



## **ISLANDS OF BEAUFORT HOMEOWNERS ASSOCIATION**

**Board of Directors Meeting**

### **MINUTES**

Tuesday, February 13, 2024

1:30 PM

#### **CALL TO ORDER AT 1:30 PM**

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

Alex Kent, Eric Powell, Carmen Dillard, David Jussaume, Bill Quarles, Robert Bundy, Scott Whitehead, Kathy Whitehead, Fred Mueller, Marilyn Mueller, Shauna Bishop, Linda Tunstall, Nancy Hansen, Lori Babernitsh, Mitch Mitchell, Kelly Mitchell, Dwayne Monahan, Missy Taylor, Bill Prokop, Joanne Beyer, Jeffrey Weber, Gary Fletcher, Frank Genco, Donna Genco, Richard Bayer, Kurt Herkert, Amy Herkert, Tim DiDonato, Linda Henry, Ron Henry, Annette Jussaume

#### **COMMUNITY COMMENTS**

- None

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

- The approved January 2024 minutes were sent to Kathy Bundy and PickleJuice (who manages the IOB website) on 2/5/2024 in advance of this meeting.
- There were no comments.

#### **FINANCE REPORT - DAVID JUSSAUME/ALEX KENT**

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# Islands of Beaufort HOA Treasurer Report

February 13<sup>th</sup>, 2024 BOD Meeting

Status as of December 31st , 2023

## Treasurer's Highlights

1. Total *Spend-to-Date* across all 4 accounts: \$483.3K.
2. Treasurer Check-Sum on Spend is: \$481.6K which is a 0.35% error from Buildium accounting system.

