

Community Service Associates, Inc.
Board Meeting Minutes
June 24, 2014

President Ryan called the June meeting of the CSA Board of Directors to order at 3:00 p.m., in the rear conference room of the Sea Pines Community Center. President Ryan introduced and welcomed the new Executive Vice President, Bret Martin.

1. **Roll Call**

Present:	Carolyn Adams	Steve Birdwell	David Borghesi
	Cary Corbitt	Mark Griffith	Joe Kernan
	Mark King	Rob Marsac	Charlie Miner
	Scott Richardson	Charles Ryan	Michael Tucker
	Chris Widnell	Mark Yarborough	
Absent:	Don Sigmon	John Trunck	
Staff:	Bret Martin	Capt. Bill Campbell	William Leitner
	Jeanne Pearse	Mark Dowaschinski	

2. **CSA Operations Oversight Reports**

- a. **ARB Liaison Report** – Mr. Richardson said no significant issues were discussed at the meeting.
- b. **Finance Committee** – Mrs. McNeill, CSA's IT person, attended the meeting to give an overview of CSA's technology. Some of the highlights were:
 - A new DNS file server has been installed at CSA.
 - CSA's files are being backed up on a hard drive as well as a cloud-based server.
 - New technology is being researched: Office 365 and audio and video equipment for the conference rooms at the community center and CSA Building.

CSA is on budget and the investments are doing well. The Investment Subcommittee is reviewing the CSA Financial Policy and the types of investments that are permitted to see if any changes are needed. The financial portion of Long Range Strategic Planning is being led by fellow committee member Neil Funnell along with Bill Snider and Don Sigmon.

The 20% increments of the \$1 increase in the daily passes has yielded close to \$7,000 for trolley lot improvements and \$7,000 for the monitoring and permitting of future dredging projects.

- c. **Joint ASPPPO/CSA Short Term Rental Committee** – A copy of the meeting minutes were included in the board package. Mr. Jordan was not present and no further comments were made.
- d. **Landscape and Maintenance Committee** – Mr. Griffith updated the board on the committee's projects:
 - The undergrowth at Stoney Baynard Ruins has been removed and the committee is discussing future plans to install a split-rail fence, additional signage and the installation of a bike rack. The committee will be put in a request for funding once the bids are received. A regular maintenance routine will be established for the area.
 - Replace the dying bamboo with other plantings along Greenwood Drive this fall.
 - Move some of the road re-paving projects in the Three Year Maintenance Plan scheduled for 2015, up into 2014, to be paid for with funds from the savings realized from road re-paving projects completed earlier in the year.
 - Began a program to recognize improvements made to open space and privately owned residences. The winners will be recognized at the community coffee meetings and in the community newsletter.
 - A program to properly maintain Live Oak trees has begun. The trees are being identified and will be properly trimmed and fertilized.
 - Cell tower coverage in Sea Pines is being evaluated by a smaller group of the committee whose members are represented by each of the commercial, resort and residential entities.
 - Additional landscaping, bike racks and the replacement of a beach walk are planned for Tower Beach.
- e. **Long Range Strategic Planning Committee** – The committee met on June 3rd and the four teams exchanged their ideas and gave an update on their progress. Mr. Tucker plans to meet with the team captains to review their findings and it is planned to present their recommendations to the Executive Committee on September 16, 2014. If no objections are raised, it will be presented to the CSA Board for their review and comments.

- f. **Safety and Security Committee** –Mr. Marsac updated the board on the committee’s progress on their projects:
- Hilton Head Prep has joined the Rapid Response Program and Mr. McSwain is following up with the Montessori School.
 - The Bike Ambassador Program, if approved by the board later in the meeting, will begin this tourist season.
 - Security officer uniforms have been changed to light-weight white shirts and khaki slacks for the summer that has less of a military look.
 - The group effort to review all the leisure trails is continuing.
 - Research to install an automated gate for property owners’ entry into Tower Beach is underway.

3. **New Business**

- a. **Acceptance of Un-audited May 2014 Financials** – The financial statements were reviewed and Mr. Borghesi made the following motion which was seconded by Mr. Miner and was unanimously passed:

“RESOLVED, the CSA Board accepts the unaudited May 2014 financial statements as submitted.”

