



## ISLANDS OF BEAUFORT HOMEOWNERS ASSOCIATION

Board of Directors Meeting

### MINUTES

Tuesday, November 12, 2024

2:00 PM

**CALL TO ORDER AT 2:02 PM**

#### **PRESENT FOR MEETING:**

Alex Kent, Eric Powell, Carmen Dillard, Bill Quarles, Kathy Whitehead, Robert Bundy, Joe Pellegrino, Dwayne Monahan, Steve Tannenbaum, Bruce Sullivan, Kat Klingler, Kathy Gardner

#### **COMMUNITY COMMENTS**

- (NONE)

#### **PREVIOUS MINUTES COMMENTS – AUGUST 2024 (PRE-APPROVED AND POSTED)**

- The approved September 2024 minutes were sent to Kathy Bundy and PickleJuice (who manages the IOB website) on 9/25/2024 and posted on the IOB website.

*(The items below are hyperlinked to the report in this document. The title of each report is hyperlinked back to this page.)*

#### **[FINANCE REPORT](#)**

#### **[MANAGEMENT REPORT](#)**

#### **COMMITTEE REPORTS**

[Marketing](#)

[Architectural Review Board](#)

[Clubhouse](#)

[Social](#)

[Grounds and Landscaping](#)

[Open Space](#)

#### **[OLD BUSINESS](#)**

#### **[NEW BUSINESS](#)**

**FINANCE REPORT – KATHY WHITEHEAD**

Islands of Beaufort Financial Report – 10/31/24  
For November 12, 2024 Board of Directors Meeting

**Overall Status through 10/31/24** --

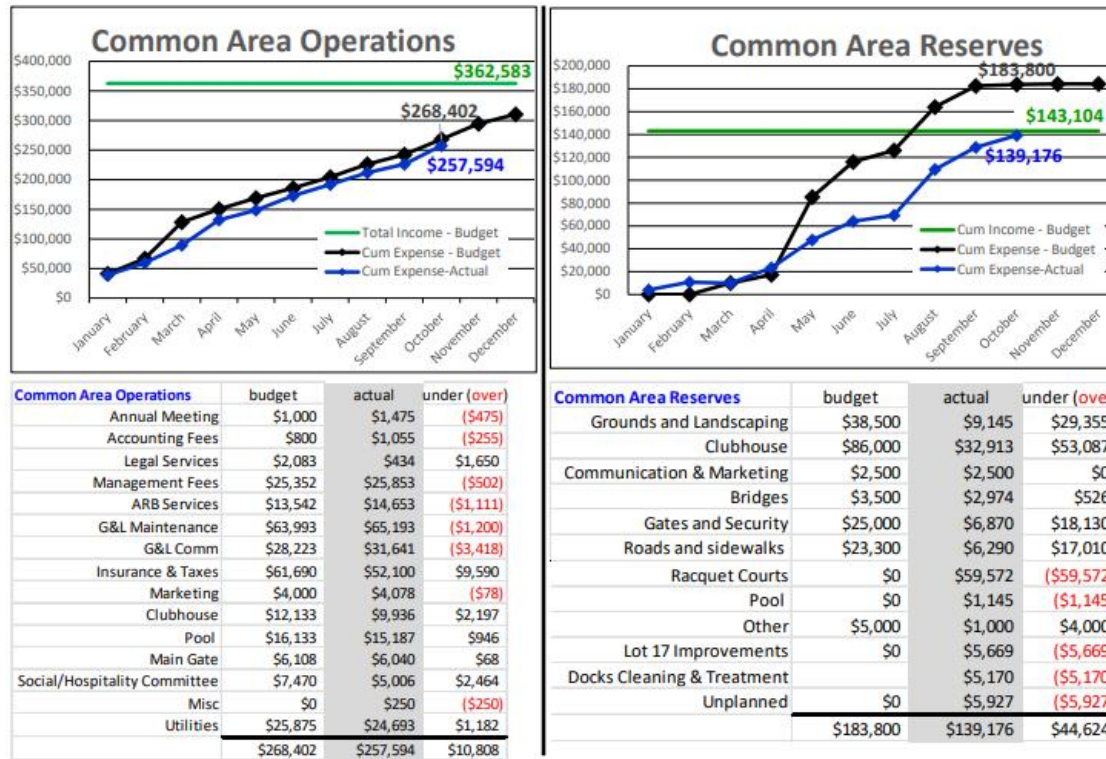
- OPERATIONS - YTD Common Area Operations income of \$374,039 exceeds expenses of \$257,594 by **\$116,445**. Deer Island Operations income of \$38,367 exceeds expenses of \$38,187 by **\$180**.
- RESERVES - YTD Common Area Reserves income of \$176,596 exceeds spending of \$139,176 by **\$37,420**. YTD Deer Island Reserves income of \$27,235 is less than spending of \$35,067 by **\$7,832** (deficit).

