

Community Service Associates, Inc.
Board Meeting Minutes
June 24, 2015

CSA Chairman, Mark Griffith, called the CSA Board of Directors meeting to order at 3:00 p.m. in the large conference room of the Sea Pines Community Center. He began the meeting by requesting the board members whose terms were expiring to notify the Nominating Committee of their intentions to run in this year's board election. Mr. Kernan announced that he did not intend to run again.

1. Roll Call

Present:	Carolyn Adams	Steve Birdwell	David Borghesi
	Cary Corbitt	Paul Crunkleton	Mark Griffith
	Joe Kernan	Mark King	Charlie Miner
	James Richardson	Scott Richardson	Beverly Serral
	Don Sigmon	Rich Speer	Michael Tucker
	Mark Yarborough		
Absent:	John Trunck		
Staff:	Bret Martin	Toby McSwain	David Henderson
	Jennifer Losch	Tracey McNeill	

2. CSA Operations Oversight Reports

- a. **CSA President Operation Report** – Mr. Martin said Thomas and Hutton Engineering had found some drainage deficiencies on the Ocean Course which are CSA's responsibility and should be repaired while the course is undergoing its renovation. The cost is over \$3 million and he has corresponded with the Town to see what portion they will pay as part of their master drainage agreement with CSA. Some other items he covered were:
- Manual traffic counts are underway.
 - A survey of the Greenwood Corridor needs to be approved so a landscape plan can be developed.
 - The new Director of Maintenance will begin working on July 6th.
 - The Finance Committee has reviewed and been updated on the projects and expenditures for 2015.
 - Beach Lagoon Dredging Project, its associated costs and responsibility of the Town as part of the master drainage agreement.
 - New type of reflective, raised material to be used in cross walks within the plantation.

- Inventory of Six Oaks cemetery was just about completed and will need a software program for record keeping purposes.
- Technology upgrades at the Community Center have been completed.
- Work on a survey of the property owners is ongoing.
- The Baynard Ruins Project has been completed.

Discussion was held on the large financial responsibility of the Town and the available funding in their budget for drainage projects. Mr. Martin will keep an open line of communication with them on this issue.

• **Board Orientation**

Toby McSwain, Director of Safety and Security, was present to give an overview of his job responsibilities. His presentation was broken into specific areas of the department's operations:

- Patrols
- Dispatch Operations
- Gate Operations
- Administration
- Welcome Center
- Trolley Operations

- b. **ARB Liaison Report** – Mr. JR Richardson, the CSA Liaison to the ARB, said the ARB has updated their guidelines to coincide with the new Beach Trust Policy and OCRM regulations for the construction of beach walks over the sand dunes. The sign for Baynard Ruins was reviewed again after some controversy had arisen and was now installed.
- c. **Joint ASPPPO/CSA Short Term Rental Committee** – Mrs. Serral said the committee members held their spring meeting with rental agents in an effort to keep an on-going line of communication. The meeting had gone well and any issues that arise this tourist season will be directed to either security personnel or the rental agents to address. The Security Department is hiring temporary or seasonal employees to help with parking problems on the T-streets and other issues that occur during tourist season.
- d. **Communications Committee** – Mr. Griffith said the Communications Committee is focusing on developing a new type of database of property owners' preferences with plans to send out a survey to property owners in August. The results should be available by late October of 2015.

- e. **Gate Entry Committee** – Mr. Corbitt reported that The Gate Entry Committee has reviewed the ASPPPO Board resolution, and while the Committee supports the concept of a better design to expedite traffic at the Greenwood Gate, which is one of the top priorities of the CSA Board in 2015, the Committee does not recommend ceasing the sale of the \$6 Daily Gate passes in the *Resident Lane* of the Greenwood Gate at this time. New signage is planned for the gates and studies for improvements in the gate’s design are currently underway, therefore, the committee’s recommendation to the CSA Board, is to wait until the new signage is in place and a new design is presented before making any further decisions at this time.

The Safety and Security Committee has already ordered a more official-looking sign to help alleviate the problem in the interim.

The committee also discussed the trolley program, the new trolley stop kiosks planned for specific areas and the purchase of announcement equipment that is based on GPS locations.