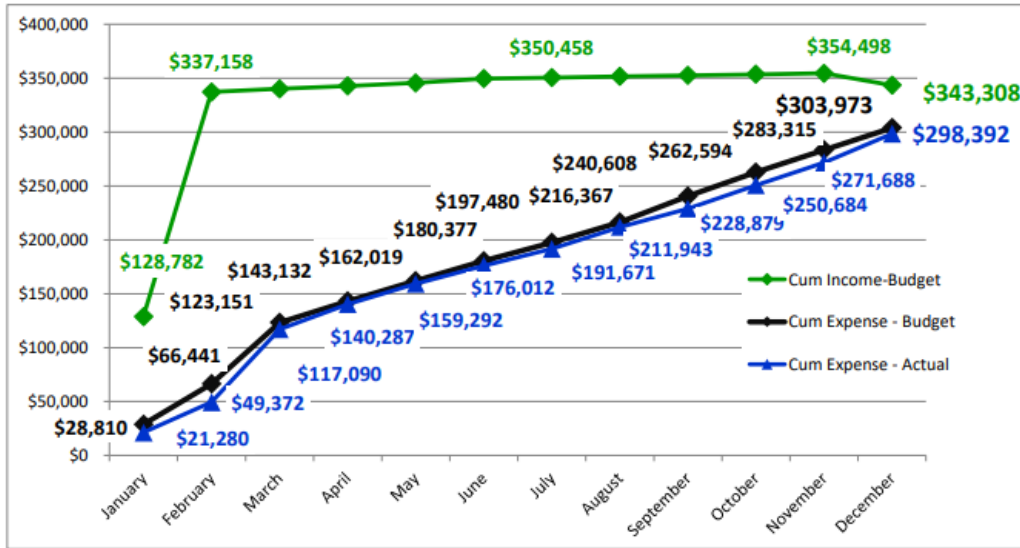
## Look Ahead

1. Additional expenses from repairing gate.

## Decisions Required

1. Transfer of funds into Certificates of Deposits – amount and duration.

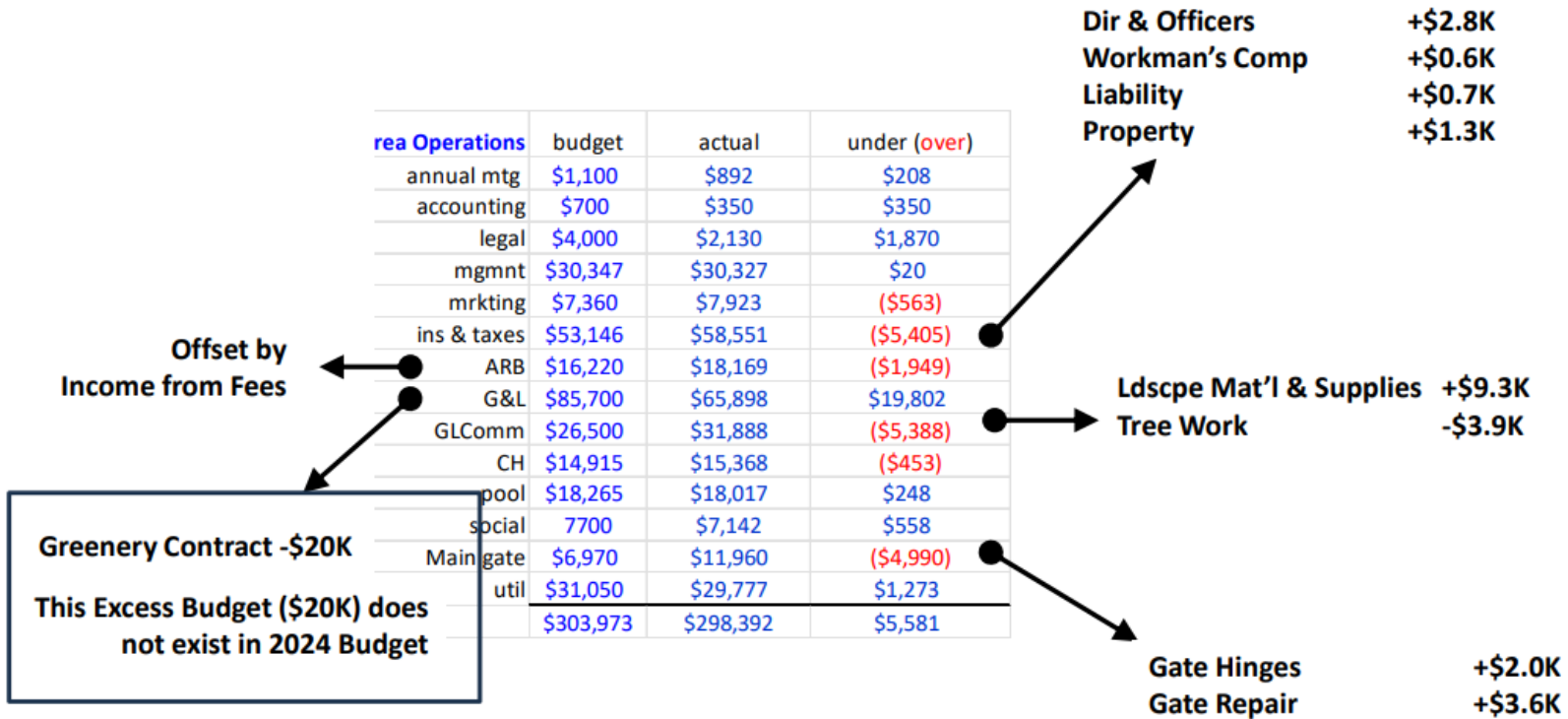
## Budget Summary Common Area Operations Comparison of Plan to Actual – Accrual Basis



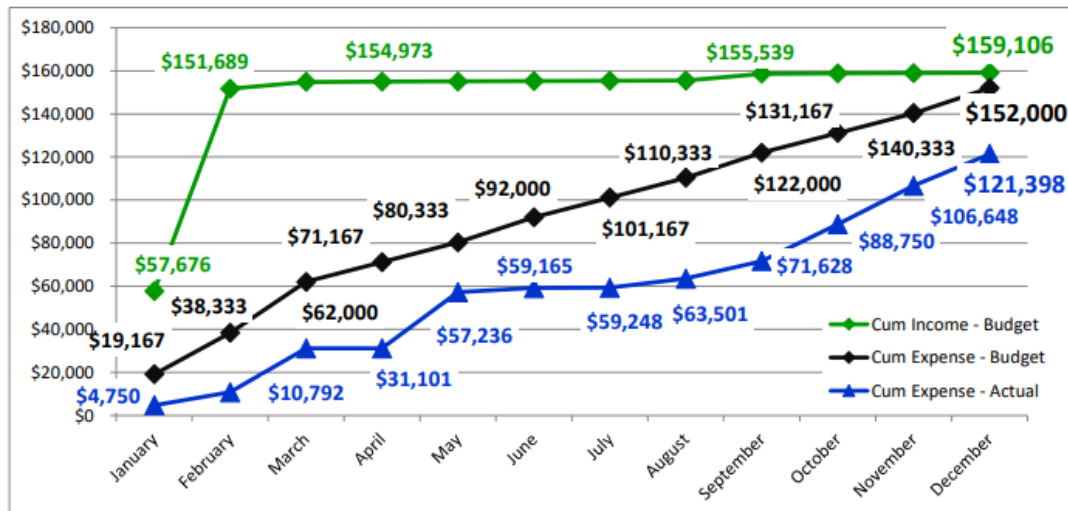
Under plan - \$5.6K

Accounts	budget	actual	under (over)
annual mtg	\$1,100	\$892	\$208
accounting	\$700	\$350	\$350
legal	\$4,000	\$2,130	\$1,870
mgmnt	\$30,347	\$30,327	\$20
mrkting	\$7,360	\$7,923	(\$563)
ins & taxes	\$53,146	\$58,551	(\$5,405)
ARB	\$16,220	\$18,169	(\$1,949)
G&L	\$85,700	\$65,898	\$19,802
GLComm	\$26,500	\$31,888	(\$5,388)
CH	\$14,915	\$15,368	(\$453)
pool	\$18,265	\$18,017	\$248
social	7700	\$7,142	\$558
Main gate	\$6,970	\$11,960	(\$4,990)
util	\$31,050	\$29,777	\$1,273
<b>Total</b>	<b>\$303,973</b>	<b>\$298,392</b>	<b>\$5,581</b>

