



**Islands of Beaufort (IOB) Homeowners Association
Minutes of the Board of Directors (BOD) Meeting
Tuesday, April 12, 2022**

CALL TO ORDER – 1:32 PM

PRESENT FOR MEETING

Board Members: Alan Dechovitz, Eric Powell, David Jussaume, Alex Kent, Carmen Dillard

Bundy Appraisal and Management: Robert Bundy

IOB Community Members: Annette Jussaume, Scott and Kathy Whitehead, Gloria Papp, Mitch Mitchell, Fred and Marilyn Mueller, Nancy Hanson, Tim DiDonato, Linda Martinez, and Randolph Dominic.

COMMUNITY COMMENTS

Mitch Mitchell, Resident and Beaufort City Council Member

Beaufort County Impact Fees – Mitch Mitchell provided an update of the ongoing discussion of impact fees. Impact fees are collected when issuing building permits to help build the infrastructure required to serve the new residents who move into the county. The Beaufort County Council is considering halting the collection of impact fees. This stems from an intergovernmental agreement that municipalities are not willing to sign as it gives all control to the County Council. Impossible timeline to keep. Two meetings ago, Eric Greenway, Beaufort County Council Administrator, gave an extensive briefing about these fees. At that time, the County Council voted 6-4 to stop collecting impact fees. The dilemma is that if impact fees are not collected, this will adversely impact taxpayers. Both county and city municipalities remain hopeful that an agreement can be reached.

Parks and Recreation Update - Charles Lind Brown (CLB) Center- \$175,600 is being spent to collect needs improvement assessment data via a survey (forthcoming) and in turn, create a Parks and Recreation Master Plan. From a historical standpoint, the city owned the Charles Lind Brown center before the county took over the property. Over the years, the building was poorly maintained and in terrible state of disrepair. Other Parks and Recreation locations include Buckwalker, Dale, Scott, Burton Wells, along with Charles Lind Brown. To show the community the significant needs for the Charles Lind Brown center, Mayor Murray set the next meeting at that location, which included a tour of the facilities prior to the meeting. Mitch will speak to Mayor Murray and City Council members this evening. He shared that the CLB Center very important to Beaufort and the immediate community as there is a fair amount of crime in the area. Having a recreation center there is of great importance to that area and would provide an avenue and alternative for young people.

PRESENTATION OF MINUTES FROM THE IOB BOD MEETING ON MARCH 8, 2022

The minutes were approved with a clarification to the draft of the financial report.

IOB BOD SECRETARY TO FULFILL THE REMAINDER OF DAVID STEWART'S TERM (UNTIL OCTOBER 2022)

An inquiry came from the floor regarding the status of the vacant IOB BOD Secretary position. Alex Kent explained the review process for the position. Five strong candidates were nominated/ self-nominated. The search committee eventually interviewed two. Carmen Dillard will fulfill remainder of David Stewart's term, ending in December 2022.

FINANCE REPORT – DAVID JUSSAUME, IOB BOD TREASURER

David presented an overview of Working Budget as of March 31, 2022. This included a comparison of the plan to actual expenses for the Common Area and Deer Island.

- Common Area Operations – Net amount underspent was \$15.8K.
 - Underspent by a total of \$18,972 based on projected budget for accounting, insurance (under budget by \$8.77K), Grounds and Landscaping, Social Committee, and utilities.
 - Overspent \$3,187 on Grounds and Landscaping Improvements (for De La Gaye Community Dock and Front Gate, Cotton Island pine straw refresh), Clubhouse (pressure washing and roof blowing), and pool.
 - Reimbursement of \$1,309 for workers' compensation
- Common Area Reserve – Overspent \$2.65K due to equipment purchases (new mower, deck/ installation [\$2,450], sprayer pump [\$777]– both were not in budget)
- Deer Island Operations – Net amount underspent was \$3.2 K
 - Underspent on insurance
 - Overspent on storm water infrastructure between the risers on the north end on the west side of the island (Was supposed to be a collection basin at the north and south end of the island.)
- Deer Island Reserve – Only spent \$95

Other topics covered:

