



Sea Pines Community Services Associates, Inc.

Sea Pines CSA Board of Directors Meeting

March 29, 2022

A regular meeting of Sea Pines Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, March 29, 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; Carolyn Adams, Director; Steve Birdwell, Director; David Ellis, Director; Bill Johnson, Director; Mark King, Director; Cliff McMackin, Director; Charlie Miner, Director; David Pardue, Director; Tom Sharp, Director; Don Sigmon, Director; Rich Speer, Director and Greg Thomson, 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

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

A motion was made by Greg Thomson 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, 10:05 a.m.

Sea Pines CSA Board of Directors meeting reconvened at 10:05 a.m.

Approval – Possible Actions Related to Executive Session

A motion was made by Chair Movshin, to support the resolution, “Approval – Annual Meeting Notice, Proxy, Electronic Methods”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved, per CSA Bylaws, Article IV, Section 4, (b), notice of Annual Meetings to be

sent by electronic methods. Further, the Board of Directors approved electronic proxy administration of such meetings”.

Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, February 8, 2022:

A motion was made by Chair Movshin, to support the resolution, “Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, February 8, 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, February 8, 2022, as finalized by email”.

Chair Remarks – Chair Movshin

- Sea Pines continues to be at or near visitor capacity, presenting different needs than 5 to 10 years ago;
- Revenue Task Force continues to review options to address challenges raised by increase in visitors.

President Remarks – Sam Bennett

- North Sea Pines Drive construction project coming to fruition;
- Staff Director reports to highlight individual departments’ activities.

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/December 31, 2021, Financial Statements, provided;
- Balance Sheet and Income Statement, reviewed.

Acceptance – Financial Statements, YTD/December 31, 2021

The balance sheet as of YTD/December 31, 2021 was reviewed. Total liabilities and fund balances, on an accrual basis, were \$20,961,212, as compared to prior year, of \$22,501,693.

The income statement as of YTD/December 31, 2021, was reviewed. Actual expenditures over revenues were (\$1,057,897), as compared to budget and prior year actual, of (\$4,057,216) and \$922,702, respectively.

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

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

Approval – Amendment, Budget 2022, Roll Forward

A motion was made by Chair Movshin, to support the resolution, “Approval – Amendment, Budget 2022, Roll Forward”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, on recommendation of the Finance Committee, approved 2021 unspent funds, \$1,774,557/Major Repairs and Replacements and \$109,572/Capital Expenditures, be rolled forward to Budget, 2022, as presented”.

Approval – CSA Fund Balance Transfer, December 31, 2021

A motion was made by Dave Borghesi, to support the resolution, “Approval – CSA Fund Balance Transfer, December 31, 2021”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, on recommendation of the Finance Committee, approves the transfer of funds from the Undesignated Fund Balance to the Capital Reserves Fund and the Emergency Reserves Fund in the amounts of \$1,000,000 and \$354,000, respectively, as amended and 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; Short Term Rental, Mr. Ellis and Strategic Planning, Mr. Pardue.

Resolutions brought to the Sea Pines Board of Directors for approval, by Committee, were: Finance Committee, Mr. Borghesi, Chair. Refer to Financial Report.

Unfinished Business

Update – Sea Pines Revenue Sources Proposal – Chair Movshin, Sam Bennett, Victoria Shanahan

- Funding options under review by Revenue Task Force, to include: property transfer fee, business license fee for short term rentals and select gate fee increases;
- Amendment to Bylaws, to permit fee allocation, under review;
- Presentation on current community situation, provided. Touchpoints included: critical infrastructure referendum, calls for service versus patrol personnel, short term rental trend analysis, security calls associated with short term renters (2015 versus 2020), security calls for improper parking/covenant violations/noise complaints. Presentation posted on SeaPinesLiving.com;
- Due to an increase of visitors in the Community and related service calls, additional resources are required to serve property owners, guests and visitors, appropriately;
- To remain competitive within the Beaufort, Bluffton and Savannah workforce markets and to attract and retain a highly talented workforce, requires increased pay levels and staffing;

- Anticipated cost to Sea Pines CSA, to meet the Safety, Security and LUM needs, to be in excess of \$1,700,000.

New Business

Approval – Appointment, Sea Pines CSA Nominating Committee, Class “A”, 2022

A motion was made by Chair Movshin, to support the resolution, “Approval – Appointment, Sea Pines CSA Nominating Committee, Class “A”, 2022”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved appointment of the Nominating Committee, Class “A” 2022: Bill Johnson, Chair; Rich Speer and Greg Thomson, Members, as presented”.

Approval – Appointment, Sea Pines CSA Nominating Committee, Class “B”, 2022

A motion was made by Chair Movshin, to support the resolution, “Approval – Appointment, Sea Pines CSA Nominating Committee, Class “B”, 2022”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved appointment of the Sea Pines CSA Nominating Committee, Class “B” 2022: Jim Kaskie, Don Sigmon, Co-Chairs, as presented”.

Approval – Sea Pines CSA Committee Charters, 2022

A motion was made Chair Movshin, to support the resolution, “Approval – Sea Pines CSA Committee Charters, 2022”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved the Sea Pines CSA Committee Charters, 2022: Executive, Finance, Gate Entry, Land use Management, Safety/Security and Transportation, as presented”.

Ratify Approval – Encroachment Agreement, West Royal Tern, Lot 10

A motion was made by Chair Movshin, to support the resolution, “Ratify Approval – Encroachment Agreement, West Royal Tern, Lot 10”. The motion was seconded. Voted in favor: Chair Movshin, Carolyn Adams, Steve Birdwell, Dave Borghesi, Cary Corbitt, David Ellis, Bill Johnson, Jim Kaskie, Mark King, Cliff McMackin, Charlie Miner, David Pardue, Tom Sharp, Don Sigmon, Rich Speer and Greg Thomson. Voted against: David Ellis. The majority voted in favor, the motion carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, West Royal Tern, Lot 10, as evidenced by as-built survey, Coastal Surveying, Co. Inc., Michael R. Duncan, Registered Land Surveyor, July 2, 2020, onto CSA utility easement, as amended and finalized by email”.

Adjournment

A motion to adjourn was made by Jim Kaskie. The motion was seconded and unanimously carried.

With no further business to come before the Board, Chair Movshin adjourned the meeting at 12:10 p.m. The next regularly scheduled meeting of the Sea Pines CSA Board of Directors, to be held Thursday, May 19, 9:30 a.m., via videoconference.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Cary Corbett", with a stylized flourish at the end.

Cary Corbett
Secretary