

**Current CSA Committee and Staff Activities as of June 15th, 2016**

**The following is a partial list of monthly CSA key activities:**

The CSA Communications Committee/Staff is:

EXPLORING

1. Various vendors to assist with Public Relations/ Brand Management Awareness

EVALUATING

1. The benefits of creating a "Confirmation Station" link on our website where property owners can go visit online to ask questions and gain clarification on topics regarding Sea Pines.
2. The newly drafted Communications Policy to determine any changes needed before sending the policy to the CSA Board for final approval.

EXECUTING

1. The final touches on the Sea Pines Marketing video in preparation for an early fall release.
2. The upload of the Sea Pines Community Coffee video from 6/1/16 to the CSA Website for public viewing
3. The upload of the Town of Hilton Head Circle to Circle Committee Special Meeting Video from 6/2/16 to the CSA Website for public viewing
4. Summer 2016 CSA Community Newsletter completed, Mailed out to property owners, posted to website, linked to Sea Pines Living Facebook page
5. Community Q & A uploaded to the website and will continue to update as needed.
6. RFP for Website Development submitted- Awaiting response from vendors to assist in redesign and improve the CSA website.

The Finance Committee/Staff is:

EXPLORING

1. Exemptions from real estate and personal property taxes in light of our change in Federal income tax status
2. Exemption from sales tax on the purchase of gasoline and diesel fuel

EVALUATING

1. The results of a Capital Reserve Study
2. Five Year Financial Operating Plan (2017-2021)

EXECUTING

1. Acceptance of Fee proposals for external audit and tax services for 2016 and 2017
2. Merging the Capital Reserve Study and 5 year financial operating plan.

The Gate Entry Committee is:

EXPLORING

1. Marketing Opportunities
2. Gate Entry Policy re-write. Once draft is completed, it will be sent to the Gate Entry Committee for review.
3. Adding a gravel trolley pad at Lawton Stables/Greenwood Drive. Beau has a cost estimate to complete the project. Project will be review by the committee.

EVALUATING

1. Trolley Operations

2. Policy Recommendation/Changes
3. Gate Signage
4. Gate Entry board member addition

The Maintenance Enhancements and Major Projects Committee/ staff is:

EXPLORING

1. Dredging soil samples were sent back from Clemson Ag. Extension office. The soluble salt content was extremely high in the fluff mud samples sent to the lab. We are looking at creating a test area in our pit to determine the length of time needed to percolate the soluble salts.
2. Sea Pines drive and Greenwood drive meeting was held on 5-26-16 at the community center. We had 7 property owners come to the meeting to provide input and suggestions on making this safer. All suggestions should be vetted at the next safety and security meeting.

EVALUATING

1. Lighthouse Lane leisure trail extension from Fraser Circle to Lighthouse lane. The survey and engineering layout have been complete. The MEMP is actively preparing suggestions and recommendations to take back to our engineering firm.
2. Hydrology study RFP to determine the current condition of our lagoons and waterways. RFP is complete and bids have been submitted from 3 engineering firms. The bid comparisons have been broken out.
3. Greenwood drive corridor landscape improvements to problematic areas. Whitmer, Keefer, and Jones design firm is working on conceptual plans for us. MEMP will be holding a special meeting to discuss possibilities and options with the greenwood corridor project.

EXECUTING

1. 2016 MR& R road paving for Planters Wood, Planters Wood Court, and Wisteria. Wisteria paving is complete. Planters wood and planters wood court will be finished by 6-24-16
2. Canvasback Fence will be complete by 7-21-16. The original completion date was 7-1-16. The wood supplier sent the wrong type of pressure treated lumber. We were sent a lower grade pressure treat and it was rejected.
3. A preliminary 3 year plan was presented at the MEMP committee meeting on 6-2-16. Further developments and discussions within the committee will determine recommendations for FY17.
4. Deer Island Bridge. Permits received, project will start after the canvasback fence.
5. Pine Island Club asphalt patching started on June 6<sup>th</sup>.
6. Dredging Beach Lagoon (Waiting on Permits)
7. Chain link fencing Canvasback (Waiting on encroachment agreement)
8. Spotted Sand piper pipe replacement (Working with the Town)
9. Duck hawk pipe replacement (Working with the Town)
10. Baynard Outfall decking and gate replacement (Working with the Town)
11. South Beach gate structure replacement and repair (Working with the Town)

CSA/ASPPPO Short Term Rental Committee is:

## EXPLORING

1. Ongoing methods of guest/rental owner/rental manager communication and education of best practices and “good neighbor” guidelines, as well as the pros and cons of forming an office or position of “Vacation Rental Liaison” or similar moniker.

## EVALUATING

1. The verbiage and placement of website posting possibly titled “Should you Decide to Offer Your Property for Vacation Rental in Sea Pines, You’ll Need to know This”:
2. Expanding the annual rental managers meeting to possible webinar or emailed version for independent (VRBO) owners.

## EXECUTING

1. Our annual rental managers meeting (completed) and reprinting our “Guidelines” brochure for distribution to every Sea Pines guest in 2016 (completed).

