



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

**SPCSA Board of Directors**

**March 3, 2026**

A regular meeting of SPCSA, Inc., Board of Directors, was held on Tuesday, March 3, 2026, SPCSA Administration Building, 175 Greenwood Drive, Conference Room, Hilton Head Island, South Carolina 29928, via in-person and videoconference.

**Present from SPCSA Board of Directors, were:** Bill Johnson, Chair; Jim Kaskie, Vice Chair; Cary Corbitt, Secretary; Lee Ann Leahy, Treasurer; Steve Birdwell, Director; Joe Dubois, Director; Jessica Haire, Director; Bob Gossett, Director; Cliff McMackin, Director; Rick Ray, Director; Tom Sharp, Director; Don Sigmon, Director; Andrea Tarbox, Director; Ray Warco, Director; Lori Wellinghoff, Director

**Absent from SPCSA Board of Directors, were:** Dave Schoettmer, Director; Phil Smith, 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 Sea Pines Forest Preserve and Natural Resources; Jerred Mayse, Director of Maintenance and Facilities; Stephanie Fera, Communications Manager; Sandra Archer, Senior Executive Assistant to President/CEO

**Call to Order**

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

**Establishment of Quorum**

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

**Move to Executive Session**

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

A motion was made by Cary Corbitt to support the resolution, “Approval – SPCSA Board of Directors, Move to Executive Session”. The motion was seconded and unanimously carried:

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

**Move to Reconvene**

**Approval – Board of Directors Move to Reconvene**

A motion was made by Lee Ann Leahy to support the resolution, “Approval – Board of Directors Move to Reconvene”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved move to reconvene, 10:00 a.m. No action taken”.

**Chair Remarks** – Chair Johnson

Appreciation expressed for the confidence placed in the newly elected position as Chair, SPCSA Board of Directors. The importance of working collaboratively, maintaining open communication and focusing on what is best for the community, emphasized.

**President Remarks** – Sam Bennett

Remarks given in conjunction with Management Reports.

**Ratify Approval – SPCSA Board of Directors Meeting Minutes, November 18, 2025; Organizational Meeting Minutes, January 22, 2026**

A motion was made by Lee Ann Leahy, to support the resolution, “SPCSA Board of Directors Meeting Minutes, November 18, 2025; Organizational Meeting Minutes, January 22, 2026”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified approval of the SPCSA Board of Directors Meeting Minutes, November 18, 2025; Organizational Meeting Minutes, January 22, 2026, as finalized by email”.

**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. Colin; Safety, Security and Transportation, Mr. Count; Sea Pines Forest Preserve and Natural Resources, Mr. Henderson.

**Treasurer Report** – Lee Ann Leahy

**Update – Draft Financial Statements for Year Ended December 31, 2025**

- Financial Statements, YE/December 31, 2025, draft, reviewed;
- Strong cash and investment positions maintained;
- Collections from Property Owners and Commercial entities maintained;
- No external outstanding debt. \$5M line of credit available;
- Capital Reserve as mandated by Board policies maintained.

**Update – MRR Spending vs. Collections Through 2025**

- Operating/MRR breakdown of results, 2025, draft, reviewed;
- Budget to Actual Income Statement, December 31, 2025, reviewed;

**Update – Three Year Capital Plan**

- Fall 2025 updates, still applicable. Management to update for changes and add 2029, as appropriate;
- Summary of critical infrastructure expenditures and planned projects, inception through 2028, provided.

Update – Capital Reserve Study and Next Steps

- Capital Reserve Study completed by consultant, reviewed by Management;
- Current Board Policy requires Reserves maintained between 30 – 40% of current year recommended amount;
- Current level of funding will not meet all Community’s capital needs;
- Capital Reserve Study to be incorporated into Board Policy. Management to bring recommendation on incorporation of Capital Reserve Study, into current Board Policy;
- Treasurer Report Presentation available on seapinesliving.com.

**Unfinished Business** – Chair Johnson

There was no unfinished business to discuss.

**New Business** - Chair Johnson

Announcement – Annual Meeting May 5, 2026; Date of Record, March 10, 2026

Annual Meeting, May 5, 2026 and Date of Record, March 10, 2026, announced.

Approval – Appointment, SPCSA Nominating Committee Members, Classes “A and B”, 2026:

A motion was made by Chair Johnson, to support the Resolution, “Approval – Appointment, SPCSA Nominating Committee Members, Classes “A and B”, 2026”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approved appointment of SPCSA Nominating Committee Members, 2026. Class “A” Chair: Tom Sharp; Members: Jessica Haire, Lee Ann Leahy. Class “B” Chair: Philip Smith; Members: Bob Gossett, Rick Ray, as presented”.

Ratify Approval – Encroachment Agreement, 16 Willow Oak Road, Lot 18

A motion was made by Chair Johnson, to support the resolution, “Ratify Approval – Encroachment Agreement, 16 Willow Oak Road, Lot 18”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on approval of the encroachment agreement, 16 Willow Oak Road, Lot 18, as evidenced by survey, Surveying Consultants, Inc., Wayne C. Colburn, Professional Land Surveyor, November 21, 2025, onto SPCSA open space, as finalized by email.”

Approval – Encroachment Agreement, 10 Bald Eagle Road West, Lot 44

A motion was made by Chair Johnson, to support the resolution, “Ratify Approval – Encroachment Agreement, 10 Bald Eagle Road West, Lot 44”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, 10 Bald Eagle Road West, Lot 44, as evidenced by as-built survey, Survey Consultants, Inc., Terry G. Hatchell Registered Land Surveyor, December 2, 2025, onto SPCSA open space, as finalized by email.”

Ratify Approval – Encroachment Agreement, 32 Audubon Pond Road, Lot 69

A motion was made by Chair Johnson, to support the resolution, “Ratify Approval – Encroachment, 32 Audubon Pond Road, Lot 69”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, 32 Audubon Pond Road, Lot 69, as evidenced by as-built survey, Survey Consultants, Inc., Terry G. Hatchell Registered Land Surveyor, December 2, 2025, onto SPCSA open space, as finalized by email.”

Adjournment

A motion to adjourn was made by Chair Johnson. The motion was seconded and unanimously carried.

With no further business to come before the Board of Directors, Chair Johnson adjourned the meeting at 11:30 a.m. The next regularly scheduled meeting of the SPCSA Board of Directors, to be held Tuesday, May 19, 2026, 9:30 a.m., via in person and videoconference.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Cary Corbitt", with a stylized flourish at the end.

Cary Corbitt  
Secretary