



## **Sea Pines Community Services Associates, Inc. (Sea Pines CSA)**

### **Sea Pines CSA Community Infrastructure and Maintenance Committee Meeting February 27, 2025**

A regular meeting of Sea Pines CSA Board of Directors Community Infrastructure and Maintenance Committee, was held on Thursday, February 27, 2025, via in-person and videoconference.

#### **Present from the Sea Pines CSA Community Infrastructure and Maintenance Committee, were:**

Bill Johnson, CSA Director/Chair; John Apostle, Member; Barry Barth, Member; Paul Crunkleton, Member; Jessica Haire, Member; Don Sigmon, CSA Director/Member; Frederick Smith, Member; Marci Tressel, Member; Ed Warner, Member

#### **Absent from the Sea Pines CSA Community Infrastructure and Maintenance Committee, were:**

Joe Macrina, Member; James Nolan, Member

**Present as Ex-Officio, was:** David Ellis, Sea Pines CSA Chair; Sam Bennett, Sea Pines CSA President/CEO

**Present from Sea Pines CSA., were:** Victoria Shanahan, Vice President/CFO; Jerred Mayse, Director of Maintenance and Facilities; Sandra Archer, Senior Executive Assistant; Stephanie Fera, Communications Manager; Jessica Muller, Maintenance Administrative Assistant

#### **Call to Order**

The meeting was called to order by Bill Johnson, Chair, at 9:00 a.m., Eastern time.

#### **Establishment of Quorum**

With a majority Community Infrastructure and Maintenance Committee Members in attendance, quorum was met.

### **Ratify Approval – Community Infrastructure and Maintenance Committee Meeting Minutes, October 31, 2024**

A motion was made by Chair Johnson, to support the resolution, “Ratify Approval – Community Infrastructure and Maintenance Committee Meeting Minutes, October 31, 2024”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Community Infrastructure and Maintenance Committee, ratified approval of the October 31, 2024, Community Infrastructure and Maintenance Committee Meeting Minutes, as finalized by email”.

#### **Capital Improvement**

**Capital Improvements Updates Presentation – Russell Fredericks**

- Lighthouse Lane Phase 1 completed, Lighthouse Road to Mizenmast Lane;
  - Phases 2/3 planned - Harbour Town Golf Links closed in May (30-45 days);

- 1950s pipe – replaced most of the drainage, 90% was compromised and so it was replaced;
- Phase 4 – Windjammer Court (drainage has failed);
- Resurface the roads as they wrap up Phase 4;
- South Sea Pines Drive – Phase 5 (2021 started at Ocean Gate) started in September for paving and now landscaping with plans on finishing by Spring Break 2025 (month of March projection);
- Otter Road / Club Course. – drainage is old, dating back to the 50s;
  - Going in and remove the existing drainage and replace with new and improved drainage and repave the road by Labor Day (Spring), 3.24 miles of drainage;
- Ivy Road leisure trail – Club Course Drive and Governor’s Road/Greenwood Drive;
  - Safety improvements – repaving the portion of the road there and redoing the cross walk to the leisure trail – waiting on permitting process;
  - Left hand side of the golf course from Club Course Drive to the Greenwood gate to allow safer access to the bike gate;
- Greenwood Drive survey;
  - Flags and markers to Fraser Circle;
  - Waiting on Board approval for 2026;
  - Required to obtain tree survey of the area and whatever they remove they replace.

## **Maintenance**

### **Maintenance Department Review Presentation – Jerred Mayse**

- Recap of CSA Maintenance Objectives and Roles as an introduction to new Board Members;
- Beach walk tree trimming has been completed for the year;
- The lagoons are starting to have algae blooms – Maintenance Technician has been regularly and aggressively treating all CSA lagoons;
- The Maintenance Sign Shop team has been working hard to get roadside signs cleaned, repaired and/or replaced over the past few months;
  - Areas such as Greenwood Forest have signs cleaned on a regular basis due to the algae/mildew growth in the area;
- The stormwater team has been going through the community jetting and cleaning pipes and catch basins to ensure water flows through the master stormwater system freely;
- Stoney Creek, as well as Lighthouse Road pipe, have been scheduled for repair due to age and saltwater intrusion. A portion on the top was taken out and replaced and will get it filled in. The damage was not seen until the rapid water levels from Debby;
- Overnight mosquito spraying will begin mid-May and continue on a bi-weekly basis, weather permitting;
- Community Standards Team has added another member and is continuing to review the Community as a whole and ensuring Sea Pines keeps up to the standards that it is known for;
- The recent shredding event was well received and organized to make the flow of the line easy and quick;
- Many areas of the Community have had road/pothole repairs: Plantation Drive, Black Skimmer Road, Planters Wood Drive, Lighthouse Road, Mizzenmast Court and Water Oak.

- In continued arbor care the CSA team has been proactively having tree companies come in to trim low hanging, dying or damaged branches throughout the Community, focusing on the beach walks and leisure trails.

### **Unfinished Business**

- 3 year rolling plan for our critical infrastructure – 4 years ago the Board passed an increase of the annual assessment with a list of projects to be done over the next 10 years.
  - 3 years for each project;
  - Working with the Finance Committee to put numbers to the plan;
  - Once the plan is near finished, it will be presented to the Committee;
  - Reserve Study is also being revisited and the process will be shared within the Committee – last update was 2020 and was due for a revisit;
  - “Restoring an old house” - must go into the guts to fix it.

### **New Business**

- Baynard Park Road – POA has brought the concept of upgrading in terms of landscaping and maintenance – tasked Mr. Mayse with creating some ideas to share with the Committee. Once the Committee is comfortable, then it will be sent over to the Finance Committee;
- Enhanced landscaping from Lighthouse Road to Plantation Drive – Mr. Apostle requested this once more (enhance the journey from Lighthouse Road to the Stoney Baynard Ruins) – screening going on with RBC Heritage Golf Tournament (Resort has purchased the Sea Pines Center properties and golf course maintenance facilities and will update and allow for enhanced landscaping for the golf course).

### **Adjournment**

With no further business to come before the Sea Pines CSA Community Infrastructure and Maintenance Committee, Chair Johnson adjourned the meeting at 9:45 a.m. The next regularly scheduled meeting of the Sea Pines CSA Community Infrastructure and Maintenance Committee, to be held Thursday, August 28, 2025, 9:00 a.m., via in-person and videoconference.

Respectfully Submitted,



Bill Johnson  
Chair