### The Safety & Security Committee/Staff is:

## EXPLORING

1. An IT Committee has been established to review our current operating systems and future needs.
2. Rules and Regulations as it pertains to “Street Side Parking”. Committee will report back to the CSA Board with a recommendation.
3. Working with CSA staff attorneys to conduct a review of jurisdictional boundaries with the newly incorporated area of the Sea Pines Resort Beach Club as well as the remaining Sea Pines beach area.

## EVALUATING

1. We have received a quote from the vendor to change out our existing software. This proposal will be shared with other committees in order to get additional feedback.
2. Vendor proposals to upgrade and add additional new cameras within Sea Pines.
3. Vendor proposals to modify or replace our existing hardware. This change would impact our administrative sections as to how we process decals and ID cards.
4. Reviewing vendor proposals to conduct a bike/pedestrian survey of the leisure paths inside Sea Pines. These proposals are being reviewed by the committee.

## EXECUTING

1. Vendor is installing a new RFID reader at the Greenwood Gate for a trial period. Once trial period is completed, a thorough review of the program will be conducted.
2. Property owner pass code change out starting with the property owners who call and request the most passes in the system. We anticipate this process to take several weeks/month to complete.
3. New Leisure Trail signs-Vendor is designing a template for CSA Sign Shop to build the “new design” signs in-house.
4. Quality Counts (traffic surveyor) will be starting the traffic counts this week in conjunction with the Town of Hilton Head’s traffic study.

### Special Projects is currently:

## EXPLORING

1. Development of conceptual layouts for alternative locations and configurations for the Greenwood Gate.

2. Architectural concepts for cosmetically altering service road vehicular bridge and renovation of pedestrian bridge.

#### EVALUATING

1. Engineering concepts for re-locating the Forest Preserve vehicular entrance to the existing service road located across from Lawton Stables.
2. Landscaping concepts for the Greenwood Drive Entrance Corridor.
3. Engineering concepts to improve drainage in Six Oaks Cemetery.
4. Survey instrument to determine optimal language for Greenwood Gate signage.
5. Follow up survey with property owners to better identify Greenwood Gate issues.

#### EXECUTING

1. Construction of new directional signage for the trolley station on Greenwood Drive.
2. Planning for a July 4<sup>th</sup> property owner event at Tower Beach.
3. Supporting ongoing archaeological research project at the Forest Preserve Shell Ring.
4. Renovation of entrance sign at Six Oaks Cemetery.
5. Modification of entrance sign at Tower Beach.

#### The Governance Committee is:

#### EXPLORING

1. Sea Pines Covenants – It is anticipated that 2 to 8 current Covenants will needed to be redrafted for one or more referendums when agreement is reached with the Resort with a few of the modifications to support the Resort's long range plan, some effecting changes primarily for Class A residents and the balance benefiting resident, Resort and Commercial members The Covenants Sub-Committee is on hiatus until an agreement is reached.

#### EVALUATING

1. Nomination & Elections - Rich Speer, as Chairman of the Governance is participating on the CSA Board nomination Committee and help oversee the election process this fall.

#### EXECUTING

1. Leadership Development – To leverage the unique base of experience of Sea Pines resident property owners and to broaden the pool of experienced residents to serve on Committees, Task Forces, and the ASPPO / CSA Board, the Leadership Development program has been established for 2016. This Program will also be used to develop CSA staff members.

The CSA President and Chairman have identified two high priority 3-6 month projects with the dual goals of addressing a key issue as well as broadening the involvement of Sea Pines residents. The first two Leadership Projects are the Human Resources Project and an IT Assessment / Plan outlined as follows and will be formally established before the end of May.

- Human Resource Organizational Review - A new Leadership Development Sub-Committee has been formed to complete a two phase review of CSA's Human Resources operations including: organization; salary administration, benefits (Health, 401k, Workman Comp, Education, etc.); personnel development / succession; employment contracts; employee Policy Manual, etc. The Current Assessment phase will be completed by September and the Human Resource Plan by November for review by the full Governance Committee and CSA Board as appropriate. This Sub-Committee is soliciting 1-2 residents with substantive HR experience to participate as a part of this Leadership Development Project. (Group meet the week of 6/6/16-)

- IT Assessment / Plan -- The IT Assessment / Plan Project Team will conduct an overall review of CSA's current information technology environment (hardware, software, security, telecom, network, etc.) and develop a short / long range IT Plan. The Assessment phase is expected to be completed by September and the Plan by the end of November. The IT Project Team is soliciting two residents with substantive IT experience to participate in this effort as a part of the Leadership Development initiative. (Group meet the week of 6/13/16)
  - Both Current Assessments will be presented to Governance Committee in September and HR and IT Plans will be presented to Governance Committee in November
2. ASPPPO / CSA Board Orientation Program -- In January a three half day ASPPPO / CSA Board Orientation Program was conducted for new and old Board members as well as selected committee and task force members. This Sub-Committee is on hiatus until October when it will update and tweak the Program for January of 2017.

Public Art Initiative is:

EXPLORING

1. Whether the Sea Pines community support exists for the purchase and placement of public sculpture art on CSA common land through the use of straw polls

EVALUATING

1. Results of straw polls and whether a community wide random survey should be conducted in the Autumn 2016 on community support for the initiative

EXECUTING

1. Straw polls at community meetings in June
2. Hosting Community Meeting June 15<sup>th</sup>, 2016 at 9:30 AM (open to all Sea Pines Property Owners)