

Community Services Associates, Inc.
Board of Directors Meeting
January 24, 2017

On Tuesday, January 24, 2017, a regular meeting of the Community Services Associates, Inc., Board of Directors, was held at the Sea Pines Community Center, main conference room. The meeting was called to order at 3:02 p.m. Chairman Griffith presided.

1. **Roll Call**

Present:	Carolyn Adams	Steve Birdwell	David Borghesi
	Cary Corbitt	Paul Crunkleton	Bob Gossett
	Mark Griffith	Charles Miner	J.R. Richardson
	Scott Richardson	Beverly Serral	Bob Sowers
	Michael Tucker		
Absent:	Barry Barth	Mark King	Don Sigmon
	Richard Speer		
Guest:	Walter Nester		
Staff:	Sandra Archer	Beau Barnett	David Henderson
	Bret Martin	Toby McSwain	Victoria Shanahan
	Amanda Sutcliffe-Jones		

2. **Ratify Approval of the January 6, 2017 Meeting Minutes**

The January 6, 2017, CSA, Board of Directors meeting minutes, were approved by email. Paul Crunkleton made the following motion, seconded by J.R. Richardson and unanimously carried:

“RESOLVED, the Community Services Associates, Inc., Board of Directors, approved the minutes of the January 6, 2017, meeting, as finalized by email”.

3. **CSA Reports**

a. **CSA President’s Operations Report** – Presented by Mr. Martin

- Crowder Gulf’s first pass debris pick-up, is eighty-five percent complete. A list is being compiled of property owners who think they were missed and will be reported to the Town. To date there are 43 owners on the list.
- Upon completion of the second pass and FEMA approval, storm water clean-up will begin. FEMA requires that the Town apply for all other possible funding sources first. If approved, Crowder Gulf will begin on storm water clean-up
- The final outcome for beach re-nourishment and assisted funding remains unknown. Installation of sand fencing is a strong possibility which will help facilitate restoration of the dunes. Owners should be making temporary repairs only, to restore access at this time.
- The forestry salvage project in Audubon Newhall Preserve has been compromised due to excessive rain and ground saturation. The Audubon Newhall Preserve Society

- halted the project and may resume if and when the ground is accessible and will not bog down equipment. Audubon Newhall Preserve is not under Sea Pines jurisdiction.
- The Sea Pines Forest Preserve's ground remains wet but will recommence harvesting the 60 acres once ground is dryer and more accessible.
 - Digital signage for the entrance gates at both Greenwood gate and Ocean gate entrances have been budgeted for in 2017. Design of these digital signs are currently under review and installation is expected in the spring.
 - Neighborhood debris drop off locations are currently closed. CSA staff is currently working with Crowder Gulf to maximize efforts and efficiency. There has been a significant increase of landscape companies using CSA's system.
 - The Wren project still has one drain issue remaining.
 - A thermal striping project at the crosswalk at Greenwood gate is scheduled and will be completed in the immediate future.
 - The finance department continues to receive numerous calls from residents concerning the assessment. Assessments can be paid, penalty free, until July 1, 2017.
 - There is a separate process to deal with the larger trees. A larger shredder is necessary and will be brought in to Sea Pines.
 - The Town has approved CSA to move forward with the tear down and investigation of the Lawton Canal pump station.
 - Mr. Martin shared with the board that the accounting staff has been inundated with requests concerning the Special Assessment and has caused a backlog of normal work flow.
- b. ARB Liaison Report – Presented by Mr. Richardson
- There has been no formal report since the November 2016 meeting.
 - Currently there are 2 new homes and 18 re-model projects in Sea Pines.
- c. Joint CSA/ASPPPO Short Term Rental Committee – Presented by Mrs. Serral
- There are 1633 short term rentals. 1332 are professionally managed and 301 are owner managed.
 - In 2014, there were 44,000 short term rental passes distributed; 48,000 in 2015 and 44,000 through October 2016. The figure for 2016 is 178 short of the same period in 2015. The drop of number of passes can be accounted for by the closure of the plantation and cancellation of vacation rentals following Hurricane Matthew.
 - The first Short Term Committee meeting will be held in March. There will be a round table in which implementation of pass limits per property will be discussed. Pass limitation will be tied to hard space parking capability.
- d. Communications Committee – Presented by Mr. Barth and Mrs. Sutcliffe-Jones
- The next meeting of the Communications Committee will be March 15, 2017.
 - The website will be coming live the third week of March and will feature a confirmation station/one stop shop.
- e. Gate Entry Committee – Presented by Mr. Corbitt
- There was nothing to report at this time.
 - The next meeting of the Gate Entry Committee meeting will be February 9, 2017.

