

**Current CSA Committee and Staff Activities as of September 21st, 2016**

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

The CSA Communications Committee/Staff is:

EXPLORING

1. A community directory for CSA Property Owners
2. Edits to the Sea Pines Property Owner Handout

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.

EXECUTING

1. The final touches on the Sea Pines Marketing video in preparation for an early fall release.
2. Uploaded the Sea Pines Community Coffee video from Sept. 7th to the CSA Website for public viewing
3. Fall 2016 CSA Community Newsletter completed mailed and emailed to the community. Posted to the website.
4. Assisting Security on Property Owner Communication for select Pass Code Change out.
5. Work towards Contracting with a Public Relations/ Brand Management Awareness Company
6. Executing a contract with a Website developer
7. Conducting final edits to segments of the proposed Communications Policy
8. Assisting with Six Oaks Perpetual Care Solicitation/Marketing
9. Assisting with The Public Art Foundation Survey
10. Assisting with the preparation for a community survey regarding the Sea Pines entrance gates

The Finance Committee/Staff:

EXPLORING

1. 2017 Goals and Objectives
2. Alternative Remittance Options

EVALUATING

1. Efficiency Improvements in drafting the 2017 Budget
2. 2016 Accomplishments
3. 2017 Business Plan

EXECUTING

1. First draft of the 2017 Budget
2. 2016 Financial Forecast
3. Five Year Plan
4. Paperless Recordkeeping

The Gate Entry Committee is:

EXPLORING

1. Marketing Opportunities
2. Gate Entry Policy re-write.

EVALUATING

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

EXECUTING

1. The formation of a gate entry sub-committee to discuss future gate entry fees.
2. Marketing of the gate entry brochure is running out so we are reprinting an additional 100,000 to carry us through the beginning of 2016
3. We are reviewing adding a new residential committee member

The Maintenance Enhancements and Major Projects Committee/ staff is:

EXPLORING

1. Deer Island Bridge has been inspected by a structural engineer from Thomas and Hutton. CSA has been provided the As Built drawings for the bridge and are in the process of contracting the concrete jacket extensions on the pylons.

EVALUATING

1. Hydrology study is underway. We held a storm water community outreach meeting on 8-10-16 to seek input from the community. Pittman engineering currently is in the process of surveying lagoon depths and inspecting control structures. Currently we are approximately 45% complete with the study. A dredging recommendation is being compiled for CSA in the next week. The complete assessment will be completed for Sea Pines in the middle of November.

EXECUTING

1. Canvasback Fence landscape is complete. We are making a minor adjustment to the fence levelness and this will be complete in the next 2 weeks.
2. Boardwalk #11 and #39 widening and replacement is scheduled for late September. We are waiting for the busy season to slow down.
3. Professional Grounds Management Society green star award. CSA Sea Pines won an Honor Award to be presented on October 21<sup>st</sup> in Louisville, KY. This is a national event. Maintenance staff will be accepting the award on behalf of the community. A coffee presentation will be made in November.
4. We are now officially selling mulch outside of the plantation. We have set up all deliveries on a COD basis. Primarily due to the fact we cannot accept credit cards.
5. Dredging Beach Lagoon. We received the permit from OCRM and are waiting on the permit from the US Army Corps of Engineers.
6. Chain link fencing Canvasback (Legal for Forest Beach POA is still working on the encroachment agreement)
7. Spotted Sand piper pipe replacement (Working with the Town)

8. Duck hawk pipe replacement (Working with the Town and Hargray)
9. Baynard Outfall decking and gate replacement (Town starting replacement week of 9-19-16)
10. Town of Hilton Head is contributing \$390,000 for Sea Pines projects in 2017.
11. Trolley lot 1 will start to have mulch installed in the coming week. This will be the same installation technique used in lot 2.
12. The MEMP Committee recommended Maintenance and Sign Shop operating budget at the Committee meeting held on 9-1-16. The Committee recommended the MR & R project budget on 9-19-16.

CSA/ASPPPO Short Term Rental Committee:

EXPLORING

1. Avenues through and by which rental guests, non-rental owners, and rental owners can co-exist more positively.

EVALUATING

1. Summer season feedback and statistics
2. Compliance of rental guidelines by owner managers and professional managers

EXECUTING

1. Registration of new rental properties (ongoing)

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 security/ gate software. A site visit was conducted in Florida to see how this software is being used at other gated communities. This proposal and findings 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 have been completed. This proposal will be evaluated along with the ABDI software proposal.
3. We are reviewing vendor proposals to modify or replace our existing security administrative hardware. This change would impact our administrative section 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. The Safety and Security Committee are reviewing these proposals.

EXECUTING

1. Trial period of a new RFID reader at the Greenwood Gate has been completed. A thorough review of the trial 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) traffic counts have been completed. Designers and engineers are reviewing these findings.

Special Projects Staff is currently:

EXPLORING

1. Development of conceptual layouts for alternative locations and configurations for the Greenwood Gate.
2. Alternatives for new community announcement signs and major intersection signs.

EVALUATING

1. Engineering concepts for re-locating the Forest Preserve vehicular entrance to the existing service road located across from Lawton Stables.
2. Architectural concepts for cosmetically altering service road vehicular bridge and renovation of pedestrian bridge.
3. Landscaping and engineering concepts for the Greenwood Drive Entrance Corridor.
4. Engineering concepts to improve drainage in Six Oaks Cemetery.
5. Follow up survey with property owners to better identify Greenwood Gate issues.

EXECUTING

1. Survey to determine optimal language for Greenwood Gate signage.
2. Development of CSA signage design guide.
3. Revisions to Six Oaks Cemetery Guidelines, Covenants and sales contract.
4. Planning for Community Yard Sale and “The Bonfire” events.
5. Mailing of annual Forest Preserve solicitation letter.
6. Printing of 2017 Forest Preserve calendar.

The CSA Governance Committee is:

EXPLORING

1. The development a presentation for a potential series of Community sessions built from the Orientation Program for all property owners in 1<sup>st</sup> Quarter of 2017. This will be presented by November to CSA Executive Committee for review and approval.

EVALUATING

1. Potential revisions and updates to the ASPPPPO / CSA Board Orientation Presentation for new Directors in December or January and reviewing the addition of other Committee / Task Force members for 2017 presentations. This will be presented to CSA Board in November for approval.

## EXECUTING

1. The initial Leadership Development Program's two major special projects identified in June by the CSA President and Chairman. These projects are designed to leverage Sea Pines property owner's pool of expertise to address key issues and broaden the experienced group of property owners to serve on ASPPPO / CSA committees, task forces, special projects and the Boards. The two projects include:
  - a. CSA IT Assessment & Strategic Plan - A current IT assessment was presented to the Governance Committee on 9/14 and a recommended 3 year Plan will be presented in late November. This effort is being done with 3 resident IT consulting professionals and CSA Staff.
  - b. CSA Human Assessment & Strategic Plan - A current HR Assessment will be presented to the Governance Committee later this month and a recommended 3 year Plan will be presented in late November. This effort is being headed by an experienced resident HR consultant with Barry Barth and staff support.
2. Participating in ASPPPO / Resort Negotiating Process and with drafting any expected Covenant changes that may be agreed to as a part of this process.