

KICA Board of Directors Meeting
May 3, 2004
2:00 p.m. - Sandcastle

APPROVED

Present:	Fred Peterson, President Faith Dodge, Vice President Dwight Freeburg, Treasurer Avril Fenwick, Secretary Dick Sula, Director Pat McKinney, Director	Joe Bunting, Staff Tammy McAdory, Staff Joe Croughwell, Staff Teresa Cooper, Staff Carrie Cross, Staff
----------	--	--

Absent: Buddy Darby, Director

1. Call to Order, Verify Quorum – Mr. Peterson called the meeting to order at 2:00 p.m. with a quorum of directors by Messrs. Peterson, Freeburg, McKinney and Sula, and Mmes. Dodge and Fenwick.
2. Approval of Minutes
 - A. March 29, 2004 (enclosure) – **Mrs. Dodge moved approval of the March 29 board minutes with revisions. Mr. Freeburg seconded the motion. This vote was carried unanimously by those in attendance.**
3. Security and Safety Issue – The Security and Safety Advisory Committee has looked into a uniform change for Security. The board’s consensus is to approve the committee’s efforts to date and direct that the new uniforms be recognizable as security, clean, well-pressed and have a badge or insignia as a part of the uniform. They may be of a more comfortable material and a little less formal than the current uniform. The board’s consensus at this time is that leasing the uniforms is a better option than purchasing. With this information, the SSAC is to continue their deliberations and come back to the Financial Advisory Committee and then the board with a firm recommendation.
4. Administrative Reports
 - A. Joe Croughwell, Director, Security and Safety
 1. Security/Covenant Compliance
 - a. Covenant Compliance (enclosure) – status report enclosed
 - b. Security (enclosure) – status report discussed
 1. Explanation of question from last security report
 2. Addendum to Security Standard Operating Procedure – The details of the enclosed addendum relative to noise complaints are underway. KICA has excellent cooperation from the Resort and the Town. The process has been started on a test basis and will come back to the board after the Security and Safety committee has made comments.
 - B. Joe Bunting, General Manager
 1. Mail Votes (enclosure) – The board operations committee approved seven purchases of investments on April 22, April 28 and April 30. Three purchases occurred.
 2. Member Comments from the March 29 board meeting (enclosures) – Joe reviewed the response.
 3. Member Comments from the Annual Meeting (enclosure) – Joe reviewed the responses.
 4. Native Plant Society (enclosure) – The KICA maintenance department, to encourage members to use native plants in their landscaping, held a native plant sale on March 20 at Rhett’s Bluff. They sold native vegetation they had raised at KICA’s greenhouse. \$1,607 received from the sale was donated to the South Carolina Native Plant Society for research efforts in the Lowcountry.
 5. Department Head Incentive Plan (enclosure) – The board confirmed that the previous board vote taken on March 29 in regards to the department head incentive plan was a dual majority vote, so the plan may be added as part of the Financial Controls Manual, which is part of the Standards Manual of the 1994 Development Agreement.

C. Teresa Cooper, Controller

1. Budget Variance Report, First Quarter (enclosure) – KICA has a favorable budget variance of \$216,000 thus far this year. The one area of concern is the Reserve Fund due to the low interest rates currently available.
2. Changes in Investments, First Quarter (enclosure) – Monies gained from CD's that matured, revenues collected and interest proceeds have been invested or deposited.
3. Final Audited Financial Statements for 2003 (enclosure) – The FAC has approved the final audited statements.