**Actual vs Budget through 10/31/24** --

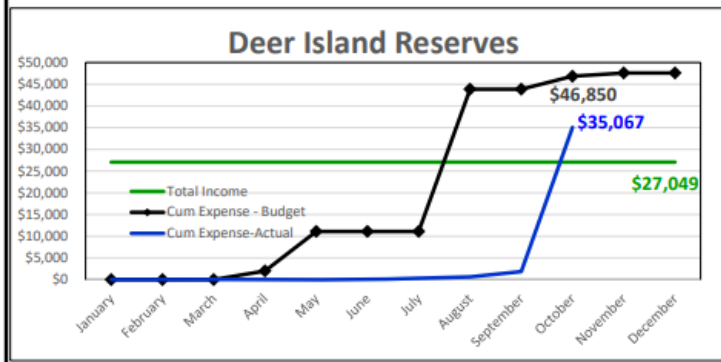
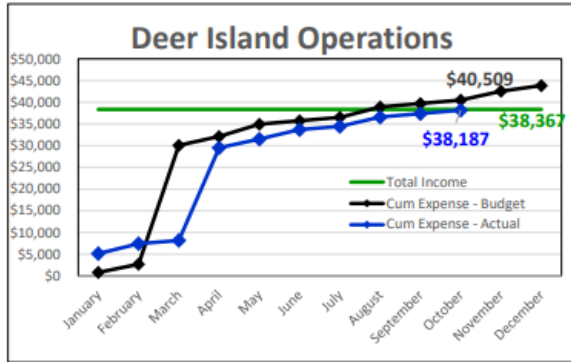
- Common Area and Deer Island operations spending is in line with their budgets. CA and DI Reserves spending is catching up with expectations, particularly for the DI bridge-related work.

**LOOKING AHEAD** – November and December project spending and Year-End Cash Balances

## Budget Summary - Common Area Comparison of Plan to Actual – 10/31/24



## Budget Summary - Deer Island Comparison of Plan to Actual – 10/31/24



| Operations                                   | budget          | actual          | under (over)   |
|--|-----------------|-----------------|----------------|
| Property Taxes                               | \$0             | \$0             | \$0            |
| Gate Equipment Lease [4 qtrs @ \$1,050]      | \$3,330         | \$3,344         | (\$14)         |
| Internet [Hargray] for: DI Gate              | \$1,342         | \$1,337         | \$5            |
| Irrigation Water                             | \$1,042         | \$618           | \$424          |
| Grounds and Landscape Contract               | \$5,000         | \$5,010         | (\$10)         |
| Backflow Preventer Test (@ 47 Anchorage Way) | \$175           | \$161           | \$14           |
| Landscape Maintenance - Materials and Labor  | \$1,500         | \$3,287         | (\$1,787)      |
| Causeway Electrical (for gate operation)     | \$521           | \$631           | (\$110)        |
| Gate maintenance, repairs, parts             | \$1,000         | \$3,226         | (\$2,226)      |
| Stormwater Infrastructure Maintenance        | \$0             | \$0             | \$0            |
| Bridge Insurance                             | \$26,600        | \$20,575        | \$6,025        |
| <b>Total</b>                                 | <b>\$40,509</b> | <b>\$38,187</b> | <b>\$2,322</b> |

| Reserves                               | budget          | actual          | under (over)    |
|--|-----------------|-----------------|-----------------|
| Landscape improvements and replacement | \$4,000         | \$0             | \$4,000         |
| Bridge                                 | \$35,750        | \$29,801        | \$5,949         |
| Gate Security System replacement       |                 | \$5,266         | (\$5,266)       |
| Seal DI Causeway and Anchorage Way     | \$7,100         | \$0             | \$7,100         |
| <b>Total</b>                           | <b>\$46,850</b> | <b>\$35,067</b> | <b>\$11,783</b> |

