

Notice of the 2018 Annual Homeowners Meeting

for

Windmill Harbour Association

Saturday, November 10, 2018

9:30 a.m.

The Westin Resort, 2 Grasslawn, Hilton Head Island SC 29928

DATE: October 10, 2018

TO: All Windmill Harbour Property Owners

FROM: Windmill Harbour Association Board of Directors – Don Baldwin, President; Tim Golde, Vice President; Jan Stasiak, Secretary; Laurie Burke, Treasurer; Jim O’Sullivan, Director; Gary Woods, Director; Al Graham, Director; Tom Crews, Director; Jose Llorens, Director

RE: Windmill Harbour Association 2018 Annual Meeting

Notice is hereby given to all Owners of record that the Annual Meeting of Windmill Harbour Association will be held Saturday, November 10, 2018 at 9:30 a.m. at The Westin Hilton Head Island Resort and Spa in Port Royal Plantation.

The goals for the meeting are as follows: (i) to approve the 2017 annual meeting minutes, (ii) to introduce the candidates for the Board of Directors, and (iii) to ratify the 2019 Board recommended operating budget.

Please note the enclosed items:

- ◆ Proxy necessary to conduct the meeting
- ◆ Agenda for the meeting
- ◆ The Board recommended 2019 operating budget
- ◆ 2017 Annual Meeting minutes
- ◆ 2018 Accomplishments

PROXY - Whether you are planning to attend the meeting or not, PLEASE take the time to complete the enclosed proxy. Please return it immediately in the enclosed self-addressed stamped envelope, by fax (843-785-3901) or by e-mail (Jaime@MCHHI.com). Please return your proxy by not later than 3p.m., Friday, November 9, 2018. Attaining a quorum, either in person or by proxy, is critical so that the business of the meeting may be conducted. *Please RETURN YOUR PROXY.* The specific item on the proxy to be voted on is the 2019 operating budget.

BOARD CANDIDATES – The Board of Directors consists of nine (9) owners who serve three (3) year staggered terms. The term begins January 1st following election. This year there are three (3) full term seats up for election. An election ballot and the candidate information will be mailed to you three (3) days after the annual meeting. You may view candidate information now by logging into www.windmillharbour.org.



Going Green: Please bring this package with you to the annual meeting as extra copies of its contents will not be provided.

If you have any questions, please contact Jaime Fenstermaker via the e-mail address above or at 843-785-4775 ext. 110.

We look forward to seeing you on Saturday, November 10, 2018 at 9:30 a.m. Mark your calendars and plan to attend. Coffee will be served during sign in, which begins at 8:45 a.m.

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PROXY

2018 Annual Meeting for Windmill Harbour Association

Account #: _____

Date: _____ Street Address and/or boat slip within community: _____

Owner Signature: _____ Co-Owner Signature: _____

Print Owner Name: _____ Print Co-Owner Name: _____

1. The above signed, as member(s) of **Windmill Harbour Association** do hereby appoint [Indicate by filling in the circle at (A) or (B). If your choice is (B), print the name of proxy holder.]:

☐ (A) **DONALD BALDWIN**, President of the Association, or any other officer or director of the Association in attendance the President so designates in his/her absence;

OR

☐ (B) _____
(NAME OF PROXYHOLDER)

as my true and lawful attorney-in-fact and proxy holder, to vote in my place and stead on my behalf, and in accordance with my direction as indicated herein below, and on any other matter properly presented at the meeting in his/her sole discretion, as though I myself were present and voting, with power of substitution, at the **Annual Meeting of Windmill Harbour Association**, to be held at **9:30 a.m. on Saturday, November 10, 2018 at The Westin Resort**. This Proxy is revocable by the Property Owner and is valid only for the meeting for which it is given and any lawful adjournment. In no event is the Proxy valid for more than ninety (90) days from the date of the original meeting for which it was given.

IN THE EVENT I FAIL TO SELECT (A) OR (B) ABOVE, OR I FAIL TO INSERT THE NAME OF MY PROXYHOLDER, IT IS MY INTENT AND I DO HEREBY APPOINT DONALD BALDWIN, PRESIDENT OF THE ASSOCIATION, OR ANY OTHER OFFICER OR DIRECTOR OF THE ASSOCIATION IN ATTENDANCE HE SO DESIGNATES IN HIS ABSENCE.

2. I direct my proxy holder to vote as indicated below on the issue that will be presented for approval at the annual meeting (**and in the event I have not indicated my direction under (A) below, then I direct my Proxyholder to cast my vote on that issue in his/her sole discretion**):

(A) Approval of the Board Recommended 2019 Operating Budget. **Your Board of Directors recommends a vote FOR this issue.**

☐ For ☐ Against ☐ Abstain ☐ Proxy holder may vote as they see fit on my behalf

*Return this proxy to IMC Resort Services, 2 Corpus Christi, Ste. 302, Hilton Head, SC 29928,
by fax to 843-785-3901 or by e-mail to Jaime@IMCHHL.com.*

Per the Covenants & ByLaws, any Member who is more than 90 days delinquent in the payment of POA fees or any other fees or costs due to the Association shall not be eligible to vote in person or by proxy, at the Annual Meeting.

YOUR PROXY MUST BE RETURNED TO THE OFFICE OF IMC RESORT SERVICES BY 3:00 PM, FRIDAY, NOVEMBER 9, 2018 TO BE VALID.

