



**Board of Directors Meeting  
September 24, 2025 - 10 a.m.**

Call to Order	Burns
Establish a Quorum	DeLong
Ratify Approval	DeLong
a. Board of Directors Meeting Minutes May 21, 2025	
Approve Board Policies	Burns
a. Financial Reserve and Community Fund Policies	
Financial Report July 2025	Holdren
Sea Pines POA Work Group Reports	
a. Financial Reserve and Community Fund Policies	All
b. Community Standards Committee Charter Revision	Glass
c. Third Party Activities Monitoring Committee	Stevens
d. Community Benchmarking Project	Wellinghoff
e. Third-Tuesday Speaker Series	Wellinghoff
f. Sea Pines Yard Sale	DeLong
g. Nominating Committee Process and Results	DeLong
President's Report	Burns
a. Board Election Key Dates	
Unfinished Business	
New Business	
Adjournment	
Q&A Session – Questions from the Community	

## **Board Resolutions for the September 24, 2025 Meeting**

### Item 3

Resolved: That the minutes of the May 21, 2025, Board of Directors Meeting be approved as submitted

### Item 4

Resolved: That the Sea Pines POA adopt the Financial Reserve and Community Fund policies as presented

### Item 6b

Resolved: That the Sea Pines POA Community Standards Committee charter be amended as presented

### Item 7 Key Dates

- October 31, 2025 Record Date for Member Eligibility to Vote
- November 1, 2025 Ballots Distributed Electronically or Via Mail (those without email address)
- December 1, 2025 Due Date for Return of Ballots



## **Board of Directors Meeting**

**Wednesday, May 21, 2025**

A regular meeting of the Sea Pines POA was held on Wednesday, May 21, 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, Lori Wellingshoff, Larry Holdren, Gary Glass, Bernice Slutsky, Kerry deVallette, and Ted Leavitt

### **3. Ratify Approval – Board Meeting Minutes, March 26, 2025**

*Laura DeLong moved to ratify the approval of the March 26, 2025, Board of Directors Meeting Minutes as presented. The motion was seconded by Bernice Slutsky and carried unanimously.*

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

Larry Holdren reported on the financial health of the POA through the end of March 2025. Income for Q1 was \$128,000. Membership income is short of goal by \$30,000. We budgeted \$150,000, and we're at \$120,000. Expenses are in line with our budget. We received notification from the IRS that it will refund the fine we paid for filing 2021 and 2022 tax returns late. That amounts to approximately \$23,000. Annual Meeting expenses were approximately \$6,400, which is roughly half of what we spent in 2024.

Keith fielded a question regarding our investments. He said, as of March 31<sup>st</sup>, we have \$515,000 in the account. The fund balance is \$425,000.

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

- a. **Third-Party Monitoring Committee – Lee Stevens:** The Town of Hilton Head Island took up an amendment to the Short-Term Rental Agreement, which would allow it to administer citations and fines for violations of the Municipal Code. The South Carolina Transportation Infrastructure Bank rejected Beaufort County's Joint Resolution for the Route 278 Corridor Project. Town Council has 30 days to respond to the ruling. Workforce Housing was also on the agenda of the May 20<sup>th</sup> Town Council meeting. Council is considering an amendment to allow Workforce Housing as a Permitted Conditional Use in the Moderate to High Density Residential District.

