

Community Service Associates, Inc.
Board of Directors Meeting
January 6, 2017

On Friday, January 6, 2017, a meeting was held of the combined Boards of CSA and ASPPPO in the Sea Pines Community Center.

The portion of the meeting for Community Service Associates Board of Directors, was called to order by Mark Griffith, Chairman, at 9:02 a.m.

1. **Roll Call:**

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

Mr. Griffith extended thanks on behalf of the Board to CSA staff for their hard work, devotion and efforts expended to return the community to normalcy following Hurricane Matthew. It is expected that pick up efforts will end before all the debris is removed. It will be a challenge to stay within the funds generated from the hurricane assessment initiated in light of Hurricane Matthew.

During 2017, the following Committees will continue to focus on:

- Finance Committee - Reserve Study, 5 year roll forward
- Gate Entry Committee - gate passes, technology, configuration of gate houses
- Short Term Rental Committee - guidelines for short term rental
- Communications Committee – new website

It has been agreed that there is a need to re-instate the Long Range Strategic Planning Committee.

The current committee chairs will remain the same as last year with the exception of Mr. Tucker, who will now chair the Long Range Strategic Planning Committee. Mr. Barth will take over as chair for the Communications Committee.

Mr. Griffith, Mr. Miner and Mr. Tucker were all re-elected to the Board and will serve a three year term, ending December 31, 2019.

2. **Ratify Approval of the Following:**

- Extending the Due Date For Special Assessments
- Encroachment Agreement for Lot 11, Lands End
- Encroachment Agreement for Lot 89, Baynard Cove V
- November 22, 2016, CSA Board Meeting Minutes

The extension of the due date for the Special Assessment, had been approved by email. Mr. Borghesi made the following motion, seconded by Mr. Speer and unanimously carried:

“RESOLVED, the CSA Board ratifies the vote on the approval of the extension of the due date for the Special Assessment”.

The Encroachment Agreement for Lot 11, Lands End, had been approved by email. Mr. Borghesi made the following motion, seconded by Mr. Speer and unanimously carried:

“RESOLVED, the CSA Board ratifies the vote on the approval of the Encroachment Agreement for Lot 11, Lands End”.

The Encroachment Agreement for Lot 89, Baynard Cove V, had been approved by email. Mr. Barth made the following motion, seconded by Mr. Speer and unanimously carried:

“RESOLVED, the CSA Board ratifies the vote on the approval of the Encroachment Agreement for Lot 89, Baynard Cove V”.

The minutes of the November 22, 2016 meeting, had been approved, as amended, by email. Mr. Borghesi made the following motion, seconded by Mr. Speer and unanimously carried:

“RESOLVED, the CSA Board ratifies the vote on the approval of the November 22, 2016 Board Meeting minutes as amended”.

3. **Commercial Directors’ Election Results**

Mr. Sigmon reported, on behalf of Mr. Gossett, that Mr. King has been re-elected to serve as a Commercial Director.

4. **Nomination and Election of Officers**

John McLaughlin, Chairman of the CSA Board Officer Nominating Committee, was present at the CSA board meeting. Based on Board member feedback and the vote of the CSA Board members, the following slate of Officers was proposed:

Chairman	Mark Griffith
Vice-Chairman	Michael Tucker
Secretary	Carolyn Adams
Treasurer	David Borghesi

The following motion was made by Mr. Miner, seconded by Mr. Barth and unanimously carried:

“RESOLVED, the CSA Board approves the slate of Officers and the membership of the Executive Committee, as presented, for 2017”.

5. **2017 Board Meeting Dates**

The proposed 2017 CSA Board Meeting dates were presented and no changes were suggested.

6. **Adjournment**

With no further business to come before the Board, the meeting was adjourned at 9:40 a.m. The next meeting will be held on Tuesday, January 24, 2017, at 3:00 p.m., at the Sea Pines Community Center.

Respectfully Submitted,



Carolyn Adams
Secretary