

KIAWAH ISLAND
COMMUNITY
ASSOCIATION

BOARD OF DIRECTORS

Meeting Minutes

July 13, 2020 at 1 p.m.

Virtual Meeting

Directors Present:

Sue Schaffer, Dave Morley, Diana Mezzanotte, David DeStefano, Jerry McGee, Brad McIlvain,
Townsend Clarkson

Others Present:

Roger Warren, KIGR President

Staff Present:

Jimmy Bailey - COO, Holly Newman - Executive Office Administrator

Member Comments

Sam Chapman - concerns about behavior of people on the island, trash on the beach

Jeff Collins - support of allowing an exemption to KICA's rules and regulations, specifically to allow
Class 1 ebikes and trikes to be used on the island



Larry Rosenfeld - support of allowing eBikes

Meeting Minutes

Chair Diana Mezzanotte called the meeting of the Kiawah Island Community Association Board of Directors to order.

The minutes from the May 4, 2020 Board of Directors meetings were reviewed. Director Townsend Clarkson moved to approve the May 4 minutes, as presented. Director Dave Morley seconded the motion. The motion passed unanimously.

Chair Comments, Diana Mezzanotte

- Welcome to Johnny Wallace, Director of Finance and Administration
- An update on the joint TOKI and KICA task force for SLR adaptive management. Phase one of the Adaptive Management Plan will begin with a planned November completion date. This entire approach, including Phase one, will probably take over two years to complete. Presentations are available at <https://www.kiawahisland.org/virtual-town-council-meeting-tuesday-july-7/>.
- Update on the task forces mentioned in the May Digest:
 - The Nominating Committee is now the Board Education Recruitment Committee. Revamp of committee charter done by directors Brad Mcilvain, Sue Schaffer and Townsend Clarkson. Director Brad Mcilvain will present details at today's meeting.
 - The HR Task Force, led by director Dave Morley, and I is in the process of selecting an outside consultant to do a benchmarking review of KICA jobs and our performance evaluation process. Task force members include property owners, Richard Ames, Bert Hefke, Beth Zampino.
- The KICA Board Policies have been reviewed and Jimmy will report on status today
- Thank you to property owners for their patience and acceptance of the policies KICA has put in place to keep them and our staff healthy and safe during this health crisis.



COVID-19 Update, COO Jimmy Bailey

- While the situation continues to evolve, KICA and its various departments are all open, though with modified operations in some areas
- Sandcastle pools are open with a reservation system that limits the number of participants per swim session. The daily capacity, split across multiple swim sessions, is 360 people, which exceeds our typical attendance during normal operations. After an initial learning curve, the new reservation system is working well for most members.
- Jimmy, asked Sarah Bond, HR Director, to give an update on the procedures in place for employee testing and illness.
- MUSC's Back to Business division, a team of doctors, nurses, and infectious disease experts conducted site visits at KICA facilities and provided guidance on operational procedures. They are providing ongoing guidance as the COVID situation evolves.

Treasurer's Report, Dave Morley

- A review of the financial position through May 2020. Morley also commented on June performance, though the books have not been completely closed
- A recommendation from the Finance Committee to refinance the existing mortgage of approximately \$425k, reducing the interest rate from 3.6% to 2.9%. The new loan will have the same maturity date as the existing mortgage, and it will not be secured by a mortgage on the building and there are no closing costs or prepayment penalties. **The committee recommendation does not require a second. The board voted unanimously to approve the recommendation.**
- A budget reforecast that includes the COVID impact will occur in August, after July books are closed. At that time, the Finance Committee will make recommendations on whether to restore spending that staff had held back in light of COVID uncertainty. However, staff has requested immediate approval to lift the hiring freeze in security, as the department is operating many positions short. **The committee recommendation does not require a second. The board voted unanimously to approve the recommendation.**

New Business:



Policy Manual: COO Jimmy Bailey reported on the process to update KICA's policy manual, including conversion of all policy documents to a digital format. All were then reviewed, and a recommendation was made to the board to deem twelve policies as Active, with all other policies deemed obsolete and no longer in force. David Destefano moved to approve the recommendation. Dave Morley seconded the motion. The board voted unanimously to approve the recommendation.

Nominating Committee Task Force: Director Brad McIlvain presented the final recommendation on the Nominating Committee. The recommendation includes:

- Disbanding the Nominating Committee
- Forming a new committee named The Outreach and Education Committee

The change in structure ends the practice of endorsing candidates. Also, the committee will not vet candidates. The Outreach and Education Committee will solicit and educate potential candidates and assist in collecting information for candidate statements, videos and member forums. **David Destefano moved to accept the recommendation and charter as presented. Townsend Clarkson seconded the motion. The board voted unanimously to approve the recommendation.**

Pedal Assist E-Bikes: Vice-Chair David Destefano presented a possible rule change for discussion to allow EBikes with restrictions on type, age or medical need, registration and fee. Discussion ensued and included the following comments:

- Addressing safety and condition of bike paths
- Limit per property and/ or qualified members within household
- Enforcement

No vote was taken. The proposal will be shared with the community for feedback.

Reports

I.T. Task Force: Director Jerry McGee provided an update on the IT Task Force, commenting that the project is on track and going very well. The overall goals of increased productivity and decreased



redundancies will be met. Jerry gave thanks to task force members Rajan Govindan, Richard Ames and owner Cynthia Hadley as a consultant for their time and assistance with this project.

Chief Operating Officer's Report

Jimmy Bailey reported on the following:

- Some MR & R projects were delayed due to COVID related spending freezes. Road rejuvenation will occur in the fall
- Timber bridge repairs are on schedule
- Water management projects are on schedule, with the Pond 30 and Trumpet Creeper to be completed this year. Others are in detailed planning and engineering.

There being no further business the meeting adjourned at 2:51pm.

Member Comments

Ilene Olinoff

- protocol of how you deal with positive COVID cases, contact tracing etc.
- Martha and Will, new owners wanted to take this quick opportunity to introduce themselves. They are the proud purchasers of a home on Sea Forest that we closed on in early June.

Respectfully submitted,

Holly Newman, Assistant Secretary