## Common Area Operations Breakdown of Deviations from Plan



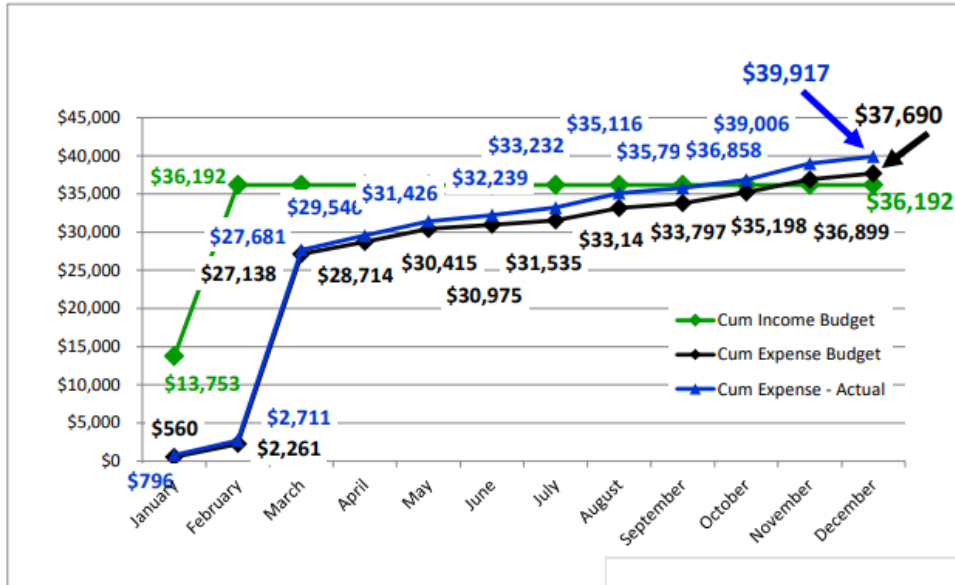
## Budget Summary Common Area Reserves Comparison of Plan to Actual – Accrual Basis



Under plan - \$30.6K

Common Area Reserve	budget	actual	under (over)
Pickle ball nets	\$2,000	\$0	\$2,000
General Landscape	\$5,000	\$14,563	(\$9,563)
Bridge and dock repairs	\$10,000	\$12,753	(\$2,753)
Clubhouse Grounds (projects are TBD)	\$35,000	\$13,428	\$21,572
Clubhouse Building (projects are TBD)	\$70,000	\$34,174	\$35,826
Clubhouse Fence replacement	\$30,000	\$27,701	\$2,299
DLG Dock Walkway Repair/Enhance	\$0	\$5,440	(\$5,440)
Islands Ave Landscape Lighting Upgrade	\$0	\$1,249	(\$1,249)
Road repairs	\$0	\$11,757	(\$11,757)
Unplanned Expenses	\$0	\$333	(\$333)
	\$152,000	\$121,398	\$30,602

