

Community Services Associates, Inc.

Board of Directors Meeting

February 23, 2021

A regular meeting of Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, February 23, 2021, via videoconference.

Present from the Board of Directors, were: Larry Movshin, Chair; Jim Kaskie, Vice Chair; Carolyn Adams, Secretary; Dave Borghesi, Treasurer; 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, Rich Speer, Director and Greg Thomson, Director

Absent, were: Don Sigmon, Member at Large and 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 9:30 a.m., Eastern time.

Establishment of Quorum

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

Executive Session

Approval – Board of Directors, Call to Executive Session

A motion was made by Carolyn Adams, 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, 10:00 a.m.

Approval – Possible Actions Related to Executive Session

The Board of Directors reconvened at 10:00 a.m. There was no action taken.

Ratify Approval – Board of Directors Meeting Minutes, January 28, 2021:

A motion was made by Rich Speer, to support the resolution, “Ratify Approval – Board of Directors Meeting Minutes, January 28, 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, January 28, 2021, as finalized by email”.

Chair Remarks

Chair Movshin provided an update:

- Committees have met organizationally and goals established;
- The past 2 years have seen 36 new members, 15 in 2021, seated;
- Committee meetings held via Zoom platform, affords opportunity for all interested property owners to serve. Committee service provides best training to become a Board Member.

President Remarks

Mr. Bennett provided an update:

- CSA Directors to report on respective Departments;
- Amendment to Budget, 2021, to be presented by Mr. Borghesi.

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:

- There is a total of \$985,000 in rollover projects and \$60,000 in new projects;
- \$750,000 related to North Sea Pines Drive reconstruction project, did not get completed in 2020;
- Beach Shuttle trolley operation discussed at length in Executive, Gate Entry and Short Term Rental Committees. Committees agreed to operate the Beach Shuttle in 2021 and to implement the \$2 Beach Shuttle fee.

Approval – Amendment, Budget, 2021

A motion was made by Rich Speer, to support the resolution, “Approval – Amendment, Budget, 2021”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved amendment to Budget, 2021, in the amount of \$987,651, to cover the cost of Budget, 2020, rollovers, additional projects and reimplementation of a Beach Shuttle Fee for Short Term Rentals, effective March 22, 2021 – September 6, 2021”.

Unfinished Business

There was no unfinished business to discuss.

New Business

Approval – Committee Charters, 2021

A motion was made by Chair Movshin, to support the resolution, “Approval – Committee Charters, 2021”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, approved Committee Charters, 2021: Executive, Gate Entry, Governance, Maintenance, Enhancement and Major Projects, Safety/Security and Transportation and Strategic Planning, as presented”.

Approval – Amendment, Committee Rosters, 2021: Governance

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

“RESOLVED, Community Services Associates, Inc., Board of Directors, approved amendment of the Governance and Short Term Rental Committee Membership Rosters, as presented”.

Approval – 2020 Referendum Litigation Committee

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

“RESOLVED, Community Services Associates, Inc., Board of Directors, approved formation of the 2020 Referendum Litigation Committee, having been authorized by the Board, to act on its behalf, as to litigation surrounding Referendum, 2020. Membership to include: Larry Movshin, Dave Borghesi, Jim Kaskie, David Pardue and Don Sigmon”.

Ratify Approval – Encroachment Agreement, Baynard Cove I, Lot 28

A motion was made by Jim Kaskie, to support the resolution, “Ratify Approval – Encroachment Agreement, Baynard Cove I, Lot 28. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, ratified approval of the encroachment agreement, Baynard Cove I, Lot 28, as evidenced by as-built survey, Surveying Consultants, Inc., Terry G. Hatchell, Registered Land Surveyor, November 19, 2020 onto CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, Harbour Town Townhouse Sites, Block A, Lots 9, 10

A motion was made by Jim Kaskie, to support the resolution, “Ratify Approval – Encroachment Agreement, Harbour Town Townhouse Sites, Block A, Lots 9, 10”. 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, Harbour Town Townhouse Sites, Block A, Lots 9, 10, as evidenced by as-built survey, Cook Land Surveying, Inc., Donald R. Cook, Jr., Professional Land Surveyor, December 31, 2020 onto CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, Gull Point, Lot 10

A motion was made by Jim Kaskie, to support the resolution, “Ratify Approval – Encroachment Agreement, Gull Point, Lot 10”. 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, Gull Point, Lot 10, as evidenced by as-built survey, T-Square Surveying Company, LLC, William J. Smith, Registered Land Surveyor, February 25, 2020 onto CSA open space, as finalized by email”.

Adjournment

A motion was made by Greg Thomson to adjourn the meeting. The motion was seconded and unanimously carried.

With no further business to come before the Board, Chair Movshin adjourned the meeting at 10:25 a.m. The next regularly scheduled meeting of the CSA Board of Directors, to be held Tuesday, March 30, 2021, 9:30 a.m., via videoconference.

Respectfully Submitted,



Carolyn Adams
Secretary