

KICA Board of Directors Meeting
December 6, 2004
2:00 p.m. - Sandcastle

APPROVED

Present:	Fred Peterson, President	Joe Bunting, Staff
	Faith Dodge, Vice President	Teresa Cooper, Staff
	Dwight Freeburg, Treasurer	Joe Croughwell, Staff
	Avril Fenwick, Secretary	Dave Achey, Staff
	Dick Sula, Director	Norm Shea, Staff
	Pat McKinney, Director	Connie Samford, Staff
	Buddy Darby, Director (late arrival) (phone)	Carrie McGregor, Staff

1. Call to Order, Verify Quorum – Mr. Peterson called the meeting to order at 2:00p.m. with a quorum of directors by Messrs. Peterson, Freeburg, Sula, McKinney and Mmes. Dodge and Fenwick.
2. Approval of Minutes
 - A. November 1, 2004 (enclosure) – **Mr. Freeburg moved approval of the November 1 board minutes. Mrs. Fenwick seconded the motion. Those in attendance carried this vote unanimously.**
3. Administrative Reports
 - A. Joe Bunting, General Manager
 1. Mail Votes –
 - a. November 3, 2004 (enclosure) - The Operations Committee voted to approve the Resort’s request for a release of the KICA Member Database for 29455 zip codes to notify residents of the December 11 Marathon. Because traffic can be impacted, KICA requires the Resort to notify residents of the event. This is an annual request. The resort also uses the mailing as an opportunity to secure volunteers. The vote was approved unanimously.
 - b. November 22, 2005 (enclosure)– The Board of Directors voted to initiate a design/build contract for the Sandcastle service elevator as a stand-alone project. No funds were requested at this time. Joe will bring the draft design contract back to the Board when it has been prepared.
 2. Member Comments (enclosure) – Joe reviewed the member comments and responses.
 3. Ratification of November 1 Executive Session – **Mrs. Dodge moved ratification of Lynn Morgenstern to the Communications Advisory Committee and Ron Hacker as chair of the Covenant Compliance Committee. Mr. Sula seconded the motion. Those in attendance carried this vote unanimously.**
 4. Maintenance Facility Improvements (enclosure) – Joe Bunting and Connie Samford (Project Manager) reported on the Maintenance Facility Improvements. The Major Repair and Replacement Committee and Finance Advisory Committee recommended the board approve the project in the amount of \$1,013,525, which does not include the wash rack and water treatment system, the furniture and fixtures or the land conveyance of the so-called ingress area.. Mitchell Construction won the bid for the building and Three Oaks Contractor won the bid for the site. **Mr. Sula moved approval of the project. Mr. Freeburg seconded the motion. Messrs. Peterson, Freeburg, Sula, and Mmes. Dodge and Fenwick carried the vote favorably. Mr. McKinney abstained, but commented he was in favor of the project.**
 5. Sandcastle Class Protocol (enclosure) – The board chose to bring this back next month with the following changes. Item 1 should be “bulk email notices” instead of “email blasts;” RCCAC and staff are going to revisit item 5.a. to determine if there should be a minimum number of residents; 5.a. should say that this does not apply to fitness classes; and item 4.a. should say “may be a volunteer” instead of “may be 100% volunteer.”
 6. Long Range Plan
 - a. Action Items (enclosure) – status report. The board provided clarification revisions to several action items. Joe indicated that these would be included in the update status reports on the website.
 - b. Measurable Goals (enclosure) – status report
 - B. Joe Croughwell, Director, Security and Safety
 1. Security/Covenant Compliance
 - a. Covenant Compliance (enclosure) – status report

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- b. Security (enclosure) – status report

[Mr. Darby entered the board meeting via teleconference]

C. Teresa Cooper, Controller

1. Y2005 Budget (enclosure) – John Wilson, Chair of the Finance Advisory Committee, reviewed the proposed Y2005 budget. **Mr. Freeburg moved approval of the budget as presented. Mrs. Fenwick seconded the motion. This vote was carried unanimously.**
2. 3rd Quarter Budget Variance Report (enclosure) – status report
3. 3rd Quarter Investment Activity (enclosure) – status report