## Budget Summary Deer Island Operations Comparison of Plan to Actual – Accrual Basis

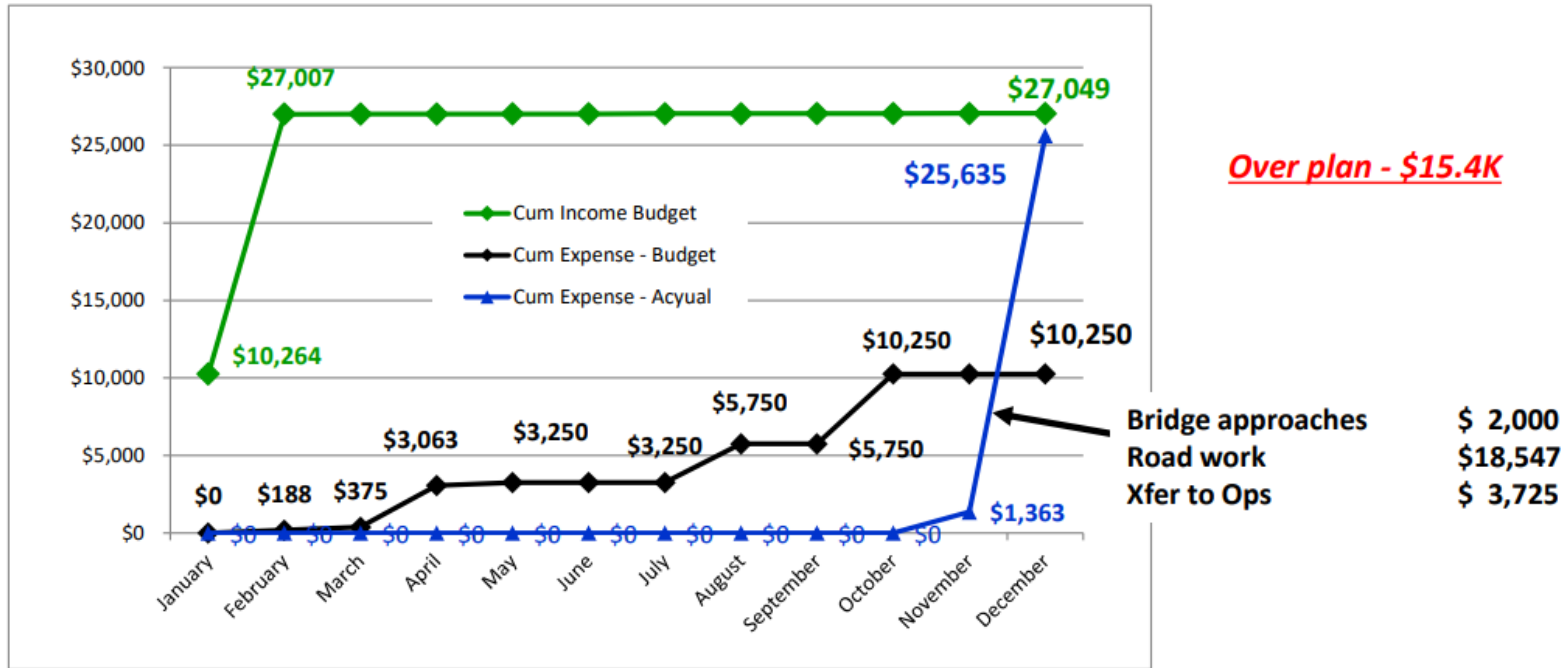


**Over plan - \$2.3K**  
**\$3.7K over 2023 Assessment Income**

**Overspend in DI Operations is  
funded from DI Reserves**

DI Operations	budget	actual	surplus (deficit)
Property Taxes	\$140	\$184	(\$44)
Gate Equipment Lease [4 qtrs @ \$1,050]	\$4,200	\$4,203	(\$3)
Internet [Hargray] for: DI Gate	\$1,610	\$1,604	\$6
Gate phone (VoIP)	\$240	\$240	\$0
Irrigation Water	\$1,250	\$919	\$331
Grounds and Landscape Contract	\$3,000	\$5,832	(\$2,832)
Backflow Preventer Test (@ 47 Anchorage Way)	\$175	\$0	\$175
Landscape Maintenance - Materials and Labor	\$725	\$1,858	(\$1,133)
Deer Island Causeway Electrical (for gate operation)	\$625	\$773	(\$148)
Gate maintenance, repairs, parts	\$1,500	\$128	\$1,372
Stormwater Infrastructure Maintenance	\$0	\$0	\$0
Bridge Insurance	\$24,225	\$24,176	\$49
<b>Total Deer Island Operations Expenses</b>	<b>\$37,690</b>	<b>\$39,917</b>	<b>(\$2,227)</b>

## Budget Summary Deer Island Reserves Comparison of Plan to Actual – Accrual Basis



<b>DI Reserves</b>	<b>budget</b>	<b>actual</b>	<b>surplus (deficit)</b>
Landscape improvements and replacement	\$750	\$0	\$750
Irrigation tie in @ Causeway	\$2,500	\$0	\$2,500
Bridge approach concrete repair	\$2,500	\$2,000	\$500
Gate Area Landscape Lighting	\$0	\$1,363	(\$1,363)
Bridge Wear Boards - replacement and sealing	\$4,500	\$0	\$4,500
Road repair	\$0	\$18,547	(\$18,547)
To DI Operations	\$0	\$3,725	(\$3,725)
<b>Total DI Reserves Expenditures</b>	<b>\$10,250</b>	<b>\$25,635</b>	<b>(\$15,385)</b>

# Islands of Beaufort HOA Income – Budget vs. Actual

	Budget	Actual	over (under)		Budget	Actual	over (under)
<b>Common Area Operations</b>				<b>Deer Island Operations</b>			
Assessment Income				Assessment (29 lots @ \$1248)	\$36,192	\$36,192	\$0
Assessment 186 lots @ \$1783	\$331,638	\$331,638	\$0	Bad Debt Write Off	\$0	\$0	\$0
Other Income				Other	\$0	\$0	\$0
ARB Fees Income (2 homes @ \$1,250]	\$2,500	\$8,325	\$5,825	Total	\$36,192	\$36,192	\$0
Late Fees, Finance Charges	\$4,950	\$4,922	(\$28)				
Fines	\$6,000	\$2,500	(\$3,500)				
Legal Fees	\$0	\$0	\$0				
Bad Debt Write Off	-\$13,450	-\$6,158	\$7,292				
Gate Remotes	\$1,170	\$660	(\$510)				
Vacant Lot Maintenance	\$10,500	\$7,035	(\$3,465)				
Miscellaneous	\$0	\$11,368	\$11,368				
Bad Debt Recovered	\$0	\$1,682	\$1,682				
Total	\$343,308	\$361,972	\$18,664				
<b>Common Area Reserves</b>				<b>Deer Island Reserves</b>			
Assessment Income (186 X \$721)	\$134,106	\$134,106	\$0	Assessment (29 lots @ \$931)	\$26,999	\$26,999	\$0
Cotton Island Reserve Assessment Income (25 X\$69	\$17,300	\$17,300	\$0				
CI Bridge Impact Fee Income [0 @ \$6000]	\$0	\$6,000	\$6,000	DI Bridge Impact Fee Income [-0- homes @	\$0	\$0	\$0
Infrastructure Impact Fee [2 @ \$3,000]	\$6,000	\$12,000	\$6,000	Interest Earned on Reserve Accounts	\$50	\$333	\$283
IOB Kayak Storage	\$1,500	\$1,500	\$0	Total	\$27,049	\$27,332	\$283
Interest Earned on Reserves Accounts	\$200	\$2,070	\$1,870				
Bad Debt Recovered	\$0	\$644	\$644				
Total	\$159,106	\$173,620	\$14,514				
Total =	\$502,414	\$535,592	\$33,178	Total =	\$63,241	\$63,524	\$283



