



**Sea Pines Community Services Associates, Inc. (Sea Pines CSA)  
Community Infrastructure and Maintenance (CIM) Committee Meeting  
February 19, 2026**

A regular meeting of Sea Pines CSA Committee of Directors Community Infrastructure and Maintenance Committee was held on Thursday, February 19, 2026, via in-person and videoconference.

**Present from the Sea Pines CSA Community Infrastructure and Maintenance Committee, were:** Jessica Haire, CSA Director/Chair; John Apostle, Member; Barry Barth, Member; Frederick Smith, Member; Paul Crunkleton, Member.

**Absent from the Sea Pines CSA Community Infrastructure and Maintenance Committee, were:** James Nolan, Member; Don Sigmon, Member; Marci Tressel, Member.

**Present as Ex-Officio, was:** Sam Bennett, Sea Pines CSA President/CEO

**Present from Sea Pines CSA., were:** 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; Stephanie Fera, Communications Manager; Sandra Archer, Senior Executive Assistant; Kate Grab, Maintenance Administrative Assistant.

**Call to Order**

The meeting was called to order by Jessica Haire, 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 – Community Infrastructure and Maintenance Committee Meeting Minutes, October 30<sup>th</sup>, 2025**

A motion was made by Chair Haire, to support the resolution, “Ratify Approval – Community Infrastructure and Maintenance Committee Meeting Minutes, October 30<sup>th</sup>, 2025”. The motion was seconded and unanimously carried:

**“RESOLVED**, Sea Pines Community Services Associates, Inc., Community Infrastructure and Maintenance Committee, ratified approval of the October 30<sup>th</sup>, 2025, Community Infrastructure and Maintenance Committee Meeting Minutes, as finalized by email”.

## **Capital Improvement – Russell Fredericks**

### **Lighthouse Phase III**

- Included the remaining sections of Lighthouse Lane, Mizzenmast Court, and Spinnaker.
- Stormwater pipes were fully replaced to improve drainage capacity and system reliability.

### **Otter Road**

- Construction began in the fall.
- Approximately 75% of drainage work is now complete.
- The number of catch basins is being significantly increased:
  - Previously: 15–20 catch basins
  - Upon completion: 40–45 catch basins.
- Drainage outfalls are being constructed to improve stormwater flow and reduce roadway flooding.
- Drainage construction is expected to be completed by the end of March.
- Paving operations will follow, weather permitting.
- The project is currently on schedule.

### **North Sea Pines & South Sea Pines**

- Ongoing point repairs on North Sea Pines, followed by South Sea Pines.

### **Additional Repair Projects**

- Deer Island Bridge repairs
- Spartina Crescent improvements
- Isle of Pines roadway repairs
- Pedestrian crossing at Beach Lagoon

## **Maintenance – Jerred Mayse**

### **Storm Water Gate Operations**

- Completed 11 storm water control stations at six locations in the community. Project took 3 months, gates were inoperable, structurally compromised and infrastructure had exceeded useful life. This project was paid for by the Town of Hilton Head with capital improvement funds by their contractor.
  - Total Project Cost: \$656,988
  - 100% reimbursable under the Town of Hilton Head drainage agreement
  - Reimbursement packet submitted for full amount.
  - Over 50% of funds received to date.
  - Remaining balance anticipated following Town processing.

### **Greenwood Gate**

- Actively working on project outside of front gate to bring more landscaping to the area and to look more formal.

### **Upcoming**

- Planning 12-13 storm water gate projects in conjunction with the Town to invest into our community.
- 3 new projects have been discussed. Timeline to be determined and will be based on Towns evaluation and funding.

## **Community Standards Update**

- In 2025, 3,091 notices were issued to property owners. For 2026, SPCSA implemented a process improvement that emphasizes personal interaction with homeowners, including providing courtesy contacts and strengthening our focus on customer service.
- Top Categories-
  - Landscaping, Unsightly, Maintenance, Architectural
- Summary
  - 15.05% escalated to an initial fine.
  - 4.61% escalated to a second fine.
  - 2.59% escalated to daily fines.

### **Unfinished Business**

- The Reserve Study has been completed and provides a recommended list of priority projects for Board review.
- CIM continues to enhance community value and is working to simplify and clarify community standards, with updated guidance forthcoming.

### **Adjournment**

With no further business to come before the Sea Pines CSA Community Infrastructure and Maintenance Committee, Chair Haire adjourned the meeting at 10:18 a.m. The next regularly scheduled meeting of the Sea Pines CSA Community Infrastructure and Maintenance Committee, to be held on April 30<sup>th</sup>, 2026, at 9:00 a.m., via in-person and videoconference.

Respectfully Submitted,

Jessica Haire

Chair