

Community Services Associates, Inc.
Board Meeting Minutes
September 27, 2016

The CSA Board of Directors September meeting was called to order by Chairman Mark Griffith at 3:00 p.m. in the large conference room of the Sea Pines Community Center. A revised agenda to include an update on the Art Initiative and Kathy Wilcox's appointment to the Communications Committee was distributed.

1. **Roll Call**

Present: Carolyn Adams Barry Barth Steve Birdwell Dave Borghesi
Cary Corbitt Paul Crunkleton Bob Gossett Mark Griffith
Mark King Charlie Miner JR Richardson Scott Richardson
Beverly Serral Don Sigmon Bob Sowers Rich Speer
Michael Tucker

Staff: Bret Martin Victoria Shanahan Toby McSwain Beau Barnett
Amanda Jones David Henderson Jeanne Pearse

2. **Ratify Approval of the June 21, 2016 Meeting Minutes**

The minutes of the June 21, 2016 meeting had been approved by email. Mr. Birdwell made the following motion, seconded by Mr. King and unanimously passed:

“RESOLVED, the CSA Board ratifies the vote on the approval of the June 21, 2016 meeting minutes as finalized by email.”

3. **CSA Reports**

- a. **CSA President's Operations Report** – The highlights of Mr. Martin report were:
- A meeting will be held with property owners to discuss any remaining issues with Hargray's fiber optic cable.
 - The Sea Pines Gate Entry Policy is still under revision. Mostly the revisions consist of office procedures.
 - The Town's beach re-nourishment project for the Sea Pines' area has been completed.
 - A traffic survey of visitors has been completed of people who were in the wrong lane at the Greenwood Gate and those results are being reviewed.
 - Two pipes in Harbour Town have collapsed and are completely blocked. A plan is being devised to send to the Town.
 - The broken pipe at Gull Point has been repaired and a request for reimbursement has been sent to the Town as part of the drainage agreement.

- Clean-up from the last storm (Hermine) is continuing and CSA has a significant amount of mulch. Some of it will be used to cover the rock in the parking easements.
 - The signs at the gates announcing events are not been changed as quickly as desired. A lot of events are taking place now and the sign has to be changed manually.
 - South Island PSD is fixing the sink hole just before the Greenwood Gate. They are responsible for the cost; CSA personnel are just there to monitor the work.
 - One of the three pumps at the Lawton Canal Outfall is under repair. The Town is responsible for reimbursement of the unplanned repairs.
 - It is believed a resolution has been reached regarding an issue concerning an access point between a property owner on Beach Lagoon Road and the Marriott.
- b. **ARB Liaison Report** – The ARB is currently reviewing improvements for over 140 properties, however, there are many ongoing projects consisting of: 8 demolitions, over 50 roofing projects, 82 remodeling projects, 26 new single family residences, 8 pools and 2 docks.
- c. **Joint CSA/ASPPPO Short Term Rental Committee** – Mrs. Serral said that the future of vacation rentals is now and will be changing more in the future due to property owners renting their homes on the VRBO website. The Sea Pines Security Department responded to almost 700 calls for service so far this year and 70 of those were on the short term rental market. The number one issue is parking. Mr. Griffith said he has asked this committee to create a sub-committee to look at restrictions that could be put into place, but a referendum may be needed to enforce them.
- d. **Communications Committee** – Mr. Tucker said communications were sent out by CSA Chairman, Mr. Griffith, (by email) and ASPPPO President, Mr. Miner, (in the fall newsletter) to quell any misunderstandings being circulated in the community about increasing assessments. The correspondence was well received and only a few negative responses were noted.
- Mr. Tucker also announced or commented on the following items:
- The new format of the Community Coffee meetings had been well received. The next meeting will be held in the evening on October 5th from 5:30 to 6:30 p.m. to accommodate those who work during the day.
 - The CSA/ASPPPO Board Candidate Forum will be held on October 19th from 2-4 p.m. at the Sea Pines Community Center and a video will be available on the website for absentee owners.
 - The deadline to turn in the petition to appear as a candidate on the ballot for the CSA or ASPPPO Board is October 1st.
 - The Confirmation Station will be available in mid-October.
 - A new designing company has been chosen to develop the new website.