**MANAGEMENT REPORT – ROBERT BUNDY**

- Management was in I.O.B. in January on the 3<sup>rd</sup>, 8<sup>th</sup>, 15<sup>th</sup> and 31<sup>st</sup>.
- Southern Tree sent the invoice for the removal of several tallow trees as outlined in their discussion with the Chairperson of the Grounds Committee. On January 31<sup>st</sup> Kathy Whitehead and Robert visited the various locations. Some trees were not removed and some stumps were not painted. Robert sent Southern Tree a list of the trees not removed. Southern replied on Monday that “Thomas said went back out and took care of it.”
- Paul Tallmage was to start the lot clean up last Thursday, Paul expects that it will take no more than two weeks to complete the clean-up.
- Whitmore Plumbing could not find a leak at the Clubhouse. The most recent invoice from BJW&S for the Clubhouse is back to normal.
- The Board approved the installation of two additional surge protectors at the front gate. The proposal from Custom Security was signed and returned to them. Work should be completed this week.
- Custom Security sent a proposal to update the Security System at the front gate and clubhouse camera system. The proposal was forwarded to the Board.
- The two signs to go at the entrance to the Deer Island gate are ready. Installation will take place soon.
- Eagle Electric changed three (3) electrical outlets at the Deer Island gate. Management had requested four (4) to be changed, however the fourth one did not have wire run to it. They also serviced one outlet on the tennis courts.
- Management signed the two landscape maintenance contracts with the Greenery.
- The contract from Talbot Tennis to repair and redesign the tennis courts was forwarded to the Board. Management received authorization to accept the contract which was done last Thursday.
- The contract from MAJ to repair the south end of the tennis courts was forwarded to the Board. Management received authorization to accept the contract which was done yesterday.
- It was reported that a large portion of a tree fell onto the common area behind 284 De La Gaye aka lot 3-041. The tree which the portion fell from is located on lot 3-041.
- Management asked Davis Yoakum with Bay Point Dock & Marine to look at the floating dock at the Cotton Island dock.
- The Greenery tested the backflow preventor device at 400 Islands Avenue. The device passed and the results were sent to BJW&S.
- Management searched for Committee Charters in our records. The Charters found (3) were forwarded to the Board.
- The financials were emailed to all board members February 3, 2024.
- Statements were mailed and emailed to owners with balances on 2/1/24. \$250 late fees for unpaid balances will be applied on 3/1/24. There are 59 owners on the delinquency list for 2024 fees as of 2/12/24.

**2024 Closings (2023 Closings= 19)**

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)

Pending Closings that attorneys have requested a certification of assessment:  
None at this time.

## **MARKETING AND COMMUNICATIONS – SHAUNA BISHOP**

### **Website Statistics – January 2024**

#### **IOB Website**

- Total Users: 572 ↑
- New Users: 534 ↑
- Sessions: 853 ↑
- Sessions / User 1.49
- Page Views: 2,017 ↑
- Pages / Session: 2.36

Despite the fact that the total users of our website in January increased by over 200, we received no lead inquiries. Most likely the increase is due to the new homes that were recently listed for sale.

We no longer have our Private Communities listing.

#### ***Other information shared during the Board Meeting:***

- The Marketing/Communications Committee added Social Committee information/events to the IOB website under the Homeowners section.
- The website [www.realtor.com](http://www.realtor.com) was added to the IOB website under the Real Estate tab for viewing available properties.
- The committee continues to work with PickleJuice on a website refresh.

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

- Currently there are 96 residences built at IOB.
- There are 4 residences under construction – 2 on the mainland, and 2 on Cotton Island.
- The ARB has approved 3 residences – 2 on Dela Gaye and 1 on Palmetto Place. Three (3) residences are in the ARB process and one (1) is with architects.
- There are 14 double lots and 10 lots are HOA owned.
- There are 65 lots to be developed. 67% absorbed.
- The ARB administrator continues to receive inquiries regarding building on several recently purchased lots as well as questions regarding building requirements from prospective lot purchasers.
- The updated 2024 Guidelines for Construction is registered with the State (and posted on the HOA website.)

