

SEASIDE PLANTATION PROPERTY OWNERS ASSOCIATION, INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

March 12, 2019

Opening of Meeting: The regular meeting for the month of March 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, Bill Rodgers, and Steve Frost. Member Rob Frederick dialed in remotely. Jane Harris, Jamie Bryan, and Amy Baker, representing Benchmark CAMS, were present as was Ellen Winkler, Recording Secretary. Amy Baker is a recent hire at CAMS and will serve as property manager for Seaside Plantation in lieu of Jane Harris who is retiring the end of March 2019. The BOD thanked Jane for her services and wished her well in retirement. Amy Baker will transition to managing a total of 10 properties for CAMS (includes Seaside Plantation and Ocean Keys). Jamie Bryan will co-manage until Amy is fully transitioned.

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

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 February 2019. Balance sheet appears to be in order. Concern was expressed by the BOD for the \$570 bill from the attorneys engaged by CAMS to manage the filing requirements of 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. Jamie broke down the cost as requested by the Board. The BOD believes the fees are too high for the specific work involved and requested that CAMS provide the detailed steps of filing such documents so the BOD can do this in the future without incurring attorney fees. The BOD also requested CAMS to research this to determine if this action would be covered under the annual attorney retainer fees for Seaside Plantation.

Collections of Annual Assessments through current date were reviewed by the Board. The BOD previously adopted a "no exceptions policy" for late payments, the resolution calling for all late payments to be assessed the late payment penalties as defined. The last pay date was January 15, 2019. There are currently five (5) unpaid annual assessments. There are an additional five (5) assessments posted as paid after the last pay date of January 15th. CAMS to research and determine if the payment was delinquent or if the posting was past date in order to determine if late fees are to be assessed to the property owner(s).

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

Committee Reports:

Public Works: Randy provided the Board with an update on Public Works activities. Art Malone will now serve on the Public Works Committee in lieu of Jim Celia who has moved from the neighborhood.

1. **Sealcoating:** No new updates. Project is still targeted for fall 2019.
2. **Curb Repair/Replacement Master Plan:** Randy is still looking for a new firm to perform this work.
3. **Storm Water Piping Repair Master Plan:** No new updates. Project still targeted for summer/fall 2019.
4. **Lake Maintenance:** Jerry Russo and Randy met with Kevin Blayton, PE, City Engineer for North Myrtle Beach. Kevin has reached out to the city contractor to mitigate the sand from their piping project on Hillside Drive North, which discharged into our large lake.

5. **Electricity Usage Audit:** Paul Rudolph has begun the analysis of the electrical consumption and energy audit of the common areas. Paul and Randy will meet with Santee Cooper later this month to discuss lighting. Randy discussed several other preliminary suggestions to more efficiently use electricity and obtained BOD members feedback. Analysis and recommendations ongoing.
6. **North Myrtle Beach parking:** The preliminary plan from the city is to extend 10 public beach parking lots by an additional 200 spaces between 4th Avenue North and Sea Mountain Highway. Hourly paid parking will be implemented in all city lots. Each city resident will receive one free parking permit.
7. **Informational:**
 - Fish were added to both lakes as approved in February.
 - The Public Works Committee will meet in April to discuss ongoing lake management and maintenance topics.
 - Lynnne noted that the city plans to paint all fire hydrants.

Landscape: Rob's report included the following:

1. **Amenity Center / Entrance Enhancements:**
 - Tree removal and trimming will take place in March at multiple community locations.
 - Front Gate Sign – Wet and Forget applied to back of east wall and mildew is disappearing without affecting color of concrete. Will apply to remaining areas when conditions are right.
 - Swan Fountain Refurbishment – tubing will be installed.
2. **Landscaping Maintenance**
 - Winter maintenance continues with weekly street cleaning and tree pruning.
 - Spring irrigation audit completed.
 - Several common area plantings replaced as needed.
 - Rip Rap Installation Request for Approval: (Est. cost \$6,500). Plan to add six (6) yards of rocks to either end of current rip rap and an additional 12 yards along Sea Island Way (24 yards total). This will enhance the area and also allow us to better maintain sea oat grasses and proactively keep sidewalk and roadway integrity in place. Project discussion deferred to fall.

Amenity Center: Steve Frost provided a report on the Amenity Center. As a follow up to the February meeting, the committee researched the additional flagpole in storage but found it to be of the same material as the one currently in place, which is not up to standard. The committee will purchase a fiberglass pole as previously agreed at a cost of \$784. Additional cost will be incurred for installation.

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 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. The BOD will then determine cost analysis and feasibility.

