



Sea Pines Community Services Associates, Inc.

Sea Pines CSA Board of Directors Meeting

November 15, 2022

A regular meeting of Sea Pines Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, November 15, 2022, via videoconference.

Present from Sea Pines CSA Board of Directors, were: Larry Movshin, Chair; Jim Kaskie, Vice Chair; Cary Corbitt, Secretary; Dave Borghesi, Treasurer; Steve Birdwell, Director; David Ellis, Director; Bob Gossett, Director; Bill Johnson, Director; Mark King, Director; Cliff McMackin, Director; Charlie Miner, Director; David Pardue, Director; Tom Sharp, Director; Don Sigmon, Director and Greg Thomson, Director

Absent from Sea Pines CSA Board of Directors, were: Carolyn Adams, Director and Rich Speer, Director

Present from Sea Pines CSA Staff, were: Sam Bennett, President; Victoria Shanahan, Director of Finance and Administration; Russell Fredericks, Director of Capital Projects and Community Development; David Henderson, Director of Special Projects and Operations; Jerred Mayse, Director of Maintenance and Facilities; Toby McSwain, Director of Safety, Security and Transportation; Amanda Sutcliffe-Jones, Director of Communications and Sandra Archer, Executive Administrator

Call to Order

Larry Movshin, Chair, called the meeting to order at 9:30 a.m., Eastern time.

Establishment of Quorum

With a majority of Board Members in attendance, quorum was established.

Ratify Approval – Appointment, Sea Pines CSA Board of Directors, Class “B” Vacancy

A motion was made by Chair Movshin, to support the resolution, “Ratify Approval – Appointment, Sea Pines CSA Board of Directors, Class “B” Vacancy. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Class “B” Directors, ratified the vote to approve appointment of Bob Gossett, Owner, Catwalk, LLC, to fill the vacancy on the Board of Directors as a Class “B” Member, effective immediately, through December 31, 2024”.

Executive Session

Approval – Sea Pines CSA Board of Directors, Call to Executive Session

A motion was made by Chair Movshin to support the resolution, “Approval – Sea Pines CSA 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”.

Sea Pines CSA Board of Directors Meeting Reconvenes, 10:00 a.m.

Sea Pines CSA Board of Directors meeting reconvened at 10:00 a.m.

Approval – Possible Actions Related to Executive Session

No action taken.

Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, September 27, 2022

A motion was made by Chair Movshin, to support the resolution, “Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, September 27, 2022”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified approval of the Sea Pines CSA Board of Directors Meeting Minutes, September 27, 2022, as finalized by email”.

Chair Remarks – Chair Movshin

- Bob Gossett welcomed to the Board of Directors, as Class “B” Member;
- Dave Borghesi recognized for term of service to the Board as Treasurer.

President Remarks – Sam Bennett

- Appreciation and recognition to Dave Borghesi, for term of service and contribution to Board of Directors as Treasurer and Chair of Finance Department.

Director Reports

Sea Pines CSA Directors provided updates on their respective departments: Capital Projects and Community Development, Mr. Fredericks; Land Use Management, Mr. Fredericks; Communications, Mrs. Sutcliffe-Jones; Finance and Administration, Ms. Shanahan; Maintenance and Facilities, Jerred Mayse; Operations and Special Projects, Mr. Henderson and Safety, Security and Transportation, Mr. McSwain.

Financial Report – Victoria Shanahan

- Recap of YTD/September 30, 2022, Financial Statements, provided;
- Balance Sheet and Income Statement, reviewed.

Acceptance – Financial Statements, YTD/September 30, 2022

The balance sheet as of YTD/September 30, 2022 was reviewed. Total liabilities and fund balances, on an accrual basis, were \$20,095,864, as compared to prior year, of \$22,015,599.

The income statement as of YTD/September 30, 2022, was reviewed. Actual revenues over expenditures were \$1,434,812, as compared to budget and prior year actual, of (\$3,769,831) and \$2,225,453, respectively.

A motion was made by Chair Movshin, to support the resolution, “Acceptance – Financial Statements, YTD/September 30, 2022”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, accepted financial statements, YTD/September 30, 2022, as presented”.

Approval – Adoption, Auditor, Sea Pines CSA Financial Statements YE/2022

A motion was made by Chair Movshin, to support the resolution, “Approval – Adoption, Auditor, Sea Pines CSA Financial Statements YE/2022”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved adoption of Elliott Davis, LLC, as Auditor, for Sea Pines CSA’s Financial Statements YE/December 31, 2022”.

