



Board of Directors Meeting  
November 19, 2025 10 a.m.

- |  |             |
|--|-------------|
| 1. Call to Order                                       | Burns       |
| 2. Establish a Quorum                                  | DeLong      |
| 3. Ratify Approval:                                    |             |
| a. Board of Directors Meeting Minutes October 22, 2025 | DeLong      |
| 4. Financial Report Q3 2025                            | Holdren     |
| 5. Sea Pines POA Work Group Reports:                   |             |
| a. Sea Pines POA Member Engagement plans               | Burns       |
| - December 3 Holiday Social                            |             |
| - January 15 Community Coffee                          |             |
| - February 11 Tower Beach Social                       |             |
| - March 12 Town Hall                                   |             |
| b. Gated Communities Benchmarking Study next steps     | Burns       |
| c. Membership Renewal Campaign Process                 | Slutsky     |
| d. Third Party Monitoring Activities                   | Stevens     |
| e. Community Standards Committee update                | Glass       |
| f. Third Tuesday Speaker Series                        | Wellinghoff |
| g. ASPPPO/Sea Pines POA Board Election reminder        | DeLong      |
| h. Member Volunteer/Participation Opportunities        | All         |
| 6. President's Report                                  | Burns       |
| a. Kerry de Vallette Board service                     |             |
| b. Setting 2026 Board Priorities                       |             |
| 7. Unfinished Business                                 |             |
| 8. New Business  |             |
| 9. Adjournment   |             |
| 10. Q&A Session – Questions from the Community         |             |



## **Board of Directors Meeting**

**Wednesday, October 22, 2025**

A regular meeting of the Sea Pines POA was held on Wednesday, October 22, 2025, via Zoom and in-person at Providence Presbyterian Church Fellowship Hall.

### **1. Call to Order**

Keith Burns called the meeting to order at 10:00 a.m.

### **2. Establishment of Quorum**

A quorum of members was present.

### **Board Members Present**

Keith Burns, Lee Stevens, Laura DeLong, Larry Holdren, Gary Glass, and Kerry deVallette.

### **3. Ratify Approval – Board Meeting Minutes, September 24, 2025**

*Laura DeLong moved to ratify the approval of the September 24, 2025, Board of Directors Meeting Minutes as presented. Gary Glass asked for three adjustments. Change Financial Reserve Fund Policy to Financial Reserve Funds Policy and omit the sentence about the purpose of the Legal Reserve Fund. The third change had to do with the Town's Short-Term Rental Ordinance. The STR Ordinance was adopted on May 17<sup>th</sup>, 2022, and became effective on January 1<sup>st</sup>, 2023. Keith called on the Board to accept the amended minutes. Lee Stevens made the motion. Gary Glass seconded, and the amended minutes were unanimously approved.*

### **4. Financial Report – Larry Holdren**

Larry Holdren reported on the financial health of the POA through the end of August 2025. Income for August was \$4,330. August expenses were \$24,852. The D&O Insurance accounted for a large part of our August expenses, at \$15,743. YTD income is \$144,520, and YTD expenses are \$76,701, leaving us a net income of \$66,818. Keith pointed out that the IRS refund of \$20,522 represents almost a third of our income. He also mentioned that the IRS Form 990 has been completed and it will be posted on our website.

### **5. 2025 Workgroup Reports**

- a. **Benchmarking Study – Lee Stevens:** There were two identical Town Hall Meetings in early October. Both were well attended. The Sea Pines POA invited the largest gated communities on Hilton Head Island, plus Moss Creek, to take part in a comprehensive survey designed to examine how each community operates. Areas of focus included governance, fee structures, services, amenities, community engagement, and learn how the communities communicate with property owners. Keith will share the presentation slide deck with CSA, and Lori will forward a copy to each of the participating communities. Keith noted that we had over 125 attendees between the two presentations. Next steps will unfold similarly to last year's Satisfaction Survey, which means the information gleaned will be used to inform future Sea Pines POA Board strategies.
- b. **Community Standards – Gary Glass:** The Community Standards Committee approved an amended Charter on September 24<sup>th</sup>. The committee consists of 10 Sea Pines POA members plus Gary. The

committee's first meeting was held on October 1<sup>st</sup>. The group reviewed its purpose for being, discussed committee goals, and how it might work with the 60 local POAs within Sea Pines. The near-term focus will be on educating Sea Pines POA members on community standards and some of the issues CSA staff may experience in the field. Action items include a list of CSC priorities and a meeting between Gary Glass and Sam Bennett, CSA President/CEO. The next committee meeting is scheduled for November 1<sup>st</sup>.

