

COMMUNITY SERVICES ASSOCIATES, INC. (CSA)
BOARD OF DIRECTORS MEETING
Tuesday, March 25, 2014
3:00 p.m.
Sea Pines Community Center Rear Room

AGENDA

1. **Call to Order** Ryan
2. **CSA Operations Oversight Reports**
 - a. Finance Committee Borghesi
 - b. Landscape and Maintenance Committee Griffith
 - c. Long Range Strategic Planning Committee Tucker
 - d. Joint ASPPPO/CSA Short Term Rental Committee Jordan
3. **Old Business**
 - a. Update on Special Projects Kirby
 - Tower Beach Renovation
 - CSA Building Renovation
 - b. Tower Beach Ribbon Cutting Ceremony/Lottery Drawing Ryan
 - c. Request for Funding Stoney Baynard Ruins Project Griffith
4. **New Business**
 - a. Approval of Finance Committee Charter Borghesi
 - b. Acceptance of Un-audited February 2014 Financials Borghesi
 - c. Meeting With Town of Hilton Head Regarding USCB Ryan
 - d. Tree Safety Guidelines Griffith
 - e. Request for Employee Shuttle Operated by CSA Ryan
 - f. Security Issues Regarding Rapid Response Program for Schools Marsac
 - g. Audubon Newhall Preserve Request to Fund Gate Ryan
 - h. Bike Ambassadors Marsac
 - i. Executive Vice President Job on the Website Ryan
 - j. Upcoming Newsletter Ryan
 - k. Trolley Routes/Schedules/Stops/Beach Club Access Ryan
 - l. Plantation Club Grand Opening Ryan
5. **Board Member Comments**
6. **Executive Session**
7. **Adjournment**

Reference Material Attachments:

- a. Resolutions
- b. Committee Minutes and Reports
- c. February 2014 Unaudited Financial Reports
- d. Finance Committee Charter



ADMINISTRATIVE OFFICES
OFFICE (843-) 671-1343
FAX (843) 671-4027
www.csaseapines.com

Community Service Associates, Inc.
Meeting Minutes
March 25, 2014

President Ryan called the meeting of the CSA Board of Directors to order at 3:00 p.m., in the main conference room of the Community Center.

1. Roll Call

Present:	Carolyn Adams Mike Jordan Charlie Miner Michael Tucker Steve Birdwell	David Borghesi Don Sigmon Scott Richardson Chris Widnell Mark Griffith	Cary Corbitt Rob Marsac Charles Ryan Mark Yarborough Mark King
Absent:	John Trunck	Joe Kernan	
Staff:	Ward Kirby William Leitner	Frank Nettles Tracey McNeill	Toby McSwain Mark Dowaschinski

2. CSA Operations Oversight Reports

- a. **Finance Committee** – Mr. Borghesi reported the draft of the audited 2013 financial statements has been received. There will be a meeting to review the draft with the auditor to make revisions and enhancements. The revised cash flow report has been changed for easier reading. The new insurance policies have been received, there will be a meeting with the broker in early April to make any revisions. Members of the Finance Committee will be serving on the Strategic Planning Committee. They are tasked with assessing the financial viability of CSA under a disaster scenario and working on an accurate reserve fund strategy. The Finance Committee recommends that the 20% increase in revenue from the \$1 gate pass fee increase be segregated into separate funds, one dedicated to trolley operations and one for dredging monitoring and permitting.
- b. **Landscape and Maintenance Committee** – Mr. Griffith reported a paving contractor has been selected and a contract issued, the paving schedule is forthcoming. The ongoing project the committee has been working on is the bamboo growing along Greenwood Drive. The committee feels this bamboo should be removed, but at this time there is no alternative screening selected.
- c. **Long Range Strategic Planning Committee** – Mr. Tucker reported all 4 teams assigned to the initiative groups have met and have a full understanding of the initiatives tasked to them. Mr. Tucker stated that there is no move to combine the CSA and ASPPPO Boards and the trusted governance model team is working to dispel any mistrust of the boards. The recommendations from the committee will be brought to the Executive Committee and then to the CSA Board.

- d. **Joint ASPPPO/CSA Short Term Rental Committee** – Mr. Jordan reported the finalized brochure is ready for handout to renters. There were 60 Sea Pines rentals on VRBO that are not on our rental program. Letters were sent and 35 have registered. There will be a meeting at the end of April which rental companies will be invited to discuss policies and expectations.

