



**SHIPYARD**

Property Owners Association

**Board of Directors  
Meeting Minutes**

**Present Members:** Tamra Avrit, Patricia Best, Tracey Blanken-Zeller, Dennis Foley, Robert Heim, Lauren Johnson, Wayne Kearney, Kevin McMahan, Robert Moonen, Jerry Pecoraro, Fred Reichenbach, Karl Sneed, Joe Strivieri, Brad Thomson & Herbert Whildin

**Absent Members:** Amy Ashton, Bob Cosgrove, Justin Jachimowicz, Richard Jaynes, Gina Ladouceur, Kim Lutian, Donald Manak, Raffael Ormeggio & Mark White

**Present Staff:** Meredith Elmore, Lawrence Alexander & Katelyn Coward

**Date:** June 22<sup>nd</sup>, 2023

---

**I. Roll Call**

The meeting was called to order at 10:27 am. A quorum was established.

**II. Review of Prior Minutes**

The minutes of the prior April meeting were reviewed. Mr. Reichenbach made a motion to approve. Mr. Sneed seconded the motion. Motion passed.

**III. Financial Report**

Dr. Elmore reported income through May was \$322,415.22 ahead of budget as a result of strong decal revenue, rental access, and \$143,323.51 of Enhancement Income. Rental Access income is tracking slightly ahead of the prior YTD, and this is primarily due to the increased fee (approved in the winter). This line item will be substantially over the next few months, as related activity will increase over the busier months. She announced the total receivables through May was 3.5% of the total billing, which is typical for this time of year. However, late notices were forwarded recently, and several payments have come in since this report. There were also forwarded recently, and several payments have come in since this report. There were also a few properties that were “equalized” during the first 5 months, which will definitely be reflected in the bottom line going forward. She reported security expenses through May were just <4% below budget, largely due to brief openings on the security team (one open position, one personal leave, and one medical issue). We are fully staffed as of 6/20/23, so this will reduce as we absorb onboarding for newer team members and summer labor. Printing and postage is over budget, but that is only due to commercial entity pass orders over the past few months. Also, the printing costs have increased since 2022 Y/E so we will be obtaining quotes from other printers prior to ordering for next year. As long as there are no unforeseen orders necessary for the rest of the busy season, the variance should still balance out over the next two quarters. Uniforms are also slightly over, but this was expected with outfitting new team members as of late. Vehicle operation was over due to repairs to the patrol vehicle, which has since been replaced as scheduled. She reported landscaping costs through May were over budget by 1%. The tree work line items is the primary



# SHIPYARD

Property Owners Association

reason for this variance, which was due to minor storms throughout the past few months. There was also some necessary tree removal in common areas that could not be avoided. She reported general administration costs through the first quarter were 6% under budget. This variance is good considering that the Annual Meeting and most of the CAI training costs were already expensed for the year. As always, some of the positive variance will be absorbed by increased admin labor in the busier months. However, this category is in good shape considering. She announced Beach Club expenses through May were 10% over budget. The primary factor is in the Leases and contracts due to a billing issue related to the waste contract. We are currently working with our billing agent to resolve this, and there should be an adjustment by the end of the month. The labor line item is over by 1% which is typical during May, June, and October (our busiest wedding seasons). Minor Beach Club maintenance and supply costs were incurred due to spring projects, and some additional work completed in May will be expensed in June. She announced Enhancement Fee income through the first quarter was \$143,323.51. This is still a relatively strong number considering, yet significantly behind PY (\$196,030.00). According to experts in the field, inventory is the primary cause. Mr. Heim made a motion to approve. Mr. Moonen seconded the motion. Motion passed.

## **IV. Old Business**

### **A. Owners Gate**

Dr. Elmore reported over 250 RFID tags have been sold, and a request for appointments on the weekend has been made. Many homeowners requested modifications be made to allow access to the Owners Gate Lane sooner when entering Shipyard. Curb modifications have been approved and are set to begin soon to allow quicker access.

### **B. The Bank**

Dr. Elmore announced a compliant log has been established receiving seven on the first night relating to noise but has quickly gone down as they have been open. The sodding work to replace the old drive-thru is set to begin on July 5<sup>th</sup> along with permanent signage to be installed soon after. The town bike path has been approved and is awaiting the design process to begin.

