

SEASIDE PLANTATION PROPERTY OWNERS ASSOCIATION, INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

February 12, 2019

Opening of Meeting: The regular meeting for the month of February 2019 of the Board of Directors (BOD) of Seaside Plantation Property Owners Association, Inc. was called to order by President Lynn Russo. Board members present were: Randy Pool, Rob Frederick, and Steve Frost. Member Bill Rodgers dialed in remotely. Jane Harris and Jamie Bryan, representing Benchmark CAMS, were present, as was Ellen Winkler, Recording Secretary.

Approval of Minutes: Motion was made by Rob Frederick, seconded by Steve Frost, and unanimously approved to accept the January 2019 minutes as written. Motion was made by Rob Frederick and seconded by Bill Rodgers to accept the special meeting minutes of February 4, 2019, as written. Board members unanimously approved.

Approval of Email Motions between Meetings: No email motions were made between meetings.

Financial Report: Steve Frost, Treasurer, and CAMS representative, Jane Harris, reviewed the financial statements for the month ended January 31, 2019. The Interfund Receivable of \$134,335 represents primarily the transfer due to Reserves from Operating for the 2019 Annual Assessment allocated to Reserves. The transfer was made in February. CAMS was instructed to transfer the receivable from the POA for the annual assessment related to the lot the POA owns to bad debt expense. This will be completed in February. Concern was expressed by the Board for the \$531 bill from the attorneys engaged by CAMS to manage the filing requirements of our governing documents with the Horry County Clerk's office to comply with the new POA transparency legislation passed by the State of SC last year. Jane agreed to review and report back to the Board concerning the amount of the bill. Steve asked Jane to review the month-by-month budget numbers for expected one-time payments. These budget line items should not be prorated over the 12 months but allocated to the month in which the expense is intended to occur. Jane will review with her accounting team for appropriate adjustments. Reserve Expenses for the month of January were \$1,295 for a new water heater at the Amenity Center and \$14,635 as the down payment on the new security system.

Collections of Annual Assessments through current date were reviewed by the Board. The Board adopted a "no exceptions policy" for late payments, the resolution calling for all late payments to be assessed the late payment penalties as defined.

Steve also reviewed with the Board the Reserve Analysis which projects reserve funding and expenses through 2035 (with special consideration for the years now through 2025) as a follow-up to the outside engineering study completed for the POA in 2015. Board members will review the line items for their areas of responsibility and provide information necessary to update the analysis. It is anticipated that we will engage the outside engineering firm to update their analysis in 2020, five years after the original study was completed.

Approval of financial report: Randy made a motion and Rob seconded to accept the financial report as given. BOD members unanimously approved.

Committee Reports:

Architectural Review Board (ARB) Committee Report: Randy Pool presented the February 2019 ARB report and open ARB actions. There are four open ARB cases. Randy stated the committee has received one

new ARB application. He also reviewed the ARB security deposits for four residences and four property audit violations.

Randy reported that some realtor signs are non-compliant with the community's requirements. Realtors are notified and expected to remediate the violation. BOD members agreed that there would be a \$10 per day fine assessed to the homeowner for non-compliant realtor signs.

Public Works Committee Report: Randy provided the Board with an update on Public Works activities. As informational, Randy updated the BOD that he and Lynnne attended a meeting with the City of North Myrtle Beach and their master-planning consultant, Kimley-Horn, to discuss options to alleviate the parking situation along the beach from 2nd Avenue North to 20th Avenue North.

