

Community Services Associates, Inc.

Board of Directors Meeting

September 28, 2021

A regular meeting of Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, September 28, 2021, via videoconference.

Present from the Board of Directors, were: Larry Movshin, Chair; Jim Kaskie, Vice Chair; Carolyn Adams, Secretary; Dave Borghesi, Treasurer; 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; Rich Speer, Director and Greg Thomson, Director

Absent from the Board of Directors, were: Don Sigmon, Director and Bob Sowers, 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; Ryan Kash, Land Use Monitor; 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 a majority of Board Members in attendance, quorum was met.

Executive Session

Approval – Board of Directors, Call to Executive Session

A motion was made by Carolyn Adams 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, June 29, 2021:

A motion was made by Barry Barth, to support the resolution, “Ratify Approval – Board of Directors Meeting Minutes, June 29, 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, June 29, 2021, as finalized by email”.

Chair Remarks – Chair Movshin

- Critical Infrastructure Referendum, to provide funds needed for infrastructure repair, passed;
- Gallery of Shoppes demolition, complete. Area to be grassed and landscaped;
- Sea Pines Rules and Regulations, to provide greater enforcement of rules, adopted;
- Full time guard at Tower Beach, installed;
- Leaf blower rules under review, to be finalized and brought to Board for approval;
- Funding to compensate increased staffing/security needs, under review.

President Remarks – Sam Bennett

- Board last met June 29, 2021;
- Directors to provide reports on all departments;
- Sea Pines Land Use Rules and Regulations, effective July 1, 2021, enforced by Land Use Monitor, Mr. Kash.

Director Reports

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

Financial Report – Victoria Shanahan

- Recap of YTD/August 31, 2021, Financial Statements, provided;
- Balance Sheet and Income Statement, reviewed;
- Favorable budget variances for all gate passes, \$500,000 (daily, short term rental and annual);
- Tropical Storm Elsa related costs to be paid through excess in gate fees. Costs to date, \$212,000, final costs expected to be \$250,000;
- Insurance Services Associates, USI, to be contracted as Insurance Broker.

Acceptance – Financial Statements, YTD/August 31, 2021

The balance sheet as of YTD/August 31, 2021 was reviewed. Total liabilities and fund balances, on an accrual basis, were \$22,710,202, as compared to prior year, of \$22,469,585.

The income statement as of YTD/August 31, 2021, was reviewed. Actual revenues over expenditures were \$2,973,843, as compared to budget and prior year actual, of \$274,911 and \$3,787,887, respectively.

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

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

Ratify Approval – Amendment, Budget, 2021

A motion was made by Larry Movshin, to support the resolution, “Ratify Approval Amendment,

Budget, 2021”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, on behalf of the Finance Committee, ratified approval of amendment, Budget, 2021, in the amount of \$200,000, to cover costs incurred for demolition of Gallery of Shops and site landscaping, as finalized by email”.

Committee Reports

Committee Chairs provided updates in conjunction with Staff Director reports. Committees included: Communications, Mr. Ellis; Finance, Mr. Borghesi; Gate Entry, Mr. Corbitt; Governance, Mr. Kaskie; Land Use Management, Mr. Miner; Maintenance, Enhancement and Major Projects, Mr. Barth; Safety, Security and Transportation, Mr. Johnson; Short Term Rental, Mr. Ellis and Strategic Planning, Mr. Pardue.

Committee resolutions brought to CSA Board for approval, were: Finance Committee, Mr. Borghesi, Chair. Refer to Financial Report.

Unfinished Business

Noise Regulations – Chair Movshin

- Presentation provided by Mr. Fredericks, regarding leaf blower noise/practice;
- Town of Hilton Head noise ordinance, ASPPPO and LUM recommendations to be taken under review;
- CSA Staff to create leaf blower rules and regulations, to bring to CSA Board for approval.

New Business

Announcement – Nominating Committee Results, 2021, Class “A”

Mr. Johnson, as Nominating Committee Chair, announced the Nominees for the CSA Board of Directors Election, Class “A”, 2021: Larry Movshin, Bob Quinn, Tom Sharp and Rich Speer. For interested persons, Nomination by Petition applications, are due by October 1, 2021.

Announcement – Nominating Committee Results, 2021, Class “B”

Mr. King, as Nominating Committee Co-Chair, announced the Nominees for the CSA Board of Directors Election, Class “B”, 2021: Bob Gossett and Jim Kaskie. For interested persons, Nomination by Petition applications, are due by October 1, 2021.

Announcement – Date of Record, Election, 2021

Chair Movshin announced the Date of Record, Election, 2021, to be October 1, 2021.

Ratify Approval – Encroachment Agreement, Baynard Cove Road, Lot G-1

A motion was made by Larry Movshin, to support the resolution, “Ratify Approval – Encroachment Agreement, Baynard Cove Road, Lot G-1”. 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, Baynard Cove Road, Lot G-1, as

evidenced by as-built survey, Surveying Consultants, Inc., Terry G. Hatchell, Registered Land Surveyor, January 6, 2021, onto CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, Spanish Moss, Lot 33 a

A motion was made by Larry Movshin, to support the resolution, “Ratify Approval – Encroachment Agreement, Spanish Moss, Lot 33”. 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, Spanish Moss, Lot 33, as evidenced by as-built survey, Cook Land Surveying, Inc., Donald R. Cook, Jr., Professional Land Surveyor, June 15, 2021, onto CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, Spanish Moss, Lot 33 b

A motion was made by Larry Movshin, to support the resolution, “Ratify Approval – Encroachment Agreement, Spanish Moss, Lot 33”. 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, Spanish Moss, Lot 33, as evidenced by as-built survey, Cook Land Surveying, Inc., Donald R. Cook, Jr., Professional Land Surveyor, August 6, 2021, onto CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, Willow Oak, Lot 20:

A motion was made by Larry Movshin, to support the resolution, “Ratify Approval – Encroachment Agreement, Willow Oak, Lot 20”. 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, Willow Oak, Lot 20, as evidenced by the Landscape Development Plan, Jackson & Small Associates, Alan H. Jackson, Landscape Architect, April 6, 2021, onto CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, Gull Point, Lot 11:

A motion was made by Larry Movshin, to support the resolution, “Ratify Approval – Encroachment Agreement, Gull Point, Lot 11”. 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, Gull Point, Lot 11, as evidenced by as-built survey, T-Square Company, LLC, William J. Smith, Registered Land Surveyor, May 21, 2020, onto CSA open space, as finalized by email”.

Adjournment

A motion was made by Greg Thomson, 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 11:45 a.m. The next regularly scheduled meeting of the CSA Board of Directors, to be held Tuesday, November 16, 2021, 9:30 a.m., via videoconference.

Respectfully Submitted,



Carolyn Adams
Secretary