

SEASIDE PLANTATION PROPERTY OWNERS ASSOCIATION, INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

June 11, 2019

Opening of Meeting: The regular meeting for the month of June 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: Bill Rodgers, Rob Frederick, and Randy Pool. Steve Frost was absent due to being out of the country. Jamie Bryan and Amy Baker, representing Benchmark CAMS, were present as was Ellen Winkler, Recording Secretary. Amy Baker will represent CAMS going forward, and Jamie Bryan will remain available as needed via phone and/or email.

Approval of Minutes: Motion was made by Bill Rodgers, seconded by Randy Pool, and unanimously approved to accept the May 2019 minutes as written.

Approval of Email Motions between Meetings: There were two email motions made and approved by unanimous vote between meetings:

1. Requested \$1,280 for pinhole cameras at entrance gates. Money will be allocated from the project contingency fund.
2. \$6,000 allocated for necessary electrical work, under Public Works.

Financial Report: CAMS' representatives, Amy Baker and Jamie Bryan, reviewed the financial statements in Steve's absence for the month ended May 2019.

Approval of financial report: Bill made a motion and Randy 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 still two (2) unpaid annual assessments. Rob motioned for CAMS to notify property owners that pool access will be removed from those property owners who have not paid their assessments. Lynn seconded and BOD members unanimously approved. Collection actions will continue.

Discretionary Funds: BOD members discussed allocating a discretionary contingency fund to committee chairs to use at their discretion. Bill made a motion to approve \$500 for each committee head to use as necessary for the amount of the discretionary fund. Randy seconded and BOD members unanimously approved.

Additional Topics: CAMS is awaiting the final invoice for the shredding event. CAMS will follow up to determine if the invoice has been received from the Seaside Plantation attorney for filing of documents with Horry County.

CAMS Management Report:

CAMS provided follow up on actions taken regarding seven (7) property violations. CAMS will continue to follow up and keep BOD members apprised of outcome.

CAMS is awaiting an estimate from CINTAS First Aid Department for AED machine contract for BOD review.

CAMS will draft a collection policy for BOD members to review and approve. Pending item.

CAMS will follow up on the fire extinguisher and fire panel inspection.

CAMS reviewed a draft of a property violation letter related to the recent neighborhood inspection with BOD members. Letter will be finalized and notices will be mailed by the end of the week.

Committee Reports:

Security: 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. Device Distribution: All devices distributed.
3. Entrance Gate Implementation Plan: New security access installation completed June 10, 2019 and working without issue. Gate phone numbers will display in 30 days. Numbers provided to BOD members as information.
4. Amenity Center Security System: Hardware installation completed.

Public Works: Randy provided a written report to update the BOD on Public Works activities.

1. Sealcoating: No new updates. Project is still targeted for fall 2019.
2. Curb Repair/Replacement Master Plan: Weaver Concrete has declined to pursue this project. Randy will continue to pursue another firm to complete this for master planning and budgeting purposes.
3. Storm Water Piping Repair Master Plan: The next phase of the storm water piping liner installation contract has been signed and sent to contractor. Awaiting scheduling.
4. Lake Maintenance: A pipe from the well pump that fills the small lake has split and needs to be repaired on June 12th. Randy requested \$700 to repair the pipe. Bill seconded and the BOD unanimously approved. Randy and Lynnne will meet with the Board of Directors of Ocean Keyes to discuss lake management, expenses, and erosion.
5. Electricity Usage Audit: Santee Cooper replaced all 10 electric utility meters in the community changing community billing rate to a lesser rate. An annual savings of \$5000 will be gained starting June 17th. A review of the Amenity Center lighting and electrical panel was conducted. Lights will be changed in June 2019.
6. Color Coded Map of Community: Randy developed a color-coded map of the Seaside Plantation community, which will be helpful in emergencies. A street lighting master map will be performed in June 2019.

Architectural Review Board (ARB): Randy Pool provided the written ARB report and open ARB actions. There are three (3) open ARB cases. The committee has received four (4) new ARB applications. The BOD reviewed ARB security deposits for five (5) residences as well as six (6) property audit violations. CAMS performed semi-annual property audits on June 5th. Deficiency letters will follow. CAMS will forward a violation report to the BOD.

Amenity Center: Lynnne provided a report on the Amenity Center in Steve's absence. Carpets were cleaned June 6th.

Communication:

1. **Website Updates.** Three (3) updates were made to the website since April 9, 2019. Lynnne has requested updated pictures of the entrance gates with summer scenes for the website.
2. **EMSP (Community Email System, GetResponse):** Eleven community emails have been sent through the private email system since May 14, 2019.
3. **Seaside Resident Listings Master Spreadsheet:** Four (4) updates have been completed.
4. **Newsletter:** Summer 2019 (Quarter 3) newsletter due dates determined: All articles due to editor no later than July 8th; publication date to neighborhood is July 15th.
5. **Flyer Distribution:** Three (3) flyers were distributed via email to property owners.
6. **Community Bulletin Board:** There were two (2) updates to the community bulletin board

Social: Bill Rodgers provided the Board with a report on the Social Committee. The Veterans Tribute held May 17 was a great success. \$1,100 was donated to the Veterans Welcome Home and Resource Center. There is a Casual Social planned for June 12th. There will be a Fourth of July celebration on July 3rd with Seaside neighbors Donnie and Terrie Sangid providing the DJ music.

Landscape: Rob's report included the following:

1. Amenity Center / Entrance Enhancements:

- Power washing along Sea Island Way was completed June 7.
- Wet and Forget will be reapplied in June.
- Patriotic decorations were put on display May 16th and will remain through July 4th.
- Swan fountain refurbishment completed but a stronger pump is needed. Rob will follow up.

2. Landscaping Maintenance

- Spring maintenance including, but not limited to, street cleaning, irrigation repairs, and tree pruning and plantings are underway.
- Irrigation system adjusted to run five (5) days a week due to drought conditions.
- Still awaiting a tree arborist to assess viability of a tree on Sea Island Way.
- Rob reported that several street signs are showing signs of rot. These signs are made of wood. Many Seaside Plantation emblems are faded. Plans are to replace next year.

Continuing Discussion Items:

1. **Seaside insurance policies review:** Reassessment of insurance needs completed. Lynn timer now working with two (2) firms and will report findings back to BOD.

New Business:

1. Resident Harold Bullard, 603 Hillside Drive North (Lot 3), addressed the Board at 11 a.m.
2. Parking noncompliance continues to be an issue. BOD members discussed the need for additional communication and towing options/requirements. Parking rules will be communicated in the community newsletter to raise awareness. BOD will continue to discuss enforcement of policies including follow up of violations.
3. POA Lot Appraisal: BOD agreed that an updated appraisal of the community owned lot is needed. One appraiser who was recommended charges \$400 for this appraisal. Rob motioned to approve the \$400 and Bill seconded. BOD members unanimously approved. Lynn timer will follow up.

Confirmation of the Next Meeting:

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

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

Lynn timer Russo, President

Ellen Winkler, Recording Secretary