### **C. Bushhogging**

Dr. Elmore reported the Executive Committee discussed vacant lots being in compliance with bushhogging. The vacant lots will be notified they need to be in compliance and if not, it will be dealt with on a case-by-case basis. The last resort will be to have the POA complete it and charge it back to the account.

## **V. New Business**

### **A. Quality Lakes Lagoon Report**

Dr. Elmore announced Quality Lakes was unable to bring a completed report but has provided information that has been gathered so far. A full presentation/report will be given at the August meeting.



# SHIPYARD

Property Owners Association

## **B. Director Submissions**

Dr. Elmore announced a few Director Submissions were requested to be added to the agenda before the meeting.

### **i. Zoom License**

Dr. Elmore announced the South Carolina governor signed a bill allowing remote HOA meetings, the August meeting will have a Zoom option available. The Zoom license is set to be purchased at a yearly cost of \$149.

### **ii. New Business Submissions & Agenda Preview**

Mrs. Avrit presented as an addition to the Board Meeting Notification to also allow new business items from Directors to be submitted beforehand. Mrs. Avrit made the motion to request RSVP and new business items from the Directors at the same time. Mr. Kearney seconded the motion. Motion passed. Mrs. Avrit also made a motion for the Board Agenda to be sent out three days prior (Monday afternoon) to the meeting itself. Mr. Heim seconded the motion. Motion passed.

### **iii. Publication of Committee & BOD Handouts**

Mrs. Avrit proposed publishing the agenda packet on the Shipyard website along with the meeting minutes. Brief discussion followed. A motion was made to table the submission and reach out to legal with a follow-up at the August meeting.

### **iv. Publications of BOD Email Addresses**

Mrs. Avrit expressed an interest in having a Board of Directors email address that allows homeowners to get in touch with the representative. She believes it is difficult for homeowners to reach their direct representative at times and this could be a solution. Mr. Pecoraro suggested this isn't an issue with condominium areas which results in mainly residential. A suggestion was given to send out each residential board area representative's contact information to the homeowners in that area if the board member wanted to. Mr. Sneed and Mrs. Avrit elected to Residential South information sent out. Residential North Representatives declined.

### **v. Owners Directory – Behind a Firewall**

Mrs. Avrit proposed having an Owners Directory on the Shipyard webpage behind a protected firewall. A suggestion was to send out a survey to all homeowners if they would participate, but a concern of legal obligation to owners' information being found. A motion was made to table the submission and reach out to legal with a follow-up. Motion Denied. Mr. Striever made a motion to not have an owner's directory or



## SHIPYARD

Property Owners Association

research into the subject. Mr. Reichenbach seconded the motion. Motion passed.

### **vi. Staff Benchmarking**

Mrs. Avrit inquired about a detailed compensation of how positions are compared to surrounding areas. Dr. Elmore explained every year a survey is taken known as Bray's Island that gives detailed information on surrounding PUDs on employee compensation, benefits, etc. This survey helps ensure Shipyard is holding either number one or number two positions when it comes to being competitive with employee compensation benefits. The finance committee reviews the budget at the end of the year for the upcoming year including worksheets that show the positions and what compensation range they receive. Brief discussion followed.

## **VI. Adjournment**

Prior to adjournment, Dr. Elmore announced Cordillo paving was sent to begin in March but will officially begin in June. The current vendor has been informed the roads need to be completed as soon as possible, it was mentioned weather could be a potential factor of setback.

Mr. Foley made a motion to give a vote of confidence for Dr. Elmore and her team for outstanding performance and team efforts. Mr. Reichenbach seconded the motion. Motion passed.

Dr. Elmore stated a recent town council meeting took place to discuss traffic, labor leaving for pay, conducting travel studies, etc. A recent group reached out to Shipyard asking to participate in a stance against town bridge studies continuing including construction during the busy season. The group was informed Shipyard at this time has no stance and would like to not speak at the meeting. Mr. Foley and Dr. Elmore attended the meeting and only participated by observing.

There being no further business, the meeting was adjourned at 11:40 a.m.

---

Joe Strivieri, Secretary