AGENDA

Windmill Harbour Association

ANNUAL HOMEOWNERS MEETING

SATURDAY, NOVEMBER 10, 2018

9:30 a.m. at The Westin Resort

- I. Roll Call / Call to Order
- II. Proof of Notice of Meeting or Waiver of Notice
- III. Reading and Approval of Minutes of Preceding Meeting
- IV. Unfinished Business
- V. Committee Reports – 2018 Achievements & Future Plans
- VI. New Business
 - A. 2019 Operating Budget Review and Ratification
- VII. Nominations & Introduction of Director Candidates
- VIII. Adjournment

MINUTES
WINDMILL HARBOUR, POA
2017 Annual Homeowners Meeting
Saturday, November 11, 2017
9:30am at The Westin Resort

- I. **Roll Call / Call to Order** – Donald Baldwin called the meeting to order at 9:33am. The Board then introduced themselves and their positions on the Board. Donald Baldwin took a moment to thank the Board and IMC for all of their hard work throughout the year, especially with two hurricanes. In honor of Veterans Day, Mr. Baldwin also took a minute to thank the Veterans in attendance.
- A. **Directors Present** – Donald Baldwin, President; Jan Stasiak, Vice President; Jose Llorens, Secretary; Laurie Burke, Treasurer; Tom Crews, Director; John Case, Director; James O'Sullivan, Director; Al Graham, Director; Tim Golde, Director
- B. **Owners Represented** – 52.25%
1. **In Person** – 14.09%
2. **By Proxy** – 38.16%
- C. **Guests** – Mr. Dan Saxon, Association's legal counsel
- D. **IMC Representatives Present** – Jaime Fenstermaker, Association Manager; Craig Fenstermaker, VP of Operations & COO; Lyndsey Dorshimer, Minutes
- II. **Proof of Notice of Meeting or Waiver of Notice** – Donald Baldwin reported that the notice of the annual meeting was mailed to all owners by US Mail on October 11, 2017.
- III. **Reading and Approval of Minutes of Preceding Meeting** – Jack Lee (132 Harbour Passage) made a motion to waive the reading of the 2016 Annual Meeting minutes and accept them in to record as presented. Edward Forrest (51 Crosstree) seconded the motion. The motion passed without opposition.
- IV. **Unfinished Business**
- A. **Hurricane Matthew** – Laurie Burke reviewed the expenses related to Hurricane Matthew cleanup, stating that roughly \$1.0 million was spent. Ms. Burke stated they are looking at different options on how to fund disaster recovery in the event this would happen again. One of the options that will be considered is a possible Covenant change, which would vest the Board with Assessment Authority, limited to natural disasters and the amount of bank debt.
- V. **Committee Reports – 2017 Achievements and Future Plans** – Mr. Baldwin asked that all Committee members stand so that they may be recognized. He also reminded owners that a copy of the "Committee Accomplishments" were provided in the annual meeting package. The following Committees provided additional information for plans going in to the future.
- A. **Traffic Committee** – Michael Garrigan, Chairman of the Traffic Committee, addressed the owners and the Board regarding the Jenkins Island traffic safety improvements. There have been a number of setbacks and changes to 278, however, it is still moving along. The planning, engineering and design work expected to be completed by the end of this calendar year. Once this has been

accomplished, bids will be sent out to construction firms. The Town assures construction will begin in the first quarter of 2018 with a minimum of 15 to 18 months for completion. One thing that has to be accomplished is gaining access to an extensive amount of property on the north side of hwy 278 owned by the Town of Hilton Head. This property is needed in order to increase the number of lanes from 2 to 3. SCDOT has the final approval of this project and it is being funded 100% by the County of Beaufort.

- B. Long Range Planning (LRP) Committee** – Al Graham stated that the LRP Committee has been working on two main items; an Amenities Survey, and the Promenade Re-Surfacing Project. The purpose of the survey is to provide the Long-Range Planning Committee and Board of Directors a good representation of the preferences and priorities of current property owners to be used as a guide for future long-term planning and development of amenities for the community. The existing shell surface of the promenade is in need of replacement. The Board has chosen Bahamas Coral as the best replacement option and hopes to go forward very soon and it will take about two to three weeks to install.
- C. Marketing Committee** – John Case reported on several accomplishments of the marketing committee this year. The new website is in the final stages of development and should be complete, within budget, shortly. They did a quick overview of the new website for owners to see how it functions and what information they can find while on it. The Marketing Committee has also created a new marketing brochure, as well as a new welcoming Committee brochure. They are also working hand in hand with the Boat Show.
- D. Governing Documents** – Jan Stasiek stated that the Covenants and Bylaws for Windmill Harbour have been restated and will be mailed to the membership for approval by referendum. He stressed that no changes were made to the governing documents. The proposed restated covenants and bylaws merges all the amendments into the one main document. The Board has voted in favor of the restated documents, however, each owner will be receiving a copy for review. A vote will be needed from the membership to accept these restated documents, as presented. Don Baldwin thanked Jan Stasiek and the Committee members involved in helping with this.

VI. New Business

- A. Ratification of Appendix 5C-1** – Craig Fenstermaker explained that by the owners ratifying Appendix 5C-1, any excess of membership income over expenses for the year ended 2017 shall be applied against the subsequent tax year member assessments. **Edward Forrest (51 Crosstree) made a motion to ratify Appendix 5C-1. Chip Wiggins (10 Sailing) seconded the motion. The motion passed without opposition.**
- B. 2018 Operating Budget Review & Ratification** – Donald Baldwin thanked Laurie Burke and the Finance Committee. Laurie Burke presented the Board recommended 2018 operating budget with the membership, starting with reviewing the balance sheet and income statement. **Donna Porter (55 Harbour Passage) made a motion to ratify the 2018 Board recommended operating budget as presented in the notice of mailing on October 11, 2017. Murray Weiner (46 Millwright) seconded the motion. The motion passed without opposition.**
 - 1. Capital Reserve** – Laurie Burke reviewed the projected capital spending for 2018, including upgrades such as roads/curbs and drainage, Promenade resurfacing, back gate access, Hydrologic lagoon study and maintenance truck, totaling \$650K. Laurie Burke also reviewed the Accounts Receivables as of September 30, 2017, as well as the insurance coverage and lines of credit with Wells Fargo.

- VII. Nominations & Introduction of Director Candidates** – Donald Baldwin stated there are four seats up for election on a 9 person Board. John Case has elected not to run for another term. Mr. Baldwin

thanked him for his three years of service on the Board. Jan Stasiak stated there are three seats with full 3-year terms and one seat with 1-year remaining of the term. The candidate with the fewest votes will be elected to the one-year term, per the Covenants. Mr. Stasiak then introduced the six candidates, including Donald Baldwin, Timothy Golde, James O'Sullivan, Ron Geller, Cathi Johansen and Gary Woods. Hearing no nominations from the floor, the six candidates in attendance then gave a quick bio of themselves. Cathi Johansen was not present.

