

PDPOA BOARD OF DIRECTORS
REGULAR MEETING
November 15, 2018
2:00 PM | Conference Rooms A&B

Board Members Present:	Brian Fahey, <i>Chair</i>	Elizabeth Belenchia
	Mark O’Neil, <i>Treasurer</i>	Lee Smith
	Bill Caywood	Mike Vaccaro
	Bill Watkins	Gayle Cleaveland, <i>Secretary</i>
	Doug Luba	

Board Members Absent: Wilbur Strickland, *Vice Chair*

Ex-officio:	Kiley Fusco	<i>Recording Secretary</i>
	Jim Griner	<i>Chief of Security</i>
	Matthew Nemes	<i>Controller</i>
	Ben Brown	<i>Principal Planner</i>

Chairman Brian Fahey called the meeting to order at 2:00 p.m.

Approval of Minutes: Chairman Brian Fahey called for a motion to approve the October 2018 minutes as submitted. Elizabeth Belenchia made the motion; it was seconded by Michael Vaccaro and passed unanimously. (9-0-0)

Chairman Brian Fahey gave the Chairman’s Report.

Doug Luba presented the Selection Committee’s Report and brought forth the following motion from the committee:

“The Palmetto Dunes POA 7 Lee Shore Selection Committee recommends that the Palmetto Dunes POA Board of Directors approve the 7 Lee Shore Redevelopment Committee membership as presented.”

A discussion followed and the motion passed unanimously. (8-0-0-1; no vote due to conflict of interest)

Kiley Fusco presented the CEO’s Report in Andrew Schumacher’s absence. (*attached*)

Ben Brown presented the Capital Program Update & Facilities Report. (*attached*)

Jim Griner gave a verbal report on the Security and Pass Office departments.

Matt Nemes, Controller, gave a verbal presentation of the monthly financial statements.

Mark O’Neil presented the Treasurer’s Report and brought forth the following motion:

“I, as Treasurer and Finance Committee Chair, appoint the following members of the Finance Committee: William Baker and Brian Burnett.”

The motion was seconded by Bill Caywood. A discussion followed and the motion passed unanimously. (9-0-0)

Mark O'Neil then brought forth the following motion from the Finance Committee:

“The Palmetto Dunes POA Finance Committee recommends that the Palmetto Dunes POA Board of Directors approve the amended Investment Policy Statement to reflect asset rebalance dates of January 31 and each three-month period going forward, to align with the PDPOA’s business cycle.”

A discussion followed, and the motion passed unanimously. (9-0-0)

Joanne Dugle gave the ARB report. She announced that she will be stepping down as ARB Chair at the end of 2018 and Wilbur Strickland will begin serving as Chair January 1, 2019.

There is no Nominating Committee Report at this time.

Bill Watkins gave a verbal report on Greenwood Communities & Resorts’ activity.

Old Business: Bill Caywood verbally presented the Pool Fencing Committee Report. Brian Fahey called for a motion to extend the committee’s final submission until January.

“I move that the we extend the Pool Fencing Committee Report’s final submission until the January 2019 Board of Director’s meeting.”

The motion was made by Mark O'Neil and seconded by Elizabeth Belenchia. The motion passed. (9-0-0)

New Business: none

Brian Fahey called for a motion to adjourn the meeting. Elizabeth Belenchia made the motion, and it was seconded by Gayle Cleaveland. The motion passed unanimously. (9-0-0)

Adjournment to Executive Session: 2:49 p.m.

The meeting was followed by member comments.



PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

Mission Statement

To enhance the quality of life, strive to protect the natural environment, and improve the resources of our community for all those that live, invest, work and play here.

Vision Statement

For Palmetto Dunes to be regarded as the best and most sought after residential resort community on the east coast

CEO's Monthly Update – November 2018
PDPOA Board of Directors

1. 7 Lee Shore Redevelopment
2. Proactive Covenant Compliance – Community Standards Representative
3. 278 Ingress/Egress – Business case at January meeting
4. Strategic Plan Goals – 2018 *(see attached)*
5. Health & Wellness Fair – October 24th
6. Board Retreat – November 9th at 1 p.m.
7. 50th Anniversary Oyster Roast – November 16th from 4-7:00 p.m.
8. Mayoral Election – Tuesday, November 20th
9. 2019 Turtle Trot Series – 15 races
10. Next Board Meeting – January 17th @ 2 p.m. (no meeting in December)



MEMORANDUM

TO: Andrew Schumacher, CEO
FROM: Ben Brown, Planner & Project Manager
RE: Capital Projects Update
DATE: November 14, 2018

