

**SEASIDE PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**April 9, 2019**

**Opening of Meeting:** The regular meeting for the month of April 2019 of the Board of Directors (BOD) of Seaside Plantation Property Owners Association, Inc. was called to order by President Linnie Russo. Board members present were: Bill Rodgers, Rob Frederick, and Steve Frost. Randy Pool was out of the country, so absent from the meeting. Jamie Bryan, and Amy Baker, representing Benchmark CAMS, were present as was Ellen Winkler, Recording Secretary. Jamie requested to change the monthly Seaside Plantation Board meeting time to 9:15 a.m. due to a conflict with an internal standing meeting at CAMS. BOD agreed to this request.

**Approval of Minutes:** Motion was made by Bill Rodgers, seconded by Rob Frederick, and unanimously approved to accept the March 2019 minutes as written.

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

**Financial Report:** Steve Frost, Treasurer, and CAMS representatives, Amy Baker and Jamie Bryan, reviewed the financial statements for the month ended March 2019. Balance sheet appears to be in order.

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

**Collections of Annual Assessments through current date were reviewed by the Board.** There are currently two (2) unpaid annual assessments. CAMS will forward letters to the property owners with late fees added.

**Additional access cards for the new security system** were ordered to be maintained by CAMS for new accesses and/or property owner purchase of additional cards/tags (not to exceed a total of eight per property). BOD determined where to place this line item on the financial report.

**Committee Reports:**

**Public Works:** Randy had provided a written report to update the BOD on Public Works activities. Linnie discussed it in Randy's absence.

1. **Sealcoating:** No new updates. Project is still targeted for fall 2019. The BOD will request that Randy obtain a written warranty extension from the contractor, because of his inability to schedule our repair re-sealcoating in a timely manner due to his backlog of work.
2. **Curb Repair/Replacement Master Plan:** Randy is still looking for a new firm to perform an assessment and mapping of existing curb conditions for future planning purposes.
3. **Storm Water Piping Repair Master Plan:** No new updates. Project still targeted for summer/fall 2019.
4. **Lake Maintenance:**
  - Art Malone has agreed to assist with analysis and coordination of raising the lake levels.
  - The Contractor for the piping project on Hillside Drive North acknowledged that sand and silt was discharged into our large lake as a result of their work. They dredged the end of the large lake, re-graded the lake bank, removed a tree, installed landscaping cloth and rip rap stone, and cleaned out the storm catch basin and piping, at no cost to the community.
  - Additional rip rap and rip rap stone will be added to the lake bank along Sea Island Way in the fall of 2019. Steel rods that extend through the lake's surface will also be removed at this time.
5. **Electricity Usage Audit:** The location of the electrical meters that cover the community were identified and documented. Paul and Randy will meet with Santee Cooper April 26<sup>th</sup> to discuss options to reduce energy usage and utility charges.

**Landscape:** Rob's report included the following:

**1. Amenity Center / Entrance Enhancements:**

- Tree removal and trimming was completed March 23<sup>rd</sup>.
- Power washing is scheduled for April 11<sup>th</sup> through April 14<sup>th</sup> at the Amenity Center and East and West Entrances.
- Wet and Forget was applied to concrete behind Seaside Plantation signs at both entrances. Will apply to remaining areas once power washing is completed.
- Easter decorations were put on display March 29<sup>th</sup>.
- Rob will follow up to assess if all work has been completed to the swan fountain refurbishment.

**2. Landscaping Maintenance**

- Landscape Committee requested an additional \$250 to change out some plants on the Amenity Center median. Steve motioned and Bill seconded to approve the additional funding. BOD unanimously approved.
- Spring maintenance including, but not limited to, street cleaning, irrigation repairs, and tree pruning and plantings are underway.
- A tree arborist was contacted to assess viability of a tree on Sea Island Way.
- Peninsula Update: Contractor has agreed to return and correct washout areas still under warranty.

**Amenity Center:** Steve Frost provided a report on the Amenity Center. The fiberglass flagpole has been ordered and received. Invoice provided to CAMS for payment.

Additional storage area is needed, but the BOD previously determined that a shed couldn't be placed behind the pool house, as there is not adequate space. The BOD requested for Steve to obtain cost estimates for the entire project, including moving existing pool drain lines, gas lines, meter, etc., as needed in order to erect a structure in that area. Steve reviewed one estimate with the BOD that is believed to be too costly. Steve is currently awaiting the second estimate. The BOD can utilize off-site storage if needed.

