



EXECUTIVE DIRECTOR'S REPORT

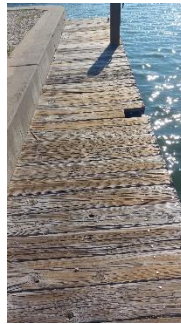
October 1, 2023 to November 30, 2023

- The POA Staff conducted nine (9) resale certificate bulkhead inspection for the month of October and six (6) for the month of November. Five (5) of which required follow-up work orders.
- Emergency erosion control measures were taken at the Gypsy boat ramp to address the undermining of the parking lot slab near the bridge. Uretek injected a polyurethane plug to stop the flow and restore support to the corner of the parking lot. To date, the measure has held; however, this fix will not serve as a permanent solution on its own. Corrective action will be required to permanently address the severe slope and erosion issue.



- Preparations with CSC for the online lien evidence filings have been completed. The most up-to-date evidence of lien form was requested from the Association's attorney. The first round of lien filing is scheduled to occur in the second week of December.
- Continued preparations are being made with BancCard for the new credit card and payment portal systems. We should be ready for the system to be ready to go 'live' January 2, 2024. At this time, a POA announcement to the Membership has been crafted. Once approved, it can be released.

- The Office Staff is beginning preparations for the end-of-the-year / beginning-of-the-year auditing for annual assessment billing and annual meeting & election prep:
 - Call for candidates announcement:
 - Three Positions
 - Election balloting company bidding
 - Election Trust
 - Inspectors of Elections
 - Election Buddy
 - Annual meeting venue location
 - Seashore Learning Center Gym
 - Membership Flex Data auditing
- Minor repairs to the Billish Park picnic tables were made.
- Seeking bids to make repairs to the Jackfish Boat Ramp dock. The dock was damaged by a dock company who drug old pilings across it, breaking a pole and damaging the decking.



- Follow-up from the October 16th Mayoral meeting, the City offered to take maintenance responsibilities for the Whitecap, Commodores, and Sea Pines Boulevards immediately; however, the Streets Department has not responded to confirm, nor has there been response on tree trimming. Logistical work on the City to take over 50% of all medians, cul-de-sacs, and easements south of Whitecap Blvd., has also stalled due to non-response.
- Jerry Watkins joined the PIPOA Management Staff Team in mid-November as the Bulkhead Project Manager. We are currently setting Jerry up with a workstation and computer access.
- The 2024 Boat Ramp Parking Permit Stickers were ordered. Anticipated arrival is the first week of December. Presale of the 2024 stickers can begin mid-December.