- f. **Government Liaison** – Mr. Scott Richardson said he has held conversations with Town Manager regarding the ongoing *Circle to Circle Project*. The *Sales Tax Committee* is going to be re-instated to address the new tax reform bill being introduced in legislature.
- g. **Governance Committee** –Mr. Speer said that all three of the Governance sub-committees have met. He gave an update on their progress: the Nominations and Board Orientation Sub-committee are revising the board orientation process; the Covenant Revisions Sub-committee have decided not to do a total re-write of the covenants, but to only address certain areas. The CSA By-law Sub-Committee undertook a complete review of CSA By-Laws based on a tabled effort from several years ago with Mr. Karl Becker’s participation. The Sub-Committee members made extensive suggestions to clarify and update them. This draft is now being reviewed by outside legal counsel before a final draft is recommended to the full Governance Committee and to the Board.
- h. **Maintenance, Enhancements and Special Projects Committee** – Mr. JR Richardson said the committee looked at various types of material and colors for the roofs of the gate houses and trolley kiosks. The committee also discussed the Greenwood Corridor and was recommending approval of the expenditure of funds to perform a land survey so a landscape plan could be developed. They are also continuing their update on the *Three Year Maintenance Plan* and their maintenance standards of the various areas in Sea Pines.

- i. **Marketing Task Force** – Mr. Tucker said the task force is focusing on their *Welcome to Sea Pines* campaign which is to enhance the experience by visitors, guests and property owners. Sea Pines is a beautiful and unique place, to demonstrate how this could be portrayed, a video taken by a drone was played for the board and audience.
- j. **Safety and Security Committee** – Mr. Tucker said the committee met and discussed several items:
- Greenwood Gate Entrance – The signage that designates the proper lane for entry is designed similar to what the Department of Transportation uses and is what most people tend to notice and adhere.
 - Cross Walks- A new type of material for bike and pedestrian roadway crossings was discussed and approved. The upgrade will be done in the areas that need immediate attention and then on roadways after they are re-paved.
 - Recommendations for safety on the leisure trails were reviewed. Some were short-range items that could be quickly addressed, such as trimming back bushes, the new type of crosswalks and safety reminder lettering on the leisure trails. The long range proposal included the widening of leisure trails and beach walks, fixing design problems of existing trails and the creation of additional trails.
- k. **Finance Committee** – A copy of the meeting minutes were included in the Board package. The Finance Committee discussed the need for a Reserve Study with a more reliable forecast that should be completed before contemplating any major expenditures suggested in the Long Range Strategic Plan. Staff has been working on developing an internal reserve study that would be reviewed and verified by a consultant. The committee also discussed some expenditures that may exceed the budget such as ongoing legal fees, the trolley parking lot improvements, the Ocean Course drainage improvements, the Fraser Circle Project and some other minor projects. It was the sense of the Board that some definitive dollar amounts were needed for the storm water drainage projects and that the Board members should consider their priorities and their costs. Mr. Griffith asked the Board to consider these items over the summer months and to be prepared to discuss them at their September meeting.

3. New Business

- a. **Acceptance of Un-audited May 2015 YTD Financial Statements** – A copy of the un-audited May YTD financial statement was included in the board package and reviewed. Mr. Borghesi made the following motion which was seconded by Mr. Birdwell and was unanimously passed:

“RESOLVED, the CSA Board accepts the unaudited May YTD 2015 financial statements as submitted.”

- b. **Approval of Expenditures in Excess of Budget** – President Martin requested the Finance Committee to fund the unbudgeted expense of hiring a Chief Financial Officer for CSA. Mr. Borghesi made the following motion which was seconded by Mr. Speer and was unanimously passed:

“RESOLVED, the CSA Board approves the recommendation from the Finance Committee to approve the unbudgeted expense of hiring a Chief Financial Officer for CSA.”

- c. **Approval of Expenditure for Survey \$75,000** – The Finance Committee was recommending approval of a request from the Maintenance, Enhancement and Special Projects Committee for \$75,000 to conduct a land survey along Greenwood Drive, from the Greenwood Gate entrance down to Plantation Drive. They plan on re-doing the landscaping in that area and must determine the actual property lines in order to have an architect create a new landscape design. Mr. Borghesi made the following motion which was seconded by Mr. Crunkleton and was unanimously passed:

“RESOLVED, the CSA Board approves the expenditure of up to \$75,000 for a land survey of the Greenwood Drive Corridor as recommended by the Finance Committee.”