## Nov-Dec 2024 Reserve Spending Projects Common Area

|                                     | Anticipated<br>Spending<br>Sep-Dec | Additional<br>Authorizations | Sept/Oct<br>Spending | Anticipated<br>Spending<br>Nov-Dec |            |
|-------------------------------------|------------------------------------|------------------------------|----------------------|------------------------------------|------------|
| <b>Clubhouse:</b>                   |                                    |                              |                      |                                    |            |
| *painting                           | \$ 20,200                          |                              |                      | \$ 20,200                          |            |
| *shutters                           | \$ 6,000                           |                              |                      | \$ 6,000                           |            |
| *lights and fans - interior         | \$ 4,000                           |                              |                      | \$ 4,000                           |            |
| *TV and sound bar                   | \$ 2,000                           |                              | \$ 1,137             | \$ 863                             |            |
| Sidewalks                           | \$ 25,000                          |                              | \$ 6,290             | \$ 18,710                          | 2 sections |
| Insurance deductible- Lajen lawsuit | \$ 20,000                          |                              | \$ 5,927             | \$ 14,073                          |            |
| IOB Gates and Security              | \$ 19,100                          |                              |                      | \$ 19,100                          |            |
| Kayak Racks                         | \$ 3,000                           |                              |                      | \$ 3,000                           |            |
| River rock - areas of French drains | \$ 5,000                           |                              |                      | \$ 5,000                           | 1 section  |
| Backflow preventer - Five Oaks      | \$ 1,300                           |                              |                      | \$ 1,300                           |            |
| Cotton Island Bridge inspection     | \$ 3,500                           |                              |                      | \$ 3,500                           |            |
| Tennis/Pickleball Courts - Cabana   |                                    | \$ 10,000                    |                      | \$ 10,000                          |            |
|                                     | <b>\$ 125,299</b>                  | <b>\$ 10,027</b>             | <b>\$ 29,580</b>     | <b>\$ 105,746</b>                  |            |

## Nov-Dec 2024 Reserve Spending Projects Deer Island

|   | Anticipated<br>Spending<br>Sep-Dec | Additional<br>Authorizations | Sept/Oct<br>Spending | Anticipated<br>Spending<br>Nov-Dec |
|---|------------------------------------|------------------------------|----------------------|------------------------------------|
| DI Gate security system replacement   | \$ 13,102                          |                              | \$ 5,266             | \$ 7,836                           |
| Deer Island Bridge Inspection   | \$ 3,500                           |                              |                      | \$ 3,500                           |
| Bridge Roadway - 75 boards beyond salvaging +<br>Bridge Walkway-120 boards excl coating, reflectors | \$ 34,125                          |                              | \$ 27,945            | \$ 6,180                           |
| <b>Total DI Reserve Expenditures</b>  | <b>\$ 50,727</b>                   |                              | <b>\$ 33,211</b>     | <b>\$ 17,516</b>                   |

## CASH BALANCES

|                    | Actual Balances 8/31/24 | Actual Balances 10/31/24 | Projected Balances 12/31/24* |
|--------------------|-------------------------|--------------------------|------------------------------|
| IOB Operating Cash | \$131,715               | \$88,167                 | \$17,110                     |
| IOB Reserves Cash  | \$626,526               | \$600,011                | \$494,265                    |
| DI Operating Cash  | \$21,563                | \$19,966                 | \$14,665                     |
| DI Reserves Cash   | \$166,297               | \$131,917                | \$114,401                    |