1. **Sealcoating:** Due to rainy and cold weather conditions this winter, the sealcoating contractor is running 6 months behind schedule and cannot schedule our re-sealcoating of the East and West entrances or recoating/restripping of the Amenity Center parking lot until Fall 2019. They will honor their agreement to perform the re-sealcoating at the entrances for no additional cost even though this will extend past the 1-year warranty period. If they find an opening in their schedule, they will work us in with a few days' notice. The Board requested that the vendor put the warranty extension in writing.
2. **Curb Repair/Replacement Master Plan:** The concrete curb contractor has become so busy that they have declined to provide the community-wide assessment and color-coded map of the existing curb conditions for master planning and budgeting purposes. We are currently looking for a new firm to perform this work.
3. **Storm Water Piping Repair Master Plan:** The next phase of the storm water piping repairs project will occur Summer/Fall 2019. 490 feet of 18" underground polyethylene storm water piping in East Coast Lane will be lined.
4. **Lake Maintenance:** Jerry Russo and Randy met with Kevin Blayton, PE, City Engineer for North Myrtle Beach. Kevin will assist us in determining if there is an opportunity to increase the level of the two lakes. Kevin stated his willingness to reach out to the contractor to mitigate the sand from their piping project on Hillside Drive North, which discharged into our large lake.
5. **Electricity Usage Audit:** CAMS obtained the last 3 years' worth (the files only go back that far) of electrical utility invoices for all 13 electrical meters. Paul Rudolph has agreed to assist in generating the energy audit of the electrical consumption of the common areas.

Security Committee Report: Rob provided the security report, as follows:

1. Security system maintenance contract in place with TEM, effective 2/1/2019.
 - Devices have been ordered. A three-digit identifier will be added to Seaside Planation devices to distinguish them from other communities and to prevent other non-Seaside devices from working on our gate.
 - TEM has agreed to a monthly payment and will revisit pricing once new system is installed. Pricing will be lower due to new installation warranty.
 - Carolina Time was notified of our decision to terminate our association with them via telephone and letter from CAMS. They offered to assist in any of our future needs.
2. Security Upgrade Project has been awarded to TEM.
 - Contract was signed January 16, 2019.
 - TEM agreed to annual cap of 3% on cloud hosting fee since LiftMaster has no provision for price increases in their literature. TEM will bill us for monthly cloud hosting.

- Project Tracking Worksheet was created to keep track of activities and milestones.
 - Phase 1 – ‘Go live’ target date for Amenity Center and Pool: April 5, 2019.
 - Phase 2 – ‘Go live’ target date for Entrance Gates: June 3, 2019.
 - Rob and Lynnne will work together to develop community-wide communication to keep residents informed of timeline and when devices are activated for specific areas during the transition.
3. BOD requested a complete list of all Seaside residents from CAMS (as had been previously requested). Jamie will forward via email.
 4. Access Rules: Rob updated the Access Rules Policy for homeowners and contractors. BOD members reviewed and suggested additional amendments. Rob and Randy will finalize the Community Access Rules Policy for contractors. Steve motioned and Randy seconded to approve the Community Access Rules Policy.
 5. Four (4) Digit Access Codes: twenty (20) more have been eliminated. Twenty remain which will also be deactivated.
 6. Amenity Center Access Permission: Rob provided a proposed listing of residents needing access to the Amenity Center. After much discussion, the BOD approved the Amenity Center Access Listing, with modifications. Residents with access will be required to “swipe once” to unlock and “swipe again” to lock.
 7. Security Camera Access: Application in place and training took place on February 4, 2019.

Landscape Committee Report: Rob's report includes the following:

1. Amenity Center / Entrance Enhancements:

- Rob requested \$4,500 for Phoenix to remove the hedges in the Amenity Center median. Steve motioned and Bill seconded to approve the request.
- Sign Painting – Painting completed and is improved.
- Swan Fountain Refurbishment – Steve Gornick is to evaluate and provide recommendation for repair of the swan fountain. Fountain is shut off and the water has been drained until repairs completed.

2. Landscaping Maintenance

- Winter maintenance continues with weekly street cleaning and tree pruning.
- Four light fixtures will be returned to City Electric for replacement. Streetlight at Tradewind Circle has been reported to Santee Cooper for repair.
- **Erosion Due to Muskrat:** Snake Chaser captured the animal at a cost of \$115, but it was a raccoon not a muskrat. CAMS indicated that Seaside has a contract with the Snake Chaser to treat around the pool area nine (9) times a year. Cost of annual contract is \$550. BOD requested a copy of the Snake Chaser contract from CAMS.
- **Peninsula Update:** Additional washout has occurred. Spoke with contractor concerning the additional washout. Contractor has agreed to return and correct issue under the warranty.

