



**Sea Pines Community Services Associates, Inc. (SPCSA)**

**SPCSA Board of Directors**

**September 16, 2025**

A regular meeting of SPCSA, Inc., Board of Directors, was held on Tuesday, September 16, 2025, via in-person and videoconference.

**Present from SPCSA Board of Directors, were:** David Ellis, Chair; Lee Ann Leahy, Treasurer; Steve Birdwell, Director; Jennifer Ericksen, Director; Bob Gossett, Director; Bill Johnson, Director; Cliff McMackin, Director; David Pardue, Director; Rick Ray, Director; Dave Schoettmer, Director; Don Sigmon, Director; Phil Smith, Director; Andrea Tarbox, Director; Ray Warco, Director

**Absent from SPCSA Board of Directors, were:** Jim Kaskie, Vice Chair; Cary Corbitt, Secretary; Tom Sharp, Director

**Present from SPCSA Staff, were:** Sam Bennett, President/CEO; Victoria Shanahan, Vice President/CFO; Shawn Colin, Vice President/COO; Joe Count, Director of Safety, Security and Transportation; Russell Fredericks, Director of Capital Projects; David Henderson, Director of Special Projects and Operations; Jerred Mayse, Director of Maintenance and Facilities; Stephanie Fera, Communications Manager; Sandra Archer, Senior Executive Assistant to President/CEO

**Call to Order**

David Ellis, Chair, called the meeting to order at 9:30 a.m., Eastern time.

**Establishment of Quorum**

With a majority of SPCSA Board Members in attendance, quorum was established.

**Call to Executive Session**

**Approval – SPCSA Board of Directors, Call to Executive Session**

A motion was made by Chair Ellis to support the resolution, “Approval – SPCSA Board of Directors, Call to Executive Session”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved call to Executive Session”.

**Call to Reconvene, 10:05 a.m.**

**Approval – Possible Actions Related to Executive Session**

SPCSA Board of Directors Meeting reconvened at 10:05 a.m. No action taken.

**Ratify Approval – SPCSA Board of Directors Meeting Minutes, May 20, 2025; SPCSA Annual Meeting Minutes, May 6, 2025**

A motion was made by Chair Ellis, to support the resolution, “SPCSA Board of Directors Meeting Minutes, May 20, 2025; SPCSA Annual Meeting Minutes, May 6, 2025”. The motion was seconded and unanimously carried. Bill Johnson not present to vote.

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified approval of the SPCSA Board of Directors Meeting Minutes, May 20, 2025; SPCSA Annual Meeting Minutes, May 6, 2025, as finalized by email”.

**Chair Remarks** – Chair Ellis

- Hilton Head Island inundated with unprecedented rain. One year’s rainfall received in August. Several areas needing new drains, flooded. Lagoons kept lowered throughout hurricane season. Town of Hilton Head Island assists with pump, control structure and riser maintenance. All south end Island water flows through Sea Pines to Calibogue Sound;
- SPCSA hired, Chief Operating Officer and Controller;
- Amendment to Sea Pines Gate Pass Agreement, to be implemented March 1, 2026. Gate Pass Fee, daily visitor, to be raised to \$10.00. Monies go to SPCSA for community services;
- Federal Circuit Court of Appeals upheld the validity of the Referendum for Critical Infrastructure need;
- Data Dashboard created, seapinesliving.com.

**President Remarks** – Sam Bennett

- Introduction of newly hired Chief Operating Officer, Shawn Colin and Controller, Mike Daiber, provided;
- August received approximately 30 inches of rain. Engineering designed drainage, performed to expectation. Certain areas not part of critical infrastructure design need attention, to be reflected in Budget, 2026.

**Management Reports**

Sea Pines CSA Management provided updates on their respective departments: Communications, Mrs. Fera; Community Infrastructure, Mr. Fredericks; Community Maintenance and Standards, Mr. Mayse; Finance and Administration, Ms. Shanahan; Operations and Special Projects, Mr. Henderson; Safety, Security and Transportation, Mr. Count.

**Treasurer Report** – Lee Ann Leahy

- Recap of YTD/July 31, 2025, SPCSA Financial Statements, provided;
- Balance Sheet and Income Statements, reviewed.

**Acceptance – SPCSA Financial Statements, YTD/July 31, 2025**

The Balance Sheet as of YTD/July 31, 2025, was reviewed. Total liabilities and fund balances, on an accrual basis, were \$29,380,029, as compared to prior year, \$30,783,097.

The Income Statement as of YTD/July 31, 2025, was reviewed. Actual revenues over expenditures were \$2,201,771, as compared to budget and prior year actual, \$1,116,171 and \$7,374,399, respectively.

A motion was made by Lee Ann Leahy, to support the resolution, “Acceptance – SPCSA Financial Statements, YTD/July 31, 2025”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepted SPCSA financial statements, YTD/July 31, 2025, as presented”.

#### Approval – Amendment, SPCSA Budget, 2025

A motion was made by Lee Ann Leahy, to support the resolution, “Approval – Amendment, SPCSA Budget, 2025”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approved amendment to SPCSA Capital Budget, 2025, to include \$605,045, as presented”.

#### Acceptance – SPCSA Income Tax Return, Form 990, December 31, 2024

A motion was made by Lee Ann Leahy, to support the resolution, “Acceptance – SPCSA Income Tax Return, Form 990, December 31, 2024”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepted the Form 990 and granted management the authority to file the SPCSA Income Tax Return, Form 990, December 31, 2024, as presented”.