f. Circle to Circle/Traffic Task Force Update – Presented by Mr. Crunkleton, Chairman Griffith and Mr. Martin

- The Circle to Circle/Traffic Task Force met in December 2016 to discuss business pertaining to the development outside of the Sea Pines circle. The Town of Hilton Head Island does have a pro-active review of vacant and/or aging buildings available. These discussions would include the USCB campus.
- CARB has been in discussion with the Town and USCB to discuss the need of correctly directing traffic exiting the USCB campus. Traffic must turn to the right, onto Office Park, and not the left, to address safety and congestion issues. At the intersection of Greenwood Drive and Office Park Road a small island is being planned, as a short term improvement, that will address safety factors in that intersection
- The Town will be making substantial improvements to Pope Avenue/Office Park Road during 2018.

g. Governance Committee – Presented by Mr. Speer

- There were two subcommittees at work in 2016; Information Technology and Human Resources. A full report on findings will come before the Board at the March 2017 meeting.
- The ARB and Safety and Security Committees are looking for community members to sit on their committees. These will not embark until the 2nd half of the year. Mr. Speer will reach out to the community for residents with expertise to participate.

h. Government Liaison – There was no discussion

i. Maintenance, Enhancement and Major Projects Committee – Presented by Mr. Richardson

- The next meeting of the Maintenance, Enhancement and Major Projects Committee will be March 2, 2017.
- To date, there have been 316 calls for leaning trees, 165 open space, 44 lagoon and 166 for mailboxes.
- The Wren breach project is 85% complete. Storm water data has been compiled and sent to the Town.
- A bid on the Deer Island bridge reparation project, is expected by February 7, 2017.

j. Safety and Security Committee – Presented by Mr. Tucker

- Mr. Risk has been monitoring the process of contacting owners who need to address the condition of their property. He has identified those who have done nothing, or not done enough to return their property to pre storm condition.
- Mr. Richardson clarified responsibility of leaning trees. If you are warned by a neighbor, that your tree is leaning and could fall on their property and you choose to do nothing about it, you will be responsible for the tree if and when the tree falls on the neighboring property. It is best to get this in writing.
- There are two openings to serve on the Safety and Security Committee. Please watch for announcements on the website and instructions on how to apply.

k. Finance Committee – Presented by Mr. Borghesi

- The Finance Committee met last week. Finance Committee member Marsac’s term ended and his position replaced by Mr. McEnery.
- Discussion took place on revenue and expenses related to Hurricane Matthew.
- Revenue - There was a negative variance in gate pass revenue due to not selling gate passes during Hurricane Matthew recovery period. An insurance claim has been filed for the loss of gate pass revenue.
- Operations – storm water reimbursement was unbudgeted, \$1,219,000 through the end of October, some related to Hurricane Matthew.
- Excluding the effects of Hurricane Matthew, we expect a surplus in revenues in excess of expenses of \$150,000 – \$200,000 for the calendar year.
- As of today, there is \$2,988,000 in Hurricane Matthew recovery expenditures. The books are not closed yet for 2016 as we are still waiting on Hurricane Matthew invoices to come in.

A motion was made by David Borghesi to accept the unaudited October 2016 YTD financial statements. The motion was seconded by Carolyn Adams and unanimously carried.

“RESOLVED, the Community Services Associates, Inc., Board of Directors, accept the unaudited October 2016 YTD financial statements, as submitted”.

l. Long Range Planning Committee – Presented by Mr. Tucker

- The committee will consist of Mr. Tucker (Chairman), Mr. Martin, Mr. Miner, Mr. Birdwell, Mr. King and 7 – 9 property owners.
- Mr. Tucker has worked in conjunction with Mr. Borghesi to develop a five year long range Financial plan.
- The committee will solicit residents with expertise in strategic long range planning. The first meeting will be held March 2017.

4. **Old Business**

a. View Easements Dispute Resolution – Presented by Chairman Griffith

- The view easement dispute resolution has been deferred

5. **New Business**

a. Acceptance of the Un-audited October 2016 YTD Financial Statements – Presented by Ms. Shanahan

- The financial statements were presented and approved previously under the Finance Committee presentation.

b. Estimated Forecasts for 2016 Storm Costs and Operating Expenses – Presented by Ms. Shanahan

- There was an estimated \$2,800,000 hurricane expenses incurred through December 2016.

c. Acceptance of Expansion/Land Transfer to Six Oaks Cemetery – Presented by Chairman Griffith

- The intent of the Perpetual Care Trust is to fund care of the cemetery after no further sales opportunities are available. Currently the Trust is underfunded \$800,000 - \$900,000.
- Current inventory is low and an expansion of the cemetery is under consideration. The creation of Oakview (family plots) and Greenwood Gardens, will create valuable inventory. Sales from this expansion/inventory would generate 10% of sales revenues into the Trust.
- 1.154 acres, which CSA owns and is known as Six Oaks Park, has the right to be used as a cemetery or a park. Six Oaks Cemetery requests that CSA transfer the ownership of this land to the Cemetery. This would provide an additional 11 family estate sites and 80 – 90 individual plots. The land would be re-platted and recorded.