4. Committees

A. Committee Reports

1. Land and Lakes Management Committee
 - a. Land and Lakes Management Departments Standard Operating Procedures (enclosure) – A dual majority vote was necessary, since this new document would be a revision of a prior document that had replaced a part of the Standards Manual, an exhibit to the 1994 Town/KRA Development Agreement. After review, **Mr. Freeburg moved adoption of the SOP. Mrs. Dodge seconded the motion. The Property Owner Directors voted unanimously to approve the SOP. The Developer Directors voted unanimously to approve the SOP.**
 2. Security and Safety Committee
 - a. Commercial Bike Regulations and Access Fee Policy (enclosure) – Cork Corcoran, Chair of the Security and Safety Advisory Committee, presented the policy. This will eliminate commercial bicycles on the island without proper decals. **Mr. Sula moved approval of the policy. Mrs. Dodge seconded the motion. This vote was carried unanimously.**
 - b. Commercial Decal/Pass Policy (enclosure) – Cork Corcoran, Chair of the Security and Safety Advisory Committee, presented the policy to allow taxicabs and limousines on the island, exempt from the commercial fee, so long as the fare is for a member and the member is either in the taxi or has called the Main Gate to give notification of arrival. **Mr. Sula moved approval of the policy. Mrs. Fenwick seconded the motion. This vote was carried unanimously.**
 3. Covenant Compliance Committee
 - a. Guidelines for Most Frequently Reported Covenant Violations (enclosure) – Avril Fenwick, Board liaison, presented the Guidelines. Legal counsel recommended a dual majority vote because the General Covenants were cited. **Mr. Freeburg moved adoption of the Guidelines. Mr. Sula seconded the motion. The Property Owner Directors carried this vote unanimously. The Developer Directors carried this vote unanimously.**

B. Board Liaison Reporting Process

1. Dwight Freeburg
 - a. Finance: Budget, investments and budget variances as previously discussed.
 - b. Land and Lakes: The committee has been discussing the feasibility of outsourcing landscape management as part of the zero-based budget process. This was researched 15 years ago and brought in-house for price and quality purposes, but study continues.
2. Avril Fenwick
 - a. Covenant Compliance: The committee has been working on the Guidelines as previously discussed, and a process to contact members with building maintenance issues in a more timely manner.
 - b. Recreation: Sandcastle renovation in process.
 - c. Kiawah Island Natural Habitat Conservancy: KINHC recently acquired more property. They are still targeting and acquiring land.
3. Faith Dodge
 - a. Human Resources: The committee made changes to the employee handbook, employee health insurance costs and is developing a safety program for employees to reduce accidents.
 - b. Community Services: The committee received 23 responses from the volunteer insert in *Digest* and 10 references from current committee chairs of people who would be good committee members. The Community Services Committee is in contact with members of the various existing

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committees regarding their interest in remaining or moving to another committee for the coming year. Those who have not responded will be contacted.

4. Fred Peterson
 - a. Communications: The December *Digest* was mailed First Class and was very successful.
5. Dick Sula
 - a. Security: Above policies as previously discussed.
 - b. Major Repair and Replacement: Maintenance facility improvements and road resurfacing of the Kiawah Island Parkway are in the works.
5. Unfinished Business – non-agenda item, Mr. Peterson asked about the PMA issue. No new information.
6. New Business
 - A. Board Service Overview (enclosure) – After some discussion and additional revisions, **Mrs. Dodge moved approval of the Overview with changes as discussed and enclosed. Mrs. Fenwick seconded the motion. This vote was carried unanimously.**
 - B. Jazz Performance at 2005 “Celebrate Kiawah” Event (enclosure) – After some discussion, **Mr. McKinney moved approval of the jazz performance. Mr. Sula seconded the motion. This vote was carried unanimously.**
7. Adjournment - Having no further business to conduct, the meeting was adjourned on motion duly made and seconded.
8. Member Comments
 1. Dr. Charles and Kay Farmer, 3520 Shipwatch Rd - Dr. Farmer spoke as president of the Seascapc Regime in regards to West Beach. The loss of use of the Inn pool at West Beach has a negative affect on Seascapc, which affects rentals. He asked for help finding a site for a pool. He was also concerned about a deterioration of the Straw Market, in regards to closed storefronts and a loss of amenities. He wanted to know if the Resort has a responsibility to the property owners in the area.
 2. Ron Tedesco, 525 Bufflehead - On behalf of the MRR Committee, he expressed his thanks to the board of directors for passing the Maintenance Facility Improvement project.
 3. Bill Wert, 184 Glen Abbey – The Town has donated \$100,000 to KINHC for the Enclave program and asked that the board considers the Association contributions to the Conservancy.

Submitted by

Approved at the January 3, 2005 meeting

Carolyn R. McGregor
December 15, 2004

Avril H. Fenwick
Secretary