

Community Services Associates, Inc.
Board of Directors Meeting
September 26, 2017

On Tuesday, September 26, 2017, a regular meeting of the Community Services Associates, Inc., (CSA), Board of Directors, was held at the Sea Pines Community Center, 71 Lighthouse Road, Hilton Head Island, SC, 29928. The meeting was called to order at 3:00 p.m. Chairman Griffith, presided.

Roll Call

Present:	Carolyn Adams	Barry Barth	Steve Birdwell
	David Borghesi	Cary Corbitt	Paul Crunkleton
	Mark Griffith	Mark King	Charles Miner
	James Richardson	Scott Richardson	Beverly Serral
	Donald Sigmon	Michael Tucker	
Absent:	Bob Gossett	Bob Sowers	Richard Speer
Staff:	Sandra Archer	Russell Fredericks	Bret Martin
	Victoria Shanahan	Amanda Sutcliffe-Jones	

Ratify Approval of the June 26, 2017 Meeting Minutes

A motion was made by Carolyn Adams, to ratify approval of the June 26, 2017, CSA, Board of Directors, meeting minutes. The motion was seconded by Barry Barth and unanimously carried:

“**RESOLVED**, the Community Services Associates, Inc., Board of Directors, approved the minutes of the June 26, 2017, Board of Directors meeting, as finalized by email”.

Chairmen’s Report

Chairman Griffith commented on the following items:

- Questions for ASPPPO and CSA candidates, received from the community, will be forwarded to the Nominating Committee. After review, questions will be forwarded to all candidates for their responses and will be posted on the website.
- An ASPPPO section will be developed and be part of the seapinesliving.com website. ASPPPO related informational questions from the community, will be posted and answered.
- Storm water management, to include repair and maintenance of pipes, drains and ditches, has been estimated at \$1,300,000 - \$1,500,000, for the next twenty years. A contribution from the Town of Hilton Head Island, at approximately \$600,000, will not be sufficient to cover the cost.
- The community should consider moving towards a real estate transfer fee. A Task Force has been seated, to this effect, consisting of Mr. Becker, Mr. Borghesi, Mr. Herskovits and Ms. Shanahan. Task Force will evaluate how to implement a transfer fee and study the financial impact for the community.
- The Executive and Finance Committee have talked about special assessment. Since Hurricane Irma was a named storm, the ability to assess exists.

- Gate fee discussions continue and a proposal, by the commercial directors, was put forth in July. Chairman Griffith and Mr. Tucker will continue discussion with Fowler and Payne, the owners of Sea Pines Center, in Beaufort, SC.
- A hydrology study, hard copy, prepared by Pittman Engineering, is available for viewing at the CSA Administration Building. A digital version has been requested and will be posted on the website, once available. Mr. Pittman did a presentation on the study at a Community Coffee, which was video-taped and is available on the website.
- The Board is conferring with Converged Services Inc., CSI, regarding bulk service of cable, telephone and internet, which are commonly found in communities. Bulk services can bring savings for residents and provide an income stream for CSA.

CSA Reports

CSA Operations – Bret Martin

- Following Hurricane Irma, September 11, 2017, the community sustained flooding, drain issues and tree damage. Beach debris has been removed, the Town of Hilton Head beach re-nourishment program, expanded northward to properties in South Forest Beach, continues and a contractor to assess tree damage and costs.
- Maintenance Department projects include: the leisure trail next to Monarch/Beach Lagoon, approved by the Town; Plantation Drive paving is underway with striping to follow 30 days later; Fox Grape trail paving, and debris site pick-up, following Hurricane Irma.
- Flower rotation will begin mid-October and include lower level of plantings, to provide better visibility.
- The logging operation, salvage harvest, continues in the Sea Pines Forest Preserve.
- Results from the Sea Pines Gate Survey will be posted this week. 2800 responses were received.
- New welcome and directional signage, will be installed in the coming week.
- The ASPPPO-CSA 2017 Service Agreement was amended and will be retroactive to January 2017.
- There is no Town policy regarding the free floating docks, which remain in the water, following Hurricane Matthew. The covenants do not address the situation, the waters are jurisdictional and Sea Pines has no authority.