Approval – Assessment, 2023, Residential Property Owner

A motion was made by Chair Movshin, to support the resolution, “Approval – Assessment, 2023, Residential Property Owner”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approves an increase over the 2022 Assessment, bringing the 2023 Residential Property Owners Annual Assessment, on an improved lot, from \$1,752 to \$1,887 (\$600 and \$647, respectively, represent the Critical Infrastructure portion of the Assessment) and the 2023 Residential Property Owners Annual Assessment, on an unimproved lot, from \$1,046 to \$1,127 (\$360 and \$388, respectively, represent the Critical Infrastructure portion of the Assessment)”.

Approval – Budget, 2023

A motion was made by Chair Movshin, to support the resolution, “Approval – Budget, 2023”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved Budget, 2023, as presented”.

Committee Reports

Committee Chairs provided updates on their respective committees, in conjunction with Staff Director reports. Committees included: Finance, Mr. Borghesi; Gate Entry, Mr. Corbitt; Governance, Mr. Kaskie; Land Use Management, Mr. Thomson; Maintenance, Enhancement and Major Projects, Mr. Sharp; Safety, Security and Transportation, Mr. Johnson; Sea Pines Forest Preserve Foundation Advisory Board, Charlie Miner; Short Term Rental, Mr. Ellis and Strategic Planning, Mr. Pardue.

Committee recommendations brought to Sea Pines CSA Board for approval, included: Finance Committee, Mr. Borghesi, Chair. Refer to Financial Report.

Unfinished Business

Update - Sea Pines CSA Revenue Sources Proposal – Chair Movshin

- Short Term Rental Fee to be in effect January 1, 2023, collected Spring 2023;
- Gate Entry Fee increases, approved;
- Membership Transfer Fee, under discussion and legal counsel review.

New Business

Appointment – Chair, Sea Pines CSA Officers Nominating Committee, 2022 – Chair Movshin
Chair Movshin to serve as Chair of Sea Pines CSA Officers Nominating Committee, January, 2023.

Approval – Sea Pines CSA Document Retention and Destruction Policy, November 15, 2022, Draft

A motion was made by David Ellis, to support the resolution, “Approval – Sea Pines CSA Document Retention and Destruction Policy, November 15, 2022, Draft”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved the Sea Pines CSA Document Retention and Destruction Policy, November 15, 2022, Draft, as presented”.

Approval – Boys and Girls Club Pedal Event, Sea Pines Community

A motion was made by Cary Corbitt, to support the resolution, “Approval – Boys and Girls Club Pedal Event, Sea Pines Community”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved a segment of the Boys and Girls Club Pedal Event, May 7, 2023, to take place in the Sea Pines Community,

Approval – Amendment, Sea Pines CSA Gate Entry Policy, November 15, 2022, Draft

A motion was made by Chair Movshin, to support the resolution, “Approval – Amendment, Sea Pines CSA Gate Entry Policy, November 15, 2022, Draft”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved amendment to the Sea Pines CSA Gate Entry Policy, November 15, 2022, Draft, as presented”.

Ratify Approval – Encroachment Agreement, West Royal Tern, Lot 2

A motion was made by Chair Movshin, to support the resolution, “Ratify Approval – Encroachment Agreement, West Royal Tern, Lot 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, West Royal Tern, Lot 2, as

evidenced by as-built survey, Survey Consultants, Inc., Terry G. Hatchell, Registered Land Surveyor, January 6, 2022, onto Sea Pines CSA open space, as finalized by email”.

Chair Remarks (Cont’d) – Chair Movshin

- Chair Movshin will not seek or accept re-election as Chair for 2023, allowing for a new Chair to lead the Board next year;
- Appreciation expressed to Board Members, Sam Bennett and CSA Staff;
- Accomplishments included: Referendum 2020/critical infrastructure needs; Fees raised/operational revenue; Noise Ordinance/adopted; Land Use Management Rules and Regulations/adopted; Short Term Rental Parking Policy/adopted; Conflict of Interest, Confidentiality Statement/adopted; Committee terms normalized to three years and successful navigation through Covid-19.

Adjournment

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

With no further business to come before the Board, Chair Movshin adjourned the meeting at 11:55 a.m. The next regularly scheduled meeting of the Sea Pines CSA Board of Directors, to be held Tuesday, February 7, 2023, 9:30 a.m., via videoconference.

Respectfully Submitted,



Cary Corbitt
Secretary