

Community Services Associates, Inc.

Communications Committee Meeting

November 2, 2021

A regular meeting of Community Services Associates, Inc., (CSA), Communications Committee, was held on Tuesday, November 2, 2021, via videoconference.

Present from the Communications Committee, were: David Ellis, CSA Director, Chair; Angela Pedraza, Member; Mary Jo Weber, Member; Michael Wolfe, Member

Absent from the Communications Committee, were: Barbara Erny, Member

Ex-Officio Present, was: Larry Movshin, CSA Chair

Present from Community Services Associates, Inc., were: Sam Bennett, President; Amanda Sutcliffe-Jones, Director of Communications, Sandra Archer, Executive Administrator and Stephanie Fera, Communications Coordinator

Call to Order

The meeting was called to order by David Ellis, Chair, at 11:02 a.m., Eastern time.

Establishment of Quorum

With the majority of Committee Members in attendance, quorum was met.

Chair Remarks

David Ellis greeted the committee and thanked the members for their participation and discussion this year.

Old Business

Ratify Approval – Committee Meeting Minutes, June 15, 2021

A motion was made by David Ellis, to support the resolution, “Ratify Approval – Committee Meeting Minutes, June 15, 2021”. The motion was seconded and unanimously carried.

“**RESOLVED**, Community Services Associates, Inc., Communications Committee ratified approval of the Committee Meeting Minutes, June 15, 2021, as finalized by email”.

New Business

Website Redesign Launch Update

Amanda Sutcliffe-Jones gave an update on the Sea Pines CSA website redesign.

- The website redesign launched late summer. Staff has received positive feedback from property owners about the ease of use and navigation.
- Staff is continuing to work with our vendor to fine tune the search results.

Sea Pines CSA Board Elections Update – Ballot and Online Voting

Amanda Sutcliffe-Jones gave an update on Election Ballots.

- The Sea Pines CSA Class “A” Board of Directors Election is in progress.
- This year we launched an online voting capability. Due to it being a transition year, ballots were also mailed to eligible property owners on November 1, 2021.

North Sea Pines Drive Phase 2 Update

Amanda Sutcliffe-Jones gave an update on communications for North Sea Pines drive project.

- Weekly updates and photos are posted to our website at www.seapinesliving.com/seapinesdrive

Short Term Rental Management Monthly Email Communication

Amanda Sutcliffe-Jones gave an update on monthly communications to Rental Companies.

- Monthly emails are being sent to rental companies as well as to property owners to rent their properties.
- Content includes safety and security reminders, major road project updates, LUM Reminders, and seasonal reminders.
- Emails can be viewed on our website under our Email Archive page

Land Use + Safety and Security Rules and Regulations

Amanda Sutcliffe-Jones gave an update on Land Use and Safety and Security Rules and Regulations.

- Sea Pines CSA regularly communicates Rules and Regulations as well as fine notice structure via our weekly community emails, the Sea Pines Living website and in the monthly Rental Management company emails.

Adjournment

With no further business to come before the Committee, David Ellis made the motion to adjourn the meeting at 11:35 a.m. The motion was seconded and unanimously carried.

Respectfully Submitted,



David Ellis, Chair