



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

**SPCSA Board of Directors**

**May 21, 2024**

A regular meeting of SPCSA, Inc., Board of Directors, was held on Tuesday, May 21, 2024, 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; Ann Esposito, Director; Steve Fricker, Director; Bob Gossett, Director; Cliff McMackin, Director; Larry Movshin, Director; David Pardue, Director; Rick Ray, Director; Tom Sharp, Director; Don Sigmon, Director; Tim Stearns, Director; Andrea Tarbox, Director; Ray Warco, Director

**Present from SPCSA Staff, were:** Sam Bennett, President/COO; Victoria Shanahan, Vice President/CFO; 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/COO

**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, March 19, 2024**

A motion was made by Cary Corbitt, to support the resolution, “Ratify Approval – SPCSA Board of Directors Meeting Minutes, March 19, 2024”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified approval of the SPCSA Board of Director Meeting Minutes, March 19, 2024, as finalized by email”.

**Chair Remarks** – Chair Ellis

- Community encouraged to stay informed on community events, i.e., Board Meetings (livestreamed and video on website) Weekly Update emails and others;
- Update from Task Forces to be provided: Communications, Signage/Gates, Traffic, Electric Lawn Equipment. Updates to include South End Circle and preliminary status report on technology to ease gate congestion;
- Referendum, 2020, remains under appeal;
- Community reminded to follow alligator safety guidelines, following two recent incidents.

**President Remarks** – Sam Bennett

- Short Term Rental Program update to be provided under Finance and Administration report;
- Mr. Bennett to provide Safety, Security and Transportation report, in Mr. Count’s absence.

**Management Reports**

SPCSA 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 and Safety, Security and Transportation, Mr. Bennett, on behalf of Mr. Count.

Committee recommendations brought to SPCSA Board of Directors for approval, included: Finance Committee, Mrs. Leahy, Chair. Refer to Financial Report.

**Task Force Report**

**Communications** – Jim Kaskie

- Task Force to reformat and increase levels of communication, to include: appropriate, vibrant, New Member Guide Book and Weekly Update emails/links.

**Electric Lawn Equipment** – Larry Movshin

- Task Force to interview/gather information, from local landscapers, to determine feasibility of elawn equipment use by contractors, in Sea Pines. To consider: challenges faced by landscapers, costs, battery re-charge;
- Task Force recommendation to be brought, Fall, 2024.

**Gates/Signage** – Cliff McMackin

- Gates/Signage Task Force to find solutions to increase/expedite passage through gates. Technological proposals for gates, sought;
- South Carolina Department of Transportation signage takes 6 – 12 months for production. Task Force to focus on short term, temporary signage solutions;
- Task Force recommendation to be brought, Fall, 2024.

Traffic –Tom Sharp

- Traffic Task Force to be proactive and create awareness of Sea Pines Circle (South Island Traffic Circle) traffic issues and reconfiguration;
- Governmental entities involved: Beaufort County, South Carolina Department of Transportation, Town of Hilton Head Island;
- Sea Pines Circle/South Island Traffic Circle roadways, to include: Greenwood Drive, Palmetto Bay Road, Pope Avenue, William Hilton Parkway;
- Kimley-Horn, Town of Hilton Head Island’s project engineers, to provide Circle design, June, 2024;
- Circle Project funding possibly to be provided by Beaufort County Penny Tax Referendum, Fall 2024.

Financial Report – Victoria Shanahan

- Recap of YTD/December 31, 2023, audited and YTD/March 31, 2024, Financial Statements, provided;
- Balance Sheet and Income Statements, reviewed.

Acceptance – SPCSA Financial Statements, YE/December 31, 2023, Audited

The balance sheet as of YE/December 31, 2023, audited, was reviewed. Total liabilities and fund balances, on an accrual basis, were \$28,494,049, as compared to prior year, of \$22,820,495.

The income statement as of YE/December 31, 2023, audited, was reviewed. Actual revenues over expenditures, were \$3,163,190, as compared to prior year, of \$1,261,700.

A motion was made by Lee Ann Leahy, to support the resolution, “Acceptance – SPCSA Financial Statements, YE/December 31, 2023, Audited”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, accepted SPCSA Financial Statements, YE/December 31, 2024, audited, as presented”.

Discussion – Report to Board of Directors, Elliott Davis LLC – Lee Ann Leahy

- Audit Committee met with Elliott Davis LLC, April 25, 2024;
- No issues, disagreements, weaknesses or deficiencies, were to be found in internal controls;
- Audit opinion issued, May 6, 2024.

Acceptance – SPCSA Financial Statements, YTD/March 31, 2024

The balance sheet as of YTD/March 31, 2024 was reviewed. Total liabilities and fund balances, on an accrual basis, were \$32,493,754, as compared to prior year, of \$30,874,430.

The income statement as of YTD/March 31, 2024, was reviewed. Actual revenues over expenditures were \$9,067,450, as compared to budget and prior year actual, of \$10,374,947 and \$9,462,904, respectively.

A motion was made by Lee Ann Leahy, to support the resolution, “Acceptance – Financial Statements, YTD/March 31, 2024”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, accepted SPCSA Financial Statements, YTD/March 31, 2024, as presented”.

**Unfinished Business** – Chair Ellis

There was no unfinished business to discuss.

**New Business**

**Ratify Approval - Encroachment Agreement, 20 Marsh View Drive, Lot 49**

A motion was made by Lee Ann Leahy, to support the resolution, “Ratify Approval – Encroachment Agreement, 20 Marsh View Drive, Lot 49”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, 20 Marsh View Drive, Lot 49, as evidenced by as-built survey, T-Square Surveying Company, Inc., William J. Smith, Registered Land Surveyor, March 21, 2023, onto Sea Pines CSA open space, as finalized by email”.

**Ratify Approval – Encroachment Agreement, 63 Baynard Cove Road, Lots J, J-2:**

A motion was made by Lee Ann Leahy, to support the resolution, “Ratify Approval – Encroachment Agreement, 63 Baynard Cove Road, Lots J, J-2”. The motion was seconded and unanimously carried:

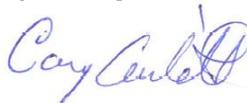
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, 63 Baynard Cove Road, Lots J, J-2, as evidenced by as-built survey, Atlas Surveying, Inc., Jeremy W. Reeder, Professional Land Surveyor, December 19, 2023, onto SPCSA open space, as finalized by email”.

**Adjournment**

A motion to adjourn was made by Lee Ann Leahy. The motion was seconded and unanimously carried.

With no further business to come before the Board, Chair Ellis adjourned the meeting at 11:30 a.m. The next regularly scheduled meeting of the SPCSA Board of Directors, to be held Tuesday, September 17, 2024, 9:30 a.m., via in person and videoconference.

Respectfully Submitted,



Cary Corbitt  
Secretary