\*Before transfer from Ops of Surplus or Deficit

## MANAGEMENT REPORT – ROBERT BUNDY

- Management was in I.O.B. in September on the 4<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 17<sup>th</sup> and 30<sup>th</sup>. In October on the 4<sup>th</sup>, 9<sup>th</sup>, 16<sup>th</sup> and 19<sup>th</sup>.
- Fitness Emporium completed the first of Preventative Maintenance Services on the fitness center's equipment on 10/01/2024. (This will be conducted twice a year.)
- Lowcountry Technologies installed the equipment to extend camera coverage to the tennis/pickleball courts in September.
- Three different vendors were asked for quotes to build one six bay kayak storage rack on lot 17 on Cotton Island. One quote was received and forwarded to the Board.
- Management sent Grayco an email inquiring if they heard back from the company as to whether or not the high-top chairs that has a broken leg is covered under warranty.
- The Greenery has installed an approved backflow preventer device in the tree island on Fiveoaks Circle. Management is waiting for the passed inspection report from BJW&S.
- Leon completed the power washing and sealing of the docks in September.
- Year Round Pool gave the Association a credit of \$680.00 to cover the fine that was imposed by the State.
- Management sent an email to Beaufort County Stormwater Management regarding the large increase in amount shown for the taxes and stormwater management fees for some of the common property owned by the Association. Tammy Doe with Stormwater replied that she will review the parcels and submit the necessary adjustment forms to the Tax Assessor's office.
- The sign for the Tennis/Pickleball Court rules was received and delivered to the clubhouse.
- Management follow up with Southern Tree Service regarding the tallow tree along the drainage ditch between 315 and 317 Islands Avenue and the trees that are resprouting near 341 De La Gaye. Approval was received from the Board and forwarded to Southern Tree.
- The October 2024 financials were emailed to all board members November 4, 2024.
- There are two owners as of 11/11/24 on the receivables for gate remotes.
- As directed, kayak fees have not been posted to owners' accounts.

### 2024 Closings (2023 Closings= 27)

|         |                  |                    |                                |                  |
|---------|------------------|--------------------|--------------------------------|------------------|
| 1/19/24 | Lots 2-015/2-016 | 59 Anchorage Way   | Folly Properties (John Wynn)   | House (Jones)    |
| 1/19/24 | Lot 1-003        | 109 Five Oaks      | Leslie Frank & Helen Davis     | House (Shaw)     |
| 1/26/24 | Lot 2-023        | 32 Anchorage Way   | David & Terri Tilley           | House (Urban)    |
| 3/29/24 | Lot 1-005        | 118 Five Oaks Cir. | John & Kristin Carter          | House (Nechtman) |
| 4/22/24 | Lot 4-001        | 101 Sunset Ct      | Gary & Diane Downing           | House(Condon)    |
| 4/25/24 | Lot 3-024        | 409 Battery        | Chase Martin & Deborah Boltres | Lot (Hogg)       |
| 4/25/24 | Lot 3-025        | 407 Battery        | Chase Martin & Deborah Boltres | Lot (Hogg)       |
| 4/26/24 | Lot 3-034        | 256 De La Gaye     | Wade Green                     | Lot (Price)      |
| 5/2/24  | Lot 4-018        | 418 Islands Ave    | Randy & Martha Nash            | Lot(Sullivan)    |
| 5/7/24  | Lot 3-077        | 353 De La Gaye     | David & Robbie Koren           | House(Bytwerk)   |
| 5/6/24  | Lot 4-025        | 404 Islands Ave    | Jason & Nicole Pheiffer        | Lot (Morris)     |
| 5/16/24 | Lot 4-026        | 402 Islands Ave    | Saltwater Homes LLC-Green      | Lot (Manquen)    |
| 5/28/24 | Lot 2-013        | 47 Anchorage Way   | David & Kay Wood               | House (Wynn)     |
| 5/29/24 | Lot 2-018        | 56 Anchorage Way   | S. Doug & Loree Roark          | Lot (Rigol)      |
| 5/29/24 | Lot 2-019        | 48 Anchorage Way   | S. Doug & Loree Roark          | Lot (Sanchez)    |
| 5/31/24 | Lot 1-012        | 301 Islands Ave    | Michael & Mary Murphy          | Lot (Nguyen)     |