#### Update – SPCSA Critical Infrastructure Plan

- SPCSA critical infrastructure estimated collections and spending recap, 2025 through 2028, as amended September 2025, presented. Presentation available on seapinesliving.com;
- Changes in project priorities to include: Deer Island Bridge, Spartina Court Bridge, Otter Road/Fawn Lane engineering studies, Greenwood Drive, Lighthouse Road/Harbour/Fraser Circle leisure trail;

#### Overview – Three Year Capital Plan, 2025 - 2028

- Priorities for projects, 2025 – 26, presented;
- Spending Plan, 2025, to be closely monitored;
- Refined engineering accurate estimates for future projects, ongoing;
- Reserve study, available late 2025, to indicate additional needed reserves.

**Unfinished Business** – Chair Ellis

There was no unfinished business to discuss.

**New Business** - Chair Ellis

**Approval – Amendment, Gate Pass Agreement, September 16, 2025**

A motion was made by Chair Ellis, to support the Resolution, “Approval – Amendment, Gate Pass Agreement, September 16, 2025. The motion was seconded and carried. Voted in favor: Chair Ellis, Lee Ann Leahy, Steve Birdwell, Jennifer Ericksen, Bob Gossett, Cliff McMackin, David Pardue, Rick Ray, Don Sigmon, Phil Smith, Andrea Tarbox, Ray Warco. Voted against: Dave Schoettmer. Bill Johnson not present to vote.

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approved amendment to the Gate Pass Agreement, September 16, 2025, to reflect increase in the daily visitor gate pass from \$9.00 to \$10.00, effective March 1, 2026”.

**Announcement – Resignation/Appointment, SPCSA Board of Directors Vacancy, Class “B”, 2025 – Sam Bennett**

Chair Ellis announced the resignation of Tim Stearns, Class “B” Director. Appointed for the remainder of term, through December 2027, by a majority voice of the Class “B” Directors, was Philip Smith, representative of The Salty Dog, Inc.

**Announcement – Appointment, SPCSA Board of Directors Nominating Committee Chair, Class “B”, 2025 – Sam Bennett**

Chair Ellis announced the appointment of Bob Gossett, Chair, SPCSA Board of Directors Nominating Committee, 2025.

**Announcement – SPCSA Board of Directors Nominating Committee Results, Class “A” 2025 – Stephanie Fera**

Candidates for the SPCSA Board of Directors Election, Class “A”, 2025: Jim Austin, Joseph Dubois, Lee Ann Leahy, Lori Wellingshoff. For interested persons, Nomination by Petition Applications, due October 1, 2025.

**Announcement – SPCSA Board of Directors Nominating Committee Results, Class “B”, 2025 – Stephanie Fera**

Candidate for the SPCSA Board of Directors Election, Class “B”, 2025: Rick Ray. For interested persons, Nomination by Petition Applications, due October 1, 2025.

**Approval – SPCSA Board of Director/Committee Meeting Schedule, 2026, Draft**

A motion was made by Dave Schoettmer, to support the resolution, “Approval – SPCSA Board Of Director/Committee Meeting Schedule, 2026 Draft”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved SPCSA Board of Director/Committee Meeting Schedule, as presented”.

Discussion – Rental Registration Program/Long Term Rentals – Chair Ellis

SPCSA Rental Registration Program/Long Term Rentals, to remain as originally presented and approved at the SPCSA BOD Meeting May 19, 2022, effective January 1, 2023.

Ratify Approval – Critical Infrastructure Project, Otter Road

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Critical Infrastructure Project, Otter Road”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the Critical Infrastructure Project, Otter Road Contract”.

Ratify Approval – Encroachment Agreement, 41 Baynard Cove Road, Lot 31, Bulkhead

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Encroachment Agreement, 41 Baynard Cove Road, Lot 31, Bulkhead”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, 41 Baynard Cove Road, Lot 31, Bulkhead, as evidenced by as-built survey, Surveying Consultants, Inc., Terry G. Hatchell, Registered Land Surveyor, December 4, 2024, onto SPCSA open space, as finalized by email.”

Ratify Approval – Encroachment Agreement, 14 South Beach Lane, Audubon Pond, Lot 12

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Encroachment Agreement, 14 South Beach Lane, Audubon Pond, Lot 12”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, 14 South Beach Lane, Audubon Pond, Lot 12, as evidenced by as-built survey, T-Square Surveying Company, Inc., William J. Smith, Registered Land Surveyor, December 11, 2024, onto SPCSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, 18 Black Tern Road, Audubon Pond, Lot 85

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Encroachment Agreement, 18 Black Tern Road, Audubon Pond, Lot 85”. The motion was seconded and unanimously carried. Bill Johnson not present to vote:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, 18 Black Tern Road, Audubon Pond, Lot 85, as evidenced by as-built survey, T-Square Surveying Company, LLC, William J. Smith, Registered Land Surveyor, October 14, 2024, onto SPCSA open space, as finalized by email”.

**Adjournment**

With no further business to come before the Board of Directors, Chair Ellis adjourned the meeting at 11:50 a.m. The next regularly scheduled meeting of the SPCSA Board of Directors, to be held Tuesday, November 18, 2025, 9:30 a.m., via in person and videoconference.

Respectfully Submitted,



David Ellis  
Chair