Amenity Center Committee Report: Steve Frost reported that the water heater was replaced in January 2019. Paul Rudolph and Jerry Russo are working to replace the existing flagpoles. The current flagpole at the Amenity Center (AC) is not stable. Rob reported that there is a flagpole still in the box in the AC attic. Issue tabled until that can be researched as a possible viable replacement.

Storage shed cannot be placed behind the pool house, as there is not adequate space. Issue will be further evaluated. No decision reached today as to an appropriate location.

Social Committee Report: Bill Rodgers provided the Board with a report of the Social Committee. The first social was a success. The committee has scheduled a meeting for February 14, 2019, to finalize the March 5, 2019 Mardi Gras party plans. Bill is beginning work on the planned May Veteran's Tribute.

Communication Committee Report: Lynn's report included the following:

1. Website Updates. The following updates were made to the website since 2/1/19: website rebuild completed; calendar, meeting minutes, etc. updated; and other small updates completed in conjunction with the rebuild.

2. EMSP (Community Email System, GetResponse):

- a. Community emails sent since Dec. 11:
 - o 1/9 Winter Casual Social flyer
 - o 1/13 Dine Out flyer for January
 - o 1/16 Drew's dedication at Casual Social
 - o 1/18 Quarter 1, Winter 2019 Newsletter distributed to neighborhood
 - o 1/22 Reminder for Casual Social
 - o 2/2 Website rebuild unveiling to neighborhood
 - o 2/5 Mardi Gras party flyer
 - o 2/11 Dine Out flyer for February

3. Seaside Resident Listings Master Spreadsheet: Master spreadsheet sent to Rob and Randy. Various small updates completed. Requested a completed residents listing from CAMS (again).

4. Newsletter: Winter newsletter distributed 1/18/19. Lynn met with Sue Pastroff 2/9/19 to begin transition of editor for Spring 2019 issue. Spring issue deadlines include:

- March 27th, First call for articles for Qtr. 2, Spring 2019 issue
- April 5th, Second call for articles for Qtr. 2, Spring 2019 issue
- April 8th, Deadline for all articles for Qtr. 2, Spring 2019 issue
- April 15th, Qtr. 2, Spring 2019 newsletter publication to website & distribution via email system to neighborhood residents

Continuing Discussion Items:

1. **Feedback from special meeting with CAMS** – deferred to Executive Session.
2. **Review of vendors and current contracts:** Completed.
3. **Review of Seaside insurance policies:** BOD to obtain bids from other insurance companies to review for better coverage and/or lower cost. Current policies have not been reviewed for 12 plus years. Steve and Lynn to follow up.
4. **Compliance with new SC law** requiring recording of governing POA documents with the Horry County Register of Deeds: CAMS reported that appropriate documents had been recorded.

New Business:

1. **Training for CAMS website:** Jane to follow up with Alyssa and Jamie (Jamie had to leave the meeting early due to a conflict in schedule).

2. **Review of Seaside Plantation archived documents:** There are greater than 30 boxes of older documents in storage specific to Seaside Planation. BOD members will schedule a purge day to review all documents and determine plan of action to maintain, purge, re-file, etc.
3. **Proposal to restock lakes** at a cost of \$3,000 was submitted by Fred George and discussed by Randy. Rob motioned and Lynnise seconded to approve the request. Another complete lake study will be conducted in 2020 (five years from last study in 2015).
4. **Reserves Study:** Discussion only

Confirmation of the Next Meeting:

The next regular meeting is scheduled for **Tuesday, March 12, 2019, at 9:00 a.m.** at the Amenity Center.

Adjournment: With no further business, the meeting was adjourned.

Lynnise Russo, President

Ellen Winkler, Recording Secretary