

Maintenance, Enhancement and Major Projects Committee  
Meeting Minutes  
Thursday, May 5, 2016  
9:00 AM

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

1. **Call Meeting to Order**

**Present:**

JR. Richardson (Chairman)	Susan Allhusen	James Bradshaw
Randall Chambers	John Griffin	Kim Hall
Mike Lawrence	Cliff McMackin	John Parson

**Absent:**

Truitt Rabun

**Ex-officio:**

Mark Griffith

**Staff:**

Beau Barnett	Bret Martin	David Henderson
Victoria Shanahan	Denise Roberts	

2. **Approval of March 3, 2016 Meeting Minutes**

A copy of the minutes from the March 3, 2016 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 Maintenance Committee approves the March 3, 2016 meeting minutes 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.
- An update was given on the MR&R Summary. The summary allowed the committee to review the projects that were unbudgeted or safety issues.
  - Canvasback Fence Project-**Gave an update on the Canvasback Fence. Pictures indicated the progress on the look of the new fence. It was recommended that the Canvasback fence turn the corner. Tentative Completion date is 7-1-2016

- c. **Pine Island Bridge**-Update on the Pine Island Bridge with the completion date of 5-18-2016. The bridge was readjusted for safety.
  - d. **2016 Landscape Solicitation**-Was a closed door section near the end of the meeting. Minutes were not taken during this time.
4. **New Business:** Maintenance would like to amend contractor's rules and regulations. It was recommended that the section for roadside debris pickup be rewritten to accommodate the purpose of the debris pickup on property by contractors. The changes to the contractor rules would make the commercial contractor be more responsible for the landscaping debris that they are hauling.
- a. **Sea Pines Circle**-Sea Pines Circle Landscape is slated for 2016 MR&R renovation. We have been in the process of working with Whitmer, Keefer, and Jones design firm to come up with a fresh landscape concept for Sea Pines Circle. We are preparing 3 design concepts, with costs representation on each design. We will then distribute to the committee for review. It was recommended to bring designs back in 3D model for the committee to review.
  - b. **Fraser Circle**-Fraser Circle landscape is slated for 2016 MR&R renovations. We have also been in the process of working with Witmer, Keefer and Jones design firm to come up with a fresh landscape concept for the Fraser Circle. We are in the preliminary stages of gathering design cost for the concepts. Mr. Richards was concerned about large trucks cutting the curves too close, causing damage to the circle. Mr. Martin said that the town traffic engineer regarding the traffic issues.
  - c. **Lighthouse Lane Project**-Lighthouse lane double leisure trail from Fraser Circle to Lighthouse lane. The survey is complete. The leisure trail to connect Fraser Circle and Lighthouse Lane. Meet with the fire department regarding the trail. Fire department okay with the new trails. Working with the town about being on private property. Some safety issues, still working on
  - d. **Hydrology Study**-Hydrology study RFP to determine the current condition of our lagoons and waterways. The preliminary RFD has been created, sent to legal, reviewed by CSA staff and edited 1 final time. We are in the final stages of review and will have the RFP out before the end of May.
  - e. **2016 Road Paving**-The road paving for Wisteria Lane, Planters Wood and Planters Wood Court will be starting on May 9, 2016 thru June 2016. Lane Construction will be doing the paving.
  - f. **Deer Island Bridge**-The project is permitted with OCRM and the Town and will begin after the Canvasback Fence.
  - g. **Asphalt Patching and Stamping**-Completed Canvasback on April 22<sup>nd</sup>. Plantation and Sea Pines Drive May 5<sup>th</sup> & 6<sup>th</sup>.
  - h. Mr. Henderson gave information on the nine sections on the Greenwood corridor that has been deemed as issues that need to be repaired, reconstructed or replaced. Questions were asked about cost for the repairs. Mr. Henderson stated that depending on the area that needs to be repaired is how much it cost. Certain area may cost more

than others. Mrs. Allhusen stated that you couldn't ask the property owners to pay for repairs for projects if for one you don't know what you're repairing and why or the cost. Mr. Martin stated that the big picture would time to complete. It will be completed in a couple of years to get the Greenwood Drive corridor the way the committee wants it to be. Mr. Parson stated that some of the property owners want a circle at Planation and Greenwood Drive. Mr. Martin stated that we need to prioritize what is most important first, then work your way now the list. We have buildings that need to be replaced for example. Mrs. Allhusen can we first focus on Greenwood Drive and Plantation Drive.

- i. **Signage**-New sign at Fraser Circle will take years to replace all the signs. The new signs are made with PVC, treated cedar, more durable with reflective lettering. Mr. Richardson wanted to know if we could install weed eater guards on the post, to prevent damage to the post. The next signs that will be installed are the Trolley lot signs. For the verbiage on the signs, Mr. Henderson will be having a meeting with the Resort. Mr. McSwain asks if the Trolley logo could be on the trolley signs. Mr. Henderson said that the CSA sign shop would start making the signs when signs need to be replaced. The committee agreed on size, pricing and style.

5. **Adjournment**

The meeting adjourned for the day and the next meeting will be held on June 2, 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.', with a large, stylized initial 'J'.

James N. Richardson, Jr.