

Community Services Associates, Inc.

Board of Directors Meeting

January 29, 2019

A regular meeting of Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, January 29, 2019, at the Sea Pines Community Center, 71 Lighthouse Road, Suite 120, Hilton Head Island, SC 29928.

Present from the Board of Directors were: Mark Griffith, Chair; Michael Tucker, Vice Chair; Stu Rodman, Treasurer; Carolyn Adams, Secretary; Barry Barth, Director; Steve Birdwell, Director; Cary Corbitt, Director; Bill Johnson, Director; Jim Kaskie, Director; Charles Miner, Director; Larry Movshin, Director; James Richardson, Director; Scott Richardson, Director and Rich Speer, Director

Present via teleconference: Mark King, Director

Absent from the Board of Directors were: Donald Sigmon, Director and Bob Sowers, Director

Present from Community Services Associates, Inc., were: Bret Martin, President; Victoria Shanahan, Director of Finance and Administration; Amanda Sutcliffe-Jones, Director of Communications and Sandra Archer, Executive Administrative Assistant

Call to Order

The meeting was called to order by Mark Griffith, Chair, at 2:50 p.m., Eastern time.

Chair Griffith welcomed new, incumbent and returning Board Members: Larry Movshin, Richard Speer and Barry Barth, respectively.

Establishment of Quorum

With the majority of Board Members in attendance, quorum was met.

Executive Session

Contracts, Legal, Personnel – Chair Griffith

Chair Griffith called the Board of Directors into Executive Session at 2:55 p.m.

Board Meeting Reconvenes

Possible Actions Regarding Contracts, Legal, Personnel Matters – Chair Griffith

The Board of Directors reconvened at 3:15 p.m. Chair Griffith provided the Executive Session update. Action taken:

A motion was made by Stu Rodman, to approve legal action, for covenant violation, be initiated. The motion was seconded and unanimously carried.

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approves Burr, Forman, McNair, to file a lawsuit against residential property owner, in violation of Sea Pines Covenants and Restrictions”.

Ratify Approval – Board Meeting Minutes, November 16, 2018

A motion was made by Barry Barth, to ratify approval of the November 16, 2018, CSA, Board of Directors meeting minutes. The motion was seconded and unanimously carried.

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the November 16, 2018, Board meeting minutes, as finalized by email”.

President Update – Bret Martin, President, CSA

Mr. Martin provided the President update. Action taken:

- Greenwood Drive construction is project nearing completion. A second opinion for project standards compliance will be obtained.
- Referendum Board workshops continue to be held. A Special Board Meeting will be called when Board is ready to approve referendum terms.
- The transfer fee is removed from consideration; assessment fee increase will be staged over 3 years and assessment increase will not be in effect until 2020.

Financial Update – Victoria Shanahan, Director of Finance and Administration

Ms. Shanahan provided the financial update. Action taken:

Acceptance – Financial Statements, YTD/November 30, 2018

The balance sheet as of November 30, 2018, was reviewed. Total liabilities and fund balances, on an accrual basis, were \$19,463,950, a decrease of \$587,066, over the same period last year.

The income statement for November 30, 2018, YTD, was reviewed. Actual revenues over expenditures were \$684,836, compared to budgeted (\$1,545,186), resulting in a positive variance to budget of \$2,230,022.

The income statement for the month ended November 30, 2018, was reviewed. Actual revenues over expenditures were (\$1,743,363), compared to a total net income of (\$563,360), for the same period in 2017, resulting in a (\$1,180,003) increase, year over year.

A motion was made by Stu Rodman, to accept the financial statements, YTD/November 30, 2018. The motion was seconded and unanimously carried.

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved acceptance of the financial statements, YTD/November 30, 2018, unaudited, as approved by the Director of Finance and Administration, as presented”.

Approval – Amendment to Budget, 2019, Beach Trolley Service – Stu Rodman

An update was provided. Action taken:

A motion was made, amended and approved, to operate the Beach Trolley Service, 2019. Following the meeting, the Board discussed and voted on further amendment to the adopted motion. The amended motion and vote, will be ratified at the March 26, 2019, Board of Directors Meeting.

Committee Update

Architectural Review Board Liaison – James Richardson

An update was provided. No action taken.

Short Term Rental Committee – Bill Johnson

An update was provided. No action taken.

Communications Committee – Barry Barth

An update was provided. Action taken:

Gate Entry Committee – Cary Corbitt, Charles Miner

An update was provided. No action taken.

Governance Committee – Michael Tucker

An update was provided. No action taken.

Government Liaison – Stu Rodman

An update was provided. No action taken.

Maintenance, Enhancement and Major Projects Committee – James Richardson

An update was provided. No action taken.

Safety and Security Committee – Jim Kaskie

An update was provided. No action taken.

Strategic Planning Committee – Michael Tucker

An update was provided. No action taken.

Gate Configuration Committee – Michael Tucker

An update was provided. No action taken.

Land Use Management Committee – Larry Movshin

An update was provided. No action taken.

Unfinished Business – Chair Griffith

There was no unfinished business to discuss.

New Business

Approval – Committee Membership, 2019 – Chair Griffith

An update was provided. Action taken:

A motion was made by Rich Speer to approve Committee Memberships, 2019. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approves appointment of the Committee Memberships, 2019: Communications, Finance, Gate Configuration, Governance, Land Use Management, Maintenance, Enhancement and Major Projects, Safety and Security, Strategic Planning and Short Term Rental, as presented”.

Ratify Approval – Encroachment Agreement, Lawton Woods, Lot 6 – Chair Griffith

An update was provided. Action taken:

A motion was made by Rich Speer to ratify approval of encroachment agreement, Lawton Woods, Lot 6. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, Lawton Woods, Lot 6, as evidenced by as-built survey, November 8, 2018, Coastal Surveying Company, Inc., onto CSA open space, as finalized by email”.

Discussion – Referendum, 2019 – Chair Griffith

An update was provided. Action taken:

A motion was made by Rich Speer, to approve several initial terms for Referendum, 2019. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved the following action be taken, in preparation of Referendum, 2019: Real estate transfer fee eliminated; gradual/phased in increase in Residential Property Owner assessment fee; assessment fee increase to be effective as of 2020”.

Adjournment

With no further business to come before the Board, Chair Griffith adjourned the meeting at 3:55 p.m. The next scheduled meeting of the CSA Board of Directors, is Tuesday, March 26, 2019, 3:00 p.m., at the Sea Pines Community Center.

A motion was made by Larry Movshin to adjourn the meeting at 3:55 p.m. The motion was seconded and unanimously carried.

Respectfully Submitted,



Carolyn Adams
Secretary