- An overview of cash held in banks as of March 31, 2022
 - IOB has several bank accounts to stay under \$250000 FDIC insured limits.
 - Two bank accounts closed and moved to other banks. Total of nine accounts now
- Bridge Insurance Cost History –
 - Bridge insurance bill payment is included in the April 2022 report.
 - Cost went down \$7000 (relative to last year) and \$8100 (this year).
 - Raised deductibles
 - Cost will still go up based on history. Will need to inspect the bridges and get them revalued later this year.
 - Will need to inspect the bridges and get them revalued. McSweeney Engineering, the same engineers as used by the city, will be scheduled end of summer. (Both \$3.2 million value. Bridges should be inspected about every two years.
 - Bridges were last inspected in 2019. Only minimum repairs were required.
 - Projected life of bridges is 50 years. Overall, they are in good shape, and wear boards have helped to strengthen them.
- The status of late payments on assessments
 - Six lots/5 owners are delinquent (out of 187 lots)
 - The BOD deployed a process eliminating the availability of a payment plan option except in case of demonstrated hardship.
 - This year, put late ones on a payment plan to make payment plan due by December 1.
- Treasurer's Highlights

- Insurance Costs (Common Area) was under budget by \$8.77K (Reduced bridge insurance, refund of Workmen’s Comp, and Herbicide premium not yet paid)
- Bridge insurance covers both bridges; decreased IOB cost relative to 2021 by \$8,100 by increasing policy deductibles
- IOB received a refund of \$1,309 (not \$606 as reported last month) on 2021 Workers Compensation Insurance
- Outside of Clubhouse and pool area washing expenditure in the amount of \$1,475 was paid from Common Area reserves (not budgeted)
- Added cleaning of Clubhouse porches during pool season (27 weeks @ \$30/week; \$810 total)
- Legal fees for March were \$245
- **Looking Ahead**
 - Liability Insurance: \$1,000 deductible invoice to be paid and added to legal costs
 - Herbicide insurance to be paid. (Jeff gets recertified annually to spray herbicide.)

MANAGEMENT REPORT – ROBERT BUNDY, BUNDY APPRAISAL AND MANAGEMENT

- Management was in I.O.B. in March on the 1st, 17th, 21st, 25th and 30th
- Robert met with Jimmy Varnes of LowCo Gardeners and requested a proposal to clean out the ponds and swales. The proposal was received and forwarded to the Board. The Board approved the proposal and LowCo was informed on March 28th
- CHS Clean washed the Club House, Pool Deck, Pool House, Maintenance Shed and blow off the roof of the Club House
- John Ferrier with Dominion Power sent a proposal for changing out the street light heads in I.O.B. The proposal and information were forwarded to the Board
- Robert sent out six requests for proposal for work that the Grounds and Landscape Committee wanted done
- Skip Scarpa with Carolina Sport Surfaces has not made the repairs to the tennis courts, nor has he told me when he will. I will see if I can find someone else to make the repairs. (Alan Dechovitz and Eric Powell discussed the possibility of repairing the surface ourselves to prevent it from getting worse.)
- The Bridge Insurance was renewed on April 1st, 2022
- The renewal of the Picklejuice contract was signed on March 10th
- David Gasque company has started the marking of the drainage easement from the end of Palmetto Place to Islands Avenue across from the Club House. Robert was requested to get “No Cuts” to mark the north to south portion of the drainage once the survey stakes were set.
- A sign for the pool gate was ordered April 1, it was received and installed on April 11. Also, a request for a cost and proof for four additional signs (for bridges) was made to SignsNow
- The financials were email to all board members April 6, 2022
- Finance charges were applied if applicable to owners with balances. Bills were mailed April 6
- Numbers as of 4/12/22.
 - Three (3) owners are paying monthly
 - Three (3) Lots have not had any payment made for 2022
 - Four (4) owners owe for lot cleaning
 - One owner owes fines
 - One owner owes fines and the 2022 assessment
 - One owner owes for two gate remotes

