expansion of Master Bedroom

Additions – 4 Reviewed, 3 Approved

1. 10 Suttlers Row – Addition to Master Bedroom. **Approved**
2. 8 Market Place – Pool Addition. **Approved**
3. 32 Doubloon – Expansion of Master Bedroom. **Approved**
4. 30 Doubloon – Expansion of Master Bedroom/Bathroom. **Changes/Clarifications Requested by Board for further review.**

Alterations/Minor Changes – 3 Reviewed, 3 Approved

1. 7 Drayton Place – Replace windows with Bahama Shutters. **Approved**
2. 31 Doubloon – Replace/Upgrade Garage Doors. **Approved**
3. 7 Resolute – Replace/Upgrade Garage Door. **Approved**

Repaints – 4; Re-Roofs – 3; Tree Removals – 9

**Security Report**

**Statistics:** May 2022

- Approximately 946 house checks have been conducted.
- 4 Port Royal Plantation Warning Citations have been issued.
  - 2 Unauthorized Parking
  - 1 Failure to Stop at Stop Sign
  - 1 Speeding
    - 1 - Guest or Contractor
- Over 155 realtors' hangtags have been distributed.
- We have turned around 1,107 vehicles at the gate.
- We conducted 200 construction site checks.
- We conducted 162 beach walk checks.

**Incident Reports:**

Internal (77), Citations (4), Alarm (8), State (0).

- Accidents (0)
- Animal Complaints (2)
  - (2) Domestic – 1 dog injury, 1 barking dog
  - (9) Reptiles – 8 alligators, 1 Snake
- Medical Assist (8)
  - (8) Assist EMS inside the Gate
- Non-Medical Assist (4)
  - (2) Jumpstart
  - (1) Secure package
  - (1) Fall in briars
- Property Damage – PRP Property (3)
  - (1) Broken toilet
  - (1) Mailbox
  - (1) Screen

- Property Damage – Private Property (1)
  - (1) Water leak
- Alarm Calls (8)
  - (2) Fire Alarms. Cleared safe and secure
  - (6) Burglar Alarms. 6 False Alarms, cleared safe and secure
- Burglary (0)
- 911 Hang Up (6)
  - (2) Behind the gate. Cleared without incident.
  - (4) Outside of gate. Cleared without incident.
- Suspicious Activity (1)
  - (1) Truck out of gas
- Domestics (1)
  - (1) Inside of gate
- Unsecured Door (4)
  - (2) Unsecured door discovered while conducting routine Beach House security check.
  - (2) Unsecured gate discovered while conducting routine Garden Gate security check.
  - (1) Unsecured door discovered while conducting routine PRP Security house check.
- Invalid Passes (8)
- Found Property (4)
  - (1) Returned: 1 cell phone
  - (3) Not returned: 1 sweater, 1 sunglasses, and 1 fit watch
- Trespassing (2)
  - (2) Pedestrian: 1 Inside the gate, 1 Outside the gate
- Covenant Violation (4)
  - (1) Vehicle racing
  - (1) Parking
  - (1) Ran gate
  - (1) Outside of gate
- Noise Complaints (3)
  - (3) Inside of gate
- Miscellaneous (7)
  - (3) Confrontations
  - (2) Unlock gates
  - (1) Lockout
  - (1) Follow up on dog