|                     |                    |                           |                   |
|---------------------|--------------------|---------------------------|-------------------|
| 6/7/2024 Lot 4-002  | 103 Sunset Court   | Carr Carr Properties      | Lot (Paine)       |
| 6/12/2024 Lot 3-026 | 405 Battery Chase  | Johnathan & Linda Lewis   | House (Cotterill) |
| 7/3/24 Lot 4-019    | 416 Islands Ave    | Olonana-Donna Engblom     | Lot (Bliss)       |
| 7/22/24 Lot 3-030   | 240 De La Gaye     | Ramon & Pamela Diaz       | Lot (Pivotal)     |
| 7/31/24 Lot 4-003   | 105 Sunset Court   | Chandler White            | Lot (Holt Trust)  |
| 8/12/24 Lot 3-060   | 117 Palmetto Place | Jeff Viney-Meritus Homes  | Lot (Kamil/Milad) |
| 9/30/24 Lot 2-002   | 5 Anchorage Way    | Shepherd & Sandy Tate     | House (Jussauime) |
| 10/25/24 Lot 3-062  | 113 Palmetto Pl    | Wade Green                | Lot (Poirot)      |
| 10/25/24 Lot 4-009  | 401 Islands Ave    | Wade Green                | Lot (Flaherty)    |
| 10/25/24 Lot 3-013  | 414 Battery Chase  | Wade Green                | Lot (Smart)       |
| 10/30/24 Lot 3-080  | 341 De La Gaye     | Moore's Park c/o A. Brown | Lot (Gilman)      |

**Pending Closings that attorneys have requested a certification of assessment:**

No requests received.

**MARKETING & COMMUNICATIONS COMMITTEE – TOM ERTTER/ALEX KENT**

- IOB Website 2024 Refresh - Jean Watson is coordinating administrator(s) to be trained in overseeing and updating the website, pending Pickle Juice availability for training. The contact option on the website has been activated.\*
- Visitor & Relocation Guide Ad – A hardcopy is being printed; a digital version is available online now. Marilyn will request printed copies for IOB distribution when completed.\*
- Realtor 2025 Open House – The tentative timing for this is March 18 or 20. During the January meeting a date will be confirmed, and a plan and assignment of responsibilities will be developed.
- To date, no new committee members have been identified.
- The next meeting will take place on January 10, 2025 at the IOB Clubhouse.

\* Reminder communication in early 2025 recommended to the IOB community.

**ARCHITECTURAL REVIEW BOARD (ARB) – FRED MUELLER/ BILL QUARLES**

- Currently there are 98 residences built at IOB. There are 6 residences under construction – 3 on the mainland, and 3 on Cotton Island. There are 14 double lots and 10 lots are HOA owned. Five residences are in various stages of ARB review. There are 63 lots to be developed. 68% absorbed.
- The status of residences under construction as visible from the street is listed below:

| Name      | Location                 | Permit Status             | Foundation Status                    | Work Status   |
|-----------|--------------------------|---------------------------|--------------------------------------|---|
| Brown     | 6 Sunset Court<br>IV-6   | Permit issued<br>12-15-23 | Foundation<br>survey date<br>4-3-24  | Framing complete,<br>siding and roofing<br>progressing; interior<br>work in process       |
| Northcutt | 410 Islands Ave<br>IV-22 | Permit issued<br>4-8-24   | Foundation<br>survey date<br>5-16-24 | Framing complete,<br>windows installed.<br>Siding complete.<br>Roofing being<br>installed |

|            |                         |                           |                                      |   |
|------------|-------------------------|---------------------------|--------------------------------------|---|
| Gillette   | 224 Dela Gaye<br>I-16   | Permit issued<br>3-28-24  | Foundation<br>survey date<br>6-13-24 | Framing complete.<br>Roofing installed.<br>Interior work<br>continuing                    |
| Martin     | 108 Sunset Ct.<br>IV-5  | Permit issued<br>4-12-24  | Foundation<br>survey date<br>6-4-24  | Framing complete.<br>Roofing ongoing.<br>Siding being<br>installed. Exterior<br>painting. |
| Lahn       | 325 Dela Gaye<br>III-84 | Permit issued 6-<br>6-24  | Foundation<br>survey date<br>8-20-24 | Foundation<br>complete. Framing<br>completed. Siding<br>started.                          |
| Kleckowski | Lot 83<br>329 Dela Gaye | Permit issued 9-<br>16-24 |                                      | Silt fence installed.<br>Prepped for clearing.<br>Foundation started.                     |

