

**Maintenance, Enhancement and Major Projects Committee**  
**Meeting Minutes**  
**Thursday, March 3, 2016**  
**9:00 AM**

**1. Call Meeting to Order**

The Maintenance, Enhancement and Major Project Committee was called to order at 9:00 a.m. by JR. Richardson.

**Present:**

JR. Richardson (Chairman)  
Randall Chambers

Susan Allhusen  
John Griffin

James Bradshaw  
Mike Lawrence

**Absent:**

Kim Hall  
Truitt Rabun

Cliff McMackin

Johns Parson

**Ex-officio:**

Mark Griffith

**Staff:**

Beau Barnett  
Amanda Jones

Bret Martin  
Victoria Shanahan

David Henderson  
Denise Roberts

**2. Approval of November 5, 1015 Meeting Minutes**

A copy of the minutes from the November 5, 2015 meeting was included in the committee's package and was reviewed. . Mr. Bradshaw made the following motion which was seconded by Mr. Griffin and was unanimously passed:

"RESOLVED, the meeting minutes of the November 5, 2016 are approved as submitted"

**3. Old Business**

Mr. Barnett did a power point presentation on all of the present projects that CSA maintenance was working on. The following were current projects that were discussed.

- a. Baynard Ruins Landscaping-Presentation showed the new landscaping design with and explanation of the new plants installed.
- b. Tower Beach floor refinishing-The new floor was cleaned and refinished. New finish on the floor looks great.

- c. Canvasback Fence Project-Mr. Barnett presented 2 different proposals for the replacement of the fence. The committee was impressed with the looks of both designs. Most of the committee members present liked the look of the fence with the louvers. Mr. Barnett also did a cost comparison of the old fence along with the new design.
- d. Maintenance Crew Shed-Mr. Barnett presented pictures of the previous maintenance shed vs the present area. The new area makes a big difference with the look of the maintenance shed along with equipment control.
- e. Maintenance Yard Building, Paint and Repair-Mr. Barnett presented before and after pictures of the building. Removed the bamboo, installed new boards and painted.
- f. Maintenance Office Area-Designed a new office area for the new assistant supervisor, along with upgrading the restroom.
- g. Fraser Circle-Fraser Circle construction started on February 1, 2016. With a lot of changes, being made with Fraser Circle the construction should be completed by the end of March. Fraser Circle will also have friendly signage for easier driving directions.
- h. Drain pipe at Ocean Course-While doing the project a drain clean was found under several feet of dirt. There was new pipe installed by Okatie construction due to the severe blockage. The Town of Hilton Head is going to reimburse us for the project.
- i. 2016 Road Paving Solicitations-Mr. Barnett present bid from 3 companies for the paving of Wisteria, Planters Wood Drive, and Planters Wood Court. Mr. Richardson ask about Plantation Drive being paved this year because of its condition. Plantation Drive has been deferred until the fall of 2017. Committee asks Mr. Barnett who he was happy working with. Lane Construction will be the selected provider moving forward for 2016 road paving.
- j. Mr. Barnett showed the committee several project that are unbudgeted projects that need to be review for approval. The following were presented for approval. Update Pine Island Bridge, update Harris Teeter Fence, update Pine Island Club asphalt, update Gull Point Slip Lining, update Leisure Trail Lights, update to South Beach Parcel 1 Fountain, update to Canvasback Chain Link Fence, update to Deer Island Bridge Decking, and update to Calibogue Club Curbing, Mr. Barnett was going to go to the Finance Committee to approve that additional funding for the project at the next finance meeting. The maintenance committee agreed that since maintenance was under budget on some of the project that have already been completed, to go ahead with the all the projects but for the Leisure Trail light replacement.
- k. Mr. Barnett was ask to do an outsourcing cost comparison for the maintenance department. Mr. Barnett presented a break out of each area by company for the area's that would be outsourced. He also explained that area's in the department that we would maintain if the outsourcing were approved. Mr. Martin, Ms.

Shanahan, and Mr. Barnett still have some work to be completed on the outsourcing project. The updates will be brought back to the next meeting for discussion.

- l. In the presentation Mr. Barnett and Mr. Henderson presented information about the signage for Fraser Circle. Scale models were present with each time of sign type for discussion. Mr. Henderson explained that he pulled a group together to help get a consensus on the signage. Each scale model was a little different from the signage that is presently in Sea Pines. Fraser Circle will be the first location with the new signs that was chosen. The committee asks the question about what the plan is on sign replacement within Sea Pines. Mr. Barnett and Mr. Henderson stated that the new signs would replace the old ones when a sign has been broken or destroyed. The change in the signs is not that different so the signs will be replaced as needed. The committee voted that one line directional sign. Mr. Griffin approved with Mr. Lawrence second.
- m. Mr. Barnett presented additional information regarding types of signs, cost per sign and etc, for the committee's general information.
- n. Mr. Henderson gave a presentation on the Corridor Survey that was done. Committee members ask "Where do we go from here". Mr. Henderson, and Mr. Barnett explained the 5 areas that problems that need to be taken care of: Plantation Drive/Greenwood, Six Oaks Cemetery, Lots 1 & 2 Screen, Greenwood Gate, and Outside Greenwood Gate.

#### **4. New Business**

Mr. Martin mentions the proposal for the new Forest Preserve entrance. Mr. Henderson gave location of the new entrance (present service road across from Lawton Stables, by Heritage Farms), pull off area, new signage, and new type of bridge. Mr. Griffith mentioned moving the Trolley stop at Lawton Stables.

#### **5. Adjournment**

The meeting adjourned for the day and the next meeting will be held on May 5, 2016 in the main conference room at 9:00 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James N. Richardson, Jr.", written in a cursive style.

James N. Richardson, Jr.