

## **Community Services Associates, Inc.**

### **Board of Directors Meeting**

**May 25, 2021**

A regular meeting of Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, May 25, 2021, via videoconference.

**Present from the Board of Directors, were:** Larry Movshin, Chair; Jim Kaskie, Vice Chair; Carolyn Adams, Secretary; Dave Borghesi, Treasurer; Don Sigmon, Member at Large; Barry Barth, Director; Steve Birdwell, Director; Cary Corbitt, Director; David Ellis, Director; Bill Johnson, Director; Mark King, Director; Charlie Miner, Director; David Pardue, Director; Scott Richardson, Director; Bob Sowers, Director; Rich Speer, Director and Greg Thomson, Director

**Present from Community Services Associates, Inc., were:** Sam Bennett, President; Victoria Shanahan, Director of Finance and Administration; Russell Fredericks, Director of Maintenance; David Henderson, Director of Special Projects and Operations; Toby McSwain, Director of Safety, Security and Transportation; Amanda Sutcliffe-Jones, Director of Communications and Sandra Archer, Executive Administrator

### **Call to Order**

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

### **Establishment of Quorum**

With all Board Members in attendance, quorum was met.

### **Executive Session**

#### **Approval – Board of Directors, Call to Executive Session**

A motion was made by Cary Corbitt to support the resolution, “Approval – Board of Directors, Call to Executive Session”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved the Board of Directors call to Executive Session”.

### **Board Meeting Reconvenes, 10:00 a.m.**

#### **Approval – Possible Actions Related to Executive Session**

The Board of Directors reconvened at 10:00 a.m. There was no action taken.

### **Ratify Approval – Board of Directors Meeting Minutes, March 30, 2021:**

A motion was made by Bill Johnson, to support the resolution, “Ratify Approval – Board of Directors Meeting Minutes, March 30, 2021”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified approval of the Board of Directors Meeting Minutes, March 30, 2021, as finalized by email”.

**Chair Remarks** – Chair Movshin

- Board Meeting Agenda and Resolutions to be available on SeaPinesLiving.com, prior to meetings;
- Congratulations extended to Mr. Corbitt, retired after 44 years of service with Sea Pines Resort;
- Sea Pines 2021 has become a different environment than 5 – 10 years ago. Sea Pines at near capacity for all properties, at all times. Increase in Security Staff levels, needed;
- Task forces created to study major issues: Critical Infrastructure, Parking, Revenue;
- New policies, procedures, rules and regulations to be rolled out to Community;
- VRBO Property Owners, to keep guests informed, as to Community rules;
- Following passage of Referendum, 2020, lawsuit filed in Federal District Court. Lawsuit alleged neither CSA nor Sea Pines Resort, have capability to call a referendum. Motion for summary judgment filed by CSA, denied. Both parties to enter period of discovery;
- Board to take whatever action needed to collect \$600 yearly assessment to meet critical infrastructure needs. CSA staff advised to move forward with projects and plans. Critical infrastructure needs to be fully funded.

**President Remarks** – Sam Bennett

- CSA Directors to report on respective Departments;
- Town Manager, Marc Orlando, met to discuss Sea Pines community’s main challenges and CSA’s top focus: Greenwood Gate, Sea Pines Circle and Greenwood Corridor. Town is amenable to work with CSA to find solutions.

**Director Updates**

CSA Directors provided updates on their respective departments: Communications, Mrs. Sutcliffe-Jones; Finance and Administration, Ms. Shanahan; Maintenance, Enhancements and Major Projects, Mr. Fredericks; Operations and Special Projects, Mr. Henderson and Safety, Security and Transportation, Mr. McSwain.

**Financial Update** – Dave Borghesi

- Recap of YTD/March 31, 2021, Financial Statements, provided:
- Balance Sheet and Income Statement, reviewed;
- Daily gate passes sold, through April, 2021, 7.5% ahead over same period, 2019;
- Budget amendment, 2021, necessary to cover substantial cost increases in: Insurance, Property Tax and Legal Fees.