The status of construction as visible from the street is listed below:

272/276 Dela Gaye III-38/39  
Permit Issued 10-9-23

Foundation Survey Date 11-30-23  
Framing complete

6 Sunset Court IV-6  
Permit issued 12-15-23  
Foundation ongoing

316 Dela Gaye III-68  
Permit issued 11-27-23  
Foundation Survey Date: 1-5-24  
Framing Started

410 Islands Avenue IV-22  
Permit to be Issued

***Other comments during the Board Meeting:***

- Alex Kent suggested it might be helpful to start capturing where processes are prior to the beginning of building.
- A reminder was shared by Fred during the Board Meeting of the working hours for builders and other vendors, such as landscape companies. Working hours are as follows:
  - 7am – 6 pm Mondays through Fridays
  - 9am – 4 pm Saturdays
  - No work on Sundays and holidays

Contact Fred if there are questions regarding working hours or any other items related to ARB and the building process.

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

- The Clubhouse video surveillance system has been upgraded, so now all 10 cameras are online. Signs have been placed by both entrances stating, “Premises under Surveillance.”
- A large gray rug has been donated to the Clubhouse by the Lee/Weir family. It is intended to replace the sisal rug in the great room. If anyone is interested in the sisal rug, contact the Brandts. (This would be just the pad; the committee intends to keep the liner.)
- Eric will be meeting to discuss project proposals for the Clubhouse. He is in the process of obtaining bids for replacement of the roofing and rotten shutters.

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

The Social Committee met on February 5, 2024. Attendees were Joanne Beyer, Kim David, Donna Genco, Heather Lattanzio, and Susan Sullivan

- The committee discussed the best way to get emails out to the community regarding event invitations and updates.
- Planned events for 2024:
  - March 9, 2024 - Chili Potluck at 5:30 pm. Guests will have an opportunity to vote on their favorite chili. The committee will supply chili fixings and bottled water.
  - May 4, 2024 – Derby Day with a Cinco de Mayo theme.
  - July 4, 2024 – Reading of the Declaration of Independence with coffee and baked goods

- October 19, 2024 – Annual Party The committee is in the process of gathering proposals for food and entertainment.
- December 14, 2024 (Tentative date) – Merry Mingle
- The committee is researching opportunities for philanthropic efforts.
- The Social Committee’s next meeting is scheduled for March 4<sup>th</sup>.
- For more information, refer to the Homeowners section of the IOB website:  
<http://www.islandsofbeaufort.com/wp-content/uploads/2024/02/2024-Social-Events.pdf>

**GROUND & LANDSCAPE COMMITTEE – KATHY WHITEHEAD/CARMEN DILLARD**

- The Grounds & Landscape Committee met February 8 with Lee White of the Greenery to review and mark locations for new plantings along Islands Avenue, between the entry gate and the Phase I plantings completed in 2020. A proposal was received, totaling \$8,300. The 2024 Reserves budget includes \$15,000 for this work. The Committee recommended that the Board approve the proposal so the planting can occur this month or early March. This will provide the best opportunity for establishing new plantings while it is still cool. The Board approved the proposal.
- Southern Tree removed and treated with herbicide the marked Chinese Tallow trees from several locations around IOB. A few marked trees were missed which Robert Bundy followed up on with Southern Tree.

**January 2024 Greenery Update from Carmen Dillard**

- Retention Pond Clean-up
  - The cleaning of and bush hogging around the retention pond by the basketball is mostly complete except for some dog fennel below the pond closer to the marsh and alongside the school district property line. The recent weather conditions in the past 2-3 weeks (frost and rain) has delayed the crew from completing that work. Weather permitting, this area remains a top priority to finish the clean-up.
  - The pond off of Sunset Court was initially blocked during the past month by a fallen tree, which The Greenery removed. This pond is now in the process of being cleaned.
  - John Buzzell has been cutting up larger limbs in retention ponds and having the crew remove them.
- Deer Island
  - The front entrance to Deer Island received fresh pine straw.
  - The dead viburnum in the landscape island on the north side of DI was removed. At this point, it appears that the remaining viburnum will fill in that area given enough time. The Greenery will keep an eye on the area and let us know if it ultimately should be replaced.
  - *Question to G&LC and the Board:* Is there a recommendation for work that needs to be done in the area just past the DI Gate and before the bridge? (David will check.)
- Clubhouse
  - The distillium and Plum Yew planted in front of the Clubhouse were treated with deer repellent and will be monitored for further deer activity.
  - Since there was a larger than usual water bill for the Clubhouse, Lee White with The Greenery will check the sprinkler system there to make sure there is no leakage that might be contributing to this increase.