VIII. 2018 Annual Meeting – Saturday, November 10, 2018 at 10:00am.

IX. Adjournment – With no further business to discuss at this time, **Michael Garrigan (57 Sparwheel) made a motion to adjourn the meeting at 11:30am. Dennis Miller (50 Harbour Passage) seconded the motion. The motion passed without opposition.**

DRAFT

Windmill Harbour Association
2019 BOARD RECOMMENDED OPERATING BUDGET

	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Approved</u>	<u>Recommended</u>
	<u>2017 Year End</u>	<u>7/31/2018</u>	<u>2018 YE</u>	<u>2018 Budget</u>	<u>2019 Budget</u>
INCOME					
<u>Assessment Income</u>					
50301 POA Fees - Unit Dwelling 348	\$ 972,900.00	\$ 733,905.00	\$ 978,540.00	\$ 978,540.00	\$ 981,360.00
50302 POA Fees - Lot Dwelling 77	\$ 112,800.00	\$ 82,485.00	\$ 109,980.00	\$ 109,980.00	\$ 108,570.00
50303 POA Fees - Consolidated Lots 4	\$ 2,820.00	\$ 2,115.00	\$ 2,820.00	\$ 2,820.00	\$ 2,820.00
50304 POA Fees - Boat Slips 258	\$ 181,890.00	\$ 136,417.50	\$ 181,890.00	\$ 181,890.00	\$ 181,890.00
50305 POA Fees - SCYC	\$ 65,552.00	\$ 49,164.00	\$ 65,552.00	\$ 65,552.00	\$ 65,552.00
TOTAL Assessment Income	\$ 1,335,962.00	\$ 1,004,086.50	\$ 1,338,782.00	\$ 1,338,782.00	\$ 1,340,192.00
<u>Gate Receipts</u>					
50607 Decal Income	\$ 111,640.00	\$ 81,805.00	\$ 98,265.00	\$ 110,000.00	\$ 98,000.00
50901 Daily Pass Income	\$ 99,155.00	\$ 65,615.00	\$ 114,330.00	\$ 100,000.00	\$ 114,000.00
TOTAL Gate Receipts	\$ 210,795.00	\$ 147,420.00	\$ 212,595.00	\$ 210,000.00	\$ 212,000.00
<u>Other Income</u>					
50306 Lot Maintenance Fees	\$ 21,573.00	\$ 21,440.00	\$ 21,440.00	\$ 22,080.00	\$ 21,440.00
50601 Late Fees	\$ 3,679.83	\$ 4,330.45	\$ 7,693.45	\$ 2,500.00	\$ 4,000.00
50605 ARB Income	\$ 16,300.00	\$ 20,600.00	\$ 31,650.00	\$ 12,000.00	\$ 12,000.00
50700 Interest Income	\$ 1,238.19	\$ 1,962.23	\$ 3,362.23	\$ 800.00	\$ 3,000.00
50900 Other Income	\$ 4,292.58	\$ 1,808.36	\$ 1,808.36	\$ 1,000.00	\$ -
TOTAL Other Income	\$ 47,083.60	\$ 50,141.04	\$ 65,954.04	\$ 38,380.00	\$ 40,440.00
TOTAL Income	\$ 1,593,840.60	\$ 1,201,647.54	\$ 1,617,331.04	\$ 1,587,162.00	\$ 1,592,632.00
EXPENSE					
<u>Administrative</u>					
60102 Bank Service Charges	\$ 800.00	\$ 86.67	\$ 884.67	\$ 750.00	\$ 885.00
60103 Management Fees	\$ 115,164.00	\$ 67,179.00	\$ 115,164.00	\$ 115,164.00	\$ 95,250.00
60104 Legal Fees	\$ 9,056.56	\$ 572.00	\$ 6,847.00	\$ 10,000.00	\$ 8,000.00
60107 Administration Expenses	\$ 17,675.37	\$ 5,048.17	\$ 16,308.17	\$ 17,800.00	\$ 15,500.00
60115 Annual Meeting	\$ 11,760.41	\$ -	\$ 11,500.00	\$ 10,000.00	\$ 7,000.00
60118 Misc Taxes, Fees & Licenses	\$ 7,081.27	\$ 1,774.00	\$ 8,874.00	\$ 5,700.00	\$ 9,000.00
60119 Audit & Tax Prep	\$ 13,249.22	\$ 1,200.00	\$ 15,600.00	\$ 13,200.00	\$ 14,400.00
60121 Capital Asset & Reserve Study	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00
60140 Service Bonuses	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,500.00
TOTAL Administrative	\$ 174,786.83	\$ 75,859.84	\$ 183,177.84	\$ 172,614.00	\$ 164,535.00