ARB Liaison – J. Richardson

- Total Dwelling Units allowed by Covenant are 5,890. As of August 31, 2017, represented are: “Class A” - total lots remaining, 106; total homes, 3733; “Class B” - multi-family dwelling units 1989 and uncommitted dwelling units, 62.
- The August 2017 Status Report reflects: 6 new houses start - 4 on unimproved lots, 12 total escrow deposit – 6 for the new house starts, 25 minor applications, 8 major applications and 3 commercial applications. There were no new house applications.
- There are two ARB positions to appoint for 2018, one full (3 year term) and one alternate (one year term).

Joint ASPPPO/CSA Short Term Rental Committee – Beverly Serral

- The committee last met September 5, 2017. Discussion included ABDI software benefits and gate pass distribution.

- There were an additional 2,500 gate passes issued, as compared to the same period, in 2016. The committee continues to look at the limitation of passes issued per rental property, to coincide directly with the number of hardscape parking spaces available.
- The committee continues to work on achievable objectives.

Communications Committee – Barry Barth

- The Committee last met September 20, 2017. Discussion included plans to develop a robust presence on the CSA website.
- Questions for ASPPPO and CSA Board candidates, received from the community, will be assembled and forwarded to all candidates for response. Candidate responses will be posted on the website, for community viewing.
- An ASPPPO content section will be developed and be part of the seapinesliving.com website. ASPPPO related informational questions from the community, will be posted and answered.
- A mass email communication, launching the new communications template, will be sent shortly. Recommendations, comments and feedback are welcome. If you do not receive email communication and would like to, please send an e-mail to that effect and you will be added to the distribution list.

Gate Entry Committee – Cary Corbitt

- The Committee last met August 10, 2017. Discussion included Gate Entry Policy review.
- The Gate Entry Policy, with visible revisions, was posted on the website. Twenty-five responses were received from the community. All responses will be reviewed by the Committee and expect to pass resolution to amend the Policy at the November 21, 2017, Board meeting.
- Property owners living in The Seabrook and/or The Cypress, who no longer drive, will be issued a special gate entry pass.
- Trailers still present an issue and require further definition. On occasion, trailers go directly to a rental house, with no garage and the trailer sits in view for the entire stay.

Circle to Circle/Traffic Task Force – Paul Crunkleton

- The first season of food truck offerings, at select locations, was reasonably successful. Vendors delivered a quality product, but were hoping to receive more traffic.
- Parking plans for 2018, are still to be reviewed and determined.

Gate Configuration Task Force – Michael Tucker

- Task Force met recently with the Town. Additional information was provided to traffic engineers, some out of state, who will continue to study the Sea Pines gate access challenge. Another gate configuration workshop will be held, as soon as feasible.
- Mr. Cousins, Director of Community Development, Town of Hilton Head Island, is committed to the intersection of Greenwood Drive and Office Park Road project. Bidding is underway, with anticipation for the project to occur in 2017. The majority of accidents, on the entire Island, occur at the lane crossover from Greenwood Drive into Reilly Plaza.

Governance Committee – Richard Speer

In Mr. Speer's absence, no report was given.

Government Liaison – Scott Richardson

In Mr. Richardson's absence, no report was given.

Maintenance, Enhancement and Major Projects Committee – James Richardson

- The Maintenance Department remained occupied with storm debris clean-up and recovery, to include beach walks, storm drains and beaches. Residents were hit with storm surge for a second time.
- Paving continues on Plantation Drive, including curb cuts. The next paving project will continue on Greenwood Drive. Road re-surfacing, to include Lawton Woods and pothole repairs, continue.
- The Deer Island bridge needs to be re-engineered and is under review.
- Preparation of a 5 year maintenance department plan is underway and will be presented to the Finance Committee.
- Recommendations to the Safety and Security Committee are provided, as requested.