A motion was made by Carolyn Adams to approve the conveyance of 1.154 acres, for nominal consideration, \$10.00, from CSA, Inc., to Six Oaks Cemetery, Inc. for expansion of the cemetery. The motion was seconded by David Borghesi and unanimously carried.

“RESOLVED, the Community Services Associates, Inc., Board of Directors, approves the conveyance of 1.154 acres, for nominal consideration, \$10.00, to Six Oaks Cemetery, Inc., for expansion of the cemetery”.

d. Heritage Plans – Presented by Mr. McSwain

- Honey Horn Plantation will not be available for spectator parking this year. The area is being used as a grinding station for Hurricane Matthew debris. The Hilton Head school complex will be available for spectator parking for the tournament.
- General parking will not be moving back into Sea Pines. Right of ways will be used in the same capacity as in 2016.
- The Coligny shuttle will run during the tournament.
- Shelter Cove/Kroeger may potentially permit spectator parking in a section of their lot.
- Santee Cooper will begin resurfacing Lot 3/Governor’s Road with white granite, up to post tournament. There will be a six inch base. Mulch will cover the area and reseeding will follow the tournament. If necessary, the area will be fenced off, at a minimal cost. Lot 2 has grown in, recovered well and Lot 8 is complete. Lots 3 and 4 remain to be addressed.
- The trolley moved 10,000 people last year during the tournament and could not handle the volume of people. The Liberty Oak drop off/pick up station did not provide enough room for all the shuttles to park and drop off and created a traffic issue. The trolley schedule will need to be modified. The trolley will not drop off/pick up at Liberty Oak this year, but rather at the Sea Pines Center.
- Distribution of hang tags will begin two weeks prior the tournament for rentals and one week prior for property owners.

e. Approval of Committee Chairs – Presented by Chairman Griffith

- Chairman Griffith announced that the chairs will remain the same as 2016, with the exception of the Communications Committee. Mr. Tucker will step down as the Communications Committee Chair and will now chair the Long Range Planning Committee. Mr. Barth will now chair the Communications Committee.

- Committee Chairs will need to review their respective 2017 charters during their next committee meetings.

A motion was made by Michael Tucker to approve the committee chairs for 2017. The motion was seconded by Paul Crunkleton and unanimously carried.

“RESOLVED, the Community Services Associates, Inc., Board of Directors, approved the Committee Chairs for 2017”.

f. Approval of At Large Member of the Executive Committee – Presented by Chairman Griffith

- Chairman Griffith announced that the At Large Member of the Executive Committee for 2017 will be Donald Sigmon.

A motion was made by David Borghesi to approve Donald Sigmon as the At Large Member of the Executive Committee for 2017. The motion was seconded by Charles Miner and unanimously carried.

“RESOLVED, the Community Services Associates, Inc., Board of Directors, approves the At Large Member of the Executive Committee for 2017”.

g. CSA Administration Building Sign – Presented by Mr. Henderson and Mrs. Sutcliffe-Jones

- Photos of the CSA Administration Building were shown, depicting pre and post Hurricane Matthew sign conditions.
- Mr. Henderson advised that ARB approval was sought for the new signage. Keeping consistency in mind, the sign is similar to the signage at Fraser Circle.
- Mrs. Sutcliffe-Jones indicated that all three entities are represented on the sign; CSA, ASPPPO and ARB. The font is the same as the gate entry signage at the front gates and the panels are interchangeable.
- The Board is content to keep the sign as it currently is and simply add the address. The Board chooses to revisit the sign.

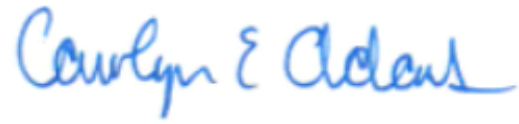
6. Board Member Comments – There were no comments

7. Adjournment

With no further business to come before the Board, Chairman Griffith adjourned the meeting at 4:39 p.m. The next scheduled meeting of the CSA Board of Directors, is Tuesday, March 28, 2017, 3:00 p.m., at the Sea Pines Community Center.

A motion was made by Paul Crunkleton to adjourn the meeting at 4:39 p.m. The motion was seconded by Michael Tucker and unanimously carried.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Carolyn Adams". The signature is written in a cursive style with a large initial 'C' and 'A'.

Carolyn Adams
Secretary