**Architectural Review Board (ARB):** Randy Pool previously provided the written ARB report and open ARB actions. There are six (6) open ARB cases. Randy's report, in his absence, stated the committee has received nine (9) new ARB applications. The BOD reviewed ARB security deposits for four (4) residences and six (6) property audit violations.

The non-compliant realty sign on Hillside Drive has been removed.

**Security Report:** Rob provided the security report.

1. Project Tracking Worksheet for the new security system was created to keep on target and on schedule of activities and milestones. Project currently on track.
2. Hardware / Database
  - Data entry completed March 22<sup>nd</sup>
  - Owner 4-digit codes assigned by the system will be functional at either gate. The hardware is programmed to call the primary number first and, if no response, will automatically dial the secondary number.
  - Permanent 4-digit codes (police, fire, sanitation, etc.) will be entered into the system prior to implementation date.
  - Codes can be manually assigned and changed at any time
3. Installation
  - Pool/Amenity Center – hardware installation completed

- Go live Pool – April 19, 2019
- Go live Amenity Center– May 15, 2019
- Go live Entrance Gates – targeted for June 10, 2019

4. Communication – Blast email sent to property owners on April 1, 2019 with instructions regarding pick up of new devices. Two (2) RFID tags, two (2) TEM access cards, and the owner’s 4-digit entry call codes will be available at the Amenity Center on April 10, 13, 19, and 20 for owner pick up. The BOD unanimously made the decision not to purchase remotes/clickers as this has been identified as a security risk under the current system.

5. Community / Contractor Access Policies. BOD to continue discussion of this item.

6. Real Estate Agency Access:

- Agencies may receive a maximum of two (2) gate access cards when they have an active listing in the community. The deposit is \$25 and will be reimbursed by the management company upon return of the card.
- Real Estate Agents will also be assigned a 4-digit code for the duration of the listing. The code will be deactivated upon sale of the property.
- Agents will be assigned a temporary 4-digit code for open houses, which will be terminated at the conclusion of the open house. Agents must display their cell phone number only at the East gate and then provide the prospective buyer with the 4-digit entry code when contacted.
- The BOD discussed various options of deactivating cards/codes when a property is sold and then issuing new cards/tags/codes to the new homeowners. Additional discussion is needed to ensure a seamless process.

**Social:** Bill Rodgers provided the Board with a report on the Social Committee. The Casual Social on April 3<sup>rd</sup> had 25 in attendance. The Veterans Tribute will be held May 17, 2019. There is another Casual Social planned for June 12<sup>th</sup>. There will be a Fourth of July celebration on July 3<sup>rd</sup> with a DJ. The Committee continues to research other venues for the annual Christmas party due to complaints regarding the previous venue. BOD members agreed it best to schedule at a different location. The committee is working with a prospective site and will obtain additional information prior to finalizing.

Steve will install a locked mailbox outside the clubhouse for owners to utilize when paying for a scheduled event.

**Communication:**

- 1. Website Updates.** Three (3) updates were made to the website since March 12<sup>th</sup>, 2019.
- 2. EMSP (Community Email System, GetResponse):** Five (5) community emails have been sent since March 12<sup>th</sup>, 2019.
- 3. Seaside Resident Listings Master Spreadsheet:** Four (4) updates have been completed for the community master spreadsheet.
- 4. Newsletter:** Spring 2019 (Quarter 2) newsletter to be published April 15, 2019.
- 5. New Resident Packet:** Lynnne continues to work with CAMS to ensure pertinent information is provided.
- 6. Filing of Documents as Required by SC:** Lynnne followed up with Seaside Plantation attorney on retainer and is awaiting a response.

**Continuing Discussion Items:**

1. **Seaside insurance policies review:** Steve and Linnie to continue to review and have engaged an estimator to provide a replacement cost valuation of the Amenity Center based on today's market.
2. **Erosion in common area near Amenity Center:** Randy to follow up.
3. **CAMS Website training for BOD members:** Completed April 2, 2019. CAMS to follow up and ensure BOD members receive an email with instructions and access information.
4. **Review of archived Seaside paper documents:** CAMS provided information regarding local shredding contractors. The BOD asked for additional information prior to making a final decision. CAMS will deliver the boxes of archived documents on May 21, 2019 and the BOD members will meet May 22, 2019 to review and cull through all old paper documents.

**New Business:**

No new business was discussed.

**Confirmation of the Next Meeting:**

The next regular meeting is scheduled for Tuesday, May 14, 2019, at 9:15 a.m. at the Amenity Center.

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

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**Linnie Russo, President**

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**Ellen Winkler, Recording Secretary**