3. Old Business

- a. **Update on CSA's Special Projects** – Several members of the Board took a tour of the Tower Beach project. Mr. Kirby then updated the board members present at the meeting on the renovation. The project continues to be on schedule and is expected to be completed in mid-April. While the area may be available for use in mid-April there will still be some minor work to be completed. The locker lottery entries continue to be received and to date there are 244 entries for the 118 lockers. The CSA Administration building work is nearly finished.
- b. **Tower Beach Ribbon Cutting Ceremony** – Mr. Ryan announced there will be a ribbon cutting ceremony on May 8th. In case of a potential parking shortage, trolleys will be running from Lot 8 on Greenwood Drive near Fraser Circle. There will be more detailed information on this event communicated through the newsletter, emails and the website.
- c. **Request for Funding Stoney Baynard Ruins** – Mr. Griffith reported the Landscape and Maintenance Committee has requested \$20,000 for work at the ruin site. The work includes installing fencing and posting enhanced signage to keep visitors off of the ruins, also to clean the area of overgrown dead wood and debris to enhance the environment for 12-15 specimen Live Oaks in the area. Mr. Marsac made the following motion which was seconded by Mr. Borghesi and unanimously passed:

"RESOLVED, the CSA Board approves the expenditure of up to \$20,000 for clearing out the underbrush and dead wood; trimming up the tree limbs and installation of a fence in the Stoney Baynard Ruins area"

4. New Business

- a. **Approval of the Finance Committee Charter** – Mr. Borghesi reported there were minor changes made to the Finance Committee charter. Mr. Borghesi made the following motion which was seconded by Mr. Jordan and unanimously passed:

"RESOLVED, the CSA Board approves the Finance Committee Charter for 2014 as submitted."

- b. **Acceptance of Un-audited February 2014 Financial Statements** - Mr. Borghesi presented the un-audited February 2014 financial statements. He noted nothing out of the ordinary. The Operating and Infrastructure Reserve Funds are well situated and have sufficient funds to make improvements. Mr. Marsac made the following motion which was seconded by Mr. Griffith and was unanimously passed:

"RESOLVED, the CSA Board accepts the unaudited February 2014 financial statement as submitted."

- c. **Meeting With Town of Hilton Head Regarding USCB** - Ward Kirby, Charlie Ryan and Rob Marsac met with Steve Riley, the Town Manager regarding the Town's future plans for the USCB campus proposed on Office Park Road. The Board was vigorous in their desire to ensure CSA's involvement in any process. The hiring of a professional traffic consultant to advocate for the community's needs throughout the project is being considered.
- d. **Tree Safety Guidelines** - Mr. Griffith discussed the tree safety policy the Landscape and Maintenance committee has been working on. This policy will go to the Safety and Security Committee before coming to the CSA Board for approval.
- e. **Request for Employee Shuttle Operated by CSA** - A request to offer an employee shuttle service for Sea Pines Resort/Marriott workers is being considered. This was tabled by the Executive Committee until more information is provided on the scope, cost and function.
- f. **Security Issues Regarding Rapid Response Program for Schools** - The Board was updated on the Safety and Security Committee's work on developing rapid response capabilities for the schools located in Sea Pines. As our security staff will be first responders to any incident on school property they are investigating technology to monitor these schools. This is a work in progress, questions remain on how to fund such a program as the school's financial position is not strong.
- g. **Audubon Newhall Preserve Request to Fund Gate** - Representatives from Audubon Newhall Preserve have approached CSA for assistance in funding a new gate at the Palmetto Bay Road entrance. A small amount is needed and there are funds available CSA was reimbursed from the State government for the fire break work that was recently completed.
- h. **Bike Ambassadors** - CSA has been approached to start a bike ambassador program similar to the Town of Hilton Heads on Sea Pines roads. The bike ambassadors assist guests on the trails with directions and are on the alert for safety issues. There will be a meeting to discuss more specific protocol.
- i. **Executive Vice President Job Description on Website** - There has been a request to post the job description for the open CSA Executive Vice President on the website. This will be done.
- j. **Upcoming Newsletter** - Mr. Ryan reported the latest newsletter has been emailed and the hard copies will be mailed by the end of the week. The focus is on the RBC Heritage. The next newsletter will be the hurricane guide issue.
- k. **Trolley Routes/Schedules/Stops/Beach Club Access** - Mr. Kirby reported the beach trolley started early this year and is experiencing good ridership on the good weather days. Mr. Corbitt noted to the board that the Sea Pines Beach Club will be offering valet parking and the old cart barn at the Plantation Golf Club has been demolished to make way for more parking.
- l. **Plantation Club Grand Opening** - The Board was presented with and approved a proclamation to be presented to the Sea Pines Resort at the official ribbon cutting for Plantation Golf Club which will be held on Friday, April 4th. The proclamation congratulates the Resort on the completion of the golf club.

5. **Board Member Comments** - The board members discussed the action on 2 properties acting as bed and breakfast lodgings. Mr. Jordan reported both owners were contacted, one of the owners voluntarily closed. The other owner refused to shut down and is still operating. A lawsuit in this case is being considered.

Mr. Tucker inquired on the status of installing additional signage or markings on the roadway to help delineate the correct lanes for vehicles entering Sea Pines through the Greenwood Gate. Suggestions had been discussed at a previous meeting to install signage further out from the gate, after vehicles had exited Sea Pines Circle. He asked that the board look into what needed to be done to minimize the problems going forward.

6. **Executive Session**

The board went into executive session at 4:25 p.m.

7. **Adjournment**

The meeting adjourned for the day at 5:30 p.m. the next meeting will be held on May 27, 2014, at 3:00 p.m. in the rear conference room of the Sea Pines Community Center.

Respectfully submitted,



Carolyn Adams
Secretary