2022 Closings

#	Lot	Address	Purchaser	Seller
1.	Lot 3-079	345 De La Gaye	Charles & Kristin Bowling	1/6/22 from Abdo
2.	Lot 3-102	281 De La Gaye	Joanne Beyer	1/7/22 from Weinman
3.	Lot 3-055	114 Palmetto Place	John & Carol Phelps	1/20/22 from McNeil
4.	Lot 3-101	285 De La Gaye	Eric & Annie Powell	1/25/22 from Commercial Prop.
5.	Lot 3-051	106 Palmetto Place	Eric & Annie Powell	1/28/22 from Jones
6.	Lot 3-066	105 Palmetto Place	Steve E. Block	1/28/22 from Bazemore
7.	Lot 3-111	245 De La Gaye	Craig & Allilson Loescher	2/2/22 from Woodard
8.	Lot 3-090	504 Plough Pt	Adam & Adrienne Frank	2/7/22 from Bono Estate
9.	Lot 3-058	120 Palmetto Place	Regina Lysak	2/11/22 from Walsh
10.	Lot 2-029	6 Anchorage Way	George Sparacio & Tracy Peri	2/14/22 from Meraklis
11.	Lot 4-018	418 Islands Ave	Jonathan & Nikole Sullivan	2/17/22 from Conner
12.	Lot 4-024	406 Islands Ave	John & Deanna McElveen	2/18/22 from McLaughlin
13.	Lot 3-064	109 Palmetto Place	Alan & Lisa Tomlin	2/18/22 from McNeil
14.	Lot 3-030	240 De La Gaye	Pivotal Holdings LLC-E.Knight	2/25/22 from Ledford
15.	Lot 3-038	272 De La Gaye	Daniel & Carrie Moody	3/4/22 from Glimmerveen
16.	Lot 3-039	276 De La Gaye	Daniel & Carrie Moody	3/4/22 from Creamer
17.	Lot 3-015	418 Battery Chase	T. Newberry-Farm Qtr Invest	3/18/22 from Coleman
18.	Lot 3-018	421 Battery Chase	T. Newberry-Farm Qtr Invest	3/18/22 from Wood Trust
19.	Lot 1-015	220 De La Gaye	Anthony Hutcheson	3/18/22 from Patterson
20.	Lot 3-020	417 Battery Chase	Mark & Christy Pincheon	3/25/22 from Lepore
21.	Lot 3-022	413 Battery Chase	T. Newberry-Farm Qtr Invest	4/1/22 from Neiko

Pending Closing (where attorneys have requested a certification of assessment): None at the time.

Other Management Items of Discussion:

- Andrews Engineering – Put on hold process for Belle Grove Park parking lot. No permit has been issued at this point.
- The powder room toilet continues to have plumbing issues. Whitmore Plumbing has repaired twice previously in the last six months and is scheduled to come repair again
- The treadmill has been repaired and should be in working order
- Gasque surveyors started on drain coming off Palmetto Place. Requested marking.

COMMITTEE REPORTS

Social Committee – Annette Jussaume

- The committee is planning a Derby Day on May 7th from 5-8 pm at the Clubhouse to celebrate the Kentucky Derby.
- Evites went out to emails listed by BAM for each property.
- Prizes will be awarded for Derby hats, mint juleps will be provided, and participants are asked to bring a food dish to share.
- Pi Day, which took place on Sunday, March 13th, was well attended and underbudget by \$70.

Marketing Committee – Marilyn Mueller

- The committee is only operating on contracts signed last year.
- Private Communities - 427 views, 53 went to websites, 28 were sales leads.
- Some leads come from the Lowcounty Weekly – last add appeared last month
- Concern was expressed that if budget continues to be frozen (until the end of the year), it will be difficult to make others aware.

Eric Powell asked what is needed from the Marketing Committee to stay relevant even after the market declines and “keep our brand” prevalent. Response:

- IOB comes up for SC and Beaufort but is no longer a featured community. In the future, this could be problematic.
- Alan Dechovitz commented that people have had an opportunity to turn over lots if they wanted. IOB should advertise in a place where potential purchasers will look.
- Marylyn said it is important to have a presence in a local newspaper, particularly to people coming to visit the area. Privatecommunities.com provides a high amount of interest but local is good for people passing through the community.
- Tim DiDonato suggested one way to create the brand is for IOB to sponsor one of the recreation facilities Mitch talked about earlier in the meeting.