	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Approved</u>	<u>Recommended</u>
	<u>2017 Year End</u>	<u>7/31/2018</u>	<u>2018 YE</u>	<u>2018 Budget</u>	<u>2019 Budget</u>
<u>ARB</u>					
60170 ARB Administration	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 32,385.00
60171 ARB Digitization	\$ -	\$ 8.48	\$ 508.48	\$ 600.00	\$ 500.00
60172 Bldg/Landscape Inspections	\$ 3,865.00	\$ 1,733.52	\$ 2,983.52	\$ 5,000.00	\$ 4,000.00
TOTAL ARB	\$ 8,865.00	\$ 6,742.00	\$ 8,492.00	\$ 10,600.00	\$ 36,885.00
<u>Common Element Maintenance</u>					
60117 MOA Shared Expenses	\$ 7,663.70	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
60304 Landscaping Contract	\$ 190,926.00	\$ 110,691.00	\$ 189,756.00	\$ 189,756.00	\$ 193,560.00
60305 Swimming Pool Contract	\$ 8,794.18	\$ 4,531.17	\$ 8,131.17	\$ 8,500.00	\$ 11,500.00
60328 Vacant Lot Maintenance	\$ 21,183.00	\$ 12,356.75	\$ 21,183.00	\$ 21,183.00	\$ 20,580.00
60402 Maintenance Supplies	\$ 30,025.72	\$ 13,143.99	\$ 22,643.99	\$ 30,000.00	\$ 26,000.00
60404 Storm Maintenance	\$ 10,930.00	\$ 928.27	\$ 1,588.27	\$ 5,000.00	\$ 5,000.00
60406 Vehicle Repairs/Maintenance	\$ 9,550.87	\$ 3,074.04	\$ 4,574.04	\$ 3,000.00	\$ 3,000.00
60441 Landscape Other	\$ 46,064.26	\$ 9,390.84	\$ 17,885.84	\$ 41,000.00	\$ 19,000.00
60442 Landscape Enhance & Replace	\$ -	\$ 19,030.08	\$ 19,030.08	\$ -	\$ 22,000.00
60443 Tree Trimming/Maintenance	\$ 14,752.00	\$ 9,040.00	\$ 25,015.00	\$ 30,000.00	\$ 25,000.00
60444 Irrigations Repairs	\$ 3,624.38	\$ -	\$ 576.00	\$ 7,000.00	\$ 3,600.00
60701 Maintenance Contract	\$ 66,000.00	\$ 38,500.00	\$ 66,000.00	\$ 66,000.00	\$ 62,865.00
60702 Maintenance Other	\$ 46,488.95	\$ 32,461.70	\$ 41,127.70	\$ 40,000.00	\$ 42,000.00
TOTAL Common Element Maint	\$ 456,003.06	\$ 253,147.84	\$ 417,511.09	\$ 446,439.00	\$ 439,105.00
<u>Insurance</u>					
60200 Insurance Expenses	\$ 30,359.30	\$ 31,454.55	\$ 53,904.55	\$ 27,000.00	\$ 55,500.00
TOTAL Insurance	\$ 30,359.30	\$ 31,454.55	\$ 53,904.55	\$ 27,000.00	\$ 55,500.00
<u>Marketing & Member Relations</u>					
60130 Marketing Expenses	\$ 3,750.00	\$ 3,306.16	\$ 8,066.16	\$ 20,000.00	\$ 27,800.00
60133 Community Events	\$ 17,155.54	\$ 1,469.78	\$ 18,975.78	\$ 18,000.00	\$ 19,000.00
60134 Communications	\$ 3,475.92	\$ 5,423.54	\$ 5,423.54	\$ 5,000.00	\$ 5,000.00
TOTAL Marketing & Member Relations	\$ 24,381.46	\$ 10,199.48	\$ 32,465.48	\$ 43,000.00	\$ 51,800.00
<u>Other Expense</u>					
60108 Bad Debt	\$ (10,814.00)	\$ 3,500.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
60136 Depreciation Expense	\$ 39,638.15	\$ 22,468.04	\$ 38,518.04	\$ 38,000.00	\$ 40,000.00
TOTAL Other Expense	\$ 28,824.15	\$ 25,968.04	\$ 44,518.04	\$ 44,000.00	\$ 46,000.00

	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Approved</u>	<u>Recommended</u>
	<u>2017 Year End</u>	<u>7/31/2018</u>	<u>2018 YE</u>	<u>2018 Budget</u>	<u>2019 Budget</u>
<u>Security</u>					
60135 Emergency Preparedness	\$ 2,427.87	\$ 406.00	\$ 1,561.00	\$ 3,000.00	\$ 2,200.00
60311 Security Contract	\$ 465,531.96	\$ 277,093.89	\$ 474,943.89	\$ 474,844.00	\$ 451,252.00
60458 Security Holiday Gifts	\$ 4,150.00	\$ -	\$ -	\$ 4,000.00	\$ -
60459 Security Equipment	\$ 7,229.86	\$ 3,245.68	\$ 6,732.68	\$ 6,500.00	\$ 6,700.00
60460 Security Supplies	\$ 8,669.05	\$ 2,991.76	\$ 5,116.76	\$ 10,000.00	\$ 8,000.00
60461 Security Vehicle Maint/Repair	\$ 1,336.55	\$ 491.46	\$ 1,041.46	\$ 2,000.00	\$ 1,200.00
60462 Gate House Maint & Repairs	\$ 2,501.50	\$ 3,199.72	\$ 5,639.72	\$ 5,000.00	\$ 3,000.00
TOTAL Security	\$ 491,846.79	\$ 287,428.51	\$ 495,035.51	\$ 505,344.00	\$ 472,352.00
<u>Utilities</u>					
60501 Internet & Telephone Expense	\$ 22,230.70	\$ 12,967.07	\$ 22,242.07	\$ 22,700.00	\$ 22,400.00
60503 Electricity	\$ 16,902.15	\$ 11,428.52	\$ 19,603.52	\$ 19,000.00	\$ 21,000.00
60504 Water & Sewer	\$ 18,122.27	\$ 9,911.10	\$ 16,986.10	\$ 18,000.00	\$ 18,000.00
60505 Security Lights	\$ 25,137.47	\$ 14,751.35	\$ 25,286.35	\$ 25,200.00	\$ 25,200.00
60506 Propane	\$ 224.94	\$ (112.47)	\$ 37.53	\$ 225.00	\$ -
TOTAL Utilities	\$ 82,617.53	\$ 48,945.57	\$ 84,155.57	\$ 85,125.00	\$ 86,600.00
TOTAL Expense	\$ 1,297,684.12	\$ 739,745.83	\$ 1,319,260.08	\$ 1,334,122.00	\$ 1,352,777.00
Net Operating Income / Loss	\$ 296,156.48	\$ 461,901.71	\$ 298,070.96	\$ 253,040.00	\$ 239,855.00

<u>Member Type</u>	<u>2018 Fee</u>	<u>2019 Fee</u>
Unit	\$ 2,820.00	\$ 2,820.00
Lot	\$ 1,410.00	\$ 1,410.00
Consolidated Lot	\$ 705.00	\$ 705.00
Boat Slip	\$ 705.00	\$ 705.00
SC Yacht Club	\$ 65,552.00	\$ 65,552.00

Windmill Harbour Association
2019 PROJECTED RESERVE EXPENSES, CAPITAL PROJECTS & CONTRIBUTION INFORMATION