- e. **Gate Entry Committee** – Mr. Corbitt said that Mr. Mang had resigned due to other commitments and he suggested that Mr. Griffith change his membership as Ex-Officio and replace Mr. Mang on the committee. Mr. Corbitt also noted:
- the dollar amount of the gate entry fees.
 - the trolley routes had been revised and had proven successful. The number of passengers riding the trolley had increased by over 23,000 in comparison to last year at this same time.
 - Mr. McSwain is visiting other private communities to research ways to improve CSA's guest pass system.
 - A sub-committee has been created to look at raising the gate fees. Mr. Gossett and Mr. Bill Johnson are co-chairing the sub-committee and will bring back a recommendation for consideration.
- f. **Circle to Circle Committee/Traffic Task Force Update** - Mr. Crunkleton reported on both groups at the meeting:

I. Circle to Circle Committee Update

Mr. Crunkleton said the Town's *Circle to Circle Committee's* final report can be viewed on the Town of Hilton Head's website: www.hiltonheadislandsc.gov. or on the SeaPinesLiving.com website. He had copies of the portion of that report covering the committee's recommendations available for distribution to the CSA Board and anyone in the audience.

Highlights from his verbal report on the *Circle to Circle Committee's* recommendations were:

- Implement the use of a shuttle for employees and visitors of Coligny Circle area and beach. The service would be free and most likely parking for shuttle would be at Crossings Park. This would start in the spring of 2017. To be successful, a cooperative effort is needed with both employees and employers.
- Parking fee structure for Coligny parking and other beach parking will be examined more thoroughly to ensure success. Thus, a parking fee for Coligny parking will not be established in spring of 2017. The goal will be to have completely examined a fee structure for parking, in that a decision to set fees or not to set fees will be done for spring 2018.
- Coordinate traffic lights on the south end of the island (especially looking at Target Road and Palmetto Bay Road) to allow for better flow of traffic.
- Improve road signage and street signage to better direct traffic flow. An example is better signage at New Orleans Road and William Hilton Parkway to indicate an alternate roadway route to Pope Avenue and Coligny Beach.
- Develop marketing campaign to promote the Town's beaches on the north end of the island. This would be especially directed at, and of interest to daily visitors.

Future Possible Recommendations Include:

- Evaluate a road through northwest quadrant (Staples/Publix) as future commercial re-development takes place.
- Have the Town review the current LMO in the *Circle To Circle* area in light of traffic volume and density.

- Construct a new road connecting DeAllyon Avenue to Office Park Road.

It was noted that CSA needs to be involved as the Town vets their options.

II. CSA/ASPPPO Traffic Task Force Update

- Joint CSA/ASPPPO Traffic Task Force met on September 22nd.
- Task Force Consists of: Paul Crunkleton, Mark Griffith, Charlie Miner, Carolyn Adams, Dan Westerbeck, Steve Birdwell and Mark King.
- Many things can/will happen in the next two years that can affect the quality of life in Sea Pines. Among these are: *USCB Campus*, Redevelopment of *Gallery of Shops* Building, Redevelopment of the *Courtyard Building* into villas or condos, redevelopment of older office buildings close to *USCB Campus*.
- The Task Force will focus on the top 3-4 areas that are important to Sea Pines and can affect the quality of life of its residents.
- CSA has ownership rights of the Commercial Architectural Review Board (CARB) which has the right to review development on Greenwood Drive, Palmetto Bay Road area, Office Park Road and other areas on the south end that adjoin Sea Pines' boundary lines. This may be a useful tool to oversee any development in these areas.
- The Task Force has scheduled a meeting for October 3rd with Tom Lennox and Mayor Bennett to show the Town we support their efforts.
- On October 5th, the Town's Planning Committee is reviewing plans for a 4-5 stories high self- storage unit planned for construction at the site of old dry cleaners located on Palmetto Bay Road. He encouraged everyone to attend the meeting.

- g. **Governance Committee** – Mr. Speer said two major components of the Governance Committee Charter, the IT and HR Sub-committees have completed their findings and will be submitting their recommendations for planning improvements by year end. The IT Sub-committee found CSA's technology to be old and the HR Sub-committee reported that CSA's payroll and benefits were first class.

