

Community Services Associates, Inc. (CSA)
Maintenance, Enhancements and Major Projects Committee
May 4, 2017

On Thursday, May 4, 2017, a regular meeting of the Maintenance, Enhancements and Major Projects Committee, was held at the Community Services Associates, Inc., Administration Building, main conference room. The meeting was called to order at 9:05 a.m. Chairman Richardson presided.

1. Roll Call

Present:	James Bradshaw	Randall Chambers	John Griffin
	Kim Hall	Mike Lawrence	Truitt Rabun
	James Richardson		

Ex Officio: Mark Griffith

Absent: Susan Allhusen, Cliff McMackin

Staff: Sandra Archer, David Henderson, Jerred Mayse

Chairman Richardson thanked John Parsons for his six years of excellence and service to the Committee.

2. Approval of the March 2, 2017 Meeting Minutes

The March 2, 2017, Maintenance, Enhancements and Major Projects Committee, meeting minutes were approved. John Griffin made the following motion, seconded by Mike Lawrence and unanimously carried:

“RESOLVED, the CSA Inc., Maintenance, Enhancements and Major Projects Committee, approved the minutes of the March 2, 2017, meeting, with changes, as submitted”.

3. Approval of the 2017 MEMP Charter

The 2017 Maintenance, Enhancements and Major Projects Committee Charter was approved. Mike Lawrence made the following motion, seconded by Randall Chambers and unanimously carried:

“RESOLVED, the CSA, Inc., Maintenance, Enhancements and Major Projects Committee, approved the 2017 Charter, as submitted”.

4. Old Business

a. Storm Recovery Update

- Reported hazardous trees: 341 leaning trees/341 complete, 74 lagoon issues/72 complete and 289 open space issues/282 complete.
- b. Standards for Site Lines Resulting from Hurricane Matthew
- Property owners have called requesting CSA to address unsightly areas. The following areas have been identified as potential site line mitigation areas: Tower Beach, backside of Greenwood Court, Magnolia Crescent, Palmetto Bay Road, Governors Lane, Muirfield, Glen Eagle, Windjammer Court and numerous beach walks and beach easements.
 - The Town approved green screening on Palmetto Bay Road. Six hundred feet has been installed. The screen will have to be removed in two years, per Town regulations. The Town does not plan to do anything outside the fence. The area along the fence could benefit from trees planted. This would help by adding height to the fence and aid with noise reduction.
 - Maintenance should create a mitigation plan/budget and present to the committee. Focus should be on the areas that affect residents first.
- c. Greenwood Drive Corridor
- Segment 1 is complete and segment 2 should be completed by the following week.
 - Irrigation work should start later in the week at Lake Forest, segment 3.
 - Lake Forest HOA, at our request, is allowing us to plant on their side of the property.
 - Maintenance will meet with Ocean Woods Landscaping to advise that the department is upping standards. All areas, including newly restored areas, must be properly maintained, to include absence of weeds.
 - Plantings along Greenwood Drive are such that will allow more light to infiltrate and promote growth. These plantings will provide privacy barrier for the Club Course homes.
- d. Other Projects Update
- Parking lots that were graveled for the tournament will be mulched. Lot 1 is one-half mulched and lot 2 is mulched and seeded, Lot 3, 4 and 8 will be next. The goal is accomplished, to be green and as lush as possible without irrigation.
 - The replacement of major intersection signage has been completed. For the new signs, the louvers are PVC and the backer board is western red cedar. These components are rot resistant and have a longer life span.
 - Nine map kiosks have been added and are the same color as the gate house.
 - The objective of the shuttle pull off area, on Plantation Drive and Lighthouse Road, is to be used for big events. The Heritage Foundation paid for 50% of the cost and Sea Pines Resort paid 25%.
 - The leisure trail bridge was chipping, fading and has been painted.
 - Roadside bed definitions have been redone at an estimated cost of \$300. Pine straw and edging have added a fresh, crisp look.
 - Sod has been replaced at the ocean gate.
 - Tower Beach handrails have been upgraded. The handrails are now powder coated aluminum and now match.

e. Deer Island Bridge Update

- The original plan for bridge repair was too expensive. A concrete base bridge was quoted at \$847,937 and wood base bridge quotes were \$654,957/\$988,628. Engineering has been tasked to re-design and offer an option which allows access to Deer Island throughout construction. Plans are expected back within the next two weeks. We are waiting on legal opinion, to determine who is responsible for the repair.

f. Dog Park

- Property owners have made a request for a dog park. CSA will take this request under advisement and determine if there is a true need and what space could be allocated for this use.

