

Community Services Associates, Inc.

Board of Directors Meeting

May 21, 2019

A regular meeting of Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, May 21, 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; Mark King, Director; Charles Miner, Director; Larry Movshin, Director; James Richardson, Director; Donald Sigmon, Director; Bob Sowers, Director; Rich Speer, Director

Absent from the Board of Directors was: Scott Richardson, 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 Jean McElroy, Communications Coordinator

Call to Order

The meeting was called to order by Mark Griffith, Chair, at 3:00 p.m., Eastern time.

Establishment of Quorum

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

Ratify Approval – Board of Directors Meeting Minutes, March 26, 2019; Special Meeting Minutes, April 26, 2019

A motion was made by Carolyn Adams, to ratify approval of the CSA, Board of Directors Meeting Minutes, March 26, 2019 and Special Meeting Minutes, April 26, 2019. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the Board of Directors Meeting Minutes, March 26, 2019 and the Special Meeting Minutes, April 26, 2019, as finalized by email”.

President Update – Bret Martin, President, CSA

Mr. Martin provided the President update. No action taken.

Financial Update – Victoria Shanahan, Director of Finance and Administration

Ms. Shanahan provided the financial update. Action taken:

Acceptance – Financial Statements, YTD/March 31, 2019

A motion was made by James Richardson to approve the resolution, “Acceptance – Financial

Statements, YTD/March 31, 2019”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved acceptance of the financial statements, YTD/March 31, 2019, as presented”.

Committee Update

Architectural Review Board Liaison – James Richardson

An update was provided. No action taken.

Communications Committee – Barry Barth

An update was provided. No action taken.

Finance Committee – Stu Rodman

An update was provided. Action taken:

A motion was made by Stu Rodman to approve the recommendation of the Finance Committee. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved the Finance Committee recommendation regarding Hurricane Matthew Special Assessment to read as follows: The Finance Committee recommends to the CSA Board that expenditures be evaluated as of October 31, 2019. Such unspent special assessment balances should be credited to each property owner, based upon a ratable calculation that aligns to how the amounts were collected”.

Gate Configuration Committee – Michael Tucker

An update was provided. No 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.

Land Use Management Committee – Larry Movshin

An update was provided. Action taken:

A motion was made by Larry Movshin to approve the Land Use Management Committee to engage legal counsel, regarding non-compliance of Sea Pines Land Use Covenants and Sea Pines

Rules, Regulations and Guidelines, for Property Owners and Long Term Renters. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved the Land Use Management Committee engage legal counsel in resolution of the non-compliance of Sea Pines Land Use Covenants and Sea Pines Rules, Regulations and Guidelines for Property Owners and Long Term Renters, in respect to 88 Lawton Road”.

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.

Short Term Rental Committee – Bill Johnson

An update was provided. No action taken.

Strategic Planning Committee – Michael Tucker

An update was provided. No action taken.

Unfinished Business – Chair Griffith

There was no unfinished business to discuss.

New Business

Announcement – Election 2019, Application Deadline - Chair Griffith

An update was provided. Action taken:

- The Election 2019 application deadline, was set for August 1, 2019.

Ratify Approval – Referendum 2019: Terms

A motion was made by Chair Griffith to ratify approval of the resolution, “Referendum 2019: Terms”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on approval, April 30, 2019, to terms of Referendum, 2019, to include: Increase unimproved property assessments by \$90 each year for 3 years, beginning 2020, as finalized by email”.

Ratify Approval – Amendment to Legal Language of 1974 Covenants, 5th Amendment

A motion was made by Bill Johnson to ratify approval of the resolution, “Amendment to Legal Language of 1974 Covenants, 5th Amendment”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, ratified the vote on approval, of amendment to the legal language of the 1974 Covenants, its 5th Amendment, as finalized by email”.

Approval – Committee Charters, 2019: Communications, Executive, Governance, LUM

A motion was made by Stu Rodman to approve the resolution, “Committee Charters, 2019: Communications, Executive, Governance and LUM”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, approved the Committee Charters, 2019, as presented”.

Approval – Amendment, Get Out The Vote Committee Roster

A motion was made by Larry Movshin to approve the resolution, “Amendment - Get Out The Vote Committee Roster”. Also approved, the authority to delegate, as Chair, ten additional Committee Members. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, approved amendment to the Get Out The Vote Committee Roster and authority to delegate, as Chair, ten additional Committee Members”.

Approval – Amendment, CSA Bylaws

A motion was made by Michael Tucker to approve the resolution, “Amendment, CSA Bylaws. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, approved the amendment, CSA Bylaws, to read as follows: Article VIII, Section 2, (a), The Chair of the Board, with Board approval, may establish such standing and special committees as deemed necessary or appropriate to provide oversight and recommendations concerning the management and oversight of CSA operations and affairs. The Chair of the Board shall appoint the chairperson or co-chairperson of a committee, one of whom must be a member of the Board. There are four standing committees for the Board which include: Executive, Governance, Finance and Nominating”.

Approval – Beach Trust Policy, Encroachment Agreement Between CSA and the Foundation

A motion was made by Chair Griffith to approve the resolution, “Beach Trust Policy, Encroachment Agreement Between CSA and the Foundation”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, approved the Encroachment and Easement Agreement between CSA and the Sea Pines Forest Preserve Foundation, to include CSA boardwalks previously approved and additional future boardwalks, which encroach into Beach Trust property”.

Discussion – Six Oaks Cemetery Volunteer Committee – Chair Griffith

A discussion was held. Action taken:

- In order to maintain and sustain the entity, Six Oaks Cemetery, Inc., sales must continue;
- Volunteers with appropriate background and skills to help with digital marketing and fundraising are needed;
- An application will be made available on the website, for those interested in volunteering.

A motion was made by Bill Johnson to approve Bret Martin, CSA President, to address misinformation on the recent mailer to Sea Pines Property Owners, from The Coalition to Restore Financial Accountability. An amendment was made by Michael Tucker to include social media misinformation. The motion was seconded and unanimously carried.

“RESOLVED, Community Services Associates, Inc., Board of Directors, approved the directive for Bret Martin to address misinformation in the mailer to Sea Pines Property Owners, from The Coalition to Restore Financial Accountability and on social media”.

The responses to the community, to be made by Bret Martin to clarify misinformation, will be distributed to Property Owners via CSA’s email medium.

Adjournment

With no further business to come before the Board, Chair Griffith adjourned the meeting at 4:20 p.m. The next scheduled meeting of the CSA Board of Directors, is Tuesday, September 25, 2019, 3:00 p.m., at the Sea Pines Community Center.

Respectfully Submitted,



Carolyn Adams
Secretary