- Status of ARB reviews

| Name     | Location                             | ARB Review/Construction Status   |
|----------|--------------------------------------|----------------------------------|
| Block    | 105/107 Palmetto Place<br>III- 65/66 | On hold                          |
| Nash     | 418 Islands Ave.<br>IV-18            | Preliminary application approved |
| Pfeiffer | 404 Islands Ave.<br>IV-25            | Preliminary application approved |

### CLUBHOUSE REPORT – DAVID & NANCY BRANDT/ERIC POWELL

- The interior painting of the Clubhouse is complete. HVAC work will be underway soon. A new chandelier should be here soon, and shutters are on site ready for installation, Nancy and David will coordinate the re-hanging of pictures inside the Clubhouse now that the painting is complete. A new fan will be installed in the meeting room.
- Plans for 2025 are to replace the flooring, update the kitchen. The bathroom repair inside the Clubhouse will be completed and then coordinated with the flooring replacement.
- The ice machine replacement is on hold until the Black Friday sale at Living Goods.
- Alex did a survey of lights in the community, including those around the Clubhouse.
- Regarding the DVD player, Alex asked if we could install an HDMI cable for the DVD player to be connected to the new TV in the sitting room in addition to the HDMI cable for the computer.

### SOCIAL COMMITTEE – KIM DAVID & DONNA GENCO/DAVID JUSSAUME

- The annual party was well attended. (Total of 98 people.)
- December 14<sup>th</sup> - Merry Mingle The committee has secured homes for the appetizers. The desserts will be provided at the Clubhouse.
- The committee needs more members. Currently, there are only four who can commit to next year.

**GROUNDS & LANDSCAPE COMMITTEE/GREENERY REPORT FOR THE**  
**GROUNDS AND LANDSCAPE COMMITTEE**  
**KATHY GARDNER AND CARMEN DILLARD**

During October, Kathy Gardner and Carmen Dillard met with Derrick Wells of Bartlett Tree, Kathleen (who was the architect who did the initial plan for Islands Avenue, and with Romario Blackwood, John Buzzell, and Lee White of The Greenery.

- Maintenance Highlights for October
  - Installation of plants by Belle Grove park signs, pool gate area, and Deer Island
  - Storm clean-up
    - Cotton Island swale between the homes under construction still needs to be completed. There was some construction debris present as well. Romario says some work has been done.
    - Still trimming back vegetation as needed around ponds.
    - Some storm cleanup is still in progress on DI at the south end and along pathway to retention pond on the north end.
- Maintenance needs throughout the IOB community were identified during the last meeting with The Greenery on November 8<sup>th</sup>. These are marked with green flags.
  - Need to “fine tune” the cleaning of beds at the front entrance to IOB. (Maintaining general well-kept appearance as this is the first impression of the community)
  - Need to better clean Cotton Island beds – in the park, around light post at the entrance of the path to the dock, weeding CI dock pathway.
- Irrigation Updates
  - Front entrance and Islands Avenue Irrigation continues to be monitored. (John will reduce the waterflow where needed to prevent overwatering. Areas with possible fungal growth will be treated.)
  - The newly installed Five Oaks and Clubhouse backflow systems are awaiting testing from BJWSA before they can be used. (CH – if not for irrigation, is backflow required?) Can city water be connected to the well.
  - The irrigation for the landscape island on Deer Island has three nodes that are not functioning properly and need replacement. (Typically, nodes are good for 3-5 years.)
- Work approved by the Board with 2024 funds (marked with an asterisk (\*))
  - Proposal #63357 for \$4,697.45 (Lots 45/46 on DLG along pipeline)
  - Front entry revision of median where kiosk is located\*
  - Five Oaks Landscape Island (removal of grass and planting of native plants)\*
  - Plant replacement in front of Clubhouse (where distylium were located)\*
  - Tree replacement
  - Erosion control at lots 69, 70, 72-74\*
- Kathy and Carmen asked The Greenery to provide more breakdown/itemization of specific costs on all future proposals.
- Proposals requested for 2025:
  - Refurbishment of landscape islands on the mainland
  - Removal of wax ligustrum/ replacement on side of Clubhouse by chimney

