



Sea Pines Community Services Associates, Inc. (SPCSA)

SPCSA Board of Directors

March 18, 2025

A regular meeting of SPCSA, Inc., Board of Directors, was held on Tuesday, March 18, 2025, via in-person and videoconference.

Present from SPCSA Board of Directors, were: David Ellis, Chair; Jim Kaskie, Vice Chair; Cary Corbitt, Secretary; Lee Ann Leahy, Treasurer; Steve Birdwell, Director; Jennifer Ericksen, Director; Bob Gossett, Director; Bill Johnson, Director; Cliff McMackin, Director; David Pardue, Director; Rick Ray, Director; Dave Schoettmer, Director; Tom Sharp, Director; Don Sigmon, Director; Tim Stearns, Director; Andrea Tarbox, Director; Ray Warco, Director

Present from SPCSA Staff, were: Sam Bennett, President/CEO; Victoria Shanahan, Vice President/CFO; Joe Count, Director of Safety, Security and Transportation; Russell Fredericks, Director of Capital Projects; David Henderson, Director of Special Projects and Operations; Jerred Mayse, Director of Maintenance and Facilities; Stephanie Fera, Communications Manager; Sandra Archer, Senior Executive Assistant to President/CEO

Call to Order

David Ellis, Chair, called the meeting to order at 9:30 a.m., Eastern time.

Establishment of Quorum

With all SPCSA Board Members in attendance, quorum was established.

Call to Executive Session

Approval – SPCSA Board of Directors, Call to Executive Session

A motion was made by Chair Ellis to support the resolution, “Approval – SPCSA 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”.

Call to Reconvene, 10:00 a.m.

Approval – Possible Actions Related to Executive Session

SPCSA Board of Directors Meeting reconvened at 10:00 a.m. No action taken.

Ratify Approval – SPCSA Board of Directors Meeting Minutes, February 18, 2025

A motion was made by Chair Ellis, to support the resolution, “SPCSA Board of Directors Meeting Minutes, February 18, 2025”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified approval of the SPCSA Board of Directors Meeting Minutes, February 18, 2025, as finalized by email”.

Chair Remarks – Chair Ellis

- SPCSA strives to deliver, through all seasons, a high quality community with enhanced lifestyle, to all Members. Community feedback is always encouraged and welcomed;
- SPCSA conducts multiple Board of Directors Workshops during the year. Workshops entail in depth discussion on issues facing the Community. Items to be voted on in future Board Meetings, are vetted, in advance.

President Remarks – Sam Bennett

Remarks given in conjunction with Management Reports.

Management Reports

Sea Pines CSA Management provided updates on their respective departments: Communications, Mrs. Fera; Community Infrastructure, Mr. Fredericks; Community Maintenance and Standards, Mr. Mayse; Finance and Administration, Ms. Shanahan; Operations and Special Projects, Mr. Henderson; Safety, Security and Transportation, Mr. Count.

Task Force Reports

Gates/Signage – Cliff McMackin

- Continued focus on measures to reduce traffic slowdown and turn around at gates;
- Temporary signage installed, to be made permanent;
- Cashless solution identified and under testing.

Traffic –Tom Sharp

- Long term solution for traffic flow and safety issues along Greenwood Drive/Sea Pines Circle, sought;
- SPCSA owns and manages Greenwood Drive, from Greenwood Gate to Sea Pines Circle;
- SCDOT owns Sea Pines Circle and its' three intersecting legs, managed by the Town of Hilton Head Island, through agreement;
- SPCSA, Town and SCDOT, to join efforts and move forward under one project, SITCIP (South Island Traffic Circle Improvement Project);
- SPCSA remains in contact with Town and SCDOT, for next steps.

Treasurer's Report – Lee Ann Leahy

Approval – Amendment, SPCSA Budget, 2025

A motion was made by Lee Ann Leahy, to support the resolution, “Approval – Amendment, SPCSA Budget, 2025”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepted amendment to SPCSA Budget, 2025, as presented”.

Discussion – SPCSA Three Year Capital Plan

- Three Year Capital Plan, 2026 – 2028, draft, presented to Finance Committee;
- Projected total costs to be \$44.6M, with \$2.7M carried to 2029. Ninety-one % of funding received/to be received has been spent/will be spent on projects over seven years;

- Dedicated funds for Greenwood Drive project, \$1.9M, to be set aside until gate solution/costs, confirmed;
- Estimated project spending in 2025 to outpace funding;
- Final draft to be presented at SPCSA Board Meeting, May 20, 2025.

Unfinished Business – Chair Ellis

There was no unfinished business to discuss.

New Business - Chair Ellis

Approval – Appointment, SPCSA Nominating Committee Members: Classes “A and B”, 2025

A motion was made by Chair Ellis, to support the resolution, “Approval – Appointment, SPCSA Nominating Committee Members: Classes “A and B”, 2025”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved appointment of SPCSA Nominating Committee Members, Class A, 2025: David Pardue, Chair; Bill Johnson/Andrea Tarbox, Members. Class B, 2025: Tim Stearns, Chair; Bob Gossett/Don Sigmon, Members, as presented”.

Ratify Approval - Encroachment Agreement, 68 Baynard Cove Road, Lot 42

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Encroachment Agreement, 68 Baynard Cove Road, Lot 42”. 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, 68 Baynard Cove Road, Lot 42, as evidenced by survey, Nandina, Inc. d.b.a. Sea Island Land Survey, Inc., Justin R. Kesselring, Professional Land Surveyor, March 7, 2024, onto SPCSA open space, as finalized by email.”

Ratify Approval – Encroachment Agreement, 29 Wren Drive, Lot 8

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Encroachment Agreement, 29 Wren Drive, Lot 8”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 29 Wren Drive, Lot 8, as evidenced by as-built survey, Nandina, Inc. d.b.a. Sea Island Land Survey, Inc., Justin R. Kesselring, Professional Land Surveyor, dated April 16, 2020 and revised August 29, 2023, onto SPCSA open space, as finalized by email.”

Ratify Approval – Encroachment Agreement, Building 1264 7 Windjammer Court

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Encroachment Agreement, Building 1264 7 Windjammer Court”. 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, Building 1264 7 Windjammer Court, as evidenced by survey, Cook Land Surveying, Brian D. Pennell, Registered Professional Engineer, February 22, 2023, onto SPCSA open space, as finalized by email.”

Adjournment

A motion to adjourn was made by Chair Ellis. The motion was seconded and unanimously carried.

With no further business to come before the Board of Directors, Chair Ellis adjourned the meeting at 11:05 a.m. The next regularly scheduled meeting of the SPCSA Board of Directors, to be held Tuesday, May 20, 2025, 9:30 a.m., via in person and videoconference.

Respectfully Submitted,



Cary Corbitt
Secretary