

PDPOA BOARD OF DIRECTORS
REGULAR MEETING
August 16, 2018
2:00 PM| Conference Rooms A&B

Board Members Present:	Mike Vaughn, Chair	Bill Caywood
	Brian Fahey, Vice Chair	Ben Kinnas, Treasurer
	Koji Shimada, Secretary	Elizabeth Belenchia
	Bill Watkins	Gayle Cleaveland
	Mark O'Neil	Doug Luba (<i>via phone</i>)

Board Members Absent:

Ex-officio:	Kiley Fusco	<i>Director of Community Services</i>
	Kate Nolan	<i>Recording Secretary</i>
	Jim Griner	<i>Chief of Security</i>
	Matthew Nemes	<i>Controller</i>
	Ben Brown	<i>Principal Planner</i>
	Sydney Wan	<i>Director of Facilities Maintenance</i>

Chairman Michael Vaughn called the meeting to order at 2:00 p.m.

Approval of Minutes: Chairman Michael Vaughn called for a motion to approve the June 2018 minutes as submitted. Bill Caywood made the motion; it was seconded by Gayle Cleaveland and passed unanimously. (10-0-0)

Andrew Schumacher presented the CEO's Report. (*attached*)

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

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

Joanne Dugle gave a verbal report on the history of the ARB, its authority and responsibilities, property line setbacks, new challenges, and current activity.

Mark O'Neil gave a verbal report on Nominating Committee activity.

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

Old Business: Bill Caywood presented the Ad Hoc Committee on Pool Fencing charter.

New Business: None

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

Ben Kinnas presented the Finance Committee Report and gave a verbal report from the Ad Hoc Revenue Adjustment and Realignment Committee and Finance Committee. He then brought forth the following motion from the Finance Committee; it was followed by a discussion.

"The PDPOA Finance Committee approved the Ad Hoc Revenue Adjustment and Realignment Committee memo as presented and recommends that the PDPOA Board of Directors approve the same memo as presented becoming effective May 1, 2019."

A discussion followed. Ben Kinnas then moved to table the original motion, and Mark O'Neil seconded.

Bill Watkins moved to amend the original motion to state:

“The PDPOA Finance Committee approved the Ad Hoc Revenue Adjustment and Realignment Committee memo as presented and recommends that the PDPOA Board of Directors approve the same memo with two changes: the fee increase becoming effective September 1, 2019 and eliminating the 1-2 day visitor pass fee altogether.”

The amended motion was seconded by Elizabeth Belenchia and followed by a vote. The amended motion passed. (8-2-0)

Mike Vaughn called for a motion to adjourn the meeting. Bill Watkins made a motion that was seconded by Elizabeth Belenchia and passed unanimously. (10-0-0)

Adjournment: 3:54 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 – August 2018

PDPOA Board of Directors

1. 7 Leeshore
2. Proactive Covenant Compliance – Community Standards Representative - vacancy
3. 278 Ingress/Egress
4. Turtle Trot
5. 2nd/3rd row beach pathway
6. 2019 Capital Budget – Management is developing the capital budget for 2019. A first draft was shared with the Finance Committee early this week.
7. 2019 Operating Budget - A first draft will be submitted to the Finance Committee at the September meeting. A second draft will be presented to both the Finance Committee and Board in October with the goal of seeking final approval in November
8. Strategic Plan Goals – 2018 – see attached
9. Bike Friendly Business – Silver
10. Board Member Orientation - October
11. Annual Meeting – October 13th at 9am – 16 Queens Folly Road
12. Next Board Meeting – September 20th @ 2pm



MEMORANDUM

TO: Andrew Schumacher, CEO
FROM: Ben Brown, Planner & Project Manager
RE: Capital Projects Update
DATE: August 15, 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)
 - Received Town of HHI development permit
 - Goal is to start construction in the fourth quarter
- Queen's Grant Entrance Walls
 - Removed entrance walls and installed temporary signage in April
 - Permanent signs and landscaping are scheduled for the fourth quarter
- Landscape Enhancements
 - We'll complete enhancements in the fourth quarter, as I prefer not to plant during the hot summer months
- Lagoon Management
 - Full Sweep dredge, near northern set of tide gates – Complete
 - Leamington dredge – Complete
 - Shoreline pruning – finished Mariners section, which was our goal for 2018
 - Aeration – Fazio Villas diffusor and freshwater lake fountain near 63 Full Sweep

2019 Capital Program

- Budgeting for anticipated infrastructure projects
- Discussed 1st draft with the Finance Committee on Tuesday, August 14
 - Port Tack Bridge Replacement (both bridges)
 - Port Tack – Resurface, Drainage & Pathway
 - Look Out – Resurface & Drainage
 - Ketch/Long Boat Beach Access – New
 - High Rigger/Iron Clad Beach Access – New
 - Night Harbour Beach Access – Ramp
 - Lagoon Management

PDPOA Finance Committee
Meeting Summary
Monday, August 14, 2018 – 8:30 AM

Members Present: Ben Kinnas, Jeff Billman, Steve Napoli, Ric Gorman, Wilbur Strickland, Gayle Cleaveland and Brian Fahey

Ex Officio: Michael Vaughn

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

1) July 16, 2018 Minutes – The minutes for the meeting were approved.

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. During the Income Statement review, Matt and Andrew discussed the 2019 Department Income Statement Summary Forecast.

3) Review Capital Projects – Ben gave a review of the ongoing capital projects, which are anticipated to be completed within budget. The ongoing 2018 capital projects are:

- T-Streets
- Lagoon Management
- Landscape Enhancements
- Queens Grant Entrance Walls

4) PDPOA Bulletin Board – Andrew updated the Committee on the status of the broken community bulletin board. He reminded the community of the importance of its role in community messaging. The Committee discussed and Mike Vaughn brought forth the following motion:

“The members of the Finance Committee approve the purchase of a second digital bulletin board to replace the current digital bulletin board. This purchase will be funded from the Repair & Replacement Fund, not to exceed \$16,000.”

Brian Fahey seconded and the motion passed unanimously.

5) 2019 Capital Budget – Matt presented the 1st draft of the 2019 Capital Budget to the Finance Committee. Included with the 1st draft of the Capital Budget was a 5-Year forecast for the CEF, General and Repair & Replacement Fund. The Committee reviewed and discussed both documents. A 2nd draft of the 2019 Capital Budget will be presented at the next meeting along with a draft of the reserve study.

6) 2018 Finance Committee Activities and Goals – Matt will update the activities worksheet.

7) Next and Future Meetings –

- Tuesday, Sept 18th – 8:30 a.m.
- Tuesday, Oct 16th – 8:30 a.m.
- Tuesday, Nov 13th – 8:30 a.m.
- Tuesday, Dec 18th – 8:30 a.m.
- Tuesday, Jan 15th – 8:30 a.m.