ARCHITECTURAL REVIEW BOARD (ARB) – FRED MUELLER

- The Briggs residence on Deer Island has a C of O, and the Briggs have moved in.
- The DiDonato residence on Deer Island has completed the foundation and is the early stages of framing. The front silt fence has been moved to accommodate parking. The roughed in holding pond to accommodate street run off will be upgraded in appearance in the next few weeks.
- The Genco and Fabbrini residences on Deer Island are ARB approved and, in the engineering and permitting process.
- The Gardner and Bradley/Pettigrew residences on Dela Gaye are on schedule.
- The Brown residence on Dela Gaye is ARB approved and in the engineering and permitting process.
- The builder for Fabbrini and Brown residences is planning for onsite parking as much as practical during construction and will work with the ARB Administrator to pre-plan delivery vehicle traffic.
- The ARB approved the Sculley residence plans for their Dela Gaye residence. Plans are in the engineering and permit process, with construction to start within the next few months.
- There are currently no plans in the ARB application process.
- Everyone is on track and running on schedule.

CLUBHOUSE COMMITTEE – ERIC POWELL

The committee compiled a list of recommendations (below) for the Clubhouse. Some are in the works (Pressure washing, blowing off the roof, disability ramp which is a safety issue). A plan is being developed for prioritizing and addressing needs for Clubhouse improvements listed.

- Run to maintenance-front porch fans
- Replace all exterior flood lights with LED flood lights
- Replace fan in the living room and the fan in the sitting room with traditional fans
- Replace front porch recessed can trims and bults with LED bulbs with integrated trims
- Repair rotten shutter to the right of the chimney
- Repair both crawl space access panels
- Caulk exterior crown joints
- Repair rotten decking at rear entry
- Replace stair treads with Azek synthetic deck boards and consider constructing a landing
- Remove palm trees too close to the rear porch
- Install new post camps on the fence
- Clean roof and gutters (**Done**)
- Replace damaged screen on rear porch
- Replace rotten boards on disability ramp with #1 treated deck boards and seal (**In process**)
- Remove three pine trees on the east side of the Clubhouse

- Remove dead oak on the eastern front of the clubhouse
- Resurface the kiddie pool
- Replace rotten post on fence behind the pump building
- Clean coping tiles around pool
- Install new door handle and fan for the chemical room in pump building
- Repoint men's and women's shower floors
- Remove steam generator
- Remove water cooler tower from gym
- Remove batteries behind maintenance shed
- Power wash maintenance shed
- Replace roof on maintenance shed
- Repair garage door on the maintenance shed
- Replace overhead lights in the maintenance shed
- Replace exhaust fan on the maintenance shed
- Remove unwanted items from Clubhouse attic
- Install a sign to prevent children from entering the balcony area of the Clubhouse
- Replace/repair powder room pedestal drain and supply lines
- Repair damaged drywall near ceiling register in the meeting room
- Repair crack in drywall in the meeting room
- Replace windows with seal failure in the Clubhouse
- Re-caulk crown molding throughout the interior of the Clubhouse
- Consider repainting the gym and bathrooms
- Remove trees located west in the gravel driveway behind tennis courts blocking passageway

GROUNDS AND LANDSCAPE COMMITTEE (G&LC) – KATHY WHITEHEAD

The Grounds and Landscape Committee (G&LC) met on April 9.

- At its March 8 meeting, the HOA Board approved funding and authorized the Committee to proceed with the following projects:
 - Mulching/pine straw refresh for DeLa Gaye dock walkway, Belle Grove Park/playground area, and Cotton Island Park (up to \$5,000 from Common Area operations budget)
 - Mulching/pine straw refresh for Deer Island entry and bridge approaches (up to \$800, subject to DI residents' concurrence)
 - Contracting with Kolcun Tree Service to trim up to 40 palms during June (up to \$1,800)
 - Enhancing entrance to DeLa Gaye community dock entrance by widening entrance walk, moving/adding modest plantings, and relocating the amenity sign so it is more visible (up to \$1,220)
 - Improving front gate entrance by adding 4 smaller foxtail ferns (up to \$200)

Following the meeting, David Jussaume requested that the Committee also bid clean up and refreshing pine straw at the Deer Island street island.

