



Sea Pines Community Services Associates, Inc.

Sea Pines CSA Board of Directors Meeting

May 19, 2022

A regular meeting of Sea Pines Community Services Associates, Inc., (SPCSA), Board of Directors, was held on Thursday, May 19, 2022, via videoconference.

Present from Sea Pines CSA Board of Directors, were: Larry Movshin, Chair; Jim Kaskie, Vice Chair; Cary Corbitt, Secretary; 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 Board of Directors, were: Dave Borghesi, Treasurer 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; Toby McSwain, Director of Safety, Security and Transportation; Amanda Sutcliffe-Jones, Director of Communications and Sandra Archer, Executive Administrator

Call to Order

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

Establishment of Quorum

With a majority of Board Members in attendance, quorum was established.

Executive Session

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

A motion was made by Chair Movshin 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.

Sea Pines CSA Board of Directors meeting reconvened at 10:00 a.m.

Approval – Possible Actions Related to Executive Session

No action taken.

Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, March 29, 2022

A motion was made by Chair Movshin, to support the resolution, “Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, March 29, 2022”. The motion was seconded and unanimously carried. Bill Johnson not present to vote.

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified approval of the Sea Pines CSA Board of Directors Meeting Minutes, March 29, 2022, as finalized by email”.

Chair Remarks – Chair Movshin

- Annual Meeting held May 3, 2022. Live viewership in excess of 200, with 700 + views to date;
- Ultimate goal of Revenue Task Force proposal is for betterment of Community;
- NBC Today Show, 3rd Hour, to be broadcast live in Sea Pines, May 20, 2022.

President Remarks – Sam Bennett

Remarks to be addressed during Staff Director reports and Revenue Sources Proposal.

Director Reports

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

Financial Report – Victoria Shanahan

- Recap of YTD/March 31, 2022, Financial Statements, provided;
- Balance Sheet and Income Statement, reviewed.

Acceptance – Financial Statements, YTD/March 31, 2022

The balance sheet as of YTD/March 31, 2022 was reviewed. Total liabilities and fund balances, on an accrual basis, were \$23,883,994, as compared to prior year, of \$24,448,372.

The income statement as of YTD/March 31, 2022, was reviewed. Actual expenditures over revenues were \$5,164,468, as compared to budget and prior year actual, of \$86,643 and \$4,768,523. respectively.

A motion was made by Jim Kaskie, to support the resolution, “Acceptance – Financial Statements, YTD/March 31, 2022”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, accepted financial statements, YTD/March 31, 2022, as presented”.

Committee Reports

Committee Chairs provided updates on their respective committees, in conjunction with Staff Director reports. Committees included: Finance, Ms. Shanahan; Gate Entry, Mr. Corbitt; Governance, Mr. Kaskie; Land Use Management, Mr. Thomson; Maintenance, Enhancement and Major Projects, Mr. Sharp; Safety, Security and Transportation, Mr. Johnson; Short Term Rental, Mr. Ellis and Strategic Planning, Mr. Pardue.

No Committee recommendations brought to the Sea Pines CSA Board for approval.

Unfinished Business

Update/Approval – Sea Pines CSA Committee Charters, 2022

A motion was made by Chair Movshin, to support the resolution, “Approval – Sea Pines CSA Committee Charters, 2022”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved the Sea Pines CSA Committee Charters, 2022: Governance, Maintenance/Enhancements and Major Projects, Short Term Rental, Strategic Planning, as presented”.

Update/Review – Board Member Conflict of Interest Policy/Disclosure – Chair Movshin

- A formal Conflict of Interest Policy/Disclosure to be completed yearly by all Board Members;
- All Board Members, 2022, have completed and no issues found.

Update - Sea Pines CSA Revenue Sources Proposal – Chair Movshin, Sam Bennett, Victoria Shanahan

- Referendum 2020, designed to fund infrastructure repair/improvements, overwhelmingly passed, currently in litigation;
- Task Force created earlier in year to focus on funding for increased service demands on SPCSA due to record high community occupancy. Safety and Security and Land Use Management Departments, affected, among others and discussed;
- Correlation of increased demand in SPCSA services due to increased short term rentals, spanning 2015 - 2020, provided;
- Increased demand on SPCSA services created additional challenges. Increased staffing levels required, to include: Patrol Officers, Gate Attendants, Land Use Management Staff and others;
- Reconfiguration of gates and facilities associated with gate pass sales, to process increased traffic volume, required;
- Competitive compensation necessary to recruit and retain staff;
- Rental Property Business Registration Fee, assessed yearly and capped at 10%, to begin January 1, 2023, proposed: \$300/1 – 2 bedrooms, \$700/3 – 4 bedrooms and \$1,000/5+ bedrooms, in addition to increased Commercial Gate Fees, both as means to address annual assessment funding shortfall.

New Business

Approval – Amendment, Sea Pines CSA Land Use Rules and Regulations, May 19, 2022

A motion was made by Cary Corbitt, to support the resolution, “Approval – Amendment, Sea Pines CSA Land Use Rules and Regulations, May 19, 2022”. The motion was seconded and carried. Voted in favor: Chair Movshin, Cary Corbitt, Jim Kaskie, Mark King, Charlie Miner, David Pardue, Tom Sharp and Greg Thomson. Voted against: Carolyn Adams, Steve Birdwell, Cliff McMackin and Don Sigmon. Abstained: David Ellis. Bill Johnson not present to vote.