- d. **Approval of Expenditure of \$36,000 for Additional CSA Office Space** – Mr. Martin said two more offices including new furniture needs to be added to accommodate staff. Additionally, partitions need to be constructed and office furniture and fixtures acquired. The partition relates to the office space for ASPPPO’s Land Use Monitor who is currently using a table as a desk and sharing a phone with the admin person who works for the Maintenance Department. The ASPPPO Board has approved an expenditure of up to \$7,000 towards this renovation and the Finance Committee is recommending approval for the expenditure. Mr. Borghesi made the following motion which was seconded by Mr. Speer and was unanimously passed:

“RESOLVED, the CSA Board approves the expenditure of up to \$36,000 for the renovation to add and furnish two office spaces in the CSA Building.”

- e. **Approval of Legal and By-laws Task Force and Charter** – Mr. Griffith said the main purpose of the task force would be to assist the CSA Board and staff with the legal review of contracts, covenants, collections and the formal selection of legal counsel. The task force membership proposed was: Charlie Miner, Rob Marsac, Karl Becker and Mr. Griffith as an Ex-Officio member.

Mr. Speer made the following motion which was seconded by Mr. Crunkleton and was unanimously passed:

“RESOLVED, the CSA Board approves the membership and charter for the Legal and By-laws Task Force as presented.”

- f. **Ratify Vote on Approval of the April 28, 2015 Meeting Minutes** – The CSA board voted on approval of the April 28, 2015, meeting minutes by email to expedite their release on the website and property owner review. Mrs. Adams made the following motion which was seconded by Mr. Borghesi and was unanimously passed:

“RESOLVED, the CSA Board approves the meeting minutes of the April 28, 2015, meeting as finalized by email.”

4. Old Business

- a. **Gate Entry Committee Recommendation on Greenwood Gate** – This item was covered earlier in the meeting.
- b. **Update on CSA Board Priorities** – Mr. Griffith asked the Board members to consider the list of priorities over the summer and be prepared to make some decisions on them at the September meeting.
- c. **Forest Preserve Update** – Mr. Miner said the Forest Preserve was a viable part of Sea Pines and that it should be brought up to Sea Pines standards. He listed the proposed improvements: improved roadway access and signage, trails that keeps separate vehicles from horses, bikes and pedestrians. The wetland delineation and identification survey, required for the proposed roadway and entrance improvement is still underway.

Additional upgrades include: Fish Island facility, restrooms, picnic and fire pit area. Funding for the improvements and on-going maintenance costs were discussed.

The Forest Preserve Advisory Board is planning on giving a Power Point presentation to property owners relaying the proposed Forest Preserve improvements at an upcoming Community Coffee meeting and at a future meeting of the POA Presidents.

- d. **Update on USCB/LMO Traffic Issues** – Mr. Kernan gave an update on the progress of the Town of Hilton Head Island's *Circle to Circle Committee*. The results of the study, which basically cover the southern portion of the Island, including Sea Pines Circle, are expected to be available the third week of July 2015. The parking areas used for public beach access are also being monitored. Mr. Kernan was asked to distribute a copy of the traffic study to the Board members as soon as it is available. The internal CSA/ASPPPO Traffic Task Force will meet when the Town's *Circle to Circle* traffic measurements are released, probably by the end of July.

Chairman Gant of the *Circle to Circle Committee*, has proposed a step by step analysis of the traffic data. A model will be used for the current situation, and then an overlay with a five-year projection will be developed. Assumptions will then be developed for a ten-year projection. Proposals to relieve traffic will be developed for each analysis, e.g., a public transportation system.

The committee also discussed researching how other cities, such as Charleston, has dealt with the similar problems, including obtaining outside expertise. This item will be on their next meeting agenda for more discussion.

5. **Board Member Comments**

No comments were made.

6. **Executive Session**

With no further business, the regular portion of the meeting adjourned to go into Executive Session to discuss legal and personnel issues at 4:55 p.m.

7. **Adjournment**

The Executive Session ended and the meeting was adjourned. The next CSA Board meeting will be held on Tuesday, September 22nd at 3:00 p.m. in the main room of the Sea Pines Community Center.

Respectfully submitted,



Carolyn Adams
Secretary