		<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Approved</u>	<u>Approved</u>
Replacement/Capital Resv Exp		2017 Year End	7/31/2018	2018 YE	2018 Budget	2019 Budget
70101	Roads, Curbing & Drainage	\$ 1,545.00	\$ 274,221.16	\$ 361,000.00	\$ 350,000.00	\$ -
70102	Landscape / Irrigation Improvement	\$ 1,920.00	\$ -	\$ -	\$ -	\$ -
70109	Back Gate Improvements	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -
70110	Maintenance Utility Cart	\$ -	\$ 16,760.00	\$ 16,760.00	\$ -	\$ -
70110	Maintenance Truck	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	\$ -
70115	Lagoons - Hydrologic Study	\$ -	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00
70115	Lagoons - Outfall Structures	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
70117	Promenade Surface	\$ -	\$ -	\$ 140,000.00	\$ 175,000.00	\$ 125,000.00
70118	Security Patrol Cart	\$ 13,800.00	\$ -	\$ -	\$ -	\$ -
70119	Security Equip - Camera Server	\$ 6,730.00	\$ -	\$ -	\$ -	\$ -
70120	Infrastructure Assessments - IH bridge	\$ -	\$ 5,200.00	\$ 5,200.00	\$ -	\$ -
70121	Indian Hill Bridge Repairs	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00
70112	Hwy 278 Noise Mediation	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
70122	Walkway Lighting - phase 1 of 3	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
70105	Pool - add temperature controls	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
70114	Community Dock - Expand	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
70123	Enhanced Parking	\$ -	\$ -	\$ -	\$ -	\$ 55,000.00
70108	Dog Park	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
TOTAL Replacement/Capital Resv Exp		\$ 23,995.00	\$ 296,181.16	\$ 552,960.00	\$ 650,000.00	\$ 485,000.00
CONTRIBUTION		\$ 260,000.00	\$ 195,000.00	\$ 260,000.00	\$ 260,000.00	\$ 260,000.00

WINDMILL HARBOUR ASSOCIATION
COMPARATIVE BALANCE SHEET
ACTUAL 2014 THRU 2018 ESTIMATED ACTUAL
(In Thousands of Dollars)

ASSETS	ACTUAL 12/31/14	ACTUAL 12/31/15	ACTUAL 12/31/16	ACTUAL 12/31/17	ACTUAL 7/31/18	EST. ACTUAL 12/31/18
Bank Operating Cash	\$ 163	\$ 152	\$ 226	\$ 304	\$ 452	\$ 297
Restricted Cash						
LOC Proceeds	\$ -	\$ -	\$ 104	\$ -	\$ -	\$ -
ARB Deposits	\$ 83	\$ 82	\$ 87	\$ 107	\$ 132	\$ 136
Insurance Reserve	\$ -		\$ -	\$ -	\$ -	\$ -
Total Restricted Cash	\$ 83	\$ 82	\$ 87	\$ 107	\$ 132	\$ 136
Capital Reserve Fund						
Wells Fargo	\$ 409	\$ 409	\$ 409	\$ 655	\$ 659	\$ 550
AAB	\$ 130	\$ 126	\$ 83	\$ 185	\$ 84	\$ 8
Total Capital Reserve Fund	\$ 539	\$ 535	\$ 492	\$ 840	\$ 743	\$ 558
Accounts Receivable	\$ 49	\$ 81	\$ 58	\$ 46	\$ 123	\$ 72
Less Allowance For Doubtful Accounts	\$ (39)	\$ (26)	\$ (26)	\$ (15)	\$ (19)	\$ (17)
Net Accounts Receivable	\$ 10	\$ 55	\$ 32	\$ 31	\$ 104	\$ 55
Other Receivables	\$ 25	\$ 1	\$ 112	\$ -	\$ -	\$ -
Prepaid Insurance	\$ 19	\$ 20	\$ 21	\$ 45	\$ 14	\$ 51
Property & Equipment						
Gate House	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575
Land & Improvements	\$ 204	\$ 204	\$ 204	\$ 204	\$ 204	\$ 204
Landscape Equipment	\$ 91	\$ 91	\$ 91	\$ 91	\$ 91	\$ 156
Vehicles	\$ 89	\$ 89	\$ 89	\$ 110	\$ 110	\$ 110
Street Lights	\$ -	\$ -	\$ 82	\$ 81	\$ 82	\$ 82
Maintenance Facility	\$ 23	\$ 227	\$ 230	\$ 230	\$ 230	\$ 230
Less: Accumulated Depreciation	\$ (160)	\$ (192)	\$ (231)	\$ (270)	\$ (293)	\$ (309)
Net Property & Equipment	\$ 822	\$ 994	\$ 1,040	\$ 1,021	\$ 999	\$ 1,048
TOTAL ASSETS	\$ 1,660	\$ 1,840	\$ 2,114	\$ 2,348	\$ 2,444	\$ 2,145
LIABILITIES & MEMBERS' EQUITY						
LIABILITIES						
Accounts Payable	\$ 81	\$ 81	\$ 109	\$ 79	\$ 43	\$ 96
Assessments Paid In Advance	\$ 137	\$ 137	\$ 98	\$ 187	\$ 129	\$ 142
ARB Deposits	\$ 83	\$ 83	\$ 82	\$ 107	\$ 131	\$ 136
Other	\$ 6	\$ 6	\$ 6	\$ 6	\$ 6	\$ 6
Total Liabilities	\$ 307	\$ 307	\$ 295	\$ 379	\$ 309	\$ 380
MEMBERS' EQUITY						
Retained Earnings	\$ 1,465	\$ 1,465	\$ 1,354	\$ 874	\$ 1,969	\$ 1,969
Current Year Earnings (Loss)	\$ (111)	\$ (111)	\$ 191	\$ 1,095	\$ 166	\$ (204)
Total Members' Equity	\$ 1,354	\$ 1,354	\$ 1,545	\$ 1,969	\$ 2,135	\$ 1,765
TOTAL LIABILITIES & EQUITY	\$ 1,660	\$ 1,660	\$ 1,840	\$ 2,348	\$ 2,444	\$ 2,145

