

**Community Services Associates, Inc.,  
Communications Committee Meeting**  
May 17, 2017

On Wednesday, May 17, 2017, a regular meeting of the Community Services Associates, Inc., (CSA) Communications Committee, was held at the CSA Administration Building, main conference room. The meeting was called to order 10:58 a.m. Chairman Barth presided.

**Roll Call**

Present:	Barry Barth Charlie Miner Michael Tucker	David Borghesi Mary Reagan	Bill Johnson James Richardson
Absent:	Cary Corbitt Richard Speer	Frank Jeffreys Kathy Wilcox	Beverly Serral
Ex-Officio:	Mark Griffith		
Staff:	Sandra Archer Bret Martin Toby McSwain	David Henderson Jerred Mayse Amanda Sutcliffe-Jones	Russell Fredericks Jean McElroy

**Ratify Approval of the March 15, 2017 Meeting Minutes**

The March 15, 2017, Communications Committee meeting minutes, were approved by email. James Richardson made the following motion, seconded by David Borghesi and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Communications Committee, approved the minutes of the March 15, 2017, meeting, as finalized by email”.

**Committee Updates**

**Communications Committee Update – Amanda Sutcliffe-Jones**

- Jean McElroy was introduced and welcomed to the Communications Committee. Mrs. McElroy will be taking on the role of Communications Coordinator.
- The Annual Meeting was well attended with 335 seated, 15 standing and 59 property owners in attendance via webinar. A live video will be posted on the website.
- New segments of the Facebook Policy are being drafted for review by the Communications Committee.
- The method of delivery of the Community Newsletter is being evaluated. The newsletter is sent digitally and mailed quarterly. Mailing via regular mail is expensive. The possibility of opening advertising to interested parties, outside of the gate, or only using a digital version could help alleviate costs.
- The May 30, 2017 Referendum Forum, will also be available via webinar. This process could be considered for other meeting as well.
- CSA continues to work with USCB on a traffic survey.

#### Finance Committee Update – David Borghesi

- The Finance Committee is evaluating legal opinion related to the Special Assessment. Amendments to the 2017 budget will be reviewed for reallocation of funds. It is presumed that all of the Special Assessment funds will be spent. There is still debate on what is included and eligible for the Hurricane Matthew Assessment funds.

#### Gate Entry Committee – Michael Tucker

- There will be a meeting of the Gate Configuration Task Force on May 24<sup>th</sup>.
- A future Town Hall meeting will be held, with Engineers on site, to discuss the gate entry possibility and to address and answer questions and suggestions from property owners. Dates will be communicated once determined.
- There have been substantial changes to the Gate Entry Policy which will be brought before the CSA Board in September.
- Mr. Miner, President of ASPPPO, has been appointed as co-chairman of the Gate Entry committee.
- There have been requests to allow property owners to ride their motorcycles inside the gate, to and from their residences. This topic will be added to the next community wide survey for property owner feedback.

#### Maintenance, Enhancement and Major Projects Committee Update – James Richardson

- The Greenwood Drive landscape repair project is nearing completion.
- Completed major projects since last meeting include: major intersection signage and map kiosks installation, replacement of all leisure trail bollards with LED lights, shuttle pull off pad and installation of sod at the Ocean gate.
- Upcoming projects include: mulching, then seeding trolley lots 3, 4, 1 and 8, sod installation at the corner of Greenwood and Plantation Drives, switching out the flower beds the first week of June, install split rail fences at the powerline lot entrances, split rail fence installed near South Beach leisure trail and additional plantings and enhancements at the front gate.
- Ongoing projects include: leisure trail and road patching and paving, concrete beach walk repairs, road and street repairs, roadside flower bed definition and mulching and maintaining natural areas.
- Repairs to the Deer Island Bridge are yet to be done. Bids are in at over \$1,000,000. Determination as to who is responsible for the bridge repair is still under review.
- Russell Fredericks has replaced Beau Barnett as the new Director of Maintenance.
- A formal review of Ocean Woods work needs to be done. Ocean Woods has been tasked with providing a presentation, on what they have brought to the table, on June 10<sup>th</sup>. There have been issues with staff attendance. With one year in, CSA needs to bring before the residents, the financial impact of out-sourcing to Ocean Woods. To date, the feedback from the community is positive.

#### Short Term Rental Committee Update

- The ability to instigate a referendum without Sea Pines Resort, might allow ASPPPO and CSA to set up rules, regulations and penalties for vacation rental owners. This possibility is being explored by the Committee.

- The Committee is looking at how a limit on guest passes (vehicles) could be implemented. Palmetto Dunes Plantation has a system in place where they ask how many cars can be parked on the property hard surface.
- The Committee is discussing access of trailers into the community.
- The annual pre-season meeting with rental managers was successful, with 20 companies represented. Inclusion of 420 VRBO users to future rental manager meetings, is under consideration.