**Acceptance – Financial Statements, YTD/March 31, 2021**

The balance sheet as of YTD/March 31, 2021 was reviewed. Total liabilities and fund balances, on an accrual basis, were \$24,449,598, as compared to prior year, of \$23,136,208.

The income statement as of YTD/March 31, 2021, was reviewed. Actual revenues over expenditures were \$4,756,910, as compared to budget and prior year actual, of \$3,128,527 and \$4,402,821, respectively.

A motion was made by Dave Borghesi, to support the resolution, “Acceptance – Financial Statements, YTD/March 31, 2021”. The motion was seconded and unanimously carried:

**“RESOLVED**, Community Services Associates, Inc., Board of Directors, accepted financial statements, YTD/March 31, 2021, as presented”.

Approval – Amendment to Budget, 2021 – Victoria Shanahan

A motion was made by Dave Borghesi, to support the resolution, “Approval – Amendment to Budget, 2021”. The motion was seconded and unanimously carried:

**“RESOLVED**, Community Services Associates, Inc., Board of Directors, on the recommendation of the Finance Committee, approves amendment to Budget, 2021, to cover shortages in budgeted costs for Insurance, Property Tax and Legal Fees, in the amount of \$436,233.”

**Committee Reports**

Gate Entry – Cary Corbitt

- Motorcycles remain prohibited in Sea Pines.

Land Use Management – Charlie Miner

- Committee tasked by Board to work on leaf blower policy;
- Committee to review ASPPPO’s policy and report back to Board;
- Committee Charter, 2021, Committee Membership, 2021, Sea Pines CSA Land Use Management Rules and Regulations, 2021 and Sea Pines Safety and Security Rules and Regulations, 2021, presented for Board approval.

Approval – Committee Charter, 2021: Land Use Management

A motion was made by Larry Movshin, to support the resolution, “Approval – Committee Charter, 2021: Land Use Management”. The motion was seconded and unanimously carried:

**“RESOLVED**, Community Services Associates, Inc., Board of Directors, approved Committee Charter, 2021: Land Use Management, as presented”.

Approval – Amendment, Committee Membership, 2021: Land Use Management

A motion was made by Larry Movshin, to support the resolution, “Approval – Amendment, Committee Membership, 2021: Land Use Management”. The motion was seconded and unanimously carried:

**“RESOLVED**, Community Services Associates, Inc., Board of Directors, on recommendation of the Land Use Management Committee, approves amendment to Committee Membership, 2021, to include Ed Warner, as presented”.

Approval – Amendment, Sea Pines CSA Land Use Management Rules and Regulations, 2021

A motion was made by Greg Thomson, to support the resolution, “Approval – Amendment, Sea Pines CSA Land Use Management Rules and Regulations, 2021”. The motion was seconded and unanimously carried:

**“RESOLVED**, Community Services Associates, Inc., Board of Directors, on recommendation of the Land Use Management Committee, approved amendment to the

Sea Pines CSA Rules and Regulations, 2021, as presented”.

Approval – Sea Pines CSA Safety and Security Rules and Regulations, 2021

A motion was made by Larry Movshin, to support the resolution, “Approval – Sea Pines CSA Safety and Security Rules and Regulations, 2021”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, on recommendation of the Land Use Management Committee, approved the Sea Pines CSA Safety and Security Rules and Regulations, 2021, as presented”.

Maintenance, Enhancement and Major Projects – Barry Barth

- Critical Infrastructure Task Force created, to work with Finance and MEMP Committees on critical infrastructure projects.

Safety, Security and Transportation – Bill Johnson

- Ebikes currently not permitted in Sea Pines.

Sea Pines Forest Preserve Advisory Board – Charlie Miner

- Donors to the Forest Preserve included: substantial private donation from property owner, ARB and Salty Dog Fundraiser. Sea Pines Resort has initiated an optional fee of \$2/room/night for guests;
- Advisory Board to create overview of projects, scope, funding and present to Board of Trustees.

Short Term Rentals – David Ellis

- Increased number of short term rentals presenting challenge to community;
- Increased staffing levels to be required, year round.