Windmill Harbour Association 2018 Board of Directors

<u>DIRECTOR</u>	<u>SEAT EXPIRES</u> (term is 3 years)	<u>LIAISON TO</u>
Don Baldwin, President 843-422-2329 baldwinhhi.db@gmail.com	December 31, 2020	▶ Executive Committee
Tim Golde, Vice President 843-505-7160 tgolde@atlassurveying.com	December 31, 2020	▶ Long-Range Planning & Infrastructure Committee
Jan Stasiak, Secretary 843-422-1093 jan@stasiak.us	December 31, 2019	▶ Governance & Nominating Committee
Laurie Burke, Treasurer 210-882-6174 burke@burkecompany.net	December 31, 2019	▶ Finance Committee
Jose Llorens, Director 843-715-2170 spindlelane52@gmail.com	December 31, 2018	▶ Landscaping Committee
Jim O'Sullivan, Director 843-671-2079 osullivanj55@gmail.com	December 31, 2018	▶ Safety, Security & Emergency Preparedness Committee
Gary Woods, Director 843-338-6554 Gpaulw@aol.com	December 31, 2020	▶ Marketing & Member Relations Committee
Tom Crews, Director 843-842-3736 tzcrews@aol.com	December 31, 2018	▶ Architectural Review Board** ▶ Annexation Committee
Al Graham, Director 843-342-5755 Al@GrahamFin.com	December 31, 2019	▶ Community Relations Committee ▶ Traffic Committee ▶ Boat Show

COMMITTEES: The best way for members to participate is to come to the board meetings where committee representatives and /or their liaison on the board will give a report on their activities. Prospective volunteers can learn about what that committee does and also learn who is involved and make direct contact. The POA Board of Directors designates the committees and appoints the Board Liaison and Chairperson annually at their January or February Board meeting. Above are the existing committees and their Board member liaison. **If you have an interest in a committee, please contact the Board Liaison.**

****THE ARCHITECTURAL REVIEW BOARD** consists of 5 or 7 members, serving 3-year staggered terms, who are elected by the Association Board of Directors. Expired or vacant seats are filled at the January Board meeting each year. **If you are interested in serving on the ARB, please forward your resume to Jaime Fenstermaker at jaime@IMCHHI.com BY JANUARY 5, 2019.**

2018 Windmill Harbour Association & Committee Accomplishments

Thank you to our community volunteers, board members, chairpersons and committee members!

ARCHITECTURAL REVIEW BOARD

POA Board Liaison: Tom Crews **Chair:** Bill McGrath

Volunteers: Bob Polsen, Chip Wiggins, George Doig, Bob Till, Phil Gaines & Arthur Weitzenfeld

- One new home is nearing construction completion.
- Permits were processed & issued through ARB for multiple remodeling projects.
- Final ARB approval was granted for three new construction projects.
- Three lots are in the review process for new construction.
- Multiple permits issued for maintenance, minor alterations and tree removals.

MARKETING & MEMBER RELATIONS COMMITTEE

POA Board Liaison: Gary Woods

Marketing Chair: Nancy Baldwin & David Warren **Marketing Volunteers:** Ted Arisaka & Bill Peacher

- Launched New Website. Creating and formatting a website membership directory is in process.
- Engaged professional photographer for quality photos of the community
- Engaged Social Media professional (Facebook/Instagram)
- Assisted Welcoming Committee with creation of new booklet
- Guidance/Advise Boat Show with advertising/marketing
- Hosted Realtor Informational Cocktail Party at SCYC (eBlasts/Raffle)
- Handed off Events to new Events committee
- Co-sponsored numerous sailing events
- Welcome Bags/Information for transitory marina visitors

Events Chair: Lynn Wiggins **Events Volunteers:** Vanessa Coker, Janet Drozdowski, Sylvia Gaines & Cookie Slater

- Hosted the January Appreciation Party for 2017 event volunteers and holiday home and boat decorating contestants
- Organized the first annual "Get Your Green On," a community event held in March featuring an afternoon of Irish fun, food and games
- Coordinated the annual Fourth of July Parade with golf carts, bikes, cars and treats
- Held the second annual community Halloween "Trunk or Treat" evening including the Haunted Hallway, tailgate style trick or treating and hayride
- Currently planning activities for the 2018 Harbour Stroll including the seasonal home and boat decorating contest, refreshment stations, photo booth, family games and roving elves

Welcoming Chair: Kitty Sperry Laine **Welcoming Volunteers:** Vanessa Coker, Sylvia Gaines, Betsy Goss, Gay Reichel, Janet Drozdowski, Lori Price, Ruth Perry, Patricia Fennell, Cynthia Carlson, Anne Carroll

- Initiated New Resident Cocktail parties every six months at one of the members' homes. Everyone able to attend applauds our efforts.
- The New Residents Dinner Club was launched by the Welcoming Committee and now exists as its own entity being organized by residents and not committee members. Call Kitty Laine for details.
- Ladies Tees is a newly organized "Golf Club" for Women (9 & 18 hole players) which is launching this Fall. All members of the POA, MOA and SCYC are included. We will play at various courses both on and off island that offer a significantly reduced rate for our group.
- A "Windmill Harbour Library" will be installed near the swings on the promenade. This is a stand-alone "leave a book and take a book" stand based on a national organization, Little Libraries.

2018 Windmill Harbour Association & Committee Accomplishments

FINANCE COMMITTEE

POA Board Liaison: Laurie Burke **Volunteers:** Leigh Jones-Bailey, Dennis Henderson

- Reviewed monthly financial statements and presented to Board for ratification. Published to membership on community website.
- Oversaw preparation and audit of the 2017 certified financials by the independent firm of Webster Rogers. Their audit was completed in March and resulted in a clean opinion.
- Conducted an audit of Gatehouse receipts, cashflow, and reporting procedures, which also resulted in a clean opinion.
- Researched and evaluated for Board consideration changes in practice (and covenants) related to financial management of catastrophic events...allocation and use of reserve funds...management and investment of financial assets... and transfer fees.
- Renewed lines of credit with Wells Fargo.
- Reviewed and renewed insurance coverages related to community property, disaster recovery, and general and professional liability.
- Assisted with negotiation of three-year property management contract, to include analysis and realignment of management, ARB administration and maintenance fees.
- Proposed 2019 Operating Budget...Annual Dues...and Capital Expenses for Board approval and presentation to full membership.
- Other Duties: Assisted Board with lease v. purchase analyses of vehicles...maintained precedent for diligent collection of member fees...and advanced transition to paperless billing.

