

Community Services Associates, Inc.
Community Infrastructure,
Maintenance and Standards
Committee Meeting,
March 20, 2023

On March 20, 2023, a regular meeting of the Community Services Associates, Inc., (CSA), Community Maintenance, Infrastructure, and Standards Committee Meeting, was held at the CSA Administration Building- Large Conference Room, 175 Greenwood Drive, Hilton Head Island SC, 29928

Roll Call

Present:	Greg Thomson Barry Barth John Apostle Ed Warner	Karen Gay Don Sigmon Susan Johnson	Tom Sharp Margie Tomczak Bill Pender
Ex-Officio:	Sam Bennett	David Ellis	
Absent:	James Nolan Marci Tressel	Peter Knight Ron Thomas	Bill Pender Lori Wellinghoff
Staff:	Russell Fredericks Victoria Shanahan	Jerred Mayse Amanda Jones	Jody Rockwood

1. Call to Order

The meeting was called to order by Tom Sharp, at 9:01 a.m., Eastern Time.

2. Verify Quorum

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

3. Approval Community Maintenance, Infrastructure, and Standards Charter

A motion was made by Tom Sharp, to ratify approval of the Community Maintenance, Infrastructure, and Standards Charter. The motion was seconded and unanimously carried:

“**RESOLVED**, the Community Services Associates, Inc., Community Maintenance, Infrastructure, and Standards Committee, ratified approval of the charter, as finalized by e-mail”.

4. Explanation of Committee Structure and Task Forces

Due to overlapping in some areas the decision was made to combine the Maintenance Major Projects and Land Use committees together to create the Community Maintenance, Infrastructure, and Standards Committee. Tom Sharp and David Ellis reviewed the changes made to the charter for the new committee structure, goals and objectives. The combining of the committees is to help aid the committees to have clear guidelines for processes and procedures. Across the board many committees have been combined and/or restructured to allow for the best use of the CSA staff and committee members’ time and resources. This is a work in progress but we as an organization in

working with the volunteer residents on the committees we will continue to evaluate the needs of the community and the role that the committees will play and make adjustments as needed.

a. Review Each Task Force for Charter Questions

Part of the reorganization of the committee and the changes to the Community Maintenance, Infrastructure, and Standards Charter there will be a few task forces to help recognize areas within the maintenance and community standards realm that can be brought to the committee as a whole to create a plan to address the concern(s). The task forces will meet separately to identify an objective(s) and create a plan and budget that will aid in improving the community. The task forces are Capital Improvements, Maintenance and Community Standards. The Capital Improvements task force will continue to set up and work through the 3-year rolling schedule for drainage and road updates. The Maintenance Task Force will focus on the day to day issues that affect the maintenance department and see what can be done to come up with some solutions to said problems. The Community Standards Task Force will review the land use rules, ARB rules and guidelines for clarity to the community, updating rules where needed and plan how to enforce rules and regulations. Each task force will come up with a list of a few goals or projects for the next 12-18 months and present them at the next full committee meeting.

b. Future Subcommittee Meeting Schedule

Each task force will set up a time to meet and begin discussions for each charter category.

5. Other Business

1. Confidentiality Agreement

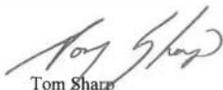
The confidentiality agreement will be reviewed and revised to allow for the sharing of committee member's contact information to allow the committee members to share thoughts and ideas between meetings.

6. Adjournment

With no further business to come before the Committee, Tom Sharp adjourned the meeting at 9:44 am, Eastern Standard Time

The next scheduled meeting, of the Community Services Associates, Inc., Community Maintenance, Infrastructure, and Standards Committee, is April 27, 2023 at 9 a.m., at the CSA Administration Building- Large Conference Room, 175 Greenwood Drive, Hilton Head Island SC, 29928

Respectfully Submitted,


Tom Sharp
Chair