



Sea Pines Community Services Associates, Inc. (SPCSA)
Board of Directors Meeting
In Person/Videoconference
Tuesday, September 16, 2025, 9:30 a.m.

Agenda

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| 1. <u>Call to Order</u> | Ellis |
| 2. <u>Establishment of Quorum</u> | Ellis |
| 3. <u>Call to Executive Session</u> | Ellis |
| a. Approval – Board of Directors Call to Executive Session * | |
| b. Contracts, Legal, Personnel Matters | |
| 4. <u>Call to Reconvene, 10:00 a.m.</u> | Ellis |
| a. Approval - Possible Actions Related to Executive Session * | |
| 5. <u>Ratify Approval – SPCSA Board of Directors Meeting Minutes, May 20, 2025; SPCSA Annual Meeting Minutes, May 6, 2025 *</u> | Ellis |
| 6. <u>Chair Remarks</u> | Ellis |
| 7. <u>President Remarks</u> | Bennett |
| 8. <u>Management Reports</u> | |
| 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. <u>Treasurer Report</u> | |
| a. Acceptance – SPCSA Financial Statements, YTD/July 31, 2025 * | Leahy |
| b. Approval – Amendment, SPCSA Budget, 2025 * | Leahy |
| c. Acceptance – SPCSA Income Tax Return, Form 990, December 31, 2024 * | Leahy |
| d. Update – SPCSA Critical Infrastructure Plan | Leahy |
| e. Overview – Three Year Capital Plan, 2025 – 2028 | Leahy |

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| 10. <u>Unfinished Business</u> | Ellis |
| 11. <u>New Business</u> | |
| a. Announcement – Resignation/Appointment, SPCSA Board of Directors Vacancy, Class “B”, 2025 | Ellis |
| b. Announcement – Appointment, SPCSA Board of Directors Nominating Committee Chair, Class “B”, 2025 | Ellis |
| c. Announcement – SPCSA Board of Directors Nominating Committee Results, Class “A”, 2025 | Ellis |
| d. Announcement – SPCSA Board of Directors Nominating Committee Results, Class “B”, 2025 | Ellis |
| e. Approval – SPCSA Board of Director/Committee Meeting Schedule, 2026, Draft * | Ellis |
| f. Discussion – Rental Registration Program/Long Term Rentals | Ellis |
| g. Ratify Approval – Critical Infrastructure Project, Otter Road * | Ellis |
| h. Ratify Approval – Encroachment Agreement, 41 Baynard Cove Road, Lot 31, Bulkhead * | Ellis |
| i. Ratify Approval – Encroachment Agreement, 14 South Beach Lane, Audubon Pond, Lot 12 * | Ellis |
| j. Ratify Approval – Encroachment Agreement, 18 Black Tern Road, Audubon Pond, Lot 85 * | Ellis |

12. 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, May 20, 2025; SPCSA Annual Meeting Minutes, May 6, 2025:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratifies approval of the SPCSA Board of Directors Meeting Minutes, May 20, 2025; SPCSA Annual Meeting Minutes, May 6, 2025, as finalized by email”.
- Resolution for 9a. **Acceptance – SPCSA Financial Statements, YTD/July 31, 2025:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepts SPCSA financial statements, YTD/July 31, 2025, as presented”.
- Resolution for 9b. **Approval – Amendment SPCSA Budget, 2025:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approves amendment to SPCSA Capital Budget, 2025, to include \$605,045, as presented”.
- Resolution for 9c. **Acceptance – SPCSA Income Tax Return, Form 990, December 31, 2024:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepts the Form 990 and grants management the authority to file the SPCSA Income Tax Return, Form 990, December 31, 2024, as presented”.
- Resolution for 11e. **Approval – SPCSA Board of Directors/Committee Meeting Schedule, 2026, Draft:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approves SPCSA Board of Directors/Committee Meeting Schedule, 2026, Draft, as presented”.

- Resolution for 11g. **Ratify Approval – Critical Infrastructure Project, Otter Road:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the Critical Infrastructure Project, Otter Road Contract”.
- Resolution for 11h. **Ratify Approval – Encroachment Agreement, 41 Baynard Cove Road, Lot 31, Bulkhead:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 41 Baynard Cove Road, Lot 31, Bulkhead, as evidenced by as-built survey, Surveying Consultants, Inc., Terry G. Hatchell, Registered Land Surveyor, December 4, 2024, onto SPCSA open space, as finalized by email”.
- Resolution for 11i. **Ratify Approval – Encroachment Agreement, 14 South Beach Lane, Audubon Pond, Lot 12:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 14 South Beach Lane, Audubon Pond, Lot 12, as evidenced by as-built survey, T-Square Surveying Company, Inc., William J. Smith, Registered Land Surveyor, December 11, 2024, onto SPCSA open space, as finalized by email”.
- Resolution for 11j. **Ratify Approval – Encroachment Agreement, 18 Black Tern Road, Audubon Pond, Lot 85:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 18 Black Tern Road, Audubon Pond, Lot 85 as evidenced by as-built survey, T-Square Surveying Company, LLC, William J. Smith, Registered Land Surveyor, October 14, 2024, onto SPCSA open space, as finalized by email”.