



Sea Pines Community Services Associates, Inc. (SPCSA)
Board of Directors Meeting
Sea Pines CSA Administration Building
175 Greenwood Drive, Hilton Head Island, South Carolina, 29928
In Person/Videoconference
Tuesday, November 18, 2025, 9:30 a.m.

Agenda

- 1. Call to Order Ellis
- 2. Establishment of Quorum Corbitt
- 3. Call to Executive Session Ellis
 - a. Approval – Board of Directors Call to Executive Session *
- 4. Call to Reconvene, 10:00 a.m. Ellis
 - a. Approval – Board of Directors Call to Reconvene *
 - b. Approval - Possible Actions Related to Executive Session *
- 5. Ratify Approval – SPCSA Board of Directors Meeting Minutes, September 16, 2025 * Corbitt
- 6. Chair Remarks Ellis
- 7. President Remarks Bennett
- 8. Management Reports
 - a. Communications Fera
 - b. Community Infrastructure Fredericks
 - c. Community Maintenance Mayse
 - d. Finance and Administration Shanahan
 - e. Operations and Special Projects Colin
 - f. Safety, Security and Transportation Count
 - g. Sea Pines Forest Preserve Henderson
- 9. Treasurer Report
 - a. Acceptance – SPCSA Financial Statements, YTD/September 30, 2025 * Leahy
 - b. Approval – SPCSA Assessment, 2026, Residential Property Owner * Leahy
 - c. Approval – SPCSA Budget, 2026 * Leahy
 - d. Update – SPCSA Critical Infrastructure Plan Leahy

10. Unfinished Business Ellis

11. New Business

- a. Appointment – Chair, SPCSA Officer Nominating Committee, 2026 Ellis
- b. Ratify Approval – Vacancy, Class A Board of Directors, 2025 * Ellis
- c. Approval – SPCSA Board of Directors/Committee Schedule, 2026,
Revised * Ellis
- d. Ratify Approval – Encroachment Agreement, 2 Fawn Lane, Lot 100
Otter Road * Ellis
- e. Ratify Approval – Encroachment Agreement, 33 Baynard Cove Road,
Lot 27 * Ellis

12. Adjournment

Q & A Session

* Denotes Action Item



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Resolutions

- Resolution for 3a. **Approval – SPCSA Board of Directors Call to Executive Session:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approves call to Executive Session”.
- Resolution for 5. **Ratify Approval – SPCSA Board of Directors Meeting Minutes, September 16, 2025:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratifies approval of the SPCSA Board of Directors Meeting Minutes, September 16, 2025, as finalized by email”.
- Resolution for 9a. **Acceptance – SPCSA Financial Statements, YTD/September 30, 2025:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepts SPCSA financial statements, YTD/September 30, 2025, as presented”.
- Resolution for 9b. **Approval – SPCSA Assessment, 2026, Residential Property Owner:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approves an increase over the 2025 SPCSA Assessment, bringing the 2026 Residential Property Owners Annual Assessment, on an improved lot, from \$2,005 to \$2,065 (\$708 represents the Critical Infrastructure portion of the Assessment) and the 2026 Residential Property Owners Annual Assessment, on an unimproved lot, from \$1,197 to \$1,233 (\$424 represents the Critical Infrastructure portion of the Assessment)”.
- Resolution for 9c. **Approval – SPCSA Budget, 2026:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approves SPCSA Budget, 2026, as presented”.
- Resolution for 11b. **Ratify Approval – Vacancy, Class A Board of Directors, 2025:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratifies the vote on approval of the Class A Board of Directors vacancy, to be filled by Jessica Haire, 2025 – 2027, as finalized by email”.

- Resolution for 11c. **Approval – SPCSA Board of Directors/Committee Meeting Schedule, 2026, Draft, Revised:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approves SPCSA Board of Directors/Committee Meeting Schedule, 2026, Draft, revised, as presented”.
- Resolution for 11d. **Ratify Approval – Encroachment Agreement, 2 Fawn Lane, Lot 100 Otter Road:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 2 Fawn Lane, Lot 100 Otter Road, as evidenced by as-built survey, Nandina, Inc. d.b.a. Sea Island Land Survey, Inc., Justin R. Kesselring, Professional Land Surveyor, March 5, 2025, onto SPCSA open space, as finalized by email”.
- Resolution for 11e. **Ratify Approval – Encroachment Agreement, 33 Baynard Cove Road, Lot 27:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 33 Baynard Cove Road, Lot 27, as evidenced by as-built survey, Atlas Surveying BFT, LLC, Jeremy W. Reeder, Professional Land Surveyor, August 5, 2025, onto SPCSA open space, as finalized by email.”