

Community Service Associates, Inc.
Board Meeting Minutes
Tuesday, June 21, 2016

The CSA Board of Directors' June meeting was called to order by Chairman Mark Griffith at 3:00 p.m. in the large conference room at the Sea Pines Community Center.

1. **Roll Call**

Present:	Carolyn Adams David Borghesi Mark Griffith Scott Richardson	Barry Barth Cary Corbitt Mark King Don Sigmon	Steve Birdwell Paul Crunkleton Charlie Miner Bob Sowers
Absent:	Bob Gossett Rich Speer	James N. Richardson, Jr. Michael Tucker	Beverly Serral
Staff:	Bret Martin David Henderson Kristine Wasilewski	Toby McSwain Victoria Shanahan	Beau Barnett Amanda Sutcliffe- Jones

2. **Ratify Approval of the May 19, 2016 Meeting Minutes:** The May 19, 2016, meeting minutes was approved by email. Mr. Corbitt made the following motion, seconded by Mr. Richardson and unanimously passed:

“RESOLVED, the CSA Board ratifies the approval of the May 19, 2016 meeting as finalized by email.”

3. **CSA Reports**

- a. CSA President's Operation Report – CSA President, Bret Martin, updated the Board on current operational items:
- The bi-weekly meetings between Hargray, CSA and property owners regarding concerns with the installation of Hargray's Fiber Optic Cable have been reduced to one meeting a month. Hargray's project is scheduled to be completed by mid-August.
 - The beach re-nourishment project is proceeding on schedule even though the time frame is within the tourist season. Information regarding the beach re-nourishment project will be posted on the SeaPinesLiving.com website as well as the Town of Hilton Head Website.
 - The Tower Beach policy states that a property owner decal or ID card is needed for access, however, relatives are being permitted access with the exception of holidays.

- The Sea Pines Gate Entry Policy is in the process of being revised by staff and a draft should be ready for review by September 2016. CSA staff will provide a red-lined version showing the deletion and insertions.
 - Some of the CSA Board members have met with representatives of Design Workshop to discuss the traffic counts on Greenwood Drive and discussed preliminary recommendations.
 - We are working with USCB on a survey to help provide the language for directional signage to designate the appropriate lanes to use when approaching the entry gate.
 - Based on the Property Owner survey that was completed in October 2015, 67% of respondents expressed the Gate Entry experience was extremely important. The wait time at the gate/making a left turn exiting Sea Pines are also an area of considerable importance.
 - Request for proposal for the Hydrology study is complete and has been given to the Town of Hilton Head for review. Once feedback has been received we will move forward.
 - The pipes under Gull Point have been repaired. Asphalt repair work will begin May 20, 2016.
 - The Questions and Answers from the Annual Meeting have been updated and posted to the SeaPinesLiving.com website.
- b. **ARB Liaison Report** –A report was not given.
- c. **Joint CSA/ASPPPO Short Term Rental Committee** – A report was not given.
- d. **Communications Committee** – A Communications Policy has been distributed to the committee members for review. After all the comments have been received it will be presented to the CSA Board for approval. The RFP for a new improved website design has been submitted to several vendors and we are waiting for their responses.
- e. **Gate Entry Committee** – Mr. Corbitt said the RFID on the electronic gate at Tower Beach is not working with property owner decals as planned. Mr. McSwain is working with the vendor to correct the problem. Some of the trolley parking lots located in the easements have received rock and been mulched over and hydro-seeded. The mulching of these areas will be discontinued until after the summer season is over. Advertising for the trolley will appear in the *Island Events* magazine during the months of June, July and August. It was noted that South Beach Racquet Club was inadvertently left out of the brochure handed out to visitors who purchase a \$6 daily pass.
- f. **Circle to Circle/Traffic Task Force Update** – There are eight beaches on the north end of the island that could be marketed more heavily to encourage their usage and lessen the summer traffic on the south end of the island. USCB polled visitors at Coligny beach and 50% of these said they were there to enjoy the beach for the day.