5. Committees

A. Board Liaison Reporting Process

1. Dwight Freeburg
 - a. Finance: The three bond investments were challenging due to the current approval process. If it continues to be a problem, the board may wish to reevaluate the process. Money in the money market accounts has been moved to tax-exempt accounts due to the higher yield. The committee is working diligently to maximize returns.
 - b. Land & Lakes: The next landscape capital improvement project will start in June on Shipwatch Road. Dune Pruning by regimes is in the process of being reviewed.
2. Avril Fenwick
 - a. Recreation: The committee did not have an April meeting
 - b. Covenant Compliance: The committee is fully staffed and is happy to have a process in place for repeat trashcan violations. The committee will be developing a one-page handout of expectations for compliance of regulations.
3. Faith Dodge
 - a. Community Services: The Kiawah Reads program will take place in July or August and will use *Three O'clock Dinner* and *The Great Sea Island Storm of 1893* as the books this summer. The committee will be researching new ideas for New Member Gatherings to welcome new members and to help develop committee members. The committee is also discussing an antique car show to promote volunteer organizations.
 - b. Human Resources: Trident United Way programs for employees are being reviewed. The committee will take advantage of free, useful seminars for staff.
4. Fred Peterson
 - a. Communications: *Digest* is doing a series of articles on the history and future of Kiawah Island for its 30th Anniversary of the start of development.
5. Dick Sula
 - a. Major Repair and Replacement: Leisure trail work is mainly complete. Kiawah Island Parkway resurfacing is being reviewed and work should begin in 2005. The new maintenance facility conceptual design has been redesigned to a one-story building and is almost complete.
 - b. Security and Safety: Vanderhorst Gate safety is being reviewed. Barton Protective Services solicited a contract to perform our security and safety needs. After the review, KICA can provide service at a less expensive and more complete level.
6. Pat McKinney
 - a. Communications: In relation to interviewing persons of interest for the *Digest's* 30th Anniversary of Kiawah Island, consideration may be given to Denny Royal to get the perspective from years 1951 – 1974 when his father owned Kiawah Island. Eddy Buck, who was on the Charleston County Council in the 1970's, may be another good interview source.

B. Committee Chair Reports

1. 2004 Member Survey Process (enclosure) – Anne-Lee Verville, Chair of the *ad hoc* Member Survey committee, reported that KICA is ahead of schedule by two to three months. Ms. Verville distributed the estimated working schedule (Exhibit A).

2. Long Range Plan (enclosures) – Anne-Lee Verville, Chair of former Governance and Planning Committee, reported on the long-range plan process proposed by the committee – a bottom-up process to be renewed every four to five years. No action taken.
 3. TOKI Comprehensive Work Plan (enclosure) – Since the Town is preparing their plan this year, the Town and KICA may wish to collaborate where they can.
6. New Business
- A. Town Economic Impact Study (enclosure) – The Town of Kiawah Island has hired Drs. Hefner and Crotts from the College of Charleston to conduct an economic impact study to determine the effect Kiawah Island has on Charleston County. The Town requested that the Community Association contribute \$3,000 toward the cost of the study and in return, the Association would receive full credit in the final report. **Mr. Freeburg moved approval of a \$3,000 contribution to the Town for the economic impact study. Mr. McKinney seconded the motion. This vote was carried unanimously by those in attendance.**
 - B. Board Packet Internal Policy Standard Operating Procedures (enclosure) – Current procedure calls for board meeting packets to be distributed seven days prior to the board meeting. After some discussion, the board consensus was to change the board packet schedule to delivery on the Thursday before the meeting.
 - C. Town of Kiawah Island draft ordinance (enclosure) – The board discussed offering support of a draft ordinance that would stagger the terms of the Town Council officers. It was decided that this is an issue that each director should support or not support personally.
 - D. Non-Agenda Item: Charleston Area Transportation (CHATS) Plan (Exhibit B) (Fred Peterson) – The board discussed having a representative of KICA attend and possibly make a statement at the CHATS workshop on May 4 to support a long-range transportation plan. **Mr. Sula moved that Mr. Peterson make a statement in support of an improved method of access to the island at the CHATS workshop. Mr. Freeburg seconded the motion. Messrs. Peterson, Freeburg, Sula, and McKinney and Mrs. Dodge voted in favor of the motion. Mrs. Fenwick opposed the motion.**
7. Unfinished Business
- A. Recreation Multiple Owner Fee (enclosure) – After review of the fee by the Recreation and Finance committees, it was decided that the fee is needed and fair. The board’s consensus was to consider the fee in more depth next month.
8. Adjournment - Having no further business to conduct, the meeting was adjourned on motion duly made and seconded.
9. Member Comments –
- A. Mayor Bill Wert, 184 Glen Abbey – Thanked the board for the \$3,000 contribution to the economic impact study. He applauded the board for the direction taken on the security uniforms and wanted to thank KICA for the relationship maintained with the Town. He requested no response.
 - B. Jim Piet, 127 Bufflehead – Congratulated the board on an interesting and well-planned meeting.

Submitted by

Approved at the June 7, 2004 meeting

Carolyn R. Cross
May 6, 2004

Avril H. Fenwick
Secretary