Safety and Security Committee – Michael Tucker

- Annual decal sales have increased, as has gate fee revenue, attributed to the \$4.00 increase in gate fees for commercial vehicles.
- A Parking Task Force, to address parking on streets, was established. Task Force will contact POA Presidents, for feedback on street parking, not to include T-streets.
- After a survey completed by residents of Tupelo Road, results indicated that residents are in favor of a speeding device, not to include speed bumps, on the road. Research indicated that the number and speed of vehicles travelling on Tupelo Road, are no more of an issue, than on any other street in the community. The speed indicator, currently in place, will remain. Security will continue to monitor and enforce Tupelo traffic, to the best of their ability.
- Safety at Greenwood Drive and South Sea Pines intersection, continues to be studied. Phase I, a change in the intersection geometry, with the addition of a landscaped island, will force traffic to slow down. Phase II, will establish additional crossing, leisure trail, stamped crosswalk, walkway to beach walk 24 and crossing at Wagon Road. Project additional cost of \$130,000, approved by Maintenance, Enhancements, Major Projects; Safety and Security and Finance Committees.

Finance Committee – David Borghesi

- Priorities have been with Amendments to the 2017 Budget, revision of the Investment Policy and preparation of the 2018 budget.
- The 2018 Budget will be presented at the November 21, 2017, Board meeting.
- There is no insurance coverage, to clean up the beach and board walks, due to the storms. There was no loss of income suffered, due to Hurricane Irma.

A motion was made by Charles Miner to approve amendment of the 2017 Budget. The motion was seconded by Michael Tucker and unanimously carried.

“RESOLVED, the Community Services Associates, Inc., Board of Directors, approved the addition of \$130,000 for South Sea Pines Drive and Greenwood Drive intersection and \$222,816 for Enterprise software. Further, \$45,550 for Spotted Sandpiper repave, \$634,250 for Deer Island bridge, \$6,500 for Welcome Center remodel, \$80,000 for Fox Grape leisure trail and \$22,640 for dune beach walks, will be moved out of the budget. In summary \$352,816 is being added to the 2017 budget and \$788,940 deferred, resulting in a budget amendment decrease of \$436,124”.

- The balance sheet, as of July 31, 2017, was reviewed. Total assets are \$20,781,602, an increase of \$577,310 over the same period last year.
- The income statement, as of January through July 31, 2017, was reviewed. Actual revenues over expenditures, are \$4,404,999, compared to budgeted, \$1,234,617, resulting in a positive variance to budget, of \$3,170,382. This compares to a total net income of \$3,510,671, for the same period in 2016, resulting in an \$894,328 change, year over year. Variances are due in large part to the delay in completion of major projects.
- For property owners who are delinquent in payment of fees, gate pass privileges are revoked, eventually followed by placement of property liens.

A motion was made by David Borghesi, to accept the July 2017/YTD CSA financial statements. The motion was seconded by Charles Miner and unanimously carried.

“RESOLVED, Community Services Associates, Inc., Board of Directors, approved acceptance of the July 2017/YTD CSA financial statements, as submitted”.

- Revision to the Investment Policy included: policy review to occur three times yearly and tightened limits on investment exposure.

A motion was made by James Richardson, to accept the Revised Investment Policy, as submitted. The motion was seconded by Michael Tucker and unanimously carried.

“RESOLVED, the Community Services Associates, Inc., Board of Directors, approved the Revised Investment Policy Statement, as submitted”.

Long Range Strategic Planning Committee – Michael Tucker

- The Committee last met September 22, 2017. Discussion identified 4 main strategic categories: finance, governance, lifestyle and partnership.
- A Community Center Task Force, Mr. Parsons, chairman, was established. Task Force will research creating a community center, in Sea Pines. A Transportation Task Force, Mr. Johnson, Chairman, was established. Task Force will research moving residents and guests, within the community.

A motion was made by Michael Tucker, to approve amendment of the Long Range Strategic Planning Committee Membership. The motion was seconded by Paul Crunkleton and unanimously carried.

“**RESOLVED**, the Community Services Associates, Inc., Board of Directors, approved amendment of the 2017 Long Range Strategic Planning Committee Membership. George Williams has tendered his resignation to serve and Lawrence Movshin will serve on the committee”.

Unfinished Business

There was no unfinished business to discuss.

New Business

Acceptance of YTD/July 2017 Financial Statements – Victoria Shanahan
Refer to “Finance Committee”.

Revised Investment Policy Statement – Victoria Shanahan
Refer to “Finance Committee”.

