



**Sea Pines Community Services Associates, Inc. (SPCSA)**

**SPCSA Board of Directors**

**May 20, 2025**

A regular meeting of SPCSA, Inc., Board of Directors, was held on Tuesday, May 20, 2025, via in-person and videoconference.

**Present from SPCSA Board of Directors, were:** David Ellis, Chair; Jim Kaskie, Vice Chair; 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; Don Sigmon, Director; Tim Stearns, Director; Andrea Tarbox, Director; Ray Warco, Director

**Absent from SPCSA Board of Directors, were:** Cary Corbitt, Secretary; Tom Sharp, 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; 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 a majority of 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 10:05 a.m. No action taken.

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

A motion was made by Chair Ellis, to support the resolution, “SPCSA Board of Directors Meeting Minutes, March 18, 2025”. The motion was seconded and unanimously carried. Jim Kaskie, not present to vote.

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

**Chair Remarks** – Chair Ellis

- Season 2025, with influx of visitors, has begun;
- Electronic bikes, permitted on island by Town of Hilton Head, remain a concern in the Community. Sea Pines Security to monitor;
- Next SPCSA Board Meeting, September 16, 2025. Workshops/special meetings to be scheduled, as necessary.

**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, Mrs. Fera, on behalf of Mr. Henderson; Safety, Security and Transportation, Mr. Count.

**Task Force Reports**

**Gates/Signage** – Cliff McMackin

- Gate pass sales transactions available by cash and/or credit card;
- Sample signage showed improved visibility. Permanent signage to be installed.

**Traffic** – Cliff McMackin

- Town of Hilton Head Island committed to assist Sea Pines Traffic Circle/Greenwood Drive project. SCDOT committed to provide project leadership. Senator Davis committed to secure project funding.

**Treasurer Report** – Lee Ann Leahy

**Discussion – Report to SPCSA Board of Directors, Elliott Davis, LLC**

- Overview of independent audit results 2024, provided;
- Elliott Davis, LLC, issued “clean” audit. No adjustments, issues, disagreements, weaknesses or significant deficiencies, found.
- Operations Results Commentary, 2024, provided. Included: Revenue and Expense Trends, Major Repairs and Replacements Costs, Critical Infrastructure Estimated Collections and Spending.

**Acceptance – SPCSA Audited Financial Statements, YE/December, 2024**

A motion was made by Lee Ann Leahy, to support the resolution, “Acceptance – SPCSA Audited Financial Statements, YE/December 31, 2024”. The motion was seconded and unanimously carried. Jim Kaskie, Cliff McMackin, not present to vote:

**“RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepted SPCSA audited financial statements, YTD/December 31, 2024, as presented”.

Acceptance – SPCSA Financial Statements, YTD/March 31, 2025

- YTD/March 31, 2025, SPCSA Financial Statements, provided;
- Balance Sheet and Income Statements, reviewed.

The Balance Sheet as of YTD/March 31, 2025, was reviewed. Total liabilities and fund balances, on an accrual basis, were \$30,884,890, as compared to prior year, \$32,499,615.

The Income Statement as of YTD/March 31, 2025, was reviewed. Actual revenues over expenditures were \$16,770, as compared to budget and prior year actual, (522,825) and \$9,073,307, respectively.

A motion was made by Lee Ann Leahy, to support the resolution, “Acceptance – SPCSA Financial Statements, YTD/March 31, 2025”. The motion was seconded and unanimously carried. Jim Kaskie, Cliff McMackin, not present to vote:

**“RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepted SPCSA financial statements, YTD/March 31, 2025, as presented”.

Discussion – SPCSA Three Year Capital Plan

- Overview, Capital Plan 2025 – 2028, provided;
- Statement, on behalf of Finance Committee, as to critical infrastructure estimated collections and spending, 2025 – 2028, presented. [Click here](#) to view Finance Committee Statement.

**Unfinished Business** – Chair Ellis

There was no unfinished business to discuss.

**New Business** - Chair Ellis

Approval – Amendment, SPCSA Community Standards, Rules and Regulations, May 20, 2025, Draft

A motion was made by Lee Ann Leahy, to support the resolution, “Approval – Amendment, SPCSA Community Standards, Rules and Regulations, May 20, 2025, Draft”. The motion was seconded and unanimously carried. Jim Kaskie, Cliff McMackin, not present to vote:

**“RESOLVED**, Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approved 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. Fallen leaves are permitted as landscaping ground cover, but shall be maintained to a neat, clean appearance”, as presented”.

Ratify Approval – Encroachment Agreement, 6 Black Tern Road, Audubon Pond, Lot 51

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Encroachment Agreement, 6 Black Tern Road, Audubon Pond, Lot 51”. The motion was seconded and unanimously carried. Jim Kaskie, Cliff McMackin, not present to vote:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified 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”.

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

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Encroachment Agreement, 15 Black Tern Road, Audubon Pond, Lot 86”. The motion was seconded and unanimously carried. Jim Kaskie, Cliff McMackin, not present to vote:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified 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”.

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 11:25 a.m. The next regularly scheduled meeting of the SPCSA Board of Directors, to be held Tuesday, September 16, 2025, 9:30 a.m., via in person and videoconference.

Respectfully Submitted,



David Ellis  
Chair