

Community Services Associates, Inc.

Board of Directors Meeting

September 24, 2019

A regular meeting of Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, September 24, 2019, at the Sea Pines Community Center, 71 Lighthouse Road, Suite 120, Hilton Head Island, SC 29928.

Present from the Board of Directors were: Michael Tucker, Vice Chair; Stu Rodman, Treasurer; 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 and Bob Sowers, Director

Absent from the Board of Directors were: Mark Griffith, Chair; Carolyn Adams, Secretary; Scott Richardson, Director; Rich Speer, 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 Michael Tucker, Vice 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, May 21, 2019; Special Meeting Minutes, August 20, 2019

A motion was made by Bill Johnson, to approve the resolution, “Ratify Approval – Board of Directors Meeting Minutes, May 21, 2019”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified approval of the Board of Directors Meeting Minutes, May 19, 2019, as finalized by email”.

A motion was made by Bill Johnson, to approve the resolution, “Ratify Approval – Board of Directors Special Meeting Minutes, August 20, 2019”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified approval of the Board of Directors Special Meeting Minutes, August 20, 2019, as finalized by email”.

President Update

Mr. Martin provided an update. Action taken:

- Heritage Tournament Agreement has expired and needs renewed. Mr. McSwain to meet with Heritage Tournament officials to discuss maintenance and parking lot requests;

- Reserve Study under review, to be revised following Finance and MEMP Committees' update;
- Several potential legal actions, remain;
- Seeking legal opinion for creation of Sea Pines Special Tax District;
- Reconstruction of Lighthouse Road to begin Fall, 2019;
- Leisure trail widening, Beach Club to Beach Lagoon Road, in progress.

Financial Update

Ms. Shanahan provided an update. Action taken:

- Daily gate pass sales are down 10%. For budgeting purposes, daily gate pass fee will be kept at \$8, not \$9. Finance Committee has directed Budget, 2020, be prepared with a \$500,000 deficit;
- ABDI not progressing as quickly as planned. Looking at alternative options;
- Refer to New Business, "Approval – Amendment, Budget, 2019, Trolley";
- Refer to New Business, "Approval – Amendment, Budget, 2019, Health Benefits";
- Refer to New Business, "Approval – Amendment, Budget, 2019, Maintenance Projects".

Acceptance – Financial Statements, YTD/July 31, 2019

The balance sheet as of July 31, 2019, was reviewed. Total liabilities and fund balances, on an accrual basis, were \$21,806, a decrease of \$855, as compared to July 31, 2018.

The income statement for YTD/July 31, 2019, was reviewed. Actual expenditures over revenues were \$3,991, compared to budget and prior year actual, of \$663 and \$80, respectively.

A motion was made by Larry Movshin, to approve the resolution, "Acceptance – Financial Statements, YTD/July 31, 2019". The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Executive Committee, approved acceptance of the financial statements, YTD/July 31, 2019, as presented”.

Committee Update

Architectural Review Board

Mr. Richardson provided an update. Action taken:

- Refer to "New Business", Approval – Appointment, Architectural Review Board Members, 2020.

Communications Committee

Mr. Barth provided an update. Action taken:

- Executive Committee and Board to review options, to address critical funding needs: Referendum, Special Tax District;
- Election process dates to consider: October 1, 2019, Nomination by Petition Application deadline; October 23, 2019, Meet the Candidates; November 1, 2019, ballot packets mail; December 1, 2019, return ballot deadline;
- Recognition of ASPPPPO Board Nominees, 2020, by Nominating Committee: David Ellis, Dana Guazzo and Grover Todd;

- Recognition of CSA Board Nominees, 2010, by Nominating Committee: Diederik Advocaat, Dave Borghesi, David Pardue, David Ellis, Robert Quinn
- CSA Governance Town Hall, October 2, 2019, 3:30 p.m. – 5:00 p.m.,
- Community Coffee, October 2, 2019, 5:30 p.m.
- Sea Pines Annual Community Yard Sale, October 19, 2019, 9:00 a.m. – 2:00 p.m., gate entry fee waived 8:00 a.m. – 12:30 p.m.

Finance Committee

Mr. Rodman provided an update. Action taken:

- Budget, 2020, to be forecast with a \$500,000 loss;
- Credit for Hurricane Matthew assessment, to appear on January 2020, statements;
- Gate Entry Committee to review decals. Cost, with licensing, is \$200,000;
- Special Tax District, as option to fund critical needs, to be reviewed.