Strategic Planning – David Pardue

- Committee to focus on item prioritization of Strategic Plan, September 25, 2018.

Governance – Jim Kaskie

- CSA Chair/President, to set Committee topics for review, beginning of each year;
- Confidentiality Acknowledgment/Protocol Statements, Committee Guidelines, presented for Board approval.

Approval – Adoption, Confidentiality Acknowledgment Statement

A motion was made by Larry Movshin, to support the resolution, “Approval – Adoption, Confidentiality Acknowledgment Statement”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, on recommendation of the Governance Committee, approved adoption of the Confidentiality Acknowledgment Statement, as presented”.

Approval – Adoption, Sea Pines CSA Committee Guidelines

A motion was made by Larry Movshin, to support the resolution, “Approval – Adoption, Sea Pines CSA Committee Guidelines”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, on recommendation of the Governance Committee, approved adoption of the Sea Pines CSA Committee Guidelines, subject to non-substantive edits, as presented”.

Approval – Adoption, Sea Pines CSA Committee Protocol

A motion was made by Larry Movshin, to support the resolution, Approval – Adoption, Sea Pines CSA Committee Protocol”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, on recommendation of the Governance Committee, approved adoption of the Sea Pines CSA Committee Protocol, as presented”.

Approval – Continued Research, Electronic Voting, Sea Pines CSA Board of Directors Election, Annual Meeting Proxy

A motion was made by Larry Movshin, to support the resolution, Approval – Online Voting, Sea Pines CSA Board Elections, Annual Meeting Proxy:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, on recommendation of the Governance Committee, approves continued research, on electronic voting for Sea Pines CSA Board of Directors Election/Annual Meeting Proxy, with an education campaign to the electorate. Final Board approval to be sought at the Sea Pines CSA Board Meeting, June 29, 2021”.

There were no recommendations to be brought before the Board, by the following Committees: Communications, Mr. Ellis; Gate Entry, Mr. Corbitt; Maintenance, Enhancements and Major Projects, Mr. Barth; Safety and Security, Mr. Johnson; Short Term Rental, Mr. Ellis and Strategic Planning, Mr. Pardue.

Unfinished Business – Chair Movshin

Announcement of Board of Directors Election application deadline, August 1, 2021.

Applications available online, SeaPinesLiving.com.

New Business

ARB – Chair Movshin

- ARB Monthly Status Report, through April 2021, showed applications for: 19 single family residences; 42 major and 298 small additions/alterations; 16 pools; 12 commercial; 1 new single family residential start; 1 rebuild and 4 demos.

Approval – Committee Charter, 2021: Land Use Management

Refer to Committee Reports, Land Use Management.

Approval – Amendment, Committee Membership, 2021: Land Use Management  
Refer to Committee Reports, Land Use Management.

Approval – Amendment, Sea Pines CSA Land Use Management Rules and Regulations, 2021  
Refer to Committee Reports, Land Use Management.

Approval – Sea Pines CSA Safety and Security Rules and Regulations, 2021  
Refer to Committee Reports, Land Use Management.

Approval – Adoption, Confidentiality Acknowledgment Statement  
Refer to Committee Reports, Governance.

Approval – Adoption, Sea Pines CSA Committee Guidelines  
Refer to Committee Reports, Governance.

Approval – Adoption, Sea Pines CSA Committee Protocol  
Refer to Committee Reports, Governance.

Approval – Continued Research, Electronic Voting, Sea Pines CSA Board of Directors Election, Annual Meeting Proxy  
Refer to Committee Reports, Governance.

**Adjournment**

A motion was made by Dave Borghesi, to adjourn the meeting. The motion was seconded and unanimously carried.

With no further business to come before the Board, Chair Movshin adjourned the meeting at 11:25 a.m. The next regularly scheduled meeting of the CSA Board of Directors, to be held Tuesday, June 29, 2021, 9:30 a.m., via videoconference.

Respectfully Submitted,



Carolyn Adams  
Secretary