- b. **Community Standards – Gary Glass:** Gary provided background information before presenting a charter for board approval. He noted that the CSA disbanded its Community Standards Committee in January of 2024. Several of our members expressed concerns about how the community standards have been amended, communicated, and enforced lately. Gary and Keith met with CSA representatives to address these concerns and discuss process improvements. The POA decided, after that meeting, to create a community standards workgroup. The committee will be comprised of 8 POA members. CSA will be invited to fill 2 seats on the committee. After a brief discussion regarding the last paragraph of the Charter, Keith made a motion to amend the Charter by deleting the last paragraph AND accept the document as the Community Standards Committee Charter. Ted Leavitt seconded and the motion carried unanimously.
  - c. **Member Engagement Strategy – Keith Burns:** During the past year, Keith and other board members have noticed a shift in the CSA governance model that has created a void in the community. There was a time when the CSA had nine committees, and those committees provided Sea Pines residents with opportunities to engage with one another, stay informed, and create a sense of community. Things have changed dramatically, so the POA will fill the void by holding an event every month throughout the year. The list of events includes Community Coffees, Socials, Town Hall Meetings, Board Meetings, and our Annual Meeting. The first event in this program will be a September social event.
  - d. **Nominating Committee – Laura DeLong:** Lee Stevens, Alex Cruden, Larry Holdren and Laura DeLong comprise the nominating committee. Terms will expire at the end of the year for three board members. The group has identified three potential candidates and expects some people to self-nominate by petition. Prospects will be interviewed in August and candidates will be announced by the end of that month. There will be a “Meet the Candidates” event in October. Ballots will be sent to members in November.
  - e. **Tower Beach Social – Lori Wellinghoff:** The May 2<sup>nd</sup> social was well attended, and the feedback was positive. Those in attendance made genuine connections by engaging in thoughtful conversations and brushing up on current Sea Pines events. The next social is scheduled for September.
  - f. **Third-Tuesday Speaker Series – Lori Wellinghoff:** The third season of the Third-Tuesday Speaker Series has come to a close. The seasons run from September through May. Lori is working on the lineup for next season. Keith said the variety of speakers draws large crowds, and the Q&As are exceptional; smart people asking smart questions.
6. **President’s Report – Keith Burns**

Keith clarified two statements he made at the annual meeting when answering questions from the floor.

Firstly, Sea Pines affirmatively understands its responsibility for monitoring the covenants of our community and it takes whatever action deemed appropriate for addressing the issue. The second question probed for conflicts between the CSA and the POA. Keith said there are differences in operating models – nothing harsh or drastic. The POA makes a concerted effort to engage with members, who are all residential property owners, and always be transparent. We listen to our members and speak on their behalf. The CSA, on the other hand, exists to protect, maintain, and enhance Sea Pines common areas.

Also, CSA members include both residential property owners, the Resort, and other commercial interests. Therefore, its focus is different than the POA.

7. **Unfinished Business** – *Nothing to report*
8. **New Business** – *There will be a yard sale again this year. It is scheduled for October 19<sup>th</sup> from 11:00 am – 2:00 pm. More information will be available closer to the date*
9. **Adjournment** – The formal portion of the meeting adjourned at 10:56 a.m. A brief Q & A followed.

## Balance Sheet - July 31, 2025

### ASSETS

#### Current Assets

##### Checking/Savings

Authorized.net e-check	24.81
Morgan Stanley Cash/Cash	26,813.00
	371,681.7
Morgan Stanley Investment	1
New High Yield	S
Operating Checking	8,512.42
	<u>514,508.4</u>
Total Checking/Savings	1

##### Accounts Receivable

Accounts Receivable	-2,650.00
	<u>-2,650.00</u>
Total Accounts Receivable	511,858.4

#### Total Current Assets

1  
511,858.4

### TOTAL ASSETS

1

### LIABILITIES & EQUITY

30101 Unrealized Gain/Loss M. S	455.64
	423,062.4
Current Year Earnings	1
Current Year Earnings	88,340.36
	<u>511,858.4</u>

