

**Community Services Associates, Inc.
Maintenance, Enhancements,
and Major Projects Committee
Meeting,
May 9, 2019**

On May 9th, 2019, a regular meeting of the Community Services Associates, Inc., (CSA), Maintenance, Enhancements, and Major Projects Committee Meeting, was held at the CSA Administration Building- Large Conference Room, 175 Greenwood Drive, Hilton Head Island SC, 29928

Roll Call

Present:	James Richardson Mike Lawrence John Parsons	Steve Alfred Randall Chambers Don Sigmon	Susan Allhusen Ron Thomas
Ex-Officio:	Mark Griffith David Henderson	Bret Martin	Russell Fredericks
Absent:	James Bradshaw Becky Pardue	John Griffin	Cliff McMackin
Staff:	Jerred Mayse	Khristina Harper	

1. Call to Order

The meeting was called to order by James Richardson, at 9:00 a.m., Eastern Time.

2. Verify Quorum

With the majority of Committee Members in attendance, quorum was met.

3. Ratify Approval of the March 14, 2019, Meeting Minutes

A motion was made by James Richardson, to ratify approval of the March 14, 2019, CSA Maintenance, Enhancements, and Major Projects meeting minutes. The motion was seconded and unanimously carried:

“**RESOLVED**, the Community Services Associates, Inc., Maintenance, Enhancements, and Major Projects, ratified approval of the March 14, 2019, meeting minutes, as finalized by e-mail”.

4. Unfinished Business

a. Greenwood Drive Reconstruction/Landscaping Project:

The Greenwood Drive Landscaping Project has been completed near Trolley Lot #2. Gravel and additional vegetation were also installed in this area. This will be the last of the significant landscaping for Phase One of the Greenwood Drive project.

b. North Sea Pines Drive Leisure Trail Widening Update:

Russell Fredericks provided an update regarding the North Sea Pines Leisure Trail Widening Project. We have an encroachment agreement with the Marriot. We anticipate construction to

begin this fall, after Labor Day.

c. 2019 Road Resurfacing Projects:

We will be resurfacing the following roads this season: Audubon Pond Road, Spotted Sandpiper Road, and Lighthouse Road. Spotted Sandpiper is scheduled for May. Audubon Pond Road is scheduled for June. The Lighthouse Road Resurfacing Project will include drainage improvements and is scheduled to begin this fall.

d. 2019 Beach Boardwalk Repairs:

This season we will be making repairs to the storm-damaged beach boardwalks. These include: ##20, #21, #22, #23, #24, #25, #26, #29, #31, #32, #33A, and #40. (#40 is not storm-related). We have started these repairs at Beach Boardwalk #23. Once construction is complete at #23, we will move to #22. Construction will take approximately 1 to 2 weeks to complete per boardwalk.

e. 2019 Concrete Beach Walk Repairs/Salty Dog Walk Way:

Repairs have been completed at #11, #15, #16, #17, #23, and #47. The installation of the Salty Dog Walk Way is anticipated to begin early summer 2019. We are currently in the permitting process.

f. Plantation Drive Leisure Trail Resurfacing:

We will be resurfacing the Plantation Drive Leisure Trail, from Greenwood Drive to Lighthouse Road. We anticipate to begin this project in the fall.

g. Sea Marsh Timber Bridge:

Starting in June, we will be making repairs to the Sea Marsh Bridge. This bridge, once completed, will be similar to the Sea Pines Timber Bridges.

h. Baynard Park Outfall Repair:

We have begun making repairs to the railings and the platform at the outfall of Baynard Park Road. The proposed railing will be similar to the design at Sprunt Pond. There are currently no pipe issues. The decking has been replaced. We are creating a gate to access valve.

i. Landscape Outsourcing:

We are currently preparing the Landscape Request for Proposals with updated specifications.

j. Beach Boardwalk #9 Request:

A request has been made to extend Beach Boardwalk #9. The approximate cost for this extension is \$63,000. The length is estimated at 485 linear feet. The committee discussed various cost-sharing options. More research is needed regarding adjacent POAs, Beachside.

k. 2019 Vine Eradication/Lagoon Trimming:

We continue to remove invasive vines throughout the community. We have completed the spring phase of lagoon trimming. The next phase will begin this fall.

l. Tower Beach Boardwalk Modifications:

The Moratorium from Beach Markers 18-47 has been lifted as of 5-1-2019. The Tower Beach Boardwalk has been raised and extended to the seaward toe of the primary dune.

m. Leisure Trail Signage Update:

We have begun work to separate directional and informational signs from these leisure trail stop signs. Information will be displayed on 4 sides if needed.

5. New Business

a. Calibogue Cay Hydrology/Drainage Surveying and Engineering

There is limited drainage infrastructure of North and South Calibogue Cay Road. We are seeking recommendations from the MEMP Committee for funding to complete a drainage study and surveying. The approximate cost for this is \$60,000. The committee does not recommend to move forward with this study/survey at this time.

b. Calibogue Cay and Plantation Drive Intersection

The estimated cost to perform a survey and engineering for the intersection of Calibogue Cay and Plantation Drive is \$45,000-\$50,000. The committee does not recommend to move forward with

this project at this time.

c. South Beach Lane Beach Walk #23

The speed limit has been lowered to 20 MPH and a "HIDDEN DRIVEWAYS" sign was installed on South Beach Lane, and the vegetation was trimmed in the open space in order to improve safety along this road.

d. Future Road Resurfacing Projects

Sea Pines Drive is in disrepair and is a high priority for resurfacing, according to the 7 year plan. The T-streets are in disrepair and need attention.

e. Roadway Striping/Marking

We anticipate roadway striping to begin on Greenwood Drive this summer.

f. Town of Hilton Head Projects

We are coordinating with the Town of Hilton Head for a schedule of the Storm Water Projects that were budgeted for FY 2019/2020.

g. CSA Storm Water Update

We are currently working in Zone 9. After Zone 9, we will be working in Zone 7 to touch-up areas. We expect to be 90% complete by the end of 2019.

h. Leaf Blower Noise

We have had some complaints regarding leaf blower noise. This was discussed. No action has been taken.

i. Service Request Report:

There are a total of 227 open service requests. 125 of them were received internally, the remaining 102 were received externally. From March 12, 2019 to May 8, 2019, a total of 401 service requests have been completed.

Adjournment

With no further business to come before the Committee, James Richardson adjourned the meeting at 11:09 a.m.

The next scheduled meeting, of the Community Services Associates, Inc., Maintenance, Enhancements, and Major Projects Committee, is September 5, 2019 at 9 a.m., at the CSA Administration Building- Large Conference Room, 175 Greenwood Drive, Hilton Head Island SC, 29928

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'James Richardson', with a stylized flourish at the end.

James Richardson

Chair