Safety and Security Committee Update – Toby McSwain, Michael Tucker

- The installation of speed bumps on Tupelo Road is being reviewed and could be considered if residents are in agreement. Speed bumps would assist in lowering speed.
- New signs on Palmetto Bay Road, Route 278 and Sea Pines Greenwood Gate entrance are being reviewed. The Committee is waiting on feedback from the Town of Hilton Head Island.
- The committee will also look at leisure trails and crosswalks at South Beach, new painted signs on the Greenwood Drive pavement before the gate and installation of three way stop sign at Greenwood Gate and South Sea Pines Drive. The Town is in favor of adding a three way stop sign as the best option to slow traffic.
- Scott Richardson has been added to the Safety and Security Committee. The amended Committee membership will seek approval at the upcoming CSA Board Meeting, May 23, 2017.
- ABDI software, a community security management software, designed to meet the needs of security and administrative offices for gated communities, is still under review. Tribridge will conduct a 10 day evaluation of the software and determine if it will meet the needs of the community and complement other systems currently in use.
- With hurricane season approaching, the committee needs to secure a hotel/lodging in the event of evacuation. A category 2 or higher dictates that all must evacuate, including the Town.
- The Security Department is currently short 8 officers. A new recruitment plan could include the air station in Beaufort, Hunter Air Force base, etc. CSA has 20 armed officers, excluding gate staff, who are not armed. SLED has changed their training curriculum.
- All 32 security cameras, operated by CSA, were destroyed during the hurricane and need replaced. The cameras at Greenwood Gate will be relocated and an attempt made to hide them from view. All cameras are new technology, license plate readers that have capability to scan. If the ABDI system is implemented, the ability to track vehicles and provide pictures of tags and occupants of vehicles, entering and departing the community will be available.
- Construction and design plans are being reviewed with engineers/planners for a new gate house at Greenwood Drive and Ocean gates. New gate entry signage entering Sea Pines at the Greenwood Gate is being reviewed. Replacement leisure path gates are being installed at both Greenwood and Ocean gates.

### Special Projects Update – David Henderson

- Development of conceptual layouts for alternative locations and configurations for the Greenwood Gate is in process. A follow up survey to property owners, to better identify Greenwood Gate issues, is forthcoming.
- Proposed language for the approach signage to Greenwood Gate needs to be determined. Language must be clearly defined and easily understood to be effective.
- CSA parcels and Tower Beach operating policies are under revision.
- The family estate site, or Oakview section, within Six Oaks Cemetery has been expanded to 6.7 acres.
- Landscape repair work within Greenwood Drive entrance corridor continues and is nearing completion.

### Long Range Strategic Planning Committee Update – Michael Tucker

- Property owner input will be sought and is an important factor in the development of the Long Range Strategic Plan. A Town Hall was held and participants were tasked to create a vision statement.
- Strategies to build the plan include: creating a vision for the future of Sea Pines Plantation and understanding the needs and wants of the community, a comparison of similar resort communities on the East Coast and the financial situation and capacity of CSA to fund the plan.

### **Unfinished Business**

There was no unfinished business to discuss.

### **New Business**

#### CSA Website Update – Chairman Barth, Amanda Sutcliffe-Jones

- The CSA website is operational and well received by the community. Year-Over-Year, sessions are up 83.67%, user visits 63.23%, new sessions 1.44% and Home Page sessions 3,736.

#### Annual Meeting Feedback – Chairman Barth, Amanda Sutcliffe-Jones

- The Annual Meeting was well attended. There was 1 oral and 3 written questions from residents.

#### Webinar Services – Chairman Barth, Amanda Sutcliffe-Jones

- We will continue to look for opportunities to conduct meetings that utilize webinar.

#### Community Newsletter – Chairman Barth, Amanda Sutcliffe-Jones

- This topic was previously addressed under the Communications Committee Update.

#### Referendum Update – Chairman Barth, Amanda Sutcliffe-Jones

- There will be two sessions of the Referendum Forum, both of which will be hosted via webinar and filmed. This will be the first time, along with Sea Pines Resorts, that information will be conveyed to the residents. An FAQ will be made available.
- There will be a Friends Group meeting tomorrow afternoon.

- 62% of the property owners do not live in the community. Effective communication is key in order to educate all property owners. The community must comprehend the package that the Resort is offering and the benefits provided, are at no cost to the property owners. Equally important, it must be evident to the community, that the failure of the referendum would eliminate the entire package.

**Board Member Comments**

There were no further comments.

**Adjournment**

With no further business to come before the Board, Chairman Barth adjourned the meeting at 12:18 p.m. The next scheduled meeting, of the CSA Communications Committee, is Wednesday, June 21, 2017, 11:00 a.m., at the CSA Administration Building.

Respectfully Submitted,

A handwritten signature in cursive script that reads "B. C. Barth".

Barry Barth  
Chairman