- Children's Park/Playground Area
  - Carmen requested that the area recently mulched area near the entrance sign for Belle Grove Park be checked as deer and/or squirrels have dug up the area.
  - The crew did a clean-up of the playground area.
- Requests for Proposals/Quotes for Board Review
  - Carmen requested that when proposals or quotes are submitted from The Greenery for consideration by the IOB Board, that these be emailed both to Robert Bundy and her.
  - Carmen asked for a quote on better managing dog fennel throughout the community. John Buzzell is preparing a quote.
  - Lee White sent a proposal for installing buffering plants along Islands Avenue for the Board to review.
- Cotton Island
  - Clean up of Lot 17 is on The Greenery punch list. There are several fallen limbs that they will remove.
  - The lawn area was treated for weeds (particularly Dollar Weed) a few months ago, but this was not as successful as hoped. The area will be treated again in the spring so the grass has plenty of time to grow back in those affected areas. If needed, additional grass seed will be applied to prevent bald spots (and further weeds.)
- Community Area Plants Damaged by the Recent Frost
  - The ginger at the front entrance, the Clubhouse, and to a lesser extent by the Deer Island entrance really took a hit from the recent cold weather. Damaged plants will be cut back during upcoming regular maintenance to allow adequate time to recover. Additionally, the plants will be fertilized to promote regrowth.
  - Carmen requested that the Society Garlic beds in the center area between the gates be replenished once the weather is conducive for that to be most successful.
- General
  - Kathy Whitehead located a map of the irrigation set-ups around IOB and forwarded it to Lee White with The Greenery to add to the files for IOB.
  - After the heavy rain and high winds, the week of January 8, The Greenery did an additional clean-up of storm debris.
  - On November 22, 2023, Lee White submitted a proposal for erosion remediation totaling \$1,475 for the corner of Palmetto Place and De La Gaye. This corner has historically posed a challenge of sediment washing onto the street. (Note: The proposal was submitted before construction on this lot began. Building on this lot is currently underway so landscaping design of the corner will be part of the build.) The proposal recommends using rock from Tennessee rather than rock native to the Lowcountry because the TN rock has been more successful for other jobs done by The Greenery with similar erosion challenges. (Much of the cost of this rock is transportation so the larger the amount of rock brought in at the time, the less the unit cost will be.) *Question/discussion for G&LC and the Board:* Should similar erosion control be considered in other areas that have problems with erosion? (Areas of wash between Palmetto Place to the corner of Islands Avenue and refurbishment of rock areas over the pipeline and near the entrance of Deer Island)
  - Lee White met with the GL&C committee on February 8<sup>th</sup> to get his input and suggestions for extending the landscape along Islands Avenue. A quote for this work has been submitted to the Board.

- Virtual meetings were held on January 12<sup>th</sup> and January 26<sup>th</sup> to review items pertaining to IOB. The next meeting will take place on February 23<sup>rd</sup>. Any needed correspondence until that time will be via email, text, or phone.

***Other comments/discussion during the Board Meeting:***

- The bench on the playground that has been destroyed by squirrels will be taken care of by Eric Powell.
- Open lots owned by IOB need to be cleaned up once a year by The Greenery. Carmen will discuss this with The Greenery team at the next monthly meeting.

**OLD BUSINESS**

- CI/DI Bridge Pedestrian Walkway Update (Alex)
  - Alex reported that all materials have been procured. We are looking for an open window of favorable weather that will allow the time needed for desplintering, applying primer, curing (1 day), then laying down the surface material. The “test” patch has been down for 4 months and has held up well.
- Tennis Court Repairs/Pickleball Court Conversion Status (Robert)
  - The Board approved both contracts (MAJ and Talbot Tennis) for renovating the tennis/pickleball courts.
  - Robert reported that W9 and Certificates of Insurance were received from both companies.
  - Once repairs are completed by MAJ, Talbot Tennis plans to begin work in the April/May time frame.
  - Scott Whitehead reported that the existing courts are 25 years old and resurfacing of courts is needed. The tennis court will have a dual line for pickleball if overflow is needed. A covered area structure (seating and awning) between the courts is being considered instead of a fence. The committee will need to make a decision on this soon and will get with Eric Powell to discuss further.
- Retention Pond Cleaning (Carmen) - Covered during Grounds and Landscaping Committee report.
- IOB Open Space Charter Approval and Committee Update (Alex/Linda)
  - During the last month, Board received and reviewed the charter. A motion was made to approve the charter, and it was approved by the Board. Alex Kent will serve as the Board liaison. (The Charter is at the end of this document.)
  - Linda Tunstall reports that the committee currently has 5 members (Linda Tunstall, Lori Babernitsh, Bruce Sullivan, Bill Prokop, Kat Klingler). They plan to meet once a month.
  - The committee is planning to share a map of open space with the community and will coordinate with the Grounds and Landscaping Committee (as applicable) and the Board.
  - Property owners can direct any questions/suggestions to Linda Tunstall.

**NEW BUSINESS**

- Cotton Island Floating Dock – Dredging/Repairs
  - Originally, the pierhead was over water but over time has become landlocked along with the floating dock. Silting is a significant problem (unable to get to other docks). It is healthy for boats to come and “blow out” the area which has not happened lately.