LONG RANGE PLANNING & INFRASTRUCTURE COMMITTEE

POA Board Liaison: Tim Golde **Chair:** Stephen Smith

Volunteers: George Doig, John Henderson, & Jim Irwin, Frances Umlauf (former member) & Anne Carroll (former member)

- An Amenity Survey was distributed to the membership in late 2017. Responses were due in March and the results reflect a desire on the part of the community to add, or at least consider adding, some amenities. The top 5 of 24 amenity ideas from the survey are: High Speed Internet; Walkway Lighting; Dog Park; Heated/Chilled Community Pool; Improved Community Pier Dock Space
- The committee is working to update the Long-Range Plan.
- Road Project 2018 Completed – Harbour Passage East, Indian Hill Ln., Post Mill Ln., Reef Club, Crosstree Dr., Crosstree Patio 2, Crosstree Patio 3, Sparwheel Ln. and Sailwing Ln. were resurfaced using one of three different treatments: reconstruction & full depth asphalt, asphalt overlay, and micro-surfacing.
- Indian Hill Bridge – Thomas & Hutton completed an assessment of the bridge and made repair/improvement recommendations. Repairs are budgeted for 2019.
- Promenade Resurfacing 2018 – In summary, the plans include installing a 5' shell tabby concrete sidewalk with brick accents along the outside perimeter and Bahama Coral within the remaining 10' inside perimeter of the promenade. The project includes addressing drainage and settlement issues and the MOA will be replacing the waterline that runs beneath the Promenade as part of the project. Due to the cost and complexity, the project will be completed in 5 phases over the next 3-5 years beginning fall/winter 2018. Phases 1 and 2 are along F-Dock West and East respectively. Further detail on this project is posted on the website and the plans are available for viewing at the SC Yacht Club.

2018 Windmill Harbour Association & Committee Accomplishments

BOAT SHOW COMMITTEE

POA Board Liaison: Al Graham

- Kudo's to all the volunteers, without those individuals the 2018 Show wouldn't have been successful. Attendance for the two-day event was approximately 1,100 participants surpassing the 2017 Boat Show by 210 participants. Revenues for 2018 including sponsorships, boat dealer and gate receipts were \$76,126 an increase of \$10,463 over the 2017 Show. Net income for the Show this year was \$3,460 vs net income for 2017 of \$3,307. The increase in revenues was offset by an increase in advertising/marketing and management fees. On the inception of the Show, the three partners, the POA, MOA and the Richardson Group each put up \$3,000 as seed money. The current bank balance of \$18,228 includes \$9,000 in seed and \$9,228 of profits from that last several years. One question has been asked is, why not return the seed money back to the partner's and/ or spend the profits for community functions? Simply stated, at the beginning of every Boat Show, expenditures or outlays of funds are necessary such as advertising / marketing, promotional materials and management fees amount to several thousand dollars.
- The committee is actively searching for a new manager for the 2019 Boat Show.
- The 2019 Boat Show is scheduled for May 4 & 5

TRAFFIC COMMITTEE

POA Board Liaison: Al Graham **Chair:** Michael Garrigan

Volunteers: Nick Akers, Al Graham, Charles Perry, Jim O'Sullivan

The US 278 safety improvements project this year has experienced several delays that as of late September, 2018 now estimate the start to be early January, 2019. The initial delay earlier this year had to do with some changes the SCDOT mandated to the consultant traffic engineers that pushed the project forward to the start of tourist season whereby the Town of Hilton Head asked to delay the project for at least three months. Most recently Beaufort County was given the opportunity to apply for a BUILD Grant from the US Highway Commission that would add six million dollars to the project. The grant was applied for and we are currently awaiting a response and decision on the application. If approved, the additional funds will expand the project to include a number of additional improvements that include aesthetics, curbing, drainage, etc. The Traffic Committee stays in close contact with the Beaufort County Traffic Engineering Department and will keep you posted as to any changes or updates as we proceed.

On a related issue, the Traffic Committee and Property Owners Association Board of Directors has endorsed the proposes one cent sales tax to raise a projected \$240 million for improvements to the US 278 corridor from Moss Creek intersection to Squire Pope Road. The primary expenditure of these funds will be to improve and widen the bridges onto and traveling off of Hilton Head Island. This referendum will be on the ballot in November and your vote in favor of the motion is encouraged.

SAFETY, SECURITY AND HURRICANE PREPAREDNESS COMMITTEE

POA Board Liaison: Jim O'Sullivan **Chair:** Joseph Price

Volunteers: Al Graham & Chip Wiggins

- Strict accounting of all gate passes and revenues.
- Negotiated and successfully renewed the Securitas security contract for 2019-2021 for same level and quality of services at lower cost.
- Organized a Hurricane Preparedness Meeting for the Community with the Town and County Emergency Mgmt. staff.
- Emergency debris removal contract renewed with Jones Brothers Tree Surgeons.
- Exterior and interior touch up painting of gatehouse completed.

2018 Windmill Harbour Association & Committee Accomplishments

LANDSCAPING COMMITTEE

POA Board Liaison: Jose Llorens **Chair:** Nancy Bachelder

Volunteers: Janet Drozdowski & Carol Akers

- Worked together on design, colors, and plant selection for the spring and fall plantings of flowers.
- Replaced turf in a few areas with appropriate variety of grass.
- Landscape Improvements completed in several areas including but not limited to: Old Ferry Pt., Indian Hill Pt., mailbox kiosk 74-102 landscaping, Harbour Psge. East, lagoon 3, and Harbour Psge. berm near pool.
- Organized and held a winter seminar on how to address plants that suffered from freeze or frost.

GOVERNANCE & NOMINATING

POA Board Liaison: Jan Stasiak **Chair:** Jan Stasiak

Volunteers: Bob Goss, Leonard Collins & Murray Weiner

- Finalized editing and legal review work of proposed amendments to the Covenants and By-laws. Documents are now awaiting membership approval via a mailed referendum.
- Requested candidates for the Board of Directors via the newsletter, email blasts and at Board meetings.

ANNEXATION COMMITTEE

POA Board Liaison: Tom Crews **Chair:** Phil Gaines

Volunteers: Peter Sherratt & Bill Peacher

The Town of Hilton Head would like to annex Jenkins Island and Hog Island. The committee communicates with Town staff to keep Windmill Harbour informed about the Town's progress. The Town of Hilton Head plans to conduct a meeting for Jenkins Island in October to introduce annexation, present pros and cons and answer questions. Upon receipt of details, the committee plans to email blast to the membership the meeting date and an information document provided by the Town. Annexation would ultimately be decided upon by a vote of the property owners on Jenkins and Hog Island who are registered to vote.