- b. **Ratify Vote on Approval May 27, 2014 Meeting Minutes** – The CSA Board voted by email to approve the May 27, 2014, meeting minutes to expedite their release for the website and for property owner review. Mr. Widnell made the following motion which was seconded by Mrs. Adams and was unanimously passed:

“RESOLVED, the CSA Board approves the meeting minutes of the May 27, 2014 meeting as finalized by email.”

- c. **Replacement to Fill Mike Jordan’s Open Director’s Position** – Mike Jordan has resigned from the CSA Board. A replacement to fill his vacant position was discussed later in the meeting among the *Class A* board members which was held immediately following the Executive Session of the board.

- d. **Encroachment Agreement Request From The Sea Pines Resort** - The Sea Pines Resort is requesting an encroachment into the road Right-of-Way to widen the area in front of the Harbour Town Golf Club for a trolley stop. Pavers will be used to delineate the area as a trolley stop and The Sea Pines Resort has agreed to be responsible for their maintenance

and repairs. Mrs. Adams made the following motion which was seconded by Mr. Tucker and was unanimously passed:

“RESOLVED, the CSA Board approves the encroachment for widening the roadway into the road Right-of-Way in front of the Harbour Town Golf Club on Lighthouse Lane. The Sea Pines Resort will be responsible for any maintenance or repairs of the pavers.”

- e. **Proposed CSA By-law Changes** – President Ryan explained the purpose of amending the CSA By-laws was to change the title of the CSA Executive Vice President to President. To avoid confusion, the title of the CSA Board President would be Chairman of the CSA Board. Discussion was held on the proper way to address gender issues and the board members agreed to shorten Chairman to Chair of the CSA Board. It was also noted that Vice President of CSA should now be Vice Chair. Other wording changes were suggested for Section 13.

One other amendment was to allow the CSA Board meeting minutes to be kept electronically instead of being kept in books, as long as they were easily accessible. Mr. Griffith made the following motion which was seconded by Mr. Kernan and was unanimously passed:

“RESOLVED, the CSA Board approves amending the CSA By-laws for the purpose of changing the title of the CSA Executive Vice President to President. Furthermore, the title of the President of the CSA Board will be changed to the Chair of the CSA Board. The amendments also include some minor word changes that permit keeping board meeting minutes electronically in an easily downloadable format.”

- f. **Tower Beach Access/Sea Pines Gate Entry Policy Revisions** – Mr. Martin submitted a memorandum regarding the covenants covering Tower Beach access which state that only participating property owners and their accompanied guest are able to utilize Tower Beach. He proposed a temporary access policy until the automated entry gate was installed this fall. Once the new card reader is installed the underlined words (their relatives) could be removed. The memo further stated that security personnel only check for the proper decal and/or ID card, but access is really self-imposed by the property owner. The temporary access policy proposed was as follows:

The Tower Beach Club is for the use of Sea Pines property owners, their relatives and accompanied guests. All other residents and guests wishing to utilize the

beaches should be directed to the Sea Pines Beach Club for beach access. Appropriate vehicle passes and/or ID cards are required for access at the Tower Beach Club. The manager, in the event of crowded conditions may establish a Club rule that such guests shall not exceed in number per day two (2) guests for each guest bedroom in such owner's dwelling place within Sea Pines Plantation. This policy shall be incorporated into the Sea Pines Gate Entry Policy and be subject to the same terms and conditions.

Discussion followed on the use of Tower Beach and a need for a full-time lifeguard in the area. The Town of Hilton Head Island is responsible for the beach property and has a contract in place for lifeguards on the beaches. Mr. Martin will contact them to see if a full-time lifeguard can be placed at Tower Beach. Mr. Richardson made the following motion which was seconded by Mr. Griffith and was unanimously passed:

“RESOLVED, the CSA Board approves the proposed interim policy as presented until the new type of property owner decals and ID Cards are put into place.”

