

**Association of Landowners of Port Royal Plantation, Inc.**  
**BOARD OF DIRECTORS MINUTES**  
**Wednesday, September 15, 2021 • Beach House and Zoom Teleconference Video**

**Called to order at 1:43 pm by President Don Blank**

**BOARD MEMBERS PRESENT:**

- |                                 |                           |
|---------------------------------|---------------------------|
| 1. Don Blank, President         | 7. Terry Herron           |
| 2. Carl Nelson, Vice President  | 8. Mel Kemp (zoom)        |
| 3. Robert Turner, Treasurer     | 9. Robert McClune         |
| 4. Marshall Fletcher, Secretary | 10. Mark Prince (zoom)    |
| 5. Roger Briney (zoom)          | 11. Eli Roth              |
| 6. Kelly Elliott                | 12. Steven Sigalow (zoom) |

**OPEN FORUM: 3 minutes**

Joan Lemoine, 94 Coggins Point Road, referenced the play entitled *The Guys* performed at the Beach House on September 11, 2021, and approved by the Board. Lemoine gave a final report document to President Don Blank and General Manager, Lance Pyle, and she thanked the Board for their approval of the community event.

George Brouillard, 5 Donax Road, spoke about the life celebration that he hosted for a friend at the Beach House. He did not appreciate that he was required to submit a Certificate of General Liability Insurance with a \$1 million per occurrence policy for his small event. He recommended that the Board consider an alternative insurance policy scale based on the type of event at the Beach House.

Richard Clapp, 46 Outpost Lane, brought in a letter he wrote regarding the light at the intersection of Coggins Point Road and HW 278 and gave copies to the Board members. He recommended that the left turn into the community be changed from a red light when oncoming traffic has a green light to a flashing yellow light with a sign reading "LEFT TURN YIELD ON FLASHING YELLOW." He requested that the Board ask the Town to make this change.

**QUORUM CERTIFIED – Marshall Fletcher, Secretary**

**APPROVAL OF AUGUST 18, 2021 BOARD MEETING MINUTES:**

**MOTION:** Approve the August 18, 2021 Board Meeting minutes with the amendments of inserting "and" between "Coggins and Port Royal" and "was working with the Town to complete repairs," in the first paragraph of the Manager's Report, fixing the typo of "Boar" to "Board" in the second paragraph of the Manager's Report, changing "ding-dong-ditch" to "ring and run" in the last paragraph of the Manager's Report, and changing "PAB denied" to "denied by the PAB" in the paragraph description of the 8 Gunpowder – Appeal PAB Decision for a setback variance.

**MOTION BY:** Carl Nelson                      **SECONDED BY:** Robert Turner

**Vote:** 11 approved, 0 opposed

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

**COMMITTEE REPORTS:**

**1. Security Committee**

Robert McClune gave a brief verbal report regarding The Security Committee and possible candidates. After reviewing the candidates, McClune presented five candidates for approval by the Board. He also mentioned that two current Board members, Eli Roth and Don Blank, would join the committee in January following the end of their Board terms. He also stated that he and the new operations director, Eric Standridge, had been drafting a charter to present at the next Board meeting.

MOTION TO: Approve Bob Fletcher, Tom Reiley, Tom Kaylor, Eric Standridge, and Robert McClune as committee members for the Security Committee.

MOTION BY: Robert McClune           SECONDED BY: Carl Nelson

Vote: 11 approved, 0 opposed

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

**2. Community Relations Committee**

Terry Herron reported that the Community Relations Committee (CRC) was writing an article for the upcoming October 2021 Trident Review to update Landowners about the Mid Island Park's progress which used to be the Planters Row Golf Course. He said the town is looking to revitalize the Mid Island District using the park. He said the consultants and town staff held a "getting acquainted" session with stakeholders in the park, and the CRC will continue to monitor the progress of the project. Herron also said the CRC will post information on the Association website about updates and they also plan to have a town hall-styled meeting once the consultants have initial recommendations for the park.

**FINANCIAL REPORT:**

**1. Financial Report – August 2021**

Robert Turner referenced the August 2021 financial reports provided in the board packet.

MOTION TO: Approve the August 2021 financial report.

MOTION BY: Robert McClune           SECONDED BY: Terry Herron

Vote: 11 approved, 0 opposed

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

**2. Coastal States Bank Certificate of Deposit (CD)**

Robert Turner also stated that in order to close the Coastal States Bank Certificate of Deposit account, the Board minutes are required noting the change and new signature cards have to be completed.

MOTION TO: Close the Coastal States Bank Certificate of Deposit of \$250,000, which matures in September 2021. This requires removing original signers Sandra Kemp and Rick D'Arienzo and adding Bob Turner and Lance Pyle.

