

**Community Services Associates, Inc.
Maintenance, Enhancements,
and Major Projects Committee
Meeting,
September 19, 2019**

On September 19th, 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	Susan Allhusen Randall Chambers Don Sigmon	Ron Thomas John Griffin Cliff McMackin
Absent:	Mark Griffith Becky Pardue	Bret Martin Steve Alfred	James Bradshaw
Staff:	Russell Fredericks Jerred Mayse	David Henderson Theresa McVey	Victoria Shanahan

1. Call to Order

The meeting was called to order by James Richardson, at 1:00 p.m., Eastern Time.

2. Verify Quorum

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

3. Ratify Approval of the May 9, 2019, Meeting Minutes

A motion was made by James Richardson, to ratify approval of the May 9, 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 May 5, 2019, meeting minutes, as finalized by e-mail”.

4. Unfinished Business

a. North Sea Pines Drive Leisure Trail Widening Update:

Russell Fredericks provided an update regarding the North Sea Pines Leisure Trail Widening Project. Construction began September 9, 2019. Contractor is on site and scheduled to complete the project next week, weather permitting.

b. 2019 Road Resurfacing Projects:

Audubon Pond Road, Spotted Sandpiper Road resurfacing are completed with post minor issues to finish up. The Lighthouse Road Resurfacing Project has been delayed due to working through the engineering plan and drainage issues. Scheduled to begin in October 2019 and finish end of December 2019.

c. 2019 Beach Boardwalk Repairs:

Completed boardwalks include: #20, #21, #22, #23, #24, #29, #31, #32, #33A, and #40. Positive feedback came from property owners about the new boardwalks. Starting Beach Boardwalk #25 next week and #26 will follow. Construction will take approximately 1 to 2 weeks to complete per boardwalk, weather permitting. Question was asked if the boardwalks could be taken apart and the answer was yes.

d. 2019 Concrete Beach Walk Repairs

Repairs have been completed at #11, #15, #16, #17, #23, and #47.

e. Plantation Drive Leisure Trail Resurfacing:

We will be resurfacing the Plantation Drive Leisure Trail, from Greenwood Drive to Lighthouse Road. Construction is behind schedule and is anticipated to begin in October. Will take two weeks to complete, weather permitting.

f. Heron Point Timber Bridge:

Bridge was completed in June. Similar design to Lawton Canal and Sea Pines Drive bridges. Improves public safety.

g. 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. Replaced beach marker signs last year, installed 6 leisure trail safety signs at entrance/high visitation gates, replaced 22 leisure trail etiquette signs. A regulatory sign study was completed to determine if the "Stop" signs could be converted to "Yield" signs and the answer was "no" due to liability issues. The Safety and Security Committee is working together to make recommendations to MEMPHIS. The Committee recommends changing the mid-block crossing "Stop" sign to 18 inches based on best practice according to FHWA. Leisure trail regulatory signs need to be replaced, 2019 budget allows for new signs at the 25 mid-block crossings (50 signs). Updated guidelines for side-path crossings will be available in 2021.

h. Completed Projects:

The following projects have been completed in 2019: Spotted Sandpiper Road Roadway Resurfacing, Audubon Pond Road Roadway Resurfacing, Boardwalks #20, #21, #22, #23, #24, #29, #31, #32, #33A, and #40, Lighthouse Road (Sea Pines Drive to Plantation Drive) Surveying, Greenwood Drive Landscaping, Surveying of Lighthouse Road from Lighthouse Lane to Harbour Town, Heron Point and Lawton Canal Timber Bridges, Deer Island Bridge, Outfall Decking at Baynard Park Rd, Wren Pond Bank Engineering. James Richardson asked for the total cost on all projects completed and requested that Russell Fredericks provide this information at the next meeting.