The Governance Committee is also updating the orientation program for new board members and plans on opening up the orientation to committee members.

- h. **Government Liaison** -Mr. Scott Richardson said he had nothing new to report.
- i. **Maintenance, Enhancement and Major Projects Committee** – Mr. Richardson said the new fence at the Ocean Gate near Canvasback, that acts as Sea Pines border has been completed. OCRM has issued a permit to dredge some of the lagoons. The Bayard Cove Outfall Project started on September 19th.
- j. **Safety and Security Committee** – Mr. Tucker said the Security Department issued 100 more speeding tickets in comparison to last year at this same time. The committee is researching the possibility of CSA charging for responding to false alarm calls. Their next scheduled meeting is for November 2nd, however many issues

are being reviewed such as: bike issues, parking control and directional signage on Palmetto Bay Road, so it is planned to hold an additional meeting this year.

- k. **Report of the CSA Nominating Committee** – There are three incumbents running in this year's election: Mark Griffith, Charlie Miner and Michael Tucker. Only one property owner stepped forward to be interviewed, Richard Matthews, who wanted to run for the ASPPPO Board; he was nominated and will be placed on the ASPPPO Ballot. No petitions have been received to date.

Property owners have been asked to submit their questions for the candidates to answer at the *Meet the Candidates Forum* by October 5th. Mr. Borghesi and Mr. Barth will review the questions and choose four to be answered at the meeting. No questions from the audience will be taken during the meeting, however, owners can speak with the candidates following the meeting. By October 28th, the candidate bios and the reason they are running will be posted to the website.

- l. **Finance Committee** - CSA's financial position is strong as of July 31, 2016 with cash balances around a half million over budget, but this should even out by year end. Year to date Income from Operations has exceeded the budget. The maturity and purchase of investments was discussed.

The budget for 2017 is being developed and will be presented to the Finance Committee and CSA Board later in the year.

4. **Old Business**

- a. **Reserve Study Report** – The reserve study lists out what assets CSA has and when they should be replaced. CSA has many assets and a workshop will be held in October to play with the numbers and determine how much funding CSA should have as an asset base.
- b. **Update on Public Art Initiative** - A survey consisting of four questions on the Public Art Initiative will be conducted and will close on October 26th.

5. **New Business**

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

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

- b. **Gate Entry Committee Request to Re-print Gate Brochures** – Brochures handed out to purchasers of the \$6 Daily Gate Pass need to be re-ordered. The Finance Committee is recommending approval of the expenditure of funds. Mr. JR

Richardson made the following motion, seconded by Mrs. Adams and unanimously passed:

“RESOLVED, the CSA Board approves the request from the Gate Entry Committee to expend funds up to \$19,500 out of the Specific Operational Fund Balance designated for Trolley/Map Marketing to reprint gate brochures.”

- c. **Approval of Agreement for Election Process** – The Finance Committee was recommending approval of the agreement for the election results provider for the CSA and ASPPO Board elections. Their fee amount is already included in the budget. Mr. Crunkleton made the following motion, seconded by Mr. Sowers and unanimously passed:

“RESOLVED, the CSA Board approves the recommendation from the Finance Committee to enter into an agreement with Elliott Davis, Decosimo to certify the board election results.”

- d. **Approval of Naming the *Heritage Pond* and Signage** – Property owners located near a pond were requesting CSA approve naming it *Heritage Pond* and a sign to be posted. The property owners were paying for the sign. Mr. Speer made the following motion, seconded by Mr. Barth and unanimously passed:

“RESOLVED, the CSA Board approves the naming of the pond located off S. Sea Pines Drive near Baynard Cove Road as *Heritage Pond* and the installation of a sign.”

- e. **Approval of a CSA View Easement Policy** – Mr. Martin was asking for approval of a CSA View Easement Policy. However, a question arose whether this was a responsibility of the ARB or CSA. Mr. Barth made the following motion, seconded by Mrs. Adams, and unanimously passed:

“RESOLVED, the CSA Board tables this item until it can be discussed and determined who should oversee view easements.”

