

Community Services Associates, Inc.
Executive Committee Meeting
May 16, 2017

On Tuesday, May 16, 2017, a regular meeting of the Community Services Associates, Inc., (CSA), Executive Committee, was held at the CSA Administration Building, main conference room. The meeting was called to order at 11:15 a.m. Chairman Griffith presided.

1. Roll Call

Present:	Carolyn Adams Don Sigmon	David Borghesi Michael Tucker	Mark Griffith
Guest:	Walter Nester		
Staff:	Sandra Archer Bret Martin	Russell Fredericks Toby McSwain	David Henderson Victoria Shanahan

2. Ratify Approval of the March 21 and May 3, 2017 Meeting Minutes

The March 21, 2017, Executive Committee meeting minutes were approved by email. Michael Tucker made the following motion, seconded by Donald Sigmon and unanimously carried.

“RESOLVED, the Executive Committee, approved the minutes of the March 21, 2017, meeting as finalized by email”.

2. Financial Update –David Borghesi, Victoria Shanahan

- There is a price increase on annual decal sales resulting in a favorable revenue variance to budget. .
- Effective June 1, 2017, there will be an increase in the cost of passes for commercial vehicles/cars and trucks, to \$10.
- March 31, 2017, financial statements were discussed in the preceding Finance Committee meeting.

4. Unfinished Business

a. Update on 7 Year Financial Forecast – Victoria Shanahan

- There was no discussion.

b. Special Assessment Update – Victoria Shanahan

- The recovery from Hurricane Mathew has no impact on the financial statements. Storm expenses are \$4,165,000. The deadline to pay assessment is June 1, 2017 and there is still cash to come in.
- We have collected \$750,000 more than has been spent. The Special Assessment funds have been transferred to an interest bearing Morgan-Stanley account.
- Care must be taken to not spend all recovery funds on Greenwood corridor project, there are other areas that are also in need of attention. Feedback from property owners conveys they want money allocated towards open space.

- One area requested, as brought to the attention of a Board member, is to repair the foot wash at Bluff Villas.
 - The Capital Replacement Reserve Policy states that we are never to be less than 30% funded at any time during a seven year period forecast. If all MEMP and storm water projects were to be completed, we would be approximately \$21,700,000 short. A variety of enhancement projects are still to be determined.
 - Long Range Strategic Planning Committee is researching what needs to be done to take the Sea Pine Community to the next level. The Finance Committee will be tasked to find a way to finance the projects, possibly to include borrowing funds. We need to move forward quickly to get as many property owners on board as possible, who would benefit from the enhancements and be willing to support the needed funding. A reserves financial forecast will be refined over the coming months.
- c. ASPPPO/CSA Service Agreement – Shanahan
- The ASPPPO/CSA Service Agreement has been tabled. CSA will continue to function under the agreement currently in place. McNair Law Firm will review and research a new agreement.

5. New Business

- a. CSA Board Meeting Agenda – Chairman Mark Griffith
- The Committee reviewed the Agenda for the CSA Board Meeting, to be held on March 28, 2017. A motion will be requested to approve the Board accepting quit-claim deed two parcels of land, at the Lawton Oaks entrance, as open space from Land Asset Holdings, Inc. to CSA.
 - McNair has drafted by-laws for CARB. The Board of Directors will consist of a Chairman, Vice-Chairman, Secretary and Treasurer. The Board will have the ability to dictate the structure of the Board, i.e., one member from CSA, Board, ARB., etc.
- b. Update on Time Warner/Spectrum Proposal, Hargray Communications – Bret Martin
- To date there has been no feedback from Hargray. The Committee recommends that management should not spend more time on developing an RFP with Hargray.
 - Management should begin negotiations with Spectrum and move forward with a global agreement for review. Once more details are available, the project will be brought in front of the community.
- c. Status of Park Policy for CSA Parks/Six Oaks Park – Bret Martin
- This issue has been tabled until further review of covenants and opinion received from McNair Law Firm.
- d. Status of Town Discussion on Storm Water Agreement – Bret Martin
- The Town staff is developing a new template and will be scheduling a meeting with POAs in the near future.
- e. Discussion of Legal Opinion on Using Special Assessment Funds for Related Entities – Bret Martin
- There was no further discussion. Topic covered in the Finance Committee meeting.

f. Approval of Tower Beach Policy Changes/Effective Date – David Henderson

- The Tower Beach Policy, originally part of the Gate Entry Policy and has been removed and is being updated.
- The definition of relative decals, in the policy, has presented challenges. As written in the 1974 covenants, Tower Beach access is restricted to property owners and house guests. McNair Law Firm will review the covenants and give opinion on the definition of “house guests”.
- The policy states park is open “dawn to dusk”. It was suggested that should be replaced by actual hours of operation.
- The policy restricts to only one reservation per day, i.e. lunch event would prohibit having an evening event. The concern is that there could potentially not be enough staff available to turn around the beach club in time for the second event. The committee agrees to request a larger deposit, \$450 (on hold), which should motivate the reserving party to clean up and allow for a second reservation on the same day.
- The cameras, damaged by Hurricane Matthew, are being replaced as well as the gate arm. The current RFID decal and IC card will not operate the gate and options are being researched and still to be determined.
- Mr. McSwain will task his officers, at Tower Beach, to document and report back on usage of the parking area at pre-specified times of 10 a.m. and 12, 2 and 4:00 p.m. The consensus is, there is ample room, for owners to park, with the exception of Holiday weekends. Consideration should be given to adding a trolley stop at Tower Beach during such times.

6. Board Member Comments

- Discussion continued on Six Oaks Park and the standing issue of noise/activity in the park, which creates disturbance during simultaneous use of the cemetery.
- Mr. Nester commented that CSA, as owner, can impose restrictions. Signs could be posted and a visual delineation created. Chairman Griffith suggested to post signs, inferring respect to cemetery use, once verbiage is decided upon. A sign stating “No Recreational Activities Beyond This Point”, was suggested.
- Mr. Sigmon, on behalf of Mr. Babel, suggested possibilities to reconfigure the bike trail/pathways at South Beach. It was agreed to move forward with Phases I, II and discuss Phases III, IV, at a later date. Phase I: remove chains from poles/add markers indicating where to cross, Phase II: widen bike trail, move kiosk/move pavers.
- Mr. Tucker stated he will review the areas in question at South Beach and bring recommendations to the Safety and Security Committee.

7. Adjournment

With no further business to come before the Board, Chairman Griffith adjourned the meeting at 1:26 p.m. The next scheduled meeting, of the CSA Executive Committee, is Tuesday, June 20, 2017, 10:30 a.m., at the CSA Administration Building.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Carolyn Adams". The signature is written in a cursive style with a blue color.

Carolyn Adams
Secretary