5. New Business

a. Landscape Outsourcing:

CSA recently approved Brightview as the new contractor to start on November 1, 2019. Zone Maps were updated to identify open spaces and A, B, C profiles for various levels of grounds maintenance. Maps took 2 years to complete and will be in place when Brightview starts. James Richardson asked if the transition from Ocean Woods to Brightview expected to go well. Russell Fredericks said he expects a seamless transition. Don Sigmon asked if Brightview was hiring Ocean Woods staff. Russell Fredericks responded that he is not aware that Brightview is hiring any of the Ocean Woods Staff. Susan Allhusen asked why cleanup from hurricane Dorian has taken so long. Russell Fredericks responded that Ocean Woods has been challenging to deal with.

b. Town of Hilton Head Projects – Storm Water:

Repairing Control Structures at Baynard Park Road, Baynard Cove and Lawton Canal Pump Station. Oyster Landing and Wren Pond is Complete. Infrastructure repair is occurring at Ruddy Turnstone with an expected completion in 1 to 2 weeks. Mizzenmast Court is complete. Wren Pond is getting a new flap gate. The next project is Canvasback Road, the Town is finalizing the plans and anticipated to break ground within the next few weeks.

c. Leisure Trail Pull Off:

Construction of pavers will cost \$8,000.00, miscellaneous Landscaping /Park Bench will cost \$2,500.00. CSA currently has nine leisure trail kiosks, installing one at the intersection of Greenwood Drive and Plantation Drive and future locations as budget allows. Brick pavers will need to be approved by ARB. A request was made for more benches at specific locations with views.

d. Leisure Trail Striping:

Two options were identified. The Safety and Security Committee recommended curbing and the engineer recommended striping.

Option 1 - Four inch white striping to be installed to delineate road from leisure trail.

Option 2 – Install raised curbing.

The board is not in favor of the raised curbing and wants to look into additional options. The white striping could be a possible interim solution. A suggestion was made to shrink the path and add landscaping as a barrier.

e. Tower Beach Memorial Swing Program:

David Henderson presented this program to the board for informational purposes. The five swings at Tower Beach need to be replaced. Property owners inquired about purchasing a swing as a memorial. Property owners would pay for the swing and the memorial plaque with a tribute to a relative such as “In Loving Memory Of” The swings cost approximately \$500.00 and plaques approximately \$150.00 to \$200.00. The property owners would be responsible for maintaining the swing and plaque. The board is taking the program under advisement.

f. Leisure Trail Enhancements – Safety and Security Committee Recommendations for MEMP Consideration:

The Safety and Security Committee voted on the following:

Pavement Markings – (1) existing but faded pavement markings be repainted and (2) a prototype pavement sign indicating “STOP AHEAD” be installed at two locations and seek reactions to them
Larger Stop Signs – Existing stop signs are 12 x 12. The Subcommittee was in favor of installing the larger signs (18 x 18) at mid-block locations where there are higher safety concerns. The use of new warning signs are recommended at major crossings. Signs need to be replaced, regardless. It was asked if the Safety and Security Committee could provide the board with an example of a finished

location with signing/markings. 90% of the leisure trail markings are faded and need to be replaced. The cost is \$500.00 per location and \$850.00 per location with "STOP AHEAD"

6. Other Business

- a. James Richardson called for a special meeting/workshop in October to prioritize projects.
- b. Randall Chambers asked about the two lagoons on N. Sea Pines Drive and why they look so bad. It was stated that the Fairway Lane regimes have been contacted multiple times regarding this issue. The company performing the treatments may not be properly treating the lagoons. It was asked if CSA could take action by treating the lagoons and charging the regimes.
- c. James Richardson stated that there are some unsightly areas along Plantation Drive near the stables that could undergo beautification by planting new live oaks and creating a nicer, more defined area. A suggestion was made to push back the fence at the stables and install bike racks.
- d. It was asked that Russell Fredericks solicit proposals from Engineers for the Parking Areas (Shell Lots) and Plantation Drive surveying.

7. Adjournment

With no further business to come before the Committee, James Richardson adjourned the meeting at 3:00 p.m.

The next scheduled meeting, of the Community Services Associates, Inc., Maintenance, Enhancements, and Major Projects Committee, is November 7, 2019 at 9 a.m., at the CSA Administration Building- Large Conference Room, 175 Greenwood Drive, Hilton Head Island SC, 29928

Respectfully Submitted,



James Richardson

Chair