Gate Configuration Committee

The Committee had not met. No update provided.

Gate Entry Committee

Mr. Corbitt and Mr. Miner provided the Committee update. Action taken:

- Beach shuttle schedule, 2020, to be reviewed and modified, as necessary;
- Full time resident access to Tower Beach, to be brought to Board, for approval.
- Refer to New Business, “Ratify Approval – Amendment, Gate Entry Policy, September 24, 2019”.
- Refer to “New Business”, Approval – Tower Beach Access.

Governance Committee

Chair Tucker provided an update. Action taken:

- Governance Town Hall, October 2, 2019, 3:30 p.m. Forum to include all areas of Governance. Committee to seek audience feedback;
- Refer to “New Business”, Approval – Amendment, Governance Committee Membership, 2019.

Government Liaison

Mr. Rodman provided an update. Action taken:

- Six alternatives for bridge replacement/278 corridor, announced by SCDOT. Comment period, through October 8, 2019, available to all residents.

Land Use Management Committee

Mr. Movshin provided an update. Action taken:

- Covenants unclear as to authority between ARB, ASPPPO, CSA. Covenants to be reviewed and possible amendment, as necessary;
- New database system to be developed, with CSA guidance.

Maintenance, Enhancement and Major Projects Committee

Mr. Richardson provided an update. Action taken:

- Road paving project, Lighthouse to Schooner Court, to begin fall, 2019;

- New landscape contract executed, to begin November, 2019;
- Refer to “New Business”, Approval – Suspension, Road Acquisition Policy.

Safety and Security Committee

Mr. Kaskie provided an update. Action taken:

- Formal presentation to be provided at October, 2019, meeting. Presentation to include: leisure trails/markings, striping, signs, connection to cars and pedestrians; services/house and alarm checks.

Short Term Rental Committee

Mr. Johnson provided an update. Action taken:

- Following numbers analysis of shuttle ridership, recommendation will be made to Gate Entry Committee for 2020 operation;
- Meeting for rental management companies, to include private rental owners, October 7, 2019, 2:00 p.m.

Strategic Planning Committee

The Committee had not met. No update provided.

Get Out The Vote Committee

Mr. Movshin provided an update. No action taken.

Unfinished Business

Vice Chair Tucker provided an update. Action taken:

- Interviews for CSA President position, continue. Outside consultants under contract, to be engaged as necessary;
- Refer to “New Business”, Approval – Contract, Recruitment Firm, Find Great People, LLC.

New Business

Approval – Amendment, Budget, 2019, Trolley

A motion was made by Don Sigmon, to approve the resolution, “Approval - Amendment, Budget, 2019, Trolley”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved amendment to Budget, 2019, to cover the down payment towards purchase of two additional trolleys, at a cost of \$77,360.50”.

Approval – Amendment, Budget, 2019, Health Benefits

A motion was made by Larry Movshin, to approve the resolution, “Approval – Amendment, Budget, 2019, Health Benefits”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved amendment to Budget, 2019, to cover the increase to Health Benefits, 2019, at a cost of \$51,620”.

Approval – Amendment, Budget, 2019, Maintenance Projects

A motion was made by Larry Movshin, to approve the resolution, “Approval – Amendment, Budget, 2019, Maintenance Projects”. The motion was seconded, amended by Victoria Shanahan and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved amendment to Budget, 2019, for reclassification of \$180,500 of budgeted maintenance expenses”.

Approval – Board/Committee Meeting Schedule, 2020

A motion was made by Barry Barth, to approve the resolution, “Approval – Board/Committee Meeting Schedule, 2020”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved the CSA Board/Committee Meeting Schedule, 2020, as presented”.

Approval – Appointment, Architectural Review Board Members, 2020

A motion was made by James Richardson, to approve the resolution, “Approval – Appointment, Architectural Review Board Members, 2020”. The motion was seconded. Voted in favor: Vice Chair Tucker, Stu Rodman, Barry Barth, Steve Birdwell, Cary Corbitt, Jim Kaskie, Mark King, Charles Miner, Larry Movshin, James Richardson, Donald Sigmon and Bob Sowers. Abstained: Bill Johnson. The vote carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, jointly approves, with the Association of Sea Pines Plantation Property Owners, Board of Directors, Inc., the appointment of Susan Johnson, as the alternate member of the Architectural Review Board. The one year term will begin January 1, 2020 and end December 31, 2020.