Amendment to 2017 Budget – Victoria Shanahan
Refer to “Finance Committee”

RBC Heritage Tournament, CBS Pad – Cary Corbitt

- The Heritage Classic Foundation, requested relocation of the CBS pad, due to continued expansion. A site was located across the lagoon from Red Oak Road. All residents who would be affected were contacted and agreed to the installation of the CBS pad. The total project will be on open space, bordering Baynard Road, blend into natural surroundings, with entire cost borne by Sea Pines Resort.

A motion was made by Carolyn Adams, to approve relocation of the RBC Heritage Tournament, CBS pad. The motion was seconded by Paul Crunkleton and unanimously carried.

“**RESOLVED**, the Community Services Associates, Inc., Board of Directors, approved relocation of the CBS tournament support location, for the RBC Heritage Tournament, to the Baynard Cove Road area, as referenced of attached layout and design plan”.

Amendment to Maintenance, Enhancement and Major Projects Committee Membership – James Richardson

A motion was made by Carolyn Adams, to approve amendment of the Maintenance, Enhancement and Major Projects Committee Membership. The motion was seconded by Barry Barth and unanimously carried.

“**RESOLVED**, the Community Services Associates, Inc., Board of Directors, approved amendment to 2017 Maintenance, Enhancement and Major Projects Committee Membership. Donald Sigmon will serve on the committee”.

Amendment to Communications Committee Membership – Barry Barth

A motion was made by Carolyn Adams, to approve amendment to the Communications Committee Membership. The motion was seconded by James Richardson and unanimously carried.

“**RESOLVED**, the Community Services Associates, Inc., Board of Directors, approved amendment to the 2017 Communications Committee Membership. Lawrence Movshin will serve on the committee.

Amendment to Long Range Strategic Planning Committee Membership – Michael Tucker
Refer to “Long Range Strategic Planning Committee”.

Welcome Center Lease Agreement – Bret Martin

A motion was made by Carolyn Adams, to approve the Welcome Center Lease Agreement. The motion was seconded by Paul Crunkleton and unanimously carried.

“**RESOLVED**, the Community Services Associates, Inc., Board of Directors, approved the 2018 Welcome Center Lease Agreement, between Sea Pines Resort, LLC and Community Services Associates, Inc., as submitted”.

Approval of Facebook Policy – Barry Barth

A motion was made by James Richardson, to approve the Facebook Policy. The motion was seconded by Carolyn Adams and unanimously carried.

“**RESOLVED**, the Community Services Associates, Inc., Board of Directors, approved the Facebook Policy, as submitted”.

Ratify Approval of Encroachment Agreement – Baynard Cove III, Lot J – Chairman Griffith

A motion was made by Charles Miner to ratify approval of the encroachment agreement, Baynard Cove III, Lot J. The motion was seconded by Paul Crunkleton and unanimously carried.

“**RESOLVED**, the Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, Baynard Cove III, Lot J., onto CSA open space, as finalized by email”.

ASPPPO/CSA Service Agreement Amendment – Bret Martin

A motion was made by Barry Barth, to approve amendment of the 2017 ASPPPO/CSA Service Agreement. The motion was seconded by Cary Corbitt and unanimously carried.

“**RESOLVED**, the Community Services Associates, Inc., Board of Directors, approved amendment, of the 2017 ASPPPO/CSA Service Agreement, # 5, to include: It is explicitly understood that the ASPPPO membership list, is the sole property of ASPPPO and CSA is merely custodian. CSA shall fulfill its custodial duties, solely at the direction of the ASPPPO Board of Directors”.

Board Member Comments

- Mr. Birdwell announced that Sea Pines Resort has recently received three awards: Travel and Leisure Magazine, 2017 World's Best Hotels, Inn and Club at Harbour Town; South Carolina Course of the Year, Atlantic Dunes and Golf Magazine, August 2017 Edition, Harbour Town Golf Links, rated in top 100 courses in the world.

Adjournment

With no further business to come before the Board, Chairman Griffith adjourned the meeting at 4:40 p.m. The next scheduled meeting, of the CSA Board of Directors, is Tuesday, November 21, 2017, 3:00 p.m., at the Sea Pines Community Center.

A motion was made by James Richardson to adjourn the meeting at 4:40 p.m. The motion was seconded by Cary Corbitt and unanimously carried.

Respectfully Submitted,



Carolyn Adams
Secretary