- c. **Third-Party Monitoring Committee – Lee Stevens:** The Town of Hilton Head Island is conducting a discussion regarding amendments to the Short-Term Rentals ordinance. On October 13<sup>th</sup>, Town Council held a first reading of a STR Ordinance to amend certain aspects of the current STR Ordinance. One key takeaway of that meeting was the removal of a previously Town management recommended occupancy limit for STR properties as part of the ordinance. A second reading took place on October 21<sup>st</sup>, and Town Council approved the new ordinance with no further amendments. The new STR Ordinance is posted on the Town's website. All the attention on the STR Ordinance has brought the broader Town Land Management Ordinance into focus. A plan is now in place to update and improve the Town LMO, the planning document that helps guide development on Hilton Head Island.

The Sea Pines POA held a Town Hall Meeting on the subject of Short-Term Rentals and the proposed amendments. Town Council Member, Steve Alfred (who represents Sea Pines on the Town Council) addressed an audience of 100 POA members and answered their questions in the hour-long session. The feedback was very positive. Keith said Steve Alfred was eager to attend the Town Hall Meeting because he views it as an effective vehicle for connecting with and hearing directly from the people he represents.

The Sea Pines POA is now a member of the Hilton Head Island and Bluffton Chamber of Commerce. Last week, the Chamber held its annual State of the Region luncheon. More than 500 people attended the event.

- d. **Membership Committee – Keith Burns** Membership renewals will begin on December 1<sup>st</sup> and run for a period of 8 – 10 weeks. During this time, we will also try to attract new members with an offer to join now and get November, December, and all of 2026 for just \$50.00.
  - e. **Third-Tuesday Speaker Series – Larry Holdren** Duffie Stone, South Carolina 14<sup>th</sup> Circuit Solicitor, was the guest speaker at the October 21<sup>st</sup> event. 85 people attended the event. Duffie covered a broad spectrum of law-related issues and closed with a healthy Q&A session. The speaker for November 17<sup>th</sup> is Wyman Fraser-Davis. Ms. Fraser-Davis will speak about her father, Charles Fraser.
  - f. **Member Engagement Program – Keith Burns** This initiative will alternate between social activities, town hall meetings, and community coffees. The Sea Pines POA Board initially discussed this subject at its May meeting – before summer break. Since then, there was a Tower Beach Social in September with more than 100 members in attendance. There were two town halls in October regarding the Benchmarking Study. The next Member Engagement opportunity is a Holiday Social on December 3<sup>rd</sup>. Check the Sea Pines POA November newsletter for details. The first community coffee is slated for next January. The program intends to create a rhythm of frequent interactions with members to create meaningful relationships that provide ongoing value and encourage active participation in Sea Pines POA events.
6. **President's Report – Keith Burns** Board election key dates: October 31<sup>st</sup>, 2025 is the date of record for voting in this year's Board elections. The election period will run from November 1<sup>st</sup> to December 1<sup>st</sup>. Results will be announced on or around December 10<sup>th</sup>.

The Sea Pines POA **Meet the Candidates** event was cancelled at the last minute due to a lack of registrants. Keith had expected a good deal of interest in the event, but it landed on the heels of two Sea Pines POA Town Hall meetings and the STR Town Hall meeting. That level of activity may have contributed to a feeling of overload. The Board will take this under consideration next year as it plans for 2026 Board elections.

7. **Unfinished Business** – *Nothing to report*

8. **Adjournment** – The formal portion of the meeting adjourned at 10:42 a.m. A Q & A followed.