During March, Committee members added four foxtail ferns to the existing front gate kiosk island plantings. Specifications for the other projects were written, requests for bids sent by Bundy to 5 landscape companies, and 1 bid has been received to date. The total bid is well within the amount authorized by the Board in March, but the quotation did not breakout the Deer Island portions of the work as requested. The Committee is working with the bidder to correct this. When received, the Deer Island portion will be sent to David Jussaume for discussion/authorization from the Deer Island budget, prior to proceeding.

- The Committee suggested a few modifications to its charter to clarify its responsibilities. A red-lined version of the revised charter is attached, for Board approval.
- Tree management. G&LC will map key specimen trees (e.g., live oaks, palms, magnolias, red cedars) on IOB property during 2022. Kathy will research free tree plotting/mapping tools, obtain existing topos for Common Areas, and prepare plats/maps for the group's use. A list of tree species and minimum diameters will be prepared prior to the start of the project. The output of the project will be helpful in developing plans and future budgets to care for the most important trees.
- G&LC prepared a list of 17 landscape zones within IOB. The relative importance of each zone will be ranked at a future meeting using criteria developed by the Committee.
- The condition of sidewalks, particularly those with significant drop offs at the edges was raised at the meeting. Several potential solutions were discussed. Alex will review with the Board.

OLD BUSINESS

- **Next Steps on Palmetto Place Drainage** - Robert has Gasque and Associates coming back to re-stake a portion of drainage at end of the cul-de-sac to hopefully expand drainage, dig deeper to create what the city calls a rain garden. Longer East/West drainage is almost all at the same level and sitting near two water reclamation pipelines where digging could be complicated and expensive. The East/West drainage is also complicated by large trees planted by ditch (ditch is tending to move north). Not practical to put pipe under the ground. Goes to box on Islands Avenue, which could fill up. Some plantings are in easement areas. Alan keeping immediate property owners aware of what is being done.
- **Status of Offer to Sell Common Property Adjacent to 3-79 Belle Grove** – The property owner lives in Atlanta and plans to build in next two years. He wants to purchase all storm water drainage on the east side of property and is in the process of getting approval from city and OCRM. The Board agreed to sell to him this area based on the square footage price of recently sold lots and other conditions. Once permitted, the property owner will submit plans to the ARB. He is being offered a discount since he is taking on drainage responsibility.

NEW BUSINESS - Drainage Issues at lots on DI lots 4-27 and 4-28 Deer Island

- Eric Powell explained that when the lots were developed, a gutter cut was put beside a large live oak and near a transformer. He met with Preservation Tree, and it was determined the drainage swall was approximately 20 years old. The swale was removed and now has become a depressed area between lot 27 and 28. Lawn Solutions will enhance the depression by forming a rain garden in the depressed area.
- Andrews Engineering has been asked to look at the area. In the meantime, the rain garden can go ahead and be constructed as a holding area for the water. The water is now draining from the area and not puddling on the street.
- Additional discussion involved topics including the lack of crowning of the street during construction (before properties were developed in that area) and the tremendous amount of water from the developed properties.
 - Tim DiDonato shared that their property is being developed to include a pervious surface driveway, which has a porous surface that allows water to run through it rather than accumulate on the driveway or run off into the street.
 - The area to the right of the Baxley's property was originally intended to be a holding pond.
 - Andrews Engineering has been contacted to evaluate the street.

- David Jussaume recommended that data be compiled to arrive at a holistic solution that addresses several concerns associated with drainage on Deer Island
- If Deer Island residents concur, the Board can request an estimate from them and from there, develop an engineering plan and scope of work

The meeting adjourned at 3:35 pm for Executive session by the Board to discuss a personnel matter.

Respectfully submitted,

Carmen Dillard