



**Sea Pines Community Services Associates, Inc. (Sea Pines CSA)
Community Infrastructure and Maintenance (CIM) Committee Meeting
October 30, 2025**

A regular meeting of Sea Pines CSA Board of Directors Community Infrastructure and Maintenance Committee, was held on Thursday, October 30, 2025, via in-person and videoconference.

Present from the Sea Pines CSA CIM Committee: Bill Johnson, CSA Director/Chair; Don Sigmon, CSA Director/Member; John Apostle, Member; Barry Barth, Member; Frederick Smith, Member; Marci Tressel, Member; Joe Macrina, Member; Paul Crunkleton, Member; Jessica Haire, Member.

Absent from the Sea Pines CSA CIM Committee: James Nolan, Member.

Present as Ex-Officio: David Ellis, Sea Pines CSA Chair; Sam Bennett, Sea Pines CSA President/CEO.

Present from Sea Pines CSA: Victoria Shanahan, Vice President/CFO; Shawn Colin, Vice President/COO; Russell Fredericks, Director of Capital Projects and Community Development, Jerred Mayse, Director of Maintenance and Facilities; Sandra Archer, Senior Executive Assistant; Stephanie Fera, Communications Manager; Kate Grab; Maintenance Administrative Assistant.

Call to Order

The meeting was called to order by Bill Johnson, Chair, at 9:00 a.m., Eastern time.

Establishment of Quorum

With a majority Community Infrastructure and Maintenance Committee Members in attendance, quorum was met.

Ratify Approval – CIM Committee Meeting Minutes, August 28, 2025

A motion was made by Chair Johnson, to support the resolution, “Ratify Approval – Community Infrastructure and Maintenance Committee Meeting Minutes, August 28, 2025”. The motion was seconded and unanimously carried:

“RESOLVED, Sea Pines Community Services Associates, Inc., Community Infrastructure and Maintenance Committee, ratified approval of the August 28, 2025, Community Infrastructure and Maintenance Committee Meeting Minutes, as finalized by email”.

Capital Improvements: Presented by **Russell Fredericks**

- **Lighthouse Lane Phase III** - The project remains on schedule with major work completed. Stormwater improvements are expected within the next few weeks, followed by road preparation, and paving, pending weather conditions.

- **Lighthouse Lane Phase IV** - The final phase is planned for Fall 2026 and will include improvements along Windjammer Court and the Harbour Town area.
- **Otter Road** - Stormwater installation is in progress. The area received approximately 30 inches of rain in August, resulting in elevated groundwater levels. Current work focuses on the section from Possum Lane to Fawn Lane near Otter Bay. Temporary asphalt patching has been completed, and dewatering operations are ongoing. The project is expected to continue through spring 2026, with timing dependent on the Heritage event schedule and weather conditions. Paving will include the adjacent leisure trail.
- **Bridge Repairs** - Engineering work is underway for Greenwood Drive and Plantation Drive bridge repairs, scheduled for 2026.
- **Sea Pines Drive Drainage** - Drainage improvements are planned to address ongoing issues.

Note: Management and property regimes have been highly supportive of these efforts. Flooding in several areas has been significantly reduced as a result of recent infrastructure upgrades.

Maintenance: Presented by **Jerred Mayse**

- **Baynard Ruins** - All fencing in the area has been replaced. Excess vegetation has been cleared to highlight the oak trees through forestry work. Trail corridor trimming and porch step identification remain in progress.
- **Plantation Drive** - Fence replacement has been completed.
- **Lawton Road:** Small scale mechanical dredging was performed, and
- **Plantation Drive:** stormwater runoff repairs were completed near 74 Plantation Dr.
- **Beach Walk 39** - Heavy rainfall in August caused a drainage pipe collapse. A new drainage pipe is being installed to improve water flow in the area.
- **Stormwater Gate Project** - The storm gates at 30 Governors Road are being replaced due to condition of the current gates, making them inoperable. Site restoration is approximately 99% complete and expected to finish by week's end. CSA has assumed project management responsibilities, and the Town will reimburse CSA for the work. All stormwater gate replacements are projected to be completed by the end of 2025.
- **Community Standards Input** - Property owner suggestions are being reviewed and incorporated into upcoming Community Standards presentations for committee consideration.

Unfinished Business

- Reserve Study will begin next week, will be looking at assets including roads, equipment and facilities, and funding what needs to be in the reserve study in a timely manner.

Adjournment

With no further business to come before the Sea Pines CSA CIM Committee, Chair Johnson adjourned the meeting at 10:00 a.m.

Respectfully Submitted,

Bill Johnson, Chair