- g. **Endorsement of the Bike Ambassador Program in Sea Pines** – The Safety and Security Committee is recommending the CSA Board approve utilizing the Bike Ambassador Program on Sea Pines' leisure trails. CSA would not have any liability for the volunteers who will receive an orientation; have to sign a hold-harmless agreement; a liability release and provide proof of insurance. The Security Department would continue to provide an officer on the leisure trails. Mrs. Adams made the following motion which was seconded by Mr. Miner and was unanimously passed:

“RESOLVED, the CSA Board approves the use of the Bike Ambassador Program within Sea Pines.”

- h. **ARB Candidates** – Julie Nelander, a CSA appointee, completes her second three-year term on the ARB at the end of 2014. The CSA Board will need to fill this open position. Arlene Pierpaoli and Bob Wills have both expressed interest in filling this position. Arlene Pierpaoli has requested to sit in on a few of the ARB meetings to get acquainted with the procedures. CSA and ASPPPO will need to jointly select or re-appoint someone to fill the Alternate position. Terrance Rosser is the current Alternate member and may be re-appointed for another year.

- i. **Forest Preserve Committee Resolution** – Mr. Miner said the Forest Preserve Committee was requesting \$45,000 in funding to start outlining the guidelines for better access by improving the entrance, roads and leisure trails and possibly build a new pavilion. Several years ago, a plan was developed by Mr. McClesky a local architect, but no action was taken. This plan could now be used as a starting point.

Mr. Miner noted that many entities have rights and/or a ground lease and these things need to be clearly defined. The zones in the Forest Preserve also need to be defined and brought into compliance with their covenants.

Mr. Tucker made the following motion which was seconded by Mr. Borghesi and was unanimously passed:

“RESOLVED, the CSA Board approves the expenditure of \$45,000 in funding to outline the plans for improvement in the Forest Preserve.”

- j. **Approval of Expenditure to Replace Kubato Maintenance Cart** – The Cushman utility cart used in the maintenance of the Forest Preserve is no longer operable. The board acknowledged the expenditure of funds for this item.

4. **Old Business**

- a. **USCB Traffic Issues/Consultant** – The Traffic Task Force met on June 11th and plans to meet again on June 26th. Correspondence will be sent to the Town of Hilton Head, but the Task Force needs to determine what they need to communicate. The main point is that the traffic study performed by the Town when considering the construction of the USCB Campus did not include Sea Pines Circle and Greenwood Drive. It was unknown at this point what other areas would be affected, but it was the sense of the Task Force the traffic study should be expanded. Verbal confirmation for the sale of the current Time Warner building has been received. It was stressed to the board members that support was needed from The Sea Pines Resort on this issue. The Task Force was commended for the good job they are doing.

- b. **Update on CSA Building Renovation** – The renovation on the kitchen areas is progressing. The permits have been received and the cupboards have been ordered and should be in by August.
- c. **Threadgroup Agreement** – Threadgroup’s agreement has expired, but they have agreed to performing work for CSA until the new Communication Director has been hired.
- d. **Update on Rapid Response Program for Schools** – Hilton Head Prep has joined the Rapid Response Program.
- e. **Security Personnel Uniforms** – This item was discussed earlier under the Safety and Security Committee report.
- f. **B&B Covenant Violation** – A letter has been sent to the property owner who is operating a B&B out of their home. The letter stated they are to cease and desist and have 30 days to comply or legal action will be taken.

5. **Board Member Comments**

Mr. Birdwell said the concessions and restrooms are now open at Sea Pines Beach Club. Next week the parking area and major portion of the lower level should be re-opened; the upper level should re-open in July.

6. **Executive Session**

The board went into Executive Session at 4:30 p.m. until 5:15 p.m.

7. **Adjournment**

With no further business, the full board adjourned for the day at 5:15 p.m.

8. **Appointment of a Replacement Class A Director**

The *Class A* members were asked to remain to discuss and appoint a replacement to fill the open *Class A* seat left by Mike Jordan who resigned on June 23, 2014. The meeting was called to order at 5:20 p.m.

By unanimous vote, the *Class A* board members selected Paul Crunkleton to fill the vacant position. Discussion was held on the intent of the CSA By-laws pertaining to the appointee’s term length.

9. **Adjournment**

With no further business, the meeting adjourned at 5:45 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Carolyn E. Adams". The signature is written in a cursive, flowing style.

Carolyn Adams
Secretary