Architectural Review Board (ARB): Randy Pool presented the March 2019 ARB report and open ARB actions. There are four (4) open ARB cases. Randy stated the committee has received seven (7) new ARB applications. He also reviewed the ARB security deposits for four (4) residences and five (5) property audit violations.

Randy reported the realtor with noncompliant signs has come in compliance for one property signage but not the other property. The property owner was contacted who agreed to request the realtor bring the sign in compliance with community requirements.

CAMS will send a 'friendly reminder' email to residents for spring cleanup. The Communication Committee will approve email before CAMS' sending.

Security: Rob provided the security report.

1. Project Tracking Worksheet for the new security system was created to keep track of activities and milestones. Project currently on track.
2. Hardware / Database
 - Hardware received and database configuration completed
 - Kiosks up and running in vendor's shop, will demo at future meeting
 - Seaside Logo uploaded to Kiosk screens
 - System administrative training underway
 - Data entry to create database starting March 11th
 - Owner 3-digit call code will change to a 4-digit – system requirement
 - One common code for both gates – assigned by system
 - Permanent 4-digit codes (police, fire, sanitation, etc.) will be assigned
 - Codes can be manually assigned and changed at any time
3. Installation
 - Pool – equipment install - Friday March 8th
 - Amenity Center – equipment install slated for March 18th
 - Phase 1 - Go live Amenity Center and Pool – April 15, 2019
 - Phase 2 – Go live Entrance Gates – June 3, 2019
4. Communication – Draft communication for property owners reviewed and edited. Lynn and Rob will follow up.
5. New device distribution to be determined including Easter weekend.
6. Community / Contractor Access Policies revised. Steve made an additional edit to change homeowner to property owner. Steve made a motion and Bill seconded to approve both policies with edits as discussed. Unanimous BOD approval.

Social: Bill Rodgers provided the Board with a report on the Social Committee. The Mardi Gras Party had low attendance but was a success as attendees had a good time. The Veterans Tribute will be held May 17, 2019. There are two casual socials planned: April 3rd and June 12th. There will be a Fourth of July celebration on July 3rd with a DJ planned. The Committee is researching 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. Tentative date is December 13th, 2019.

Steve proposed to purchase a locked mailbox, which can be installed outside the clubhouse for owners to utilize when paying for a scheduled event. BOD agreed to the plan and purchase.

Communication:

1. **Website Updates.** Three updates were made to the website since February 12th, 2019.
2. **EMSP (Community Email System, GetResponse):** Five community emails have been sent since February 12th, 2019.
3. **Seaside Resident Listings Master Spreadsheet:** Seven updates have been completed for the community master spreadsheet.
4. **Newsletter:** Meeting scheduled with Sue Pastroff for editorship transition for Spring 2019 issue.
5. **New Resident Packet:** BOD requested to add specific forms/information to the new resident packet sent by CAMS to new homeowners. CAMS agreeable. Lynn to coordinate with CAMS.

Continuing Discussion Items:

1. **Feedback from special meeting with CAMS:**

CAMS developed an action plan based on the discussion at the special meeting held February 4th, 2019 and sent via email to BOD members. Discussion regarding some aspects of that plan are below:

- One month free management credit granted
 - CAMS will coordinate monthly financial reports with Steve
 - Minor wording edits
 - “Respond to requests within 72 hours” deemed not acceptable by BOD. After a lengthy discussion, CAMS agreed to Seaside BOD members’ determining the priority of request, which will then dictate response time. Emergency requests will be responded to within 24 hours. BOD members will have property manager and senior manager cell phone numbers. All agreed that community access issues are emergencies.
 - Change language regarding property audits from quarterly to semi-annual. CAMS asked for additional information regarding expectations from property audits. Much discussion followed. BOD will discuss specifics in executive session and follow up with CAMS.
 - BOD requested that CAMS’ property manager provide a monthly report as to community issues, communications, contacts, etc. CAMS agreed. BOD emphasized, however, that no communication should be sent to property owners without prior BOD review and approval.
 - Jamie requested that BOD contact her for issues or concerns as appropriate.
2. **Seaside insurance policies review:** Steve and Lynn timer to follow up.
 3. **Erosion in common area near Amenity Center:** Randy to follow up.
 4. **CAMS website training for BOD members:** Lynn timer will poll BOD members for available dates and coordinate with CAMS to schedule. Training should take approx. one hour.
 5. **Review of archived Seaside paper documents:** Lynn timer will also poll BOD members for available dates to review older Seaside paper documents and coordinate with CAMS to schedule. CAMS will coordinate getting documents to Seaside from storage location. CAMS will also inquire as to available contractor(s) and cost for shredding.

New Business:

No new business was discussed.

Confirmation of the Next Meeting:

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

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

Lynn timer Russo, President

Ellen Winkler, Recording Secretary