**Sea Pines POA**  
**Profit & Loss Budget vs. Actual**  
January through September 2025

	<u>September 25</u>	<u>Jan - Sep 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
Revenue					
10100 Membership Dues	225.00	123,965.00	112,500.00	11,465.00	110.19%
10101 Bank Interest	96.69	1,661.60	375.02	1,286.58	443.07%
10102 Investment Income	2,082.47	19,905.33	9,000.00	10,905.33	221.17%
10103 License Plate	109.90	1,502.25	1,125.00	377.25	133.53%
10104 Other Income	0.00	0.00	750.01	-750.01	0.0%
Total Revenue	<u>2,514.06</u>	<u>147,034.18</u>	<u>123,750.03</u>	<u>23,284.15</u>	<u>118.82%</u>
Total Income	2,514.06	147,034.18	123,750.03	23,284.15	118.82%
Expense					
40100 Administrative Expense					
40101 Management Fees	2,000.00	18,187.50	18,000.00	187.50	101.04%
40102 Legal Fees	0.00	7,774.50	5,625.00	2,149.50	138.21%
40103 Bank Service Charges	31.00	335.70	1,875.01	-1,539.31	17.9%
40104 Telephone	100.90	807.98	900.00	-92.02	89.78%
40105 Election Expense	0.00	0.00	375.02	-375.02	0.0%
40106 New Member Recruitment	0.00	0.00	3,750.02	-3,750.02	0.0%
40107 Tax Services	0.00	1,381.00	1,125.00	256.00	122.76%
40108 Independent Contractor	1,312.50	14,981.25	15,000.02	-18.77	99.88%
40109 Postage	6.95	1,377.37	225.00	1,152.37	612.16%
40110 Other Expenses	120.00	655.44	750.01	-94.57	87.39%
40111 Meeting Location Rental	0.00	1,050.00	3,750.02	-2,700.02	28.0%
40112 Merchant Fees	56.85	2,763.83			
40100 Administrative Expense - Other	22.10	22.10			
Total 40100 Administrative Expense	<u>3,650.30</u>	<u>49,336.67</u>	<u>51,375.10</u>	<u>-2,038.43</u>	<u>96.03%</u>
50100 Communication Services					
50101 Comm. Membership	0.00	320.34	11,250.00	-10,929.66	2.85%
50102 Comm. Third Party	480.00	4,130.00	1,125.00	3,005.00	367.11%
50103 Comm. Annual Meeting	2,463.21	7,894.02	9,750.01	-1,855.99	80.96%
50104 Comm. Speaker Series	0.00	700.00	2,250.00	-1,550.00	31.11%
50105 Comm. Website Marketing &	137.80	10,423.84	3,750.02	6,673.82	277.97%
50106 Comm. Monthly Newsletter	0.00	102.41	1,500.02	-1,397.61	6.83%
50107 Comm. Board Expense	0.00	902.97	750.01	152.96	120.39%
50108 Comm. Projects	0.00	0.00	4,500.00	-4,500.00	0.0%
50109 Comm Independent Contr	0.00	4,800.00	5,400.00	-600.00	88.89%
50100 Communication Services - Other	0.00	150.00			
Total 50100 Communication Services	<u>3,081.01</u>	<u>29,423.58</u>	<u>40,275.06</u>	<u>-10,851.48</u>	<u>73.06%</u>
60100 Insurance					
60101 D & O Insurance	0.00	15,743.00	12,750.02	2,992.98	123.47%
60102 Property & Liability Insu	0.00	9,710.00	7,500.01	2,209.99	129.47%
Total 60100 Insurance	<u>0.00</u>	<u>25,453.00</u>	<u>20,250.03</u>	<u>5,202.97</u>	<u>125.69%</u>
70101 990 Taxes	0.00	-20,780.00			
Total Expense	<u>6,731.31</u>	<u>83,433.25</u>	<u>111,900.19</u>	<u>-28,466.94</u>	<u>74.56%</u>
Net Ordinary Income	<u>-4,217.25</u>	<u>63,600.93</u>	<u>11,849.84</u>	<u>51,751.09</u>	<u>536.72%</u>
Net Income	<u>-4,217.25</u>	<u>63,600.93</u>	<u>11,849.84</u>	<u>51,751.09</u>	<u>536.72%</u>

Sea Pines POA  
**Balance Sheet**  
As of September 30, 2025

Sep 30, 25

ASSETS

Current Assets

Checking/Savings

Morgan Stanley Cash/Cash 27,808.04

Morgan Stanley Investment 376,611.96

New High Yield 78,682.10

Operating Checking 6,666.88

**Total Checking/Savings 489,768.98**

Accounts Receivable

Accounts Receivable -2,650.00

**Total Accounts Receivable -2,650.00**

**Total Current Assets 487,118.98**

**TOTAL ASSETS 487,118.98**

LIABILITIES & EQUITY

Equity

30101 Unrealized Gain/Loss M. S 455.64

Retained Earnings 423,062.41

Current Year Earnings 63,600.93

**Total Equity 487,118.98**

**TOTAL LIABILITIES & EQUITY 487,118.98**