MOTION BY: Robert Turner                      SECONDED BY: Eli Roth  
Vote:   11   approved,   0   opposed  
APPROVED:   X   NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

**MANAGERS REPORT:**

Lance Pyle summarized the written report provided in the board packet. He referenced Scott Kunkle working with electricians on repairing the lights at the front entrance, the continuing work on the Ensis Drainage Project and the noise complaints regarding pickleball early in the morning. Lance also made note of Administration’s interest in the “Frontsteps Suite” software that would combine our database, pass system, and our website. He then introduced Eric Standridge to the community as the new operations director. He closed by updating the Board on the ring and run incidents. Beaufort County Sheriff’s Office had identified one of the juveniles involved who admitted to the ring and run and to throwing paint can lids but denied setting off the fireworks. No other suspects had been identified.

MOTION TO: Approve Lance Pyle to move forward with Beaufort County to put the juvenile who has been identified by Beaufort County Sheriff’s Office on trespass notice to prevent the juvenile from accessing or being on Association-owned property.

MOTION BY: Steven Sigalow                      SECONDED BY: Carl Nelson  
Vote:   11   approved,   0   opposed  
APPROVED:   X   NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

**UNFINISHED BUSINESS:**

1. 8 Gunpowder – Appeal PAB Decision for a setback variance (Tabled)

Don Blank provided Dan Cleyrat, 8 Gunpowder, the opportunity to summarize the information provided in the Board packet related to the Board PAB Variance Appeal Hearing. Don Blank also provided PAB Chairman Dennis Darling the opportunity to respond to the Board, but Dennis declined. Don allowed the Board of Directors the opportunity to ask questions before calling for a vote.

MOTION TO: Approve the appeal presented by the Cleyrats and grant the variance requested.

MOTION BY: Kelly Elliott                      SECONDED BY: Marshall Fletcher  
Vote:   2   approved,   9   opposed  
APPROVED: \_\_\_\_\_ NOT APPROVED:   X   TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

2. Rules and Regulations Draft

MOTION TO: Approve the draft New Rules and Regulations for the Association

MOTION BY: Roger Briney                      SECONDED BY: Robert McClune

MOTION TO: Add additional wording to Section M.1.a. so that it includes historic sites of Fort Walker, Fort Sherman, and the Steam Gun and also Association Common Property

MOTION BY: Terry Herron                      SECONDED BY: none  
APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED:   X

MOTION TO: Amend the document in Section F.9.iii so that if a reckless violation of a vehicle occurs within two years, a fine of \$500 will be imposed.

MOTION BY: Robert McClune                      SECONDED BY: Carl Nelson

Vote:   7   approved,   4   opposed

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

MOTION TO: Amend the document in Section F.9.iii to remove the line "...and the right to operate the vehicle on the Association's roads may be revoked," and insert the period after "...shall be imposed".

MOTION BY: Robert Turner                      SECONDED BY: Mel Kemp

Vote:   5   approved,   6   opposed

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

MOTION TO: Amend the document in Section F.9.iii to insert "or any successive" between "If a second" and "violation for reckless operation of a vehicle".

MOTION BY: Roger Briney                      SECONDED BY: Robert Turner

Vote:  11  approved,   0  opposed

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

MOTION TO: Amend Section E.7.a. from "...no earlier than the day preceding pickup," to "...no earlier than two days preceding pickup."

MOTION BY: Robert Turner                      SECONDED BY: Eli Roth

Vote:  10  approved,   1  opposed

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

MOTION TO: Amend the document in Section E.1.a. and E.1.b. by striking everything and replacing it with "Home structures, including exteriors and yards, need to be kept in good repair and tidy."

MOTION BY: Kelly Elliott                      SECONDED BY: Marshall Fletcher (withdrawn)

Vote: \_\_\_\_\_ approved, \_\_\_\_\_ opposed

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

MOTION TO: Amend the document by removing Section E.7.e entirely.

MOTION BY: Kelly Elliott                      SECONDED BY: Carl Nelson

(motion withdrawn)

MOTION TO: Amend the document by returning the work hours for contractors in the verbiage of Section J.1.a. back to "7:00 a.m. and 6:00 p.m. – Monday through Friday."

MOTION BY: Kelly Elliott                      SECONDED BY: Carl Nelson

Vote:   9   approved,   2   opposed

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

(Mark Prince and Eli Roth suggested minor typo edits in the new draft that did not need Board approval).

