

**Community Services Associates, Inc.**  
**Community Infrastructure,**  
**Maintenance and Standards**  
**Committee Meeting,**  
May 4, 2023

On May 4, 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- ARB Room, 175 Greenwood Drive, Hilton Head Island SC, 29928

**Roll Call**

Present:	Lori Wellinghoff Barry Barth John Apostle Ed Warner	Karen Gay Don Sigmon Susan Johnson Peter Knight	Tom Sharp James Nolan Bill Pender
Ex-Officio:	Sam Bennett	David Ellis	
Absent:	Bill Pender Greg Thomson	Marci Tressel Margie Tomczak	Ron Thomas
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. Review Confidentiality Agreements and Information Sharing**

There are still some people that have not submitted their agreement, those people will be reached out to individually. Due to board restrictions the sharing of committee member’s personal information (phone numbers and email addresses) will not be permitted. David Ellis also advised committee information and non-organized committee meeting to discuss committee information, tasks or agenda items cannot happen outside the scheduled committee and task force meeting for legal reasons. This also allows the whole committee to be on the same page and

everyone to be involved in the discussion about committee topics and decisions.

## **5. Review of Committee and Task Forces**

### **a. Capital Improvements Update**

The Capital Improvements task force has been progressing on their list of projects, recently finishing drainage and road work on Wagon Road, Red Cardinal, Beachwalk Timber bridge and finishing up South Sea Pines Drive. Russell has continued to work with our engineering team, the reserve study and hydrology study on the next steps in Harbourtown and the ocean side T streets. Russell reviewed the process of prioritizing the next set of areas that his team will be working on and the communications plan with the community as the team makes progress on their projects. Continuing with the weekly updates including pictures and write ups regarding work and any issues/conflicts that arise/ showing the community what their monies are going towards and showing them areas that they cannot see from the surface. The long-term education and highlights will help to ease many property owner's concerns and help them see how projects are slotted and the amount of work and planning CSA has put into making improvements in the community.

### **b. Maintenance Task Force**

The Maintenance Task Force will continue to look for ways to optimize the mailbox program and options in Sea Pines. Jerred and committee members are exploring size, location, and maintenance program options regarding the many mailboxes all around the community. Task force to identify some deliverables that are the top priority to address and send to the board for review in January 2024.

### **c. Community Standards Task Force**

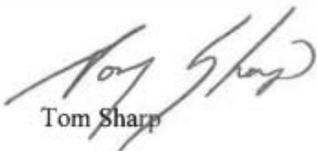
The Community Standards Task Force will be reviewing the current LUM/Community Standards documents to ensure rules and enforcement are explained and to expand on any topics that are too vague or confusing. The task force will also look at possible reorganization of the documents to help keep each topic clear and concise. Task force to identify some deliverables that are the top priority to address and send to the board for review in January 2024. This will be a continuous process to keep the standards current with any new rules or regulations that need to be addressed like ebikes.

## **4. Adjournment**

With no further business to come before the Committee, Tom Sharp adjourned the meeting at 10:02 am, Eastern Standard Time

The next scheduled meeting, of the Community Services Associates, Inc., Community Maintenance, Infrastructure, and Standards Committee, is August 29, 2023 at 11:00 a.m., at the CSA Administration Building- Large Conference Room, 175 Greenwood Drive, Hilton Head Island SC, 29928

Respectfully Submitted,



Tom Sharp