#### Total Equity

1  
511,858.4

### TOTAL LIABILITIES & EQUITY

1

## July 2025 Income Statement

	July 25	Jan - Jul 25	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Revenue</b>				
10100 Membership Dues	625.00	123,415.00	87,500.00	35,915.00
10101 Bank Interest	129.21	1,455.97	291.70	1,164.27
10102 Investment Income	392.17	13,980.04	7,000.00	6,980.04
10103 License Plate	50.00	1,338.85	875.00	463.85
10104 Other Income	0.00	0.00	583.35	-583.35
<b>Total Revenue</b>	<b>1,196.38</b>	<b>140,189.86</b>	<b>96,250.05</b>	<b>43,939.81</b>
<b>Total Income</b>	<b>1,196.38</b>	<b>140,189.86</b>	<b>96,250.05</b>	<b>43,939.81</b>
<b>Expense</b>				
<b>40100 Administrative Expense</b>				
40101 Management Fees	2,000.00	14,187.50	14,000.00	187.50
40102 Legal Fees	0.00	6,351.00	4,375.00	1,976.00
40103 Bank Service Charges	0.00	304.70	1,458.35	-1,153.65
40104 Telephone	100.92	606.18	700.00	-93.82
40105 Election Expense	0.00	0.00	291.70	-291.70
40106 New Member Recruitment	0.00	0.00	2,916.70	-2,916.70
40107 Tax Services	145.00	1,381.00	875.00	506.00
40108 Independent Contractor	3,075.00	12,375.00	11,666.70	708.30
40109 Postage	0.00	1,370.42	175.00	1,195.42
40110 Other Expenses	135.95	515.44	583.35	-67.91
40111 Meeting Location Rental	0.00	1,050.00	2,916.70	-1,866.70
40112 Merchant Fees	78.29	2,620.36		
<b>Total 40100 Administrative Expense</b>	<b>5,535.16</b>	<b>40,761.60</b>	<b>39,958.50</b>	<b>803.10</b>
<b>50100 Communication Services</b>				
50101 Comm. Membership	0.00	320.34	8,750.00	-8,429.66
50102 Comm. Third Party	1,430.00	3,170.00	875.00	2,295.00
50103 Comm. Annual Meeting	0.00	5,430.81	7,583.35	-2,152.54
50104 Comm. Speaker Series	0.00	700.00	1,750.00	-1,050.00
50105 Comm. Website Marketing &	4,016.00	7,181.37	2,916.70	4,264.67
50106 Comm. Monthly Newsletter	0.00	102.41	1,166.70	-1,064.29
50107 Comm. Board Expense	0.00	902.97	583.35	319.62
50108 Comm. Projects	0.00	0.00	3,500.00	-3,500.00
50109 Comm Independent Contr	1,200.00	4,200.00	4,200.00	0.00
50100 Communication Services - Other	0.00	150.00		
<b>Total 50100 Communication Services</b>	<b>6,736.00</b>	<b>22,157.90</b>	<b>31,325.10</b>	<b>-9,167.20</b>
<b>60100 Insurance</b>				
60101 D & O Insurance	0.00	0.00	9,916.70	-9,916.70
60102 Property & Liability Insu	0.00	9,710.00	5,833.35	3,876.65

Total 60100 Insurance	0.00	9,710.00	15,750.05	-6,040.05
70101 990 Taxes		<u>-20,780.00</u>	<u></u>	<u></u>
Total Expense	<u>12,271.16</u>	<u>51,849.50</u>	<u>87,033.65</u>	<u>-35,184.15</u>
Net Ordinary Income	<u>-11,074.78</u>	<u>88,340.36</u>	<u>9,216.40</u>	<u>79,123.96</u>
Net Income	<u><u>-11,074.78</u></u>	<u><u>88,340.36</u></u>	<u><u>9,216.40</u></u>	<u><u>79,123.96</u></u>



## **Community Standards Committee Charter 2025**

### **Purpose:**

With the authority of the POA board, a Community Standards Committee (Committee) is being established, especially since one no longer exists within the Sea Pines Community Services Associates (CSA). The Committee will engage with, and receive input from, residential property owner members regarding the Sea Pines Community Standards Rules and Regulations (community standards) and their enforcement. The Committee will work to improve those standards and CSA's communications and enforcement of them by communicating directly with CSA. The primary goal of the Committee is to preserve and enhance the aesthetic appearance, quality of life, and property values of the community.

### **Responsibilities:**

- Represent the interests of residential property owner members regarding community standards and their enforcement.
- Provide an open forum for residential property owner members to provide input, offer suggestions, and share concerns regarding community standards issues.
- Hold regular meetings and presentations for residential property owner members to discuss important issues, suggestions, and concerns regarding community standards. CSA board members and staff are invited and encouraged to attend, participate, and share information.
- Request and review information and data from CSA regarding CSA's projects, contemplated or potential revisions, and enforcement of community standards. Offer input and suggestions to CSA to improve outcomes on these matters.
- Collaborate with CSA board and staff as permitted on community standards issues to improve CSA's communications with residential property owner members on these matters.
- Share relevant and major concerns of residential property owners with CSA board and staff to encourage responsive action by CSA to address those concerns.
- Where appropriate, recommend to CSA's board and staff certain changes to community standards and related processes and enforcement.
- Communicate regularly with residential property owner members (through Committee minutes, newsletters, and meetings) about important community standards issues.

