



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

**SPCSA Board of Directors**

**November 19, 2024**

A regular meeting of SPCSA, Inc., Board of Directors, was held on Tuesday, November 19, 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; Bob Gossett, Director; Cliff McMackin, Director; Larry Movshin, Director; David Pardue, Director; Tom Sharp, Director; Don Sigmon, Director; Tim Stearns, Director; Andrea Tarbox, Director; Ray Warco, Director

**Absent from SPCSA Board of Directors, was:** Rick Ray, 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 9:00 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 Cary Corbitt 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. There was no action taken.

**Ratify Approval – SPCSA Board of Directors Meeting Minutes, September 17, 2024**

A motion was made by Cary Corbitt, to support the resolution, “SPCSA Board of Directors Meeting Minutes, September 17, 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 Directors Meeting Minutes, September 17, 2024 as finalized by email”.

**Chair Remarks** – Chair Ellis

- Beaufort County 1% Sales Tax Referendum, to improve County’s transportation infrastructure, failed. Alternative funding sources to be established;
- Referendum 2020 appeals case, remains with the court;
- Budget, 2025, to be presented in depth;
- Entities staffed and governed by SPCSA and select Board Officers include: Six Oaks Cemetery, Inc., Sea Pines Forest Preserve Foundation, Inc, Sea Pines Architectural Review Corporation/Sea Pines Architectural Review Board, Commercial Architectural Review Corporation/Commercial Architectural Review Board;
- Relationship and processes between entities and SPCSA, to be evaluated. Each corporation to stand on its own;
- Amendment to SPCSA Bylaws, to include: electronic signatures, CEO transition from Chair to President;
- SPCSA Board of Directors election, underway. Quorum achieved;
- SPCSA Board Meetings, high viewership maintained.

**President Remarks** – Sam Bennett

Remarks to follow throughout meeting.

**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.

**Task Force Reports**

**Gates/Signage** – Cliff McMackin

- Temporary signage installed on Greenwood Drive. Feedback monitored;
- Continued search for suitable technology solutions for Sea Pines Gates operations.

**Traffic** – Cliff McMackin

- Sea Pines Circle identified as part of Town of Hilton Head Island’s Corridor Plan;
- Traffic Task Force to re-engage with Town as to details and progress made.

**Financial Report** – Lee Ann Leahy

**Acceptance – SPCSA Financial Statements, YTD/September 30, 2024**

- Recap of YTD/September 30, 2024, Financial Statements, provided;
- Balance Sheet and Income Statement, reviewed;
- Critical Infrastructure Collection and Spending Recap, presented.

The Balance Sheet as of YTD/September 30, 2024, was reviewed. Total liabilities and fund balances, on an accrual basis, were \$28,992,509, as compared to prior year, \$27,260,135.

The Income Statement as of YTD/September 30, 2024, was reviewed. Actual revenues over expenditures were \$5,615,326, as compared to budget and prior year actual, \$4,456,807 and \$6,288,270, respectively.

A motion was made by Lee Ann Leahy, to support the resolution, “Acceptance – SPCSA Financial Statements, YTD/September 30, 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/September 30, 2024, as presented”.

Approval - Amendment, SPCSA Budget, 2024

A motion was made by Lee Ann Leahy, to support the resolution, “Approval - Amendment, SPCSA Budget, 2024”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, approves amendment to SPCSA Budget, 2024, to include: \$1,803,854, as presented, for South Sea Pines Drive Project from Baynard Cove to Lands End”.

Approval - Amendment, SPCSA Budget, 2024

A motion was made by Lee Ann Leahy, to support the resolution, “Approval - Amendment, SPCSA Budget, 2024”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, approves amendment to SPCSA Budget, 2024, to include: \$1,869,056, as presented, for Lighthouse Lane Area Project”.

Approval – SPCSA Assessment, 2025, Residential Property Owner

A motion was made by Lee Ann Leahy, to support the resolution, “Approval – SPCSA Assessment, 2025, Residential Property Owner”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, approves an increase over the 2024 SPCSA Assessment, bringing the 2025 Residential Property Owners Annual Assessment, on an improved lot, from \$1,957 to \$2,005 (\$687 represents the Critical Infrastructure portion of the Assessment) and the 2025 Residential Property Owners Annual Assessment, on an unimproved lot, from \$1,169 to \$1,197 (\$412 represents the Critical Infrastructure portion of the Assessment)”.

Approval – SPCSA Budget, 2025

A motion was made by Lee Ann Leahy, to support the resolution, “Approval – SPCSA Budget, 2025”. 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 Budget, 2025, as presented”.

**Unfinished Business** – Chair Ellis

There was no unfinished business to discuss.

**New Business**

**Appointment – Chair, SPCSA Officer Nominating Committee, 2025**

Chair Ellis appointed Mr. Movshin, to serve as Chair of the SPCSA Officer Nominating Committee, 2024.

**Approval – SPCSA Social Media Policy, November 19, 2024, Draft**

A motion was made by Jim Kaskie, to support the resolution, “Approval – SPCSA Social Media Policy, November 19, 2024, Draft”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved SPCSA Social Media Policy, November 19, 2024, Draft, as presented”.

**Approval – Amendment, SPCSA Community Standards, Rules and Regulations – Contractors/Vendors, November 19, 2024, Draft**

A motion was made by Tom Sharp, to support the resolution, “Approval – Amendment, SPCSA Community Standards, Rules and Regulations – Contractors/Vendors, November 19, 2024, Draft”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved amendment to SPCSA Community Standards, Rules and Regulations – Contractors/Vendors, November 19, 2024, Draft, as presented”.

**Approval – Amendment, SPCSA Bylaws, November 19, 2024, Draft**

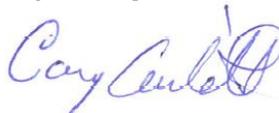
A motion was made by Chair Ellis, to support the resolution, “Approval, Amendment, SPCSA Bylaws, November 19, 2024, Draft”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved amendment to the SPCSA Bylaws, November 19, 2024, Draft, as presented”.

**Adjournment**

With no further business to come before the Board of Directors, Chair Ellis adjourned the meeting at 12:00 p.m. The next regularly scheduled meeting of the SPCSA Board of Directors, to be held Tuesday, February 18, 2025, 9:30 a.m., via in person and videoconference.

Respectfully Submitted,



Cary Corbitt

Secretary