



BOARD APPOINTED COMMITTEE ORIENTATION

January, 2024



PURPOSE OF THIS BAC ORIENTATION

This BAC Orientation provides important information to all members of Board Appointed Committees.

The Board believes this information will help members effectively serve on a BAC.



AGENDA

- A. Mission/Vision/Core Values of SCHH**
- B. Governing Documents**
- C. The Structure of Sun City**
- D. Who's Who in Sun City Hilton Head**



SUN CITY GUIDING PRINCIPLES



MISSION STATEMENT

Maintain and protect the Sun City Hilton Head lifestyle and community values through ethical conduct, visionary planning for the future, active and creative communications and prudent and fiscally sound business decisions.



VISION STATEMENT

Sun City Hilton Head will be a premier, well managed, fiscally responsible active adult community. Residents will enjoy a richly diverse lifestyle in a value oriented, safe and aesthetically pleasing environment, distinguished by a culture of extensive resident involvement, respect for the rights of others and commitment to the common good of the community.



CORE VALUES

Core Values define the fundamental beliefs of Sun City Hilton Head and are intended to guide the behaviors of residents, staff & all stakeholders.

The Strategic Plan outlines our Sun City Hilton Head Community Association values as follows:



CORE VALUES

- **Maintaining and promoting a high quality of life and active lifestyles that represent and support the interests of our residents;**
- **Mutual respect for all residents and staff with a commitment to the common good of all within the community;**



CORE VALUES

- **Volunteerism and involvement of residents, for the benefit of themselves and the community as a whole;**
- **Continued maintenance and upgrades that are aesthetically pleasing so as to protect and increase the investment of residents;**



CORE VALUES

- **Transparency, when applicable and appropriate, providing effective, open and honest communications among residents, staff, the Board and appointed committees.**

GOVERNING DOCUMENTS





GOVERNING DOCUMENTS

- **South Carolina Non-Profit Act/HOA Act**
- **Deeds**
- **Covenants, Conditions & Restrictions (CC&Rs)**
- **Bylaws**
- **Community Rules**
- **Design Guidelines**
- **Board Policies**
 - **Resolutions**
 - **UWCs – Unanimous Written Consent**



GOVERNING DOCUMENTS

South Carolina Non-Profit Law	Sets state standards for BOD's to act in best interest of their communities
HOA ACT	Imposes disclosure requirements on homeowners associations and creates Department of Consumer Affairs Services for Homeowners and HOAs
Covenants, Conditions & Restrictions	Legally-binding document filed with SC – 'The WHAT'
Bylaws	Legally-binding rules and principles that define governing structure – 'The HOW'
Community Rules, Fines and Fees	Governs residents' actions
Design Guidelines	Standards and relevant criteria for the construction and modifications of improvements of any nature within SCHH
Board Policies	Operational guidelines
Unanimous Written Consent	Simple administrative actions taken between BOD meetings

THE STRUCTURE OF SUN CITY





SCHH STRUCTURE

From a resident's point of view:

What is the difference between

- Pulte***
- Sun City Hilton Head
Community Association***
- the Board of Directors***
- Associated Asset Management***
- Troon***



SUN CITY HILTON HEAD

- **PULTE** = the developer also referred to as the “declarant”
- **Board of Directors** – 5 members
- **Community Association** (CA) = all homeowners are members of the Community Association
- **AAM** – Associated Asset Management manages our community operations
- **Troon** – Manages our 3 golf courses



PULTE

- **Developer of Sun City Hilton Head (SCHH) & Builder**
- **Plans and develops Sun City Hilton Head**
 - **Streets, landscape, buildings, grading, residential homes**
 - **Community will be completed according to approved plans and guidelines in accordance with local municipalities**
- **Residential Home Warranty**
 - **Residents contact Pulte for warranty-related issues**
- **Pulte owns all development areas that have not been deeded to the Community Association**
 - **Primarily those areas under construction and not developed**



SCHH COMMUNITY ASSOCIATION (CA)

- **Non-profit corporation**
 - **Must adhere to provisions outlined in the South Carolina Non-Profit Act and HOA Act**
- **Governed by the Association Board of Directors**
- **Membership in the community association is mandatory for all owners with purchase of home**
- **Governing documents bind all members together**
 - **Require mutual obligations to be performed by the individual owner and the community**
- **Control of the Association Board of Directors is dictated in the governing documents**
- **Members benefit from shared amenities**



