

## **Community Services Associates, Inc.**

### **Board of Directors Meeting**

**January 28, 2021**

A regular meeting of Community Services Associates, Inc., (CSA), Board of Directors, was held on Thursday, January 28, 2021, via videoconference.

**Present from the Board of Directors, were:** Larry Movshin, Chair; Jim Kaskie, Vice Chair; Carolyn Adams, Secretary; Dave Borghesi, Treasurer; Don Sigmon, Member at Large; Barry Barth, Director; Steve Birdwell, Director; Cary Corbitt, Director; David Ellis, Director; Bill Johnson, Director; Mark King, Director; Charlie Miner, Director; David Pardue, Director; Scott Richardson, Director, Bob Sowers, Director; Rich Speer, Director and Greg Thomson, Director

**Guest Present, was:** Walt Nester, Burr Forman McNair

**Absent, was:** Bob Sowers, Director

**Present from Community Services Associates, Inc., were:** Sam Bennett, President; Victoria Shanahan, Director of Finance and Administration; Russell Fredericks, Director of Maintenance; David Henderson, Director of Special Projects and Operations; Toby McSwain, Director of Safety, Security and Transportation; Amanda Sutcliffe-Jones, Director of Communications and Sandra Archer, Executive Administrator

### **Call to Order**

The meeting was called to order by Larry Movshin, Chair, at 2:30 p.m., Eastern time.

### **Establishment of Quorum**

With the majority of Board Members in attendance, quorum was met.

### **Executive Session**

#### **Approval – Board of Directors Enter Executive Session**

A motion was made by Scott Richardson to support the resolution, “Approval – Board of Directors Call to Executive Session”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved the Board of Directors call to Executive Session”.

### **Board Meeting Reconvenes, 3:00 p.m.**

The Board of Directors reconvened the meeting at 3:00 p.m.

#### **Approval – Possible Actions Related to Executive Session**

A legal committee, authorized to manage various pieces of litigation on behalf of the Board, was established.

**Ratify Approval – Board of Directors Meeting Minutes: November 17, 2020; Board of Directors Special Meeting Minutes, December 8, 2020; Board of Directors Organizational Meeting Minutes, January 12, 2021:**

A motion was made by David Pardue, to support the resolution, “Ratify Approval – Board of Directors Meeting Minutes, November 17, 2020; Board of Directors Special Meeting Minutes, December 8, 2020; Board of Directors Organizational Meeting Minutes, January 12, 2021”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified approval of the Board of Directors Meeting Minutes, November 17, 2020; Board of Directors Special Meeting Minutes, December 8, 2020; Board of Directors Organizational Meeting Minutes, January 12, 2021, as finalized by email”.

**Chair Remarks**

Chair Movshin provided an update:

- Board Meetings to follow different format;
- CSA Senior Directors to provide departmental reports, as previously conveyed during Community Coffees;
- Committee Chairs to report as business is ready to be presented at the Board level;
- Bi-monthly letters to the community to be sent by Larry Movshin and Sam Bennett.
- New and Returning Board Members welcomed: Mr. Johnson; Mr. Miner and Mr. Thomson, respectively;
- Thanks and appreciation extended to former Board Members: Mr. J. Richardson and Mr. Rodman.

**President Remarks**

Mr. Bennett provided an update:

- CSA Directors to provide departmental overview of 2020;
- Department goals, 2021, to be addressed at February 23, 2021, Board Meeting.

**Director Updates**

CSA Directors provided updates on their respective departments: Communications, Amanda Sutcliffe-Jones; Finance and Administration, Victoria Shanahan; Maintenance, Enhancement and Major Projects, Russell Fredericks, Operations and Special Projects, David Henderson and Safety, Security and Transportation, Toby McSwain.

**Financial Update**

Mr. Borghesi provided an update:

- Annual audit engagement letter to be approved;
- Final field work will begin mid-March, statements to be available mid-April;
- Audit fees reduced due to CSA preparation of statements;
- Strong collection of assessments to date, approximately 500 outstanding;
- Ability to call in gate passes to end March 31, 2021, for those property owners not in good standing;
- \$1.1M SBA Payroll Protection Program loan, secured by the Finance Department, is compliant for forgiveness. Application to this effect in process.

Approval – Engagement, Auditor, 2020

A motion was made by Dave Borghesi, to support the resolution, “Approval – Engagement, Auditor, 2020”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approves engagement of Elliott Davis, LLC, as Auditor, for CSA Audit, 2020”.

**Unfinished Business**

Update - Referendum, 2020

Chair Movshin provided an update:

- Unofficial results of Referendum, 2020: 5351 ballots mailed, 75.6% returned, 87.88% of returned ballots voted yes, 12.23% of returned ballots voted no;
- Final certification of results to be provided week of February 1, 2021;
- Appreciation extended to Sea Pines Community and CSA Staff, for successful referendum to ensure protection of Sea Pines home investments and revitalization of the community.

**New Business**

Announcement – Date of Record, Annual Meeting, 2021

Chair Movshin announced March 8, 2021, as the Date of Record for the Annual Meeting, May 3, 2021.

Approval – Engagement, Auditor, 2020

Refer to Financial Update.

Ratify Approval – Date of Record, Referendum, 2020

A motion was made by David Ellis, to support the resolution, “Ratify Approval – Date of Record, Referendum, 2020”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies approval of the resolution: The record date for Participating Property Owners to vote on the Referendum to approve the proposed Fifth Amendment to Declaration of Covenants and Restrictions by Sea Pines Plantation Company, Inc., is hereby established as November 17, 2020, as finalized by email”.

Approval – Amendment, Committee Membership, 2021

A motion was made by Barry Barth, to support the resolution, “Approval – Amendment, Committee Membership, 2021”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved and/or amendment to Committee Membership, 2021, to include: Finance, Land Use Management, Maintenance, Enhancement and Major Projects and Strategic Planning, as presented”.

Ratify Approval – Encroachment Agreement, Gull Point, Lot 32

A motion was made by Dave Borghesi, to support the resolution, “Ratify Approval – Encroachment Agreement, Gull Point, Lot 32. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, Gull Point, Lot 32, as evidenced by as-built survey, T-Square Surveying Company, LLC, William J. Smith, Registered Land Surveyor, March 20, 2020, onto CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, Catwalk, LLC

A motion was made by Dave Borghesi, to support the resolution, “Ratify Approval – Encroachment Agreement, Catwalk, LLC”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, between Catwalk, LLC and Community Services Associates, Inc. for the relocation of the trolley shelter in Parcel B Tennis & Play Ground Area South Beach Area, as evidenced by the diagram and as-built drawing, Pittman Engineering Co., LLC, December 16, 2015, as finalized by email”.

Ratify Approval – Encroachment Agreement, West Royal Tern, Lot 1:

A motion was made by Dave Borghesi, to support the resolution, “Ratify Approval – Encroachment Agreement, West Royal Tern”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, Lot 1 West Royal Tern, as evidenced by as-built survey, Surveying Consultants, Inc., Terry G. Hatchell, South Carolina Registered Land Surveyor, August 13, 2019 onto CSA open space, as finalized by email.”

Adjournment

With no further business to come before the Board, Chair Movshin adjourned the meeting at 3:45 p.m. The next regularly scheduled meeting of the CSA Board of Directors, to be held Tuesday, February 23, 2021, 10:00 a.m., via videoconference.

Respectfully Submitted,



Carolyn Adams  
Secretary