### **Committee Membership:**

- Sea Pines POA Board Member—Chair.
- Sea Pines POA members (which can include other Sea Pines board members) with community involvement and experience who represent different neighborhoods within Sea Pines. Members of the Sea Pines property owner presidents group are encouraged to join the Committee.
- CSA Representation: The following CSA representatives have a standing invitation to join the Committee: up to two CSA board members who are Sea Pines POA members and Sam Bennett, CSA's President and Chief Executive Officer or his designee from CSA's Community Standards Department.
- Ex-Officio—Sea Pines POA Board Chair.

Laura DeLong  
Secretary  
Sea Pines POA Board

## **Association of Sea Pines Plantation Property Owners, Inc., and The Advisory Board**

(dba Sea Pines Property Owners Association)

### **Community Investment Fund Policy**

The Board of the Association of Sea Pines Plantation Property Owners, Inc., and The Advisory Board, d/b/a Sea Pines Property Owners Association (Sea Pines POA) desire to set policies regarding the creation of a Community Investment Fund.

The Community Investment Fund is intended for investments benefitting the Sea Pines POA's members or the Sea Pines community at large with an emphasis on residential property owners (e.g., additional communications, events, property improvements/contributions, etc.). Such investments could be made directly by Sea Pines POA or could include partnerships in projects with other entities within Sea Pines for the betterment of the Sea Pines community.

The decision on funding for any investment shall be at the sole discretion of the Sea Pines POA Board of Directors.

The balance of the Community Investment Fund shall be the remaining reserves included in the Sea Pines POA investment account and available cash account balances, after funding the Legal Reserve Fund and the Operating Reserve Fund. Based on current assets, approximately \$50,000 would be available for the initial funding of the Community Investment Fund.

This policy was approved by the Board of the Sea Pines POA at its regularly scheduled board meeting on September 24, 2025.

Laura DeLong  
Secretary, Sea Pines POA

**Association of Sea Pines Plantation Property Owners, Inc., and The Advisory Board  
(dba Sea Pines Property Owners Association)  
Financial Reserve Funds (Legal Reserve Fund and Operating Reserve Fund) Policy**

The Board of the Association of Sea Pines Plantation Property Owners, Inc., and The Advisory Board, d/b/a Sea Pines Property Owners Association (Sea Pines POA) desires to set policies regarding the creation and minimum limits of its Financial Reserve Funds.

The Sea Pines POA Board has created two Financial Reserve Funds, the Legal Reserve Fund and the Operating Reserve Fund.

The Legal Reserve Fund will maintain a minimum balance of \$250,000. These funds are restricted for the purpose of (1) bringing legal claims or lawsuits on behalf of and for the benefit of the Sea Pines POA's residential property owner members (for example, to promote the common good and general welfare of its members or to ensure compliance with terms and conditions imposed by agreements or covenants which affect the members or their properties), and (2) defending and satisfying legal claims or lawsuits against the Sea Pines POA and/or its Board that are not otherwise covered under the Sea Pines POA's insurance program. To the extent funds are expended, the Legal Reserve Fund shall be replenished with operating funds, if available, or as quickly as possible under a replenishment plan adopted by the Board.

The Operating Reserve Fund will maintain a minimum balance of 12 months of operating expenses based on the most recently completed Board approved budget. The Operating Reserve Fund is primarily intended to stabilize the Sea Pines POA's annual budget by providing a cushion against unexpected events, losses of income, and unbudgeted expenses during the POA's fiscal year. The minimum balance in the Operating Reserve Fund will be reset at the start of the Sea Pines POA's fiscal year.

As an example, for fiscal year 2025, the annual budgeted operating expenses are \$149,200. For 2025, the combined Financial Reserve Funds (the Legal Reserve Fund and the Operating Reserve Fund) shall maintain an aggregate balance of \$399,200.

All decisions regarding the expenditure of the Legal Reserve Fund and the Operating Reserve Fund will be in the sole discretion of the Sea Pines POA Board given the facts and circumstances known to the Board at the time of its decisions.

These funds shall be held in a reserve account at an investment advisor as per the Board's current Financial Policy dated November 11, 2022, and as amended by the Board from time to time.

This policy was approved by the Board of the Sea Pines POA at its regularly scheduled board meeting on September 24, 2025.

Laura DeLong  
Secretary, Sea Pines POA Board