The committee will need to look and re-prioritize the Greenwood Drive project, based on damage caused by Hurricane Matthew. The project is still in the recovery/repair phase. All projects need to show excellence to the community, standards must be raised. Sea Pines Resort has set the level high and raised their standards and we need to surpass that level residentially.

The entry gate and traffic flow still requires solutions and a meeting with traffic engineers is planned. The best option at this point, is the addition of a third lane, for Club Course residents only. We do know commercial/vendors account for 30% of traffic through the gates. The opening of the USCB campus in the next 18 months will also have an impact.

5. New Business

a. Electronic Message Boards

- A mock up message board was installed and site lines tested. There were no issues found. The screen is the same as used by Hilton Head Plantation and Palmetto Dunes. The color of the structure will match the gate houses. On approval from the ARB, order and delivery will take three months. The message board has been priced and budgeted.

The Committee approved the electronic message board go before the ARB for approval. Mike Lawrence made the following motion, seconded by James Bradshaw and unanimously carried:

“RESOLVED, the CSA Inc., Maintenance, Enhancements and Major Projects Committee, approved the electronic message board/structure be presented to the ARB for approval”.

b. Miscellaneous Enhancement Opportunities

- A wow factor needs to be created at the gates. There is no symmetry with the landscaping currently in place. Permanent and interchangeable plantings, ground cover and clean edging should be incorporated. Entrances and roads need to be

beautified. Maintenance is tasked with creating plans for the gate entry/landscaping and bring back to the committee.

c. Upcoming Projects

- Trolley lot seeding, spreading mulch and applying seed to lots 1, 2, 4 and 8.
- Split rail fencing will be added to the ends of all trolley lots, with the exception of lots 1 and 2. This will assist in keeping overnight vehicles out.
- Patching of roadways and leisure trails is ongoing.
- For safety factors, maintenance would like to install a stop sign at the intersection of Greenwood Drive and South Sea Pines Drive and include manicured landscape on three corner/areas. Pitman Engineering was retained and offered 4 alternatives. There is \$45,000 budgeted for this project, The Safety and Security Committee has approved.

The Committee approved the installation of a stop sign and manicured landscaping, in three areas, at the intersection of Greenwood Drive and South Sea Pines Drive. Mike Lawrence made the following motion, seconded by John Griffin and unanimously carried:

“RESOLVED, the CSA Inc., Maintenance, Enhancements and Major Projects Committee, approved the installation of a stop sign and manicured landscaping, in three areas, at the intersection of Greenwood Drive and South Sea Pines Drive”.

- The addition of leisure trail lights was discussed. The main cost of installation is boring holes. The Committee will re-visit this issue in 2018.

d. Capital Expenditure Reallocation

- The budget has a positive variance of \$100,435.14. Maintenance seeks approval from the Committee, to use \$84,860.40 to purchase an additional dump truck and \$10,000 (approximate) to outfit an existing truck with a new bed to haul lagoon materials. The Committee approved.

6. Committee Member Comments

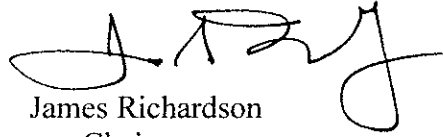
- The concrete base is cracked at Lawton Canal pumps.
- The Tower Beach gates are not functional and need replaced. Currently the gates are manned seven days weekly from 8:00 a.m. until 4:00 p.m.
- Management needs a work detail process, with outside contractors. Bi-weekly meetings with Hargray/Spectrum need to be re-started, as there is digging everywhere.
- The Long Range Strategic Planning Committee would appreciate any input from the Committee in helping to deliver a wow factor for the community. Sea Pines Plantation is behind the competition and seeks to return to prior status.

7. Adjournment

With no further business to come before the Committee, Chairman Richardson adjourned the meeting at 10:45 a.m. The next scheduled meeting of the CSA, Maintenance,

Enhancements and Major Projects Committee is Thursday, June 8, 2017, 9:00 a.m., at the CSA Administration Building.

Respectfully Submitted,



James Richardson
Chairman