- f. **Approval of Adding Mark Griffith to Gate Entry Committee as a Full Member** – Mr. Mang has resigned as a member of the Gate Entry Committee and Mr. Corbitt recommended Mark Griffith change his current status of Ex-Officio and fill the open position on the committee. Mr. Tucker made the following motion, seconded by Mrs. Adams and unanimously passed:

“RESOLVED, the CSA Board approves the addition of Mark Griffith as a full member of the Gate Entry Committee.”

- g. **Revision to the Gate Entry Committee Charter** – The Gate Entry Committee Charter specifically states that Mark Griffith will be a non-voting Ex-Officio member. The revision was proposed due to his change of status as a full member. Mr. Miner made the following motion, seconded by Mr. King and unanimously passed:

“RESOLVED, the CSA Board approves the revision to the Gate Entry Committee Charter.”

- h. **Revision to the Governance Committee Charter** – The Governance Committee had been asked to evaluate CSA’s Information Technology and Human Resource functions and the committee’s charter needed to be updated to reflect the change. Mr. Barth made the following motion, seconded by Mr. Crunkleton and unanimously passed:

“RESOLVED, the CSA Board approves the revisions to the Governance Committee Charter as presented.”

- i. **Approval of Tom Cope as a Member of the Safety and Security Committee** – Mr. Tucker wanted to add Tom Cope as a new member of the Safety and Security Committee. Mr. Miner made the following motion, seconded by Mr. King and was unanimously passed:

“RESOLVED, the CSA Board approves Tom Cope as a member of the Safety and Security Committee.”

- j. **Approval of Release of Records Policy/Mass Email Communications Policy/SeaPinesLiving.com Website Policy** – The Communications Committee was recommending approval of a new policy for releasing records, sending mass emails and that covered rules for postings on the website. CSA’s legal counsel had reviewed the proposed policies and Mr. Barth made the following motion, seconded by Mr. Crunkleton and unanimously passed:

“RESOLVED, the CSA Board approves the Release of Records Policy, Mass Email Communications Policy and the SeaPinesLiving.com Website Policy.”

- k. **Ratify Approval of Encroachment Agreements** – Mr. Miner made the following motion seconded by Mr. Borghesi and unanimously passed:

“RESOLVED, the CSA Board ratifies the approval votes of the Encroachment Agreements for: Lot 35 Club Course, Lot 4H Harbour Town Townhouse, Lot 00C7 Townhouse Sites and Lot 95 Lawton Woods.”

- l. **Approval of Adding Kathy Wilcox as a Member of the Communications Committee** – Mr. Tucker wanted to add Kathy Wilcox as a member of the

Communications Committee. Mr. Speer made the following motion, seconded by Mr. Borghesi and was unanimously passed:

“RESOLVED, the CSA Board approves Kathy Wilcox as a member of the Communications Committee.”

6. **Board Member Comments**

- a. **Dead Limbs in Trees** – Mr. Griffith said there were a lot of dead or loose limbs hanging up in the trees after the last bad storm. Mr. Barnett said CSA maintenance personnel had sectioned off the plantation into quadrants and going through them one by one looking for any hazards. He encouraged property owners to report any dangerous situations to the Maintenance Department.
- b. **Excessive Storm Water Standing in South Beach Area** – Mr. Sigmon said that storm water is not draining properly from the South Beach area. Mr. Martin said he would follow up on the problem.
- c. **Mosquito Spraying** – Mr. Sigmon asked if the Town of Hilton Head was spraying for mosquito control in Sea Pines. Mr. Martin said only CSA is spraying for mosquitoes within Sea Pines, the Town is not spraying in any PUDs.
- d. **Atlantic Dunes Opening** – Mr. Birdwell said the Ocean golf course had been renovated and was now open for play and had been renamed Atlantic Dunes.

7. **Adjournment**

Mr. Crunkleton made a motion to adjourn the meeting at 4:36 p.m. The motion was seconded by Mrs. Adams and passed unanimously. A question and answer session was held with the audience.

The next meeting will be held on October 25, 2016, at 3:00 p.m. in the large room of the Sea Pines Community Center. (This date was later moved to November 1st due to Hurricane Matthew.)

8. **Executive Session**

An Executive Session was held to discuss legal matters and a request to re-classify an old document for release.

Respectfully submitted,



Carolyn Adams
Secretary