- The embankment across from floating pier is substantial. Now the channel is deep and narrow and no longer has fast flowing water.
- Water is flowing faster near the floating dock and starting to fracture the structure. Something needs to be done to avoid losing the floating dock.
- The following options were suggested from a dock builder:
  - Move the floating dock out to add about 25 feet from the pierhead
  - Dredging, which is problematic due to the likelihood that SC Ocean and Coastal Resource Management (OCRM) would not approve.
- Any option will require permitting. The cost is \$2,500 for permitting to provide allowable options that will be considered by OCRM. A contract would be awarded to one of the pier builders. The Board approved the motion and expenditure to spend \$2,500 for permitting.
- It takes approximately 6-9 months to get a permit.
- Access/Security System Issues and Contract Update
  - Access/Security System Issues*
    - On February 4<sup>th</sup>, some kids entered Deer Island (DI) past midnight and rang the doorbell at the Genco's house. There were also reports of spot lighting on DI houses.
    - The security video was obtained and the identity of the kids was determined. The parents were contacted, and the kids admitted to the pranks. They have since met with the Gencos.
    - Upon further investigation, this situation uncovered some issues about getting access to enter DI and coming into community as a whole.
      - Alex researched the lists of codes and discovered a significant number of people/vendors who have access. Some of these have rolled over the last several years.
      - Some may have been given access to all areas, including DI. That has been fixed.
      - There are a large number of temporary numbers. (Cleaning services, contractors, landscaping services) In many cases, these are likely compromised, have existed for years, and need to be cleaned up.
      - It was discovered that there are 46 realtor codes for IOB. Board members voted to have a universal realtor code rather than individual codes.
      - All codes for IOB owners who are not DI residents have been removed. Some vendors (such as Year Round Pool) have access to mainland and DI if they service properties in both areas.
      - Research is being conducted on which vendor codes have not been used in a while so these can be removed.
      - DI residents can report people who should not be on the island, including IOB mainland neighbors who should not have access to DI unless invited by a DI resident.
      - Alex will send out a communication to all IOB property owners to ask people to control and be compliant with codes.
      - Frank Genco extended his thanks to Alex regarding the recent situation and suggested that residents be reminded that their invited guests need to abide by the rules of the community.

- Mitch Mitchell expressed his concern about giving codes to vendors who share them with others. He asked if there might be a reliable phone option.
- Kathy Whitehead reminded the group that the line of people individually punching in a code can back up vehicles to Mink Point.
- Alex reported that a large number of codes have been established over the years and more stringent systems of checks and balances need to be in place. A number of options are being considered and discussed by the Board to tighten security measures.

***Security System Contract Update***

- The Board is in the process of seeking bids for new gate security systems that are fully waterproof, have full upgrades, and include cameras to DI and the main gate so that people can view people entering through the gates.
  - David Jussaume asked if there might be some functionality for geofencing and controlling things by phone. Alex responded that we can pay for those features or they can be add-ons. Currently, we don't currently subscribe to this feature.
  - Individuals can set up temporary guest codes. Some can be paid for as a community or individuals can subscribe on phone.

**A MOTION WAS MADE TO ADJOURN AT 3:08 PM. THE BOARD ADJOURNED AND WENT INTO EXECUTIVE SESSION.**



## **IOB Open Space Committee Charter**

### **Mission:**

The Open Space Committee is a temporary committee authorized by the Islands of Beaufort Homeowners Association Board of Directors (BOD). The objective of the committee will be to assist the BOD by gathering input and conducting analysis for development of an open space plan and utilizing our open space to its full potential.

### **Purpose:**

The purpose of the IOB Open Space Committee shall be:

- **Advisory:** Serve the BOD as a source of advice, feedback and assistance in matters pertaining to open space within the IOB community. Operating in collaboration with the Board, Committees, and other bodies and agencies, this work will include, but is not limited to:
  - Developing, updating and maintaining an IOB open space plan. Supporting consistent and effective implementation of open spaces within the community,
  - Identifying, prioritizing and recommending plans for existing/future open space, and recommending plans for acquisition of additional open space for the community,
  - Developing and recommending policies, strategies and opportunities to support the conservation, restoration and stewardship of open space.
- **Stewardship:** Work collaboratively with the BOD, Committees and community members to promote and ensure the stewardship of the natural and physical resources associated with IOB open spaces.

### **Responsibilities:**

The Committee will carry out its mission and purpose by:

- Identifying and presenting recommendations for the use of existing open space areas within IOB
- Foster community engagement of IOB open spaces
- Identify potential areas/lots for the expansion of open space within IOB, to include economic feasibility
- Communicate findings to the IOB Board Liaison for Open Space

- Meet with Board Liaison and others, as requested, to develop solutions and cost estimates. Stay apprised of open space budget status, as applicable.
- As requested by the Liaison or BOD, help implement solutions and monitor projects to completion.
- Provide input for the annual operating budget and the Capital Reserves plan and budget.

**Membership:**

The Committee will consist of 3 to 6 IOB property owners in good standing, preferably with representation from Belle Grove, Deer Island and Cotton Island. One member shall be appointed Chairperson by the Board and there shall be a liaison from the BOD appointed by the Board. The members of this Committee shall be volunteers.

**Meetings:**

The Committee will meet at least quarterly and more often as needed.