- Brandon is updating the 2025 Contract to include the revised IOB G&L Care and Maintenance Expectations document as requested by Carmen Dillard. These revisions will be sent to Robert Bundy and Carmen.
- 2025 Focus (Preliminary focus will be on front entrance, IOB mainland areas of Five Oaks, Islands Avenue and De La Gaye)
  - Completion of Front Entrance enhancement
  - Street trees (Locations, tree types, and uplighting where electricity is available)
  - Remediation of drainage ditch/swale (#69729); Other Stormwater/Infrastructure Maintenance
  - Deer fennel control
  - Irrigation repairs as needed
  - Street Island Clean-up/Renovation
- Lot inspections
- Inconsistent performance on blowing off bridges
- How far does common property go back from the street?

### OPEN SPACE COMMITTEE – LINDA TUNSTALL/ALEX KENT

Bruce Sullivan presented on behalf of the committee.

- A newsletter is forthcoming which will announce the naming of the paths.
- There was a discussion of people walking around the neighborhood and where seating might be needed. The benches on the Pickleball courts could be repurposed to use in predetermined areas. This is something the committee wants to pursue soon. Alex will send locations to the Board. Two from the Pickleball courts will be repurposed, and three will be purchased.

### OLD BUSINESS

- Eric reports that the building of the Tennis/Pickleball Court Seating Structure is underway.
- Access/Security System Contract Proposal Review/Award – Alex received updated bid from Custom Security. This will be reviewed in a special meeting with the Board. The turnaround time is about 3 weeks.
- Update on the sidewalk repairs and removal- Eric reported that Rodriguez is working in the community and will be addressing this soon.
- Inventory and Liquidation of lawn care equipment, trailer etc.- Eric reported receiving one sealed bid and one verbal bid, which will be put in writing and then decided between the two bids. The trailer will be offered in the community first before sending out to offer beyond the community.
- Kayak Spaces, rental policy & new stands- Alex has contacted legal about the policy for their review. Under consideration is not having an auto renewal every year and offering shore storage at about ½ the cost. A questionnaire was sent out to individuals who have previously rented kayak space about the amount of use this year and last year. Kathy Gardner asked if there was a limitation on time to store a kayak without it being used. Alex said two have spaces have been taken back due to lack of use.
- Board meeting schedule for the remainder of 2024 and 2025- The next meeting will take place in January 2025. Additionally, special meetings will be held as needed. A minimum of four meetings are required per year. At this time, six meetings are being planned for 2025. The dates for those meetings will be determined at the January meeting.

## NEW BUSINESS

- Year Round Pool Performance & DHEC Fine- Alex
  - Performance was less than stellar. The pool had to be closed 6-7 times this past season. The company is no longer giving us service first thing in the morning as done in previous years. There were times they wouldn't get here until the afternoon.
  - Bids from other companies should be assembled before the next year. Kathy Whitehead suggested we make sure there is a cancellation clause.
  - Gathering bids from other companies:
    - Robert Bundy got a bid from Sweetwater.
    - Eric said The Pool Company services the pool at Dataw Island, however Robert was told they don't do commercial pools.
    - Eric also recommended that Ideal Pool be contacted for a bid.
    - Robert shared that small companies don't want to service 7 days a week (which is mandated).
- Bruce proposed consideration for a whole house generator at the Clubhouse. He also asked about a heater/chiller for the pool. (Alex says it was already proposed.) Alex commented that we are getting close to end of life with the pool equipment we currently have. At that time, the plan to do a saltwater conversion.

**A MOTION WAS MADE TO ADJOURN AT 3:20 PM. THE BOARD WENT INTO EXECUTIVE SESSION.**