



# SHIPYARD

Property Owners Association

## Board of Directors Meeting Minutes

**Present Members:** Amy Ashton (Zoom), Tamra Avrit (Zoom), Patricia Best, Bob Cosgrove, Dennis Foley, Robert Heim, Richard Jaynes (Zoom), Lauren Johnson, Gina Ladouceur (Zoom), Kevin McMahon, Robert Moonen, Raffael Ormeggio (Zoom), Jerry Pecoraro, Fred Reichenbach, Karl Sneed, Joe Strivieri, Brad Thomson & Herbert Whildin (Zoom)

**Absent Members:** Tracey Blanken-Zeller, Richard Grimm, Justin Jachimowicz, Wayne Kearney, Kim Lutian, Donald Manak & Mark White

**Others Present:** Mark DeBrabander & Randall Herrington

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

**Date:** August 24<sup>th</sup>, 2023

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### I. Roll Call

The meeting was called to order at 10:32 a.m. A quorum was established.

### II. Quality Lakes Presentation

Mr. DeBrabander gave a presentation on the lagoon study that has been completed. Several lagoons needed to be remapped due to insufficient data collected, a completed study is estimated to be complete by the October meeting. Mr. DeBrabander agreed they would be working with the Town of Hilton Head to give a suggested list of prioritizations. A brief discussion followed.

### III. Carey and Company Presentation

Mr. Herrington presented the 2022 financial review results to the attendees. Copies were distributed for review. He detailed the document, highlighting the various statements and reports. He commended the POA for a low receivable and a strong cash position. He also expressed his appreciation to the staff for their cooperation throughout the process. A brief discussion followed.

### IV. Review of Prior Minutes

The minutes of the prior June meeting were reviewed. Mr. Sneed made a motion to approve. Mrs. Best seconded the motion. Motion passed.

### V. Financial Report

Dr. Elmore reported income through July was \$398,789.51 ahead of budget as a result of strong decal revenue and \$203,148.51 of Enhancement Income YTD. Enhancement income is tracking slightly behind this time PY but will likely increase over the next few months due to recent closings. Decal income is tracking higher than in 2022, which is being driven by STRP (access fee income) is also significantly up over the prior year. This is due to the increase from \$15 to \$25 per pass. We budgeted conservatively for this year, as rentals were predicted to be down vs the prior year. However, this was not the



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case so a significant budget increase in this area will help offset the expected 2024 budget/expenses. She announced the total receivable through July was 2% of the total billing, which is typical for this time of year. Collection activities are underway, so this line item should continue to decrease through year-end as usual. She reported Security expenses through July were 3% below budget, largely due to brief openings on the security team throughout the first half of the year. Labor has continued to be somewhat of a challenge, but we were able to stay fully staffed through the height of the season. To that end, the Security budget variance will decrease as we absorb summer/beach cart labor and overtime costs. Finally, vehicle maintenance expenses are also up considerably due to rising fuel costs and two major repairs on one of the patrol vehicles. However, we should see some relief in the coming months as the patrol cars have been replaced and fully outfitted. She announced the landscaping contract costs through July were slightly (<1%) over budget, which was expected due to “other grounds expenses”. We are awaiting reimbursement for irrigation repairs that should offset this prior to the next report. Tree maintenance is also up due to several necessary tree removal projects throughout the spring. It will potentially increase again as the annual palm trimming is completed. She reported General Administration costs through July were 6% under budget overall. This is primarily due to a variance in the “administrative salaries” subcategory was over budget largely due to an opening in the spring. As it has been filled, this variance will be offset through year-end. She announced General Maintenance costs through July were 8% over budget. There were some charges to the “building maintenance” subcategory that were in the process of reclassifying. These expenses will be re-classed to the maintenance reserve and enhancement categories but were primarily due to sod work at Pope and preliminary work associated with gate repairs/upgrades. Also, the Beach Club HVAC repair was a factor. She reported Beach Club expenses through July were still 12% over budget. This is largely due to increased staffing during the busier wedding months. Beach Club insurance was the major factor, but it was expected and will level off through year-end.

