

PDPOA BOARD OF DIRECTORS  
REGULAR MEETING  
September 20, 2018  
2:00 PM| Conference Rooms A&B

<b>Board Members Present:</b>	Mike Vaughn, Chair Brian Fahey, Vice Chair Koji Shimada, Secretary Bill Watkins Mark O'Neil <i>(via phone)</i>	Bill Caywood Ben Kinnas, Treasurer Doug Luba Gayle Cleaveland
<b>Board Members Absent:</b>	Elizabeth Belenchia	
<b>Ex-officio:</b>	Andrew P. Schumacher Kiley Fusco Loretta Hoover Jim Griner Matthew Nemes Ben Brown	CEO Recording Secretary Director of Human Resources Chief of Security Controller Principal Planner

Chairman Michael Vaughn called the meeting to order at 2:01 p.m.

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

Michael Vaughn presented the President's Report. As part of the report, Brian Fahey presented the results of the Executive Committee's work on 7 Lee Shore preparation. Chairman Michael Vaughn called for a motion. Ben Kinnas made the following motion, seconded by Koji Shimada:

A discussion was followed by a vote. The motion passed unanimously. (9-0-0)

Chairman Michael Vaughn called for a motion. Bill Caywood made the following motion, seconded by Gayle Cleaveland:

***"I move that the PDPOA Board of Directors approve the creation of an ad hoc committee for the purpose of presenting a plan for 7 Lee Shore redevelopment."***

A discussion was followed by a vote. The motion passed unanimously. (9-0-0)

***"I move that the PDPOA Board of Directors approve the creation of an ad hoc committee for the purpose of selecting members to serve on the 7 Lee Shore Redevelopment Committee."***

Brian Fahey then brought forth the following motion, seconded by Bill Caywood:

***"I nominate Ben Kinnas and Doug Luba to serve as Co-Chairs of the 7 Lee Shore Selection Committee."***

A discussion was followed by a vote. The motion passed unanimously. (9-0-0)

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

Bill Caywood and Kiley Fusco gave a verbal report on the Branding & Marketing Committee.

Loretta Hoover presented a verbal report on the PDPOA Human Resources department.

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.

Ben Kinnas presented the Treasurer's Report and brought forth the following motion from the Finance Committee:

***"The PDPOA Finance Committee approved the 2019 Capital Budget and recommend that the PDPOA Board of Directors approve the budget as presented."***

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

Ben Kinnas then brought forth the following motion from the Finance Committee:

***"The PDPOA Finance Committee approved the revised Investment Policy Statement and recommend that the PDPOA Board of Directors approve the revised Investment Policy Statement as presented along with the Strategic Asset Allocation."***

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

The ARB had nothing to report at this time.

The Nominating Committee had nothing to report at this time.

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

Bill Caywood verbally presented the Pool Fencing Committee Report.

Old Business:

New Business: Doug Luba brought forth a request from the Lagoon & Lake Advisory Group for more specific information related to waterfront non-complaint properties within the compliance process.

Brian Fahey mentioned that the November Board Retreat is being scheduled for the purpose of reviewing the current challenges and pressing topics at hand, and then prioritizing those to be completed in 2019.

Mike Vaughn called for a motion to adjourn the meeting. Ben Kinnas made the motion, and it was seconded by Gayle Cleaveland.

**Adjournment:** 3:20 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 – September 2018  
PDPOA Board of Directors

1. Hurricane Florence
  - PDPOA
  - PD Resort
  - Chamber/Town of HHI
2. 7 Leeshore
3. Proactive Covenant Compliance – Community Standards Representative – vacancy
4. Branding and Marketing Committee
5. 278 Ingress/Egress – Business case later this year
6. Hilton Head Area Association of Realtors – Sept 26<sup>th</sup>
7. Sales Tax Referendum – 278 Corridor – Sept 27<sup>th</sup>
8. 2019 Operating Budget - A first draft was submitted to the Finance Committee on Tuesday. A second draft will be presented to both the Finance Committee and the Board in October with the goal of seeking final approval in November
9. Strategic Plan Goals – 2018 – see attached
10. Board Member Orientation – October 10<sup>th</sup>
11. Annual Meeting – October 13<sup>th</sup> at 9am – 16 Queens Folly Road
12. Next Board Meeting – October 18<sup>th</sup> @ 2pm