The Town's *Circle to Circle Committee* is looking at options to ease traffic on the island, including Sea Pines Circle and their report should be finalized by July of 2016 and will be posted on the Town's website.

- g. **Governance Committee** – The Leadership Development Sub-Committee has formed two task forces to evaluate CSA's Information Technology and Human Resource functions. The task forces have begun their work and will give a report upon their completion.
- h. **Government Liaison** – A report was not given.
- i. **Maintenance, Enhancement and Major Projects Committee** –The RFP for a hydrology study has been completed and plans from three engineering firms been submitted to the Town of Hilton Head. There may be a slight delay for the placement of the pressure treated benches on Canvasback, the benches received were not the correct grade, but the new shipment should be arriving soon. All paving work has ceased until the summer season is over.
- j. **Safety and Security Committee** – Mr. McSwain reported on the number of incident reports and gate entry revenue. He also stated he plans on visiting some off-site private communities to view the operations of their updated gate pass operations. He and the committee are also reviewing vendor proposals for performing a survey of the leisure trails within Sea Pines. Mr. McSwain has ordered some signage for the lagoons warning that alligators are in the area. These are similar to what South Carolina uses along its waterways.
- k. **Finance Committee** – The Finance Committee had several recommendations on today's agenda for approval.

4. **Old Business**

- a. **Update on Public Art Initiative Within Sea Pines** – This item was discussed later in the meeting.

5. **New Business**

- a. **Acceptance of the Un-audited YTD April Financial Statements** – The April 2016 YTD un-audited financial statements were reviewed. Mr. Borghesi made the following motion, seconded by Mrs. Adams and unanimously passed:

“RESOLVED, the CSA Board accepts the unaudited April 2016 YTD financial statement as submitted.”

- b. **Acceptance of Revised Investment Policy** - The Finance Committee was recommending approval of revisions to CSA's Investment Policy that involve how the investments are presented in the financial statements. Mr. Borghesi made the following motion, seconded by Mr. Barth and unanimously passed:

“RESOLVED, the CSA Board approves the revisions to CSA’s Investment Policy as proposed by the Finance Committee.”

- c. **Approval for Funding and to Conduct a Community Survey for the Public Art Initiative in Sea Pines** – Mr. Borghesi asked the board to defer this item until September.
- d. **Revenue Task Force Report Presentation** – The report from the CSA Revenue Task Force offered the board two options to consider to increase CSA’s revenue stream. Option One, consisted of modifying how the existing annual assessment could be raised; Option Two, consisted of imposing a fee on a transfer of property ownership. Both of these options would have to be voted on by property owners through a referendum. The Task Force had considered many other revenue streams, but determined they would not generate very much revenue. Mr. Griffith thanked the Task Force members for their extensive research on this project. Mrs. Jones was asked to post the *Report of the CSA Revenue Task Force* to the SeaPinesLiving.com website.
- e. **Reserve Study Status Report** – A new reserve study for CSA has been received, however, more time is needed to analyze the report. Messer’s McSwain and Barnett are also involved in the review of this study that will determine what CSA needs to do in the next 3-5 years.
- f. **Nominating Committee Report** – Mr. Borghesi, CSA Nominating Committee Chairman, said there were three open positions on both the CSA and ASPPPO Boards. He encouraged anyone interested in running for the board(s) to submit their resume or Board Interest Form to CSA by August 15th. The Board Interest Forms can be found on-line at SeaPinesLiving.com or picked up at the CSA Building.

Those who wish to run by petition need to submit their petition with 50 eligible property owner signatures to CSA by October 1st. An open forum meeting with the board candidates is scheduled for October 19th from 2-4 p.m. at the Sea Pines Community Center.

6. **Adjournment**

With no further business to discuss, the meeting adjourned at 5:00 p.m.

7. **Executive Session**

a. **Update on Contractual Matters**

Respectfully submitted,



Carolyn Adams
Secretary