IF YOU ARE INTERESTED IN VOLUNTEERING YOUR TIME TO THE COMMUNITY, PLEASE CONTACT THE BOARD MEMBER LIASION TO THE COMMITTEE YOU HAVE AN INTEREST IN (SEE ENCLOSED BOARD OF DIRECTOR LISTING) OR JAIME AT JAIME@IMCHHI.COM OR 843-785-4775 EXT. 110.

Windmill Harbour Association

Owner Contact Information Sheet

Owners are responsible for informing IMC Resort Services, Inc. of their contact information. If you have not informed IMC, or there are changes to your contact information you have already provided, please update your information online at <https://owners.imchhi.com/> or complete and return this form immediately to:

IMC Resort Services, Inc.
2 Corpus Christi, Ste 302
Hilton Head Island, SC 29928

Phone: 843-785-4775
Toll-free: 877-785-4775
Fax: 843-785-3901
Website: www.imcresortservices.com
www.windmillharbour.org

Date: _____ Homeowner: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Address within Windmill Harbour if different from mailing address: _____

Telephone, Fax, Etc.

	<u>PRIMARY CONTACT</u>	<u>ALTERNATE CONTACT</u>
Name:	_____	_____
Daytime:	_____	_____
Evening:	_____	_____
Fax:	_____	_____
Mobile:	_____	_____
Alt Home:	_____	_____
Email:*	_____	_____

Please add the domains @IMCResortServices.com and @IMCHHI.com and @WindmillHarbour.org to your **SAFE SENDERS list so that you won't miss important updates from your Management Team.*

Rental or Managing Agent: _____

Phone Number _____ Email _____

Owner/Occupant Emergency Contact: _____

Phone Number (Home) _____ (Work) _____

Information provided to IMC Resort Services, Inc. is kept in the strictest of confidence.
If you would like to share your contact information with your fellow property owners, please join the member directory at www.windmillharbour.org.

OFFICE STAFF DIRECTORY

Contact	Title	Ext.	Email Address
Ron Fenstermaker	President & CEO, Principal CMCA®, AMS®, PCAM®	109	Ron@IMCHHI.com
Craig Fenstermaker	VP of Operations & COO, Principal, CMCA®, CIRMS®, AMS®, PCAM®	106	Craig@IMCHHI.com
Garrett Hamilton	VP Accounting & CFO, Principal, CMCA®, AMS®	122	Garrett@IMCHHI.com
Bryan Dorshimer	VP of Association Management – Principal HHI South, CMCA®, AMS®	108	Bryan@IMCHHI.com
Julie Smith	Director of Operations	133	Julie@IMCHHI.com
A.J. Bucko	Dir. Of Association Management – HHI Central, CMCA®, AMS®	107	AJB@IMCHHI.com
Jaime Fenstermaker	Dir. Of Association Management – HHI North, CMCA®, AMS®	110	Jaime@IMCHHI.com
Jo Flint	Broad Creek Landing, HPR ♦ 843-842-6010 Association Manager, CMCA®, AMS®	290	SJF@IMCHHI.com
Mike Litchfield	Evian, HPR Association Manager ♦ 843-785-3922	292	Evian@Hargray.com
Jan Pascall	Preserve at Indigo Run, HPR Association Manager ♦ 843-342-7747	295	ThePreserve@sc.twcbc.com
Dave Lewellen	Association Manager, PCAM®, AMS®, CMCA®,	207	Dave@IMCHHI.com
Trista DiNovo	Association Manager, CMCA®, AMS®	200	Trista@IMCHHI.com
Tasha Ard	Association Manager, CMCA®	204	Tasha@IMCHHI.com
Deanna Anderson	Association Manager, CMCA®	115	Deanna@IMCHHI.com
Sean Cassone	Association Manager, CMCA®, AMS®	126	Sean@IMCHHI.com
Adam Hartzog	Association Manager, CMCA®	132	AdamH@IMCHHI.com
Brad Smith	Association Manager	104	Brad@IMCHHI.com
Mark Benson	Association Manager	121	Mark@IMCHHI.com
Ryan Kash	Assistant Association Manager	209	Ryan@IMCHHI.com
Chris Yeager	Director of Accounting	120	ChrisY@IMCHHI.com
Christine Phillips	Accounts Receivable Manager	102	Christine@IMCHHI.com
Lisa Martin	Accounts Receivable	117	Lisa@IMCHHI.com
Jessica Simpson	Accounts Payable	125	Jessica@IMCHHI.com
Brian Simpson	Accounting, CMCA®	128	BrianS@IMCHHI.com
Pete Tessin	Accounting, CMCA®, AMS®	112	Pete@IMCHHI.com
Erin Vaughan	Accounting	114	Erin@IMCHHI.com
Gloria Fennessy	Maintenance Supervisor	103	Gloria@IMCHHI.com
Brett Williams	Projects Coordinator	118	Brett@IMCHHI.com
Jan Gusmar	Insurance Specialist	127	Jan@IMCHHI.com
Vic Gusmar	Insurance Specialist		Vic@IMCHHI.com
Melissa Fenstermaker	VP of Administrative Services	105	Melissa@IMCHHI.com
Jaclyn Phillips	Director of Administrative Services	123	Jacki@IMCHHI.com
Kathleen Smith	Association Manager / Administrative Associate	206	Kat@IMCHHI.com
Lyndsey Dorshimer	Administrative Associate & Website Coordinator	130	Lyndsey@IMCHHI.com
Annette Fioravanti	Administrative Associate	101	Annette@IMCHHI.com
Meredith Neeley	Administrative Associate	131	Meredith@IMCHHI.com
Nicole Ruiz	Administrative Associate & Reception – HHI	100	Nicole@IMCHHI.com
Jessica Powell	Administrative Associate & Reception – Bluffton	201	JPowell@IMCHHI.com
Jeff Truskolaski	Sales Director	116	Jeff@IMCHHI.com
Robert Szankowski	Assistant to the Sales Director	119	Robert@IMCHHI.com
General Info	Front Desk	100	FrontDesk@IMCHHI.com
**** <i>After hours emergencies 843-785-4775 – Listen / Follow the Prompts</i> ****			