2018 Capital Program

- Queen's Folly Outbound Bridge Replacement – *Completed on time and within budget*
- Brigantine Beach Access Replacement – *Completed on time and within budget*
- Iron Clad/Junket Beach Access Replacement – *Completed on time and within budget*
- T-Streets (Armada, Brigantine & Cat Boat)
 - Drainage – new infrastructure
 - Armada – substantially complete
 - Brigantine – substantially complete by the end of this week
 - Cat Boat – start pipe work this month
 - Road – full-depth rebuild
 - Armada – substantially complete by the end of this week
 - Brigantine – start full-depth reclamation this month
 - Cat Boat – start full-depth reclamation in December
 - Road – resurface & concrete roll curbs (located in street radii)
 - Armada – on schedule to pave in December
 - Brigantine – on schedule to pave in December
 - Cat Boat – on schedule to pave in January
 - Driveway connections and landscape restoration
 - January – assuming reasonable weather over the next 60 days
 - Project closeout
 - Final inspections and punch work in February
- Queen's Grant Entrance Walls
 - Removed entrance walls and installed temporary signage in April
 - Permanent signs are almost complete
- Landscape Enhancements
 - North Gate landscaping is substantially complete
- Lagoon Management
 - Full Sweep & Leamington Dredge – *complete*
 - Full Sweep Lake Fountain – *complete*

**PDPOA Finance Committee
Meeting Summary
Thursday, November 13, 2018 – 8:30 AM**

Members Present: Wilbur Strickland, Gayle Cleaveland and Mark O'Neil

Members Excused: Ric Gorman and Mike Vaughn

Ex Officio: Brian Fahey

PDPOA Staff Present: Andrew Schumacher, Matthew Nemes, Ben Brown and Jasmine Milledge

Mark O'Neil called the meeting to order at 8:30 a.m.

- 1) **October 18, 2018 Minutes** – Mark O'Neil called for a motion to approve the October 2018 minutes as submitted. Gayle Cleaveland made the motion; it was seconded by Wilbur Strickland and passed unanimously.
- 2) **Review Monthly Financial Reports** – The Committee conducted its detailed monthly review of the PDPOA's Balance Sheet, Property Owner Assessments, Investments and Income Statement. Matt also presented an Income Statement Forecast. There were no unexplained variances.
- 3) **Review Capital Projects** – Ben gave a review of the ongoing capital projects, which are on schedule. The ongoing 2018 capital projects are:
 - T-Streets
 - Lagoon Management
 - Landscape Enhancements
 - Queens Grant Entrance Walls
- 4) **Tactical Asset Allocation** – The Committee discussed the revised Investment Policy Statement. Brian Fahey brought forth the following motion:

“The members of the Finance Committee approve the following tactical allocation: 75% fixed income and 25% equity.”

Wilbur Strickland seconded and the motion passed unanimously.

Brian Fahey also brought forth the following motion:

“The members of the Finance Committee recommend the PDPOA Board approve the amended Investment Policy Statement date of January 31st and each three-month period going forward, to align with the PDPOA's business cycle.”

Wilbur Strickland seconded and the motion passed unanimously.
- 5) **Revised Reserve Study** – Andrew gave a brief history of PDPOA's previous reserve studies. Matt and Ben presented the newly revised reserve study memo and analysis to the Committee.
- 6) **Risk Management** – Brian Fahey presented an outline of risk management ideas. The Committee discussed the outline and will have further discussion at the next meeting.

7) 2018 Finance Committee Activities and Goals – Matt will update the activities worksheet.

8) Next and Future Meetings –

Tuesday, Jan 15th – 8:30 a.m.

Tuesday, Feb 19th – 8:30 a.m.

Tuesday, Mar 19th – 8:30 a.m.

Tuesday, Apr 16th – 8:30 a.m.

Tuesday, May 14th – 8:30 a.m.

Wilbur Strickland motioned to adjourn the meeting at 10:09 a.m. Gayle Cleaveland seconded, and the motion passed unanimously.

G. Rebalancing

It is expected that the Portfolio's actual asset allocation will from time to time deviate from its Tactical Asset Allocation because of changes in market conditions and the varying periodic returns earned on its investments in different asset classes. The Portfolio will be rebalanced according to the following procedures:

1. The Investment Consultant will use incoming cash flow to realign the current weightings as close as practical to the tactical weightings, while adhering to the important overall objectives of preservation of capital, current income and long-term growth.
2. The Investment Consultant may sell securities in over-weighted asset classes to fund withdrawal requests.
- ~~3. The Investment Consultant will rebalance on a quarterly basis if the asset classes or rating limits deviate from the targets by more than 5%.~~
3. The Investment Consultant will rebalance within 60 days if the asset classes or rating limits deviate from the targets by more than 5% on the following specified dates: January 31st, April 30th, July 31st, and October 31st.
4. The Investment Consultant may rebalance at any time.