



Sea Pines Community Services Associates, Inc.

Sea Pines CSA Board of Directors Meeting February 8, 2022

A regular meeting of Sea Pines Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, February 8, 2022, via videoconference.

Present from Sea Pines CSA Board of Directors, were: Larry Movshin, Chair; Jim Kaskie, Vice Chair; Cary Corbitt, Secretary; Dave Borghesi, Treasurer; Carolyn Adams, Director; Steve Birdwell, Director; David Ellis, Director; Bill Johnson, Director; Mark King, Director; Cliff McMackin, Director; Charlie Miner, Director; David Pardue, Director; Tom Sharp, Director; Don Sigmon, Director and Greg Thomson, Director

Absent from Sea Pines CSA Board of Directors, were: Bob Gossett, Director and Rich Speer, Director

Present from Sea Pines CSA Staff, were: Sam Bennett, President; Victoria Shanahan, Director of Finance and Administration; Russell Fredericks, Director of Capital Projects and Community Development; David Henderson, Director of Special Projects and Operations; Jerred Mayse, Director of Maintenance and Facilities; Toby McSwain, Director of Safety, Security and Transportation; Amanda Sutcliffe-Jones, Director of Communications and Sandra Archer, Executive Administrator

Call to Order

The meeting was called to order by Larry Movshin, Chair, at 9:35 a.m., Eastern time.

Establishment of Quorum

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

Executive Session

Approval – Sea Pines CSA Board of Directors, Call to Executive Session

A motion was made by David Ellis to support the resolution, “Approval – Sea Pines CSA Board of Directors, Call to Executive Session”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved call to Executive Session”.

Sea Pines CSA Board of Directors Meeting Reconvenes, 10:00 a.m.

Approval – Possible Actions Related to Executive Session

Sea Pines CSA Board of Directors meeting reconvened at 10:05 a.m. There was no action taken.

Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, November 16, 2021; Organizational Meeting Minutes, January 5, 2022

A motion was made by Larry Movshin, to support the resolution, “Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, November 16, 2021; Organizational Meeting Minutes, January 5, 2022”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified approval of the Sea Pines CSA Board of Directors Meeting Minutes, November 16, 2021; January 5, 2022, as finalized by email”.

Chair Remarks – Chair Movshin

- Board of Directors Officers, elected at Organizational Meeting, January 5, 2022;
- Achievements, 2021: Referendum, 2020; North Sea Pines Drive reconstruction project; Land Use Management Rules and Regulations, adopted; Short Term Rental Parking Policy, adopted; Leaf Blower Rules Resolution, adopted;
- Ongoing, 2022: Leisure trail safety/speed; Land Use Management Rules, parking/noise issues, implementation; additional revenue sources, research: transfer fee/short term rental business fee/increased commercial gate pass fee.

President Remarks – Sam Bennett

- Directors to provide update on department projects;
- Sea Pines CSA facilities expected to be fully open within several weeks;
- Sea Pines, as busiest community on Hilton Head Island, has created staffing challenges for Sea Pines CSA, in today’s market;
- Mr. Fredericks, Director of Capital Projects, and Community Development, to take charge of capital projects;
- Mr. Mayse, Director of Maintenance and Facilities, to take charge of stormwater and right of way maintenance.

Director Reports

Sea Pines CSA Directors provided updates on their respective departments: Capital Projects/Land Use Management, Mr. Fredericks; Communications, Mrs. Sutcliffe-Jones; Finance and Administration, Ms. Shanahan; Maintenance and Facilities, Mr. Mayse; Operations and Special Projects, Mr. Henderson and Safety, Security and Transportation, Mr. McSwain.

Financial Report – Victoria Shanahan

Update – Financial

- Collection of Assessment Fees, 2022, underway. To date, 600 Residential Property Owners’ assessment fees remain unpaid;
- Property Owners still in arrears, to lose ability to call in gate passes, March, 2022;
- Books, 2021, remain open until invoice for North Sea Pines Drive project, submitted;
- Funds for uncompleted projects, 2021, to be rolled forward. Budget amendment, to this effect, to be brought at March 29, 2022, Sea Pines CSA Board Meeting;
- Independent audit to be performed week of February 21, 2022.

Report – Morgan Stanley Smith Barney LLC, UWC

- Established line of credit with Morgan Stanley Smith Barney LLC, to require a Unanimous Written Consent, signed by all Sea Pines CSA Board Members.

Unfinished Business

Update – Sea Pines CSA Outdoor Power Equipment Blower Standards – Chair Movshin, Russell Fredericks

- Sea Pines CSA outdoor power equipment blower standards to be effective January 1, 2023;
- Sea Pines contractors’ outdoor power equipment, to be regulated and initiated through commercial gate pass issuance.

Update – Short Term Rentals Parking Policy – Chair Movshin, Sam Bennett, Russell Fredericks

- Adopted policy Short Term Rentals Policy, adopted, to be implemented March, 2022;
- Short Term renters to park on property hardscape, only;
- Ryan Kash, Land Use Monitor, to work with Sea Pines CSA Security, to tackle vehicles not appropriately parked.

Approval – Adoption, Sea Pines CSA Roadway Infrastructure Acceptance Application/Policy

A motion was made by Greg Thomson, to support the resolution, “Approval – Adoption, Sea Pines CSA Roadway Infrastructure Acceptance Application/Policy”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved the Sea Pines CSA Roadway Infrastructure Acceptance Application/Policy, as presented”.

Update – Sea Pines Revenue Sources Proposal – Chair Movshin

- Proposals for possible sources of revenue to be presented at March 29, 2022, Sea Pines CSA Board Meeting.

New Business

Announcement – Date of Record, Annual Meeting, 2022

Chair Movshin announced the Date of Record to be March 8, 2022, for the Sea Pines CSA Annual Meeting, May 3, 2022.

Approval – Sea Pines CSA Committee Membership Rosters, 2022

A motion was made by David Pardue, to support the resolution, “Approval – Sea Pines CSA Committee Membership Rosters, 2022”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved the Sea Pines CSA Committee Membership Rosters, 2022: Finance, Gate Entry, Governance, Land Use Management, Maintenance/Enhancements and Major Projects, Safety/Security and Transportation, Short Term Rental and Strategic Planning, as presented”.

Ratify Approval – Encroachment Agreement, Heritage Woods I, Lot 36

A motion was made by Carolyn Adams, to support the resolution, “Ratify Approval – Encroachment Agreement, Heritage Woods I, Lot 36”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified the vote on approval of the encroachment agreement, Heritage Woods I, Lot 36, as evidenced by as-built survey, Survey Consultants, Inc., Terry G. Hatchell, Registered Land Surveyor, September 28, 2021, onto CSA open space, as finalized by email”.

Adjournment

With no further business to come before the Board, Chair Movshin adjourned the meeting at 11:20 a.m. The next regularly scheduled meeting of the Sea Pines CSA Board of Directors, to be held Tuesday, March 29, 2022, 9:30 a.m., via videoconference.

Respectfully Submitted,



Cary Corbitt
Secretary