



Sea Pines Community Services Associates, Inc. (SPCSA)

SPCSA Board of Directors

September 17, 2024

A regular meeting of SPCSA, Inc., Board of Directors, was held on Tuesday, September 17, 2024, via in-person and videoconference.

Present from SPCSA Board of Directors, were: David Ellis, Chair; Lee Ann Leahy, Treasurer; Steve Birdwell, 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

Absent from SPCSA Board of Directors, were: Jim Kaskie, Vice Chair; Cary Corbitt, Secretary; Ann Esposito, 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 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 Steve Birdwell, 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 Annual Meeting Minutes, May 7, 2024; SPCSA Board of Directors Meeting Minutes, May 21, 2024

A motion was made by David Pardue, to support the resolution, “Ratify Approval – SPCSA Annual Meeting Minutes, May 7, 2024; SPCSA Board of Directors Meeting Minutes, May 21, 2024”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified approval of the SPCSA Annual Meeting Minutes, May 7, 2024; SPCSA Board of Director Meeting Minutes, May 21 2024, as finalized by email”.

Chair Remarks – Chair Ellis

- Minimal traffic complaints, gate issues and delays, compared to last year;
- Temporary, experimental signage installed on Greenwood Drive. State to assist with final verbiage and design;
- Electric Lawn Equipment Task Force, to give recommendation on battery operated blowers;
- SPCSA BOD Member, Steven Fricker, resigned.

President Remarks – Sam Bennett

- By way of tax sale, 1994, SPCSA acquired Muirfield II POA, common property;
- Since acquisition by SPCSA, Muirfield II POA continued to maintain parcel of land;
- Muirfield II POA requested SPCSA to deed common property back to regime;
- Board approval sought to deed common property back to regime. Any and all legal costs incurred, to be shared equally.

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, Mr. Henderson and Safety, Security and Transportation, Mr. Count.

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

Task Force Report

Electric Lawn Equipment – Larry Movshin

- Extensive and varied list of landscapers, who service community, compiled;
- Landscapers contacted and opinions sought, regarding electric lawn equipment efficiency of use and conversion from gas to electric operations;
- Concerns included: equipment price, shorter equipment lifespan, shorter warranties, cost of replacement of newly acquired equipment, charging/recharging capabilities, number of batteries needed for full day of operation;
- Task Force concluded it is too early in electric lawn equipment life cycle, to require commercial landscapers to convert at this time. Task Force to continue to monitor.

Gates/Signage – Cliff McMackin

- Temporary sample traffic signage installed, on Greenwood Drive;
- RFI developed for gate operations and marketed to potential private residential/commercial vendors. Access control and security to be anchored in software.

Traffic –Tom Sharp

- Greenwood Drive and Sea Pines Circle projects, combined as a joint Town of Hilton Head Island and South Carolina Department of Transportation project;
- Kimley-Horn and Associates, Inc., retained as engineering, planning and design consultants.

Financial Report – Lee Ann Leahy

- Recap of YTD/July 31, 2024, Financial Statements, provided;
- Balance Sheet and Income Statement, reviewed.

Acceptance – Financial Statements, YTD/July 31, 2024 – Lee Ann Leahy

The balance sheet as of YTD/July 31, 2024 was reviewed. Total liabilities and fund balances, on an accrual basis, were \$30,794,081, as compared to prior year, of \$27,309,532.

The income statement as of YTD/July 31, 2024, was reviewed. Actual revenues over expenditures were \$7,398,449, as compared to budget and prior year actual, of \$5,734,261 and \$7,119,257, respectively.

A motion was made by Lee Ann Leahy, to support the resolution, “Acceptance – Financial Statements, YTD/July 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/July 31, 2024, as presented”.

Unfinished Business

There was no unfinished business to discuss.

New Business

Announcement – SPCSA Board of Directors Nominating Committee Results, Class “A”, 2024 – David Pardue

SPCSA Board of Directors Nominating Committee Chair, Mr. Pardue, announced the Candidates for the SPCSA Board of Directors Election, Class “A”, 2024: Jennifer Erickson, Bill Johnson, David Schoettmer and Tom Sharp. For interested persons, Nomination by Petition Applications, are due by October 1, 2024.

Announcement – SPCSA Board of Directors Nominating Committee Results, Class “B”, 2024 – Don Sigmon

SPCSA Board of Directors Nominating Committee Chair, Mr. Sigmon, announced the Candidates for the SPCSA Board of Directors Election, Class “B”, 2024: Bob Gossett and Tim Stearns. For interested persons, Nomination by Petition Applications, are due by October 1, 2024.

Approval – SPCSA Board of Directors/Committee Meeting Schedule, 2025, Draft – Chair Ellis
A motion was made by Tom Sharp, to support the resolution, “Approval – SPCSA Board of Directors/Committee Meeting Schedule, 2025, Draft”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved the SPCSA Board of Directors/Committee Meeting Schedule, 2025, Draft, as presented”.

Approval – SPCSA/Muirfield II POA, Transfer of Property – Sam Bennett

A motion was made by Lee Ann Leahy, to support the resolution, “Approval – SPCSA/Muirfield II POA, Transfer of Property”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved authorization of Sam Bennett, to facilitate property transfer from SPCSA to Muirfield II POA, via property transfer deed”.

Ratify Approval – Encroachment Agreement, 3 Heritage Court, Heritage Woods, Lot 19

A motion was made by Tom Sharp, to support the resolution, “Ratify Approval – Encroachment Agreement, 3 Heritage Court, Heritage Woods, Lot 19”. 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, 3 Heritage Court, Heritage Woods, Lot 19, as evidenced by as-built survey, Nandina, Inc. d.b.a. Sea Island Land Survey, Inc., Justin R. Kesselring, Professional Land Surveyor, November 16, 2023, onto SPCSA open space, as finalized by email”.

Adjournment

A motion to adjourn was made by Larry Movshin. The motion was seconded and unanimously carried.

With no further business to come before the Board, Chair Ellis adjourned the meeting at 12:10 p.m. The next regularly scheduled meeting of the SPCSA Board of Directors, to be held Tuesday, November 19, 2024, 9:30 a.m., via in person and videoconference.

Respectfully Submitted,



David Ellis
Chair