The CSA Board of Directors also approves the appointment of Julie Nelander, as full member of the Architectural Review Board. The three year term will begin January 1, 2020 and end December 31, 2022.

Ratify Approval – Amendment, Gate Entry Policy, September 24, 2019

A motion was made by Bill Johnson, to approve the resolution, “Ratify Approval – Amendment, Gate Entry Policy, September 24, 2019”. The motion was seconded, amended by Don Sigmon and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies approval of the Gate Entry Policy, September 24, 2019, as amended, to include the following, as presented and as finalized by email:

- 2.1.13 (page 7) - Businesses located in Sea Pines are permitted to utilize golf carts/low-speed vehicles at the authorization of CSA, to transport between facilities within Sea Pines;

- 2.1.12 (page 7) - Property Owner ID card policy update: The photo I.D. card can be renewed at any time, as long as the current ID card is returned to CSA. If the original ID card cannot be returned ID card renewals should take place the month before the expiration date or anytime thereafter;
- Appendix F (page 37) – Rights of Sea Pines Resort, LLC. Guests and Related Parties.
- Preamble, Authority (page ii) – Correction to the following names: Sea Pines Resort, LLC, Sea Pines Center Associates, LLC and Community Services Associates, Inc.”

Approval – Tower Beach Access

A motion was made by Charles Minor, to approve the resolution, “Approval – Tower Beach Access”. The motion was seconded, amended by Larry Movshin, Victoria Shanahan and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved, upon recommendation by the Gate Entry Committee, to permit a Tower Beach ‘access only’ card, for non-property Owners, who are permanent residents in Sea Pines. Issuance of card requires presentation of a valid South Carolina driver’s license, bearing a Sea Pines address. To be effective immediately”.

Approval – Contract, Recruitment Firm, Find Great People, LLC

A motion was made by James Richardson, to approve the resolution, “Approval – Contract, Recruitment Firm, Find Great People, LLC”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved, entering into contract with Find Great People, LLC, recruitment firm, to secure replacement of CSA President”.

Approval – Amendment, Governance Committee Membership, 2019

A motion was made by Jim Kaskie, to approve the resolution, “Approval – Amendment, Governance Committee Membership, 2019”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved, amendment to the Governance Committee Membership Roster, 2019, with the addition of George Sywassink, Member, as presented”.

Approval – Suspension, Road Acquisition Policy

Vice Chair Tucker provided an update. Action taken:

- Staff to provide a list of properties privately owned by a Regime, per the Reserve Study.

A motion was made by Larry Movshin, to approve the resolution, “Approval – Suspension, Road Acquisition Policy”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, approved, upon recommendation by the Finance Committee, suspension of the Road Acquisition Policy, indefinitely”.

Ratify Approval – Encroachment Agreement, Gull Point, Lot 45

A motion was made by Barry Barth, to approve the resolution, “Ratify Approval – Encroachment Agreement, Gull Point, Lot 45”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, ratified approval of the encroachment agreement, Gull Point, Lot 45, as evidenced by as-built survey, William J. Smith, PLS, September 26, 2018, onto CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, Bald Eagle West, Lot 45

A motion was made by Larry Movshin, to approve the resolution, “Ratify Approval – Encroachment Agreement, Bald Eagle West, Lot 45”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, ratifies approval of the encroachment agreement, Bald Eagle West, Lot 45, as evidenced by as-built survey, Coastal Surveying Co. Inc., April 19, 2019, onto CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, Town House Sites, Lot C15

A motion was made by Jim Kaskie, to approve the resolution, “Ratify Approval – Encroachment Agreement, Town House Sites, Lot C15”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, ratifies approval of the encroachment agreement, Town House Sites, Lot C15, as evidenced by as-built survey, Sea Island Land Survey, LLC, April 11, 2019, onto CSA open space, as finalized by email”.

Adjournment

A motion was made by Barry Barth to adjourn the meeting. The motion was seconded and unanimously carried.

With no further business to come before the Board, Vice Chair Tucker adjourned the meeting at 4:10 p.m. The next scheduled meeting of the CSA Board of Directors, is Tuesday, November 19, 2019, 3:00 p.m., at the Sea Pines Community Center.

Respectfully Submitted,



Michael Tucker
Vice Chair