## **VI. Old Business**

### **A. Paving Update**

Dr. Elmore reported quality control is underway at the newly paved Cordillo Parkway Road. The vendor’s check has been held until the standard has been met. All bike path work has been completed. Five new potential paving vendors have been contacted and are in the process of being interviewed for upcoming jobs in Shipyard.

### **B. Website Publication – Agenda Packet**

Dr. Elmore stated other surrounding communities only publish meeting minutes along with a few including the agendas. If an owner requests specifics from a meeting the material can be released to the individual homeowner. Mr. Reichenbach made a motion to not publicize the entire Agenda Packet on the website. Mr. Heim seconded the motion. Motion passed.



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## **VII. New Business**

### **A. Fishing Ban**

Dr. Elmore announced the Executive Committee reviewed the current fishing ban and has proposed four options. The first recommendation is to keep fishing again starting after Labor Day and revisit at the beginning of spring. The second recommendation is to permanently ban fishing within Shipyard. The third recommendation is to ban fishing during the busy season and allow it in the off-season. The fourth was to have no fishing ban at all. A brief discussion followed. After a unanimous vote, the results were: No Ban (0), Seasonal Ban (4), Permanent Ban with Yearly Review (4), and Permanent Ban (9). Mrs. Ladouceur made the motion to officially ban fishing within Shipyard. Mr. Strivieri seconded the motion. Motion passed. Motion opposed by Mr. Moonen, Mr. Pecoraro, and Mr. Sneed.

### **B. Capital Projects**

Dr. Elmore announced Capital Projects for 2024 Enhancement idea list is now being formed. If any has suggestions or ideas, please send them to her or Ms. Coward to begin research.

### **C. Beach Club HVAC System**

Dr. Elmore reported the Beach Club HVAC had to be unexpectedly replaced due to breaking down. The HVAC system has now been replaced and registered for bi-annual maintenance by the installation company.

### **D. Beach Club Auxiliary Bathrooms**

Dr. Elmore announced the auxiliary bathrooms will be undergoing maintenance to replace both floors. The current floors are retaining water under them creating a possible hazard in the future. The new flooring will be slip-resistant and durable to keep up with the high beach season. During the maintenance period, a few other items will be addressed including hooks behind the bathroom stalls and possible relocation of the hand dryers. A brief discussion followed.

### **E. Director Submissions**

#### **i. Beach Parking – Owner Spaces**

Mrs. Avrit proposed Shipyard beach hangtags be utilized year-round to ensure the limited beach parking is to only owners and eligible guests with one car. A brief discussion followed. Mr. Strivieri made a motion to keep the beach hangtag policy as is and not year-round. Mr. Reichenbach seconded the motion. Motion passed.

Mrs. Avrit proposed designated Shipyard owners-only parking at the front of the beach club year-round. The spots would be lined/marked as owners-only spots. Mrs. Ladouceur made a motion to not designate owner spots at the Beach Club. Mr. Reichenbach seconded the motion. Motion passed.



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## **ii. Bike Path Connection – Evian Options**

Mrs. Avrit expressed a bike path connection in the Shipyard circle in front of Evian's entrance. Mr. Heim stated Evian Board has discussed this project and declined interest in a bike path being installed at the entrance. He expressed that this subject comes up every year for review at the Evian Board level.

## **iii. Board Governance**

### **1. Communication Protocols**

Mrs. Avrit expressed the Board's committees lack governing documents regarding how the committees are intended to operate, including agenda publication, etc. A brief discussion followed. No Motion.

### **2. Committee Reporting Protocols**

Mrs. Avrit proposed each committee provide the Board a brief report as a standing agenda item at each meeting. The report should contain a summary of current issues being discussed; and any issues/timing expected for Board action. A brief discussion followed. No Motion.

## **iv. Residential STRP Limits**

Mrs. Avrit requested this submission be tabled to allow more time for research.

## **VIII. Adjournment**

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

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Joe Strivieri, Secretary