

Community Services Associates, Inc.
Community Infrastructure,
Maintenance and Standards
Committee Meeting,
August 29, 2023

On August 29, 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:	Tom Sharp	Greg Thomson	Ron Thomas	Bill Pender
	Barry Barth	Don Sigmon	James Nolan	
	John Apostle	Susan Johnson	Ed Warner	

Ex-Officio:	Sam Bennett	David Ellis		
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Absent:	James Nolan	Marci Tressel	Peter Knight	
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Staff:	Russell Fredericks	Jerred Mayse	Jody Rockwood	
	Victoria Shanahan	Amanda Jones		

1. Call to Order

The meeting was called to order by Tom Sharp, at 11:00 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 of Committee and Task Forces

a. Capital Improvements Update

The Capital Improvements task force has been progressing on their list of projects. The next phase of Sea Pines Drive drainage and road work has begun, from Baynard Cove Road to Gadwall Road. The mobilization has already begun in the parking lot of The Salty Dog. The timing and progress will be determined by what is found in the ground once digging begins. As with the previous sections of Sea Pines Drive work, Russell and staff will be continuing with the weekly updates

including pictures and write ups regarding work and any issues/conflicts that arise, showing the community where 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. Another smaller but greatly needed project that Russell and his team will be doing is creating a leisure trail from the Greenwood Gate along the Sea Pines Welcome Center to the Publix parking lot. This will prevent owners and guests from riding in the road against traffic coming into the community and not trying to cross 4 lanes.

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 task force members have gone out into the community to evaluate the current state of mailboxes and what potential next steps they will recommend to the committee. The Task force's next steps are to evaluate their findings and create a staff, equipment and financial plan to submit for committee review and if approved to send to the board for review in January 2024.

c. Community Standards Task Force

The Community Standards Task Force has reviewed 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 has also looked at possible reorganization of the documents to help keep each topic clear and concise. The Task Force has identified some deliverables that are the top priority to address and send to the legal team, committee and later 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 addressed like, ebikes.

5. Other Business

a. Storm Preparations

Hurricane Idalia's path was predicted to come close to Hilton Head and the Lowcountry. The Maintenance Department, as well as the rest of the CSA staff, pulled together and spent days prior to the storm getting the community prepped for any impact. CSA Maintenance had staff on hand on rotating 8-hour shifts for the days leading up to and through the storm's progression. Maintenance also had many pumps running thought the community to aid in lowering the lagoon levels and evacuating as much water from the community as possible. The storm was expected to bring heavy rains, along with a full moon causing high tides on top of the king tide that were all happening at the same time. CSA and the Town of Hilton Head also had the Lawton Pump station running at maximum capacity, which removed approximately 1/3 of the water from the community. CSA staff had prepped all vehicles with the necessary tools to take care of any downed trees or limbs along with staff on hand to drive the front loaders for larger debris.

6. Adjournment

With no further business to come before the Committee, Tom Sharp adjourned the meeting at 12:08 pm, Eastern Standard Time

Maintenance, Infrastructure, and Standards Committee, is October 26, 2023 at 9:00 a.m., at the
CSA Administration Building- Large Conference Room, 175 Greenwood Drive, Hilton Head
Island SC, 29928

Respectfully Submitted,



Tom Sharp