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved amendment to Sea Pines Land Use Rules and Regulations for Residential Property Owners, Long Term and Short Term Tenants, to include: Rental Property Business Registration Fee, assessed yearly, annual limit increase of no more than 10%, to begin January 1, 2023, \$300/1 – 2 bedrooms, \$700/3 – 4 bedrooms and \$1,000/5+ bedrooms, as presented”.

Approval – Amendment, Gate Entry Policy, May 19, 2022

A motion was made by Larry Movshin, to support the resolution, “Approval – Amendment, Gate Entry Policy, May 19, 2022”. The motion was seconded and carried. Voted in favor: Chair Movshin, Carolyn Adams, Cary Corbitt, David Ellis, Jim Kaskie, Charlie Miner, David Pardue, Tom Sharp, Don Sigmon and Greg Thomson. Abstained: Steve Birdwell, Mark King and Cliff McMackin. Bill Johnson not present to vote.

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved amendment to the Sea Pines CSA Gate Entry Policy, May 19, 2022, to increase the Commercial Vehicle Daily, Annual and Weekly Gate Fees, effective July 1, 2022, as follows:

- Annual Decals: Two (2) Axle Commercial, \$250; Three (3) Axle Commercial, \$350 and Three (3) + Axle Commercial, \$450;
- Daily Gate Pass: Commercial Daily Pass – Two (2) Axle Vehicle, \$15; Commercial Daily Pass – Three (3) Axle Vehicle, \$35 and Commercial Daily Pass – Three (3) + Axle Vehicle, \$40.
- Weekly Gate Pass: Commercial Weekly Pass – Two (2) Axle Vehicle, \$60; Commercial Weekly Pass – Three (3) Axle Vehicle, \$140 and Commercial Weekly Pass – Three (3) + Axle Vehicle, \$160.
- Since these rate increases are subject to certain third party approvals, they shall become effective on the later of July 1, 2022, or the ten (10) days following the first date on which all required third party approvals have been obtained”.

Approval – Amendment, Gate Entry Policy, May 19, 2022

A motion was made by Chair Movshin, to support the resolution, “Approval – Amendment, Gate Entry Policy, May 19, 2022”. The motion was seconded and unanimously carried. Bill Johnson not present to vote.

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved amendment to the Sea Pines CSA Gate Entry Policy, May 19, 2022, Page 1, Section 1.2 Procedure, 1.2.1 General, d) to read as follows:

- A US Driver’s License, proof of vehicle insurance and current vehicle registration must be valid to receive a vehicle deal. Driver licenses that state: “International Driver’s License” are not permitted and cannot be accepted in substitute of a valid US driver’s license. Decals will be issued only for vehicles registered in the authorized driver’s name. Those who drive a company owned car must provide written verification from the company stating that they are the sole driver of the company-owned vehicle”.

Approval - Amendment, Sea Pines CSA Bylaws

A motion was made by Chair Movshin, to support the resolution, “Approval – Amendment, Sea Pines CSA Bylaws, May 19, 2022”. The motion was seconded and carried. Bill Johnson was not present to vote.

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved amendment to the Sea Pines CSA Bylaws, May 19, 2022, as presented”.

Ratify Approval – Encroachment Agreement, Sea Pines Baynard Cove Club Villas, Horizontal Property Regime XII, #A-403:

A motion was made by Chair Movshin, to support the resolution, “Ratify Approval – Encroachment Agreement, Sea Pines Baynard Cove Club Villas, Horizontal Property Regime XII, #A403”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, Sea Pines Baynard Cove Club Villas, Horizontal Property Regime XII, #A-403, as evidenced by the as-built survey, Surveying Consultants, Inc., Terry G. Hatchell, Registered Land Surveyor, October 20, 2021, onto Sea Pines CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, Gull Point, Lot 35:

A motion was made by Chair Movshin, to support the resolution, “Ratify Approval – Encroachment Agreement, Gull Point, Lot 35”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, **Sea Pines** Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, Gull Point, Lot 35, as evidenced by the as-built survey Nandina, Inc. dba Sea Island Land Survey, Inc., Justin R. Kesselring Professional Land Surveyor, March 11, 2022, into Sea Pines CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, Harbour Town Townhouse Sites, Lot 8, Block H:

A motion was made by Chair Movshin, to support the resolution, “Ratify Approval – Encroachment Agreement, Harbour Town Townhouse Sites, Lot 8, Block H. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“RESOLVED, Sea Pines Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, Harbour Town Townhouse Sites, Lot 8, Block H, as evidenced by the as-built survey, Nandina, Inc., dba Sea Island Land Survey, Inc., Justin R. Kesselring Professional Land Surveyor, January 20, 2022 and updated March 28, 2022, into Sea Pines CSA open space, as finalized by email”.

Adjournment

A motion to adjourn was made by David Ellis. The motion was seconded and unanimously carried. Bill Johnson was not present to vote.

With no further business to come before the Board, Chair Movshin adjourned the meeting at 12:15 p.m. The next regularly scheduled meeting of the Sea Pines CSA Board of Directors, to be held Tuesday, September 27, 9:30 a.m., via videoconference.

Respectfully Submitted,



Cary Corbitt
Secretary