



**Sea Pines Community Services Associates, Inc.
Community Infrastructure and Maintenance Committee (CIM)
Charter 2024**

1. Purpose:

This Committee is a committee of the Board established under Article VIII, Section 2 of the Sea Pines CSA Bylaws. This committee is advisory in nature to the Board with the purpose of providing recommendations to the Board on the responsibilities assigned by the Board or Board Chair. Committees may be established or sunset by the Board, based on the needs of the community. The Board may amend this charter at any time.

2. 2024 Committee Responsibilities:

To carry out the CIM Committee responsibilities assigned by the Sea Pines CSA Board, two areas have been established to provide focus, expertise, and insight, they include: (1) Community Infrastructure and (2) Maintenance.

The responsibilities of this Committee are outlined below:

1) Community Infrastructure

- a. Review and recommend for Sea Pines CSA Board approval the Annual Operating Plan for Infrastructure and Capital Improvements, including Critical Infrastructure Referendum funded projects;
- b. Review and recommend for Sea Pines CSA Board approval, a comprehensive short and long term funded strategic Capital Improvement Plan (CIP) that meets Critical Infrastructure Referendum goals and objectives. Plan to be reviewed annually to ensure projects are completed on time and within budget;
- c. Communicate with the CIM Committee Chair regarding the long-term condition and improvement needs of the Sea Pines Community's infrastructure assets including Roads, Pathways, Lagoons, Common Areas, Storm Water Drainage and Building Structures;
- d. Work with staff to identify CSA Reserve Study shortfalls and make recommendations accordingly;
- e. Work with staff to identify, review, and recommend Community Infrastructure improvements outside the current Critical Infrastructure funding scope of work.

2) Maintenance

- a. Review and bring a recommendation for Sea Pines CSA Board approval on the Annual Operating Plan for the Sea Pines Community Maintenance Department;
- b. Review the Maintenance Reserve Study and recommend to the Sea Pines CSA Board updates or additions necessary;

c. Provide Interim reports as the Board or Board Chair requires regarding results of operations, major projects, capital expenditures, comparison to budgets, and projected yearend forecasted results, highlighting areas of concern or opportunities.

3. Committee Membership & Terms:

a. Committees shall have no more than nine (9) members, excluding Board members, unless a larger membership is deemed appropriate for a particular purpose by the Chair of the Board;

b. Members of a committee serve three-year terms and may not serve more than two (2) consecutive terms;

c. Ex Officio Members – Sea Pines CSA Board Chair and the Sea Pines CSA President.

4. The Committee Does Not:

a. Authorize distributions;

b. Approve, or recommend to Members, dissolution, merger, or the sale, pledge, or transfer all, or substantially all, of the corporation's assets;

c. Select, appoint, or remove Directors; or fill vacancies on the Board, or on any of its Committees;

d. Adopt, amend or repeal the Articles or Bylaws.

Approved, Sea Pines CSA Board of Directors, January 16, 2024.



Cary Corbitt
Secretary, Sea Pines CSA Board of Directors