## MEMORANDUM

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TO: Andrew Schumacher, CEO  
FROM: Ben Brown, Planner & Project Manager  
RE: Capital Projects Update  
DATE: September 18, 2018

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### **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)
  - Construction will commence in the fourth quarter
- Queen's Grant Entrance Walls
  - Removed entrance walls and installed temporary signage in April
  - Permanent signs and landscaping scheduled for the fourth quarter
- Landscape Enhancements
  - North Gate enhancements scheduled for October
- Lagoon Management
  - Full Sweep and Leamington Dredge – *complete*

### **2019 Capital Program**

On September 18, the Finance Committee recommended Approval of the following 2019 projects:

- Port Tack Bridge Replacement (both bridges)
- Port Tack – Resurface, Drainage & Pathway
- Look Out – Resurface & Drainage
- Ketch/Long Boat Beach Access
- High Rigger/Iron Clad Beach Access
- Night Harbour Beach Access
- Landscape Enhancements
- Lagoon Management

**PDPOA Finance Committee  
Meeting Summary  
Monday, September 18, 2018 – 8:30 AM**

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

**Members Excused:** Ric Gorman

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

**Ben Kinnas called the meeting to order at 8:30 a.m.**

- 1) **August 14, 2018 Minutes** – Matt called for a motion to approve the August 2018 minutes as submitted. Wilbur Strickland made the motion; it was seconded by Brian Fahey and passed unanimously.
- 2) **Investment Portfolio & Revised IPS** – Nathaniel Jones, PDPOA's Investment Advisor, gave an overview of PDPOA's Investment Portfolio and answered questions from the Committee. The Committee reviewed and discussed the August 2018 Investment Report.

Matt and Brian Fahey presented the 2018 Revised Investment Policy Statement (IPS) to the Committee and highlighted the adjustments to the policy. Matt also gave a brief overview of PDPOA's Investment Policy Statement (IPS) historic timeline.

Brian Fahey brought forth the following motion:

***"The members of the Finance Committee approve the Revised Investment Policy Statement (IPS) and recommend the PDPOA Board approve the Investment Policy Statement (IPS), as presented, along with the Strategic Asset Allocation (SAA)."***

Gayle seconded and the motion passed unanimously.

- 3) **2019 Capital Budget** – Matt presented the second draft of the 2019 Capital Budget and 5-Year Fund Statements. Matt and Ben Brown highlighted the adjustments of the second draft.

Wilbur Strickland brought forth the following motion:

***"The members of the Finance Committee approve the second draft of the 2019 Capital Budget and recommend the PDPOA Board approve the 2019 Capital Budget, as presented."***

Ben Kinnas seconded and the motion passed unanimously.

- 4) **Review Monthly Financial Reports** – The Committee conducted its detailed monthly review of the PDPOA's Balance Sheet, Property Owner Assessments and Income Statement. Matt and Andrew discussed the updated Departmental Income Statement Summary Forecast.
- 5) **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

**6) 2019 Operating Budget** – Matt and Andrew presented the first draft of the 2019 Operating Budget. The Committee reviewed and discussed the first draft. A second draft will be presented at the next Finance Meeting.

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

**8) Next and Future Meetings –**

Tuesday, Oct 16<sup>th</sup> – 8:30 a.m.

Tuesday, Nov 13<sup>th</sup> – 8:30 a.m.

Tuesday, Dec 18<sup>th</sup> – 8:30 a.m.

Tuesday, Jan 15<sup>th</sup> – 8:30 a.m.

Tuesday, Feb 19<sup>th</sup> – 8:30 a.m.

**Jeff Billman motioned to adjourn the meeting at 10:30 a.m. Steve Napoli seconded, and the motion passed unanimously.**