Lance noted the challenges with enforcement and the expectations of the Board. Based on the discussion at the meeting, the Rules & Regulations Task Force opposed "rules inspectors" and contemplated that security personnel observing rules violations in the course of their routine duties would be one source for violation reports, and the other would be as a result of owner complaints. Lance noted it may be difficult for security to provide a higher level of enforcement

with their other responsibilities. Lance added if the Board wanted a higher level of enforcement than what is currently being provided, additional staff would need to be considered.

MOTION TO: Approve the revised Rules and Regulations document as amended.

MOTION BY: Roger Briney                      SECONDED BY: Robert McClune

Vote: 11 approved, 0 opposed

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

#### NEW BUSINESS:

##### 1. 2022 Proposed Budget

The Board of Directors thanked the Management Staff for their detailed work on the 2022 Proposed Budget because it reduced the number of questions on the budget significantly.

MOTION: Approve the 2022 Budget as presented to the Board of Directors.

MOTION BY: Mark Prince                      SECONDED BY: Robert McClune

Vote: 11 approved, 0 opposed

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

##### 2. PAB rule change for fence (golf course property)

MOTION TO: Approve the PAB rule change for fences found in Section 3.1.g.3 to read, "3) *fences along a property line adjacent to a golf course where golf traffic could enter the lot. Such fence shall be set back one foot from the golf course property line, shall be less than 26 inches high (posts 30 inches), and shall be of an unobtrusive design like a double split rail natural wood fence.*"

MOTION BY: Carl Nelson                      SECONDED BY: Robert Turner

Vote: 2 approved, 8 opposed, 1 abstained

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

##### 3. Board Resignation: Mel Kemp / Appointment: Tom Korzik

The Board suggested addressing the board resignation and appointment agenda item to before the PAB rule change for roof height due to time constraints since some board members had to leave early.

MOTION TO: Move the "Board Resignation: Mel Kemp / Appointment: Tom Korzik" agenda item higher in the agenda to Item 3 under New Business.

MOTION BY: Steven Sigalow                      SECONDED BY: Carl Nelson

Vote: 11 approved, 0 opposed

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

MOTION TO: Approve the appointment of Tom Korzik effective immediately to replace Board member Mel Kemp who was resigning.

MOTION BY: Robert Turner                      SECONDED BY: Carl Nelson  
Vote:   11   approved,   0   opposed  
APPROVED:   X   NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

4. PAB rule change for roof height

(Mark Prince left the meeting early and did not vote on the remaining items)

MOTION TO: Approve the new PAB Language for roof height as,  
“h. The maximum elevation of any point of the building (except a chimney) shall not exceed 36 feet above the Finished Grade Elevation (FGE). FGE is defined as the lowest point of the finished grade at the foundation perimeter. Exception – for those lots where the FGE is below the lowest floor elevation as required by the Town of Hilton Head, the maximum height shall not exceed 36 feet above that town required lowest floor elevation.

1) When determining the appropriate FGE for a lot, please reference the restrictions found in Section 3.3.b.”

MOTION BY: Roger Briney                      SECONDED BY: Carl Nelson  
Vote:   10   approved,   0   opposed  
APPROVED:   X   NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

5. Hilton Head Island Town Drainage Agreement

Lance Pyle introduced the new document for the Hilton Head Island Town Drainage Agreement.

MOTION TO: Approve the document by stopping the sentence in Section 9.h. on page 23 at “...Association’s completion of the Project,” and striking the following line that reads, “or in any other particular year.”

MOTION BY: Carl Nelson                      SECONDED BY: Robert McClune  
Vote:   10   approved,   0   opposed  
APPROVED:   X   NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

6. Casual Wednesday – Food Truck Request

Don Blank introduced the request for Casual Wednesday to use food trucks.

MOTION TO: Approve the Casual Wednesday group’s request for food trucks for October, November, and December 2021.

MOTION BY: Carl Nelson                      SECONDED BY: Robert McClune  
Vote:   10   approved,   0   opposed  
APPROVED:   X   NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

7. Port Royal Community Charitable Fund – Food Truck Request

Don Blank introduced the request for the Port Royal Community Charitable Fund to use a food truck for their event on November 4 (rain date of November 9).

MOTION TO: Approve the Port Royal Community Charitable Fund's request to use the Local Pie food truck or any other food truck at their event on November 4 (rain date of November 9).

MOTION BY: Carl Nelson                      SECONDED BY: Robert Turner

Vote:   10   approved,   0   opposed

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

**Adjourn Meeting:**

MOTION TO: Adjourn the meeting.

MOTION BY: Robert Turner                      SECONDED BY: Robert McClune

Vote:   10   approved,   0   opposed

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

MEETING ADJOURNED AT 4:54 pm

Signed: 