



Sea Pines Community Services Associates, Inc. (SPCSA)
Board of Directors Meeting
In Person/Videoconference
Tuesday, May 20, 2025, 9:30 a.m.

Agenda

- 1. Call to Order Ellis
- 2. Establishment of Quorum Corbitt
- 3. Call to Executive Session Ellis
 - a. Approval – Board of Directors Call to Executive Session *
 - b. Contracts, Legal, Personnel Matters
- 4. Call to Reconvene, 10:00 a.m. Ellis
 - a. Approval - Possible Actions Related to Executive Session *
- 5. Ratify Approval – SPCSA Board of Directors Meeting Minutes, March 18, 2025 * Corbitt
- 6. Chair Remarks Ellis
- 7. President Remarks Bennett
- 8. Management Reports
 - a. Communications Fera
 - b. Community Infrastructure Fredericks
 - c. Community Maintenance Mayse
 - d. Finance and Administration Shanahan
 - e. Operations and Special Projects Henderson
 - f. Safety, Security and Transportation Count
- 9. Traffic Task Force Report
 - a. Gates/Signage McMackin
 - b. Traffic Sharp
- 10. Treasurer Report
 - a. Discussion – Report to SPCSA Board of Directors, Elliott Davis LLC Leahy
 - b. Acceptance – SPCSA Audited Financial Statements, YE/December, 2024 * Leahy
 - c. Acceptance – SPCSA Financial Statements, YTD/March 31, 2025 * Leahy
 - d. Discussion – SPCSA Three Year Capital Plan Leahy

11. Unfinished Business Ellis

12. New Business

a. Approval – Amendment, SPCSA Community Standards, Rules and Regulations, May 20, 2025, Draft * Ellis

b. Ratify Approval – Encroachment Agreement, 6 Black Tern Road, Audubon Pond, Lot 51 * Ellis

c. Ratify Approval – Encroachment Agreement, 15 Black Tern Road, Audubon Pond, Lot 86 Ellis

13. Adjournment

Q & A Session

* Denotes Action Item



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Resolutions

- Resolution for 3a. **Approval – SPCSA Board of Directors Call to Executive Session:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approves call to Executive Session”.
- Resolution for 5. **Ratify Approval – SPCSA Board of Directors Meeting Minutes, March 18, 2025:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratifies approval of the SPCSA Board of Directors Meeting Minutes, March 18, 2025, as finalized by email”.
- Resolution for 10b. **Acceptance – SPCSA Audited Financial Statements, YE/December 31, 2024:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepts SPCSA audited financial statements, YE/December 31, 2024, as presented”.
- Resolution for 10c. **Acceptance – SPCSA Financial Statements, YTD/March 31, 2025:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepts SPCSA financial statements, YTD/March 31, 2025, as presented”.
- Resolution for 12a. **Approval – Amendment, SPCSA Community Standards, Rules and Regulations, May 20, 2025, Draft:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approves amendment to the SPCSA Community Standards, Rules and Regulations, May 20, 2025, Draft, Page 4, Section 4. Landscaping Maintenance, Developed Property, Rule 4.3, to read “Ground cover (e.g., mulch, pine straw) shall be applied periodically to maintain a neat, clean appearance. Ground (e.g., dirt) shall not be left exposed without landscaping or ground cover. Ground cover materials not fully distributed within three (3) weeks of delivery to the Property may be considered vegetative debris”, as presented”.

Resolution for 12b. **Ratify Approval – Encroachment Agreement, 6 Black Tern Road, Audubon Pond, Lot 51:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 6 Black Tern Road, Audubon Pond, Lot 51, as evidenced by as-built survey, Surveying Consultants, Inc., Terry G. Hatchell, Registered Land Surveyor, November 6, 2023, onto SPCSA open space, as finalized by email”.

Resolution for 12c. **Ratify Approval – Encroachment Agreement, 15 Black Tern Road, Audubon Pond, Lot 86**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the Encroachment and Temporary Non-Exclusive, Revocable Easement Agreement, 15 Black Tern Road, Audubon Pond, Lot 86, as evidenced by as-built survey, Surveying Consultants, Inc., Terry G. Hatchell, Registered Land Surveyor, March 26, 2025, onto SPCSA open space, as finalized by email”.