Community Associations are designed to:

- **Manage property interests of owners**
- **Provide services for owners**
- **Develop a sense of community through social activities and/or amenities**

CA is responsible for the amenities and common property such as:

- All buildings
- Fitness Centers
- Pools/Spas
- Volleyball court
- Bocce ball courts
- Tennis courts
- Pickleball courts
- Dog parks
- Golf courses
- Berms





BOARD OF DIRECTORS

SCHH Board of Directors

- **2 Resident Elected Members**
- **3 Pulte Employees**
- **2 Resident Alternate Members
(appointed by Pulte)**



BOARD OF DIRECTORS & GENERAL MANAGER



President
Tonja Flanagan



Vice President
Anna Maria Tabernik



Secretary
Martin Schwartz



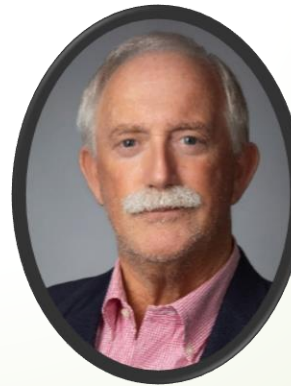
Treasurer
Sarah Kirkland



Member-at-Large
Trey King



Resident Alternate
Stanley Pitcavage



Resident Alternate
Don Cooper



**General
Manager**
Brad Phillips



BOARD OF DIRECTORS

- **Board members have a fiduciary responsibility to act in best interest of the Association.**
- **Board members must deal in good faith on behalf of all homeowners and exercise reasonable care.**



BOARD OF DIRECTORS

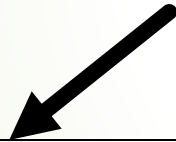
The Board of Directors sets Policy and Procedures for the Association, such as:

- **Enforcement of the governing documents**
- **Maintenance of Association Assets**
- **Maintaining Association's financial stability**
- **Purchasing adequate insurance**
- **Entering into contracts for services**
- **Creating and supervising committees**
- **Conducting annual meetings & other meetings**



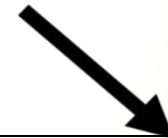
SCHH STRUCTURE

Board of Directors –



AAM

- **Directors**



Troon

- **Director of Golf & Golf Pros**



MANAGEMENT COMPANY

Associated Asset Management (AAM)

- **AAM is an outside company contracted by the Board of Directors to manage the daily operations & lifestyle for Sun City Hilton Head Community Association.**
- **AAM implements policies established by the Board of Directors.**
- **Has staff onsite and offsite**



MANAGEMENT COMPANY

- **Contracted by the Association Board of Directors to provide such services as:**
 - **Collection of assessments**
 - **Providing financial statements & collection reports**
 - **Supervision of subcontractors**
 - **Bids for subcontracted services**
 - **Communications with homeowners and the Board**
 - **Serving in an advisory capacity**
 - **Gathering information and supporting documentation to assist the Board in making sound business decisions**



GENERAL MANAGER

Brad Phillips is the General Manager of SCHHCA.

- **Works closely with the Association Board of Directors, Board Appointed Committees, and task forces as a staff liaison to assist in moving the community forward**
- **Works with the Board:**
 - **in preparing the budget**
 - **maintaining a balanced budget**
 - **providing oversight of reserve expenditures**
- **Oversees the maintenance and upkeep of community association assets to maximize the lifespan of community assets and meet the expectation level of the Board and residents**



GENERAL MANAGER

- Oversees the day-to-day operations of the community
- Monitors contracts to ensure the scope of work and expected level of service is provided
- Ensures staff provides superior administrative support and exemplary service
- Provides communication to Homeowners
- Oversees the consistent and fair enforcement of the Governing Documents



TROON – GOLF COURSE MANAGEMENT COMPANY

- **Employs the Director of Golf and all golf employees**
- **Oversees the day-to-day operations of the three golf courses**
- **Ensures staff provides superior administrative support and exemplary service**
- **Provides support & information for the care of courses, agronomics, vendor contracts, equipment needs, marketing, etc.**
- **Offers residents opportunities for rewards and to play at other Troon managed properties**