

HARBOR ISLAND OWNERS ASSOCIATION, INC.
Minutes of the Board Meeting of January 2, 2010

In Attendance: John Albert, Dennis Nolan, Greta Maddox, David Tatum, Ben Horack, Marshall Hill, Greg Bennett

Also in Attendance: Mary Boykin, Island Manager
Don Woelke, Security
Jack Fredericks, Maintenance

1. Call to Order 9:04 AM
2. President Comments: None
3. Minutes of previous meetings:
 - A. Motion to approve December Minutes with 3 changes given to Mary Boykin by Ben Horack and seconded by Marshall Hill. Passed (Greta Maddox voted "against").
4. Island Reports: Discussion
 - 4.1 Marshall Hill reviewed the financial report (Attachment A). Points of discussion:
 - a. Currently we have \$198,000 in A/R
 - b. We will be diversifying our CD's
 - c. It is too early in the fiscal year to analyze any issues with budget
 - d. The board members want a status report of all A/R accounts over 90 days – Mary Boykin will provide by next meeting

Motion to approve financial report by David Tatum and seconded by Greta Maddox . Passed unanimously.

- 4.2 Island Management Report which includes Administration, Beach and Racquet Club, Maintenance and Security was reviewed (see Attachment B).
 - a. Security Chief wants to "Thank" all owners who contributed to annual gift fund.
 - b. Security just learned that Beaufort County is finally switching from analog to digital radio transmission after over two years of planning and notification of the change. This change makes transmission via radio undoable until we purchase new digital radios. This is necessary for emergencies, when all phone lines are down. The cost is \$4500 for Motorola radios. David Tatum recommended that Security shop the internet to find better prices.

Motion to accept Island Management Report by David Tatum and seconded by Ben Horack. Passed unanimously.

4.3 Committees

A. Finance. Recommendations (see Attachment C):

Motion to accept finance committee report by Greta Maddox and seconded by Greg Bennett. Passed unanimously.

5. Old Business

5.1 Commercial Access Policy (see Attachment D):

Motion made by Ben Horack and seconded by David Tatum. Discussion ensued. Amendment made by Dennis Nolan to defer this discussion to our Special Meeting which will address all of our budget concerns seconded by Greta Maddox. Motion to defer passed with Dennis Nolan, David Tatum, Greta Maddox and Greg Bennett voting yes and John Albert, Marshall Hill and Ben Horack voting no.

5.2 Sergeant at Arms – Motion made by Ben Horack to make Chief Woelke the Sergeant at Arms during any and all HIOA functions, with all of the rights and authority under “Robert’s Rules of Order”, including ejection from the “function”, and or contacting the local authorities for such assistance as may be needed to maintain good order, as determined by the President of the HIOA Board of Directors, or the ranking BOD or Staff member present. Seconded by David Tatum. Passed unanimously.

5.3 Parliamentarian – Motion made by Ben to make Dennis Nolan the Parliamentarian to help us conform to Roberts Rules of Order. Seconded by Marshall Hill. Passed unanimously.

6. New Business

6.1 Draft Appeals Policy (see Attachment E)

Motion by Dennis Nolan seconded by Greta Maddox to accept Appeals Policy as drafted. Passed unanimously.

6.2 Employee Benefits –(see Attachment F) Motion by John Albert to give all HIOA employees and their immediate families use of the island amenities when they are off duty. These amenities include the beach, pool, and exercise areas. Seconded by David Tatum. Passed unanimously.

6.3 Board Minutes Policy – Motion made by Greta Maddox that to conform to Roberts Rules of Order, the Secretary and President shall sign the final approved Board minutes prior to next Board meeting. Seconded by David Tatum. Passed unanimously.

6.4 Rules and Regulations(see Attachment G) – Motion by Ben Horack to change the chart of fines to now read :First offense may be warnings, verbal, or written or a fine at the discretion of the issuing security officer. And the fines for violation of 6.3 is increased to \$300 for first offense (if not warning), \$400 for second offense, and \$500 for third offense. Greta Maddox voted against..

6.5 Check Signing Policy – Motion made by John Albert to allow for any current board members to be authorized to sign checks. This will allow

checks to be disbursed without undue burden on the 2 officers that may be out of town or unavailable. Seconded by David Tatum. Passed unanimously. Mary Boykin will get signature cards for the Board of Directors.

6.6 BRC & Community Center Advisory Committee – John Albert makes a motion to reinstate this committee to look for ways to improve the BRC and make it profitable. Nancy Tatum will be the chairperson. Seconded by Marshall Hill. Passed unanimously.

6.7 ACC Preliminary Review Fee – Motion made by David Tatum to add \$50 fee for this service. Seconded by Ben Horack. Passed unanimously.

6.8 Quarterly Security Reports Policy – Motion made by Greta Maddox (see Attachment F) for Security to provide the Board members a quarterly summary of rules broken by violator, number of offenses, etc. This would enable the Board to evaluate our rules and fines more effectively. Motion was not seconded. But, this data may be requested by the Rules committee when they meet since it will be their task to redo our Rules document.

Member Comments:

- Joan Higgins – How do we handle renters who are offenders? Does Security contact the Property manager? Security will contact the Property Manager or owner if guest disputes the citation. An owner who rents suggested that the rental agreements should have a clause in them holding the guest responsible for any citations.
- Ron Maddox –
 1. Asked the board to consider carefully the addition of commercial pass fees. It is a burden to homeowners, while the homeowner is trying to make improvements to their home, which is good for the island. There are already costly expenses in all the permitting that must be done.
 2. Concerned about Board's decision to deny the appeal for a bartering guest's car passes. Mr. Maddox accepts the Rule, but points out that he was unaware of it and therefore should have received a warning. Ron pointed out that only 4 car passes were requested and authorized. Security Chief Woelke said that he would investigate and provide information to the Board of Directors. Chief said that no car passes would have been issued to a renter without an email first authorizing the cost.

Next meeting scheduled for February 6, 2010 at 9 AM.

Meeting adjourned 10:15 AM

Special Executive Meeting scheduled for January 15, 9 AM. We will review some expenses that HIOA needs to evaluate from Security and Maintenance.

Respectfully submitted by:

Greta Maddox, Secretary

Minutes adopted on _____

Documents Attached:

- A. Financial Report
- B. Island Management Report
- C. Finance Committee Report
- D. Commercial Access Policy
- E. Draft Appeals Policy
- F. Employee Benefits
- G. Rules and Regulations