



Sea Pines Community Services Associates, Inc.

Sea Pines CSA Board of Directors Meeting

March 21, 2023

A regular meeting of Sea Pines Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, March 21, 2023, via in-person and videoconference.

Present from Sea Pines CSA Board of Directors, were: David Ellis, Chair; Bill Johnson, Vice Chair; Cary Corbitt, Secretary; Lee Ann Leahy, Treasurer; Steve Birdwell, Director; Ann Esposito, Director; Bob Gossett, Director; Jim Kaskie, Director; Cliff McMackin, Director; Larry Movshin, Director; David Pardue, Director; Tom Sharp, Director; Don Sigmon, Director; Greg Thomson, Director and Ray Warco, Director

Absent from Sea Pines CSA Board of Directors, were: Charlie Miner, Director and Rick Ray, Director

Present from Sea Pines CSA Staff, were: Sam Bennett, President; Victoria Shanahan, Vice President/CFO; Joan Berger, Document Administrator; Russell Fredericks, Director of Capital Projects; Jerred Mayse, Director of Community Maintenance and Standards; Amanda Sutcliffe-Jones, Director of Communications and Sandra Archer, Executive Administrator

Absent from Sea Pines CSA Staff, was: David Henderson, Director of Special Projects and Operations

Call to Order

David Ellis, Chair, called the meeting to order at 9:30 a.m., Eastern time.

Establishment of Quorum

With a majority of Board Members in attendance, quorum was established.

Call to Executive Session

Approval – Sea Pines CSA Board of Directors, Call to Executive Session

A motion was made by Bill Johnson to support the resolution, “Approval – Sea Pines CSA Board of Directors, Call to Executive Session”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved call to Executive Session”.

Call to Reconvene, 10:00 a.m.

Approval – Possible Actions Related to Executive Session

Sea Pines CSA Board of Directors meeting reconvened at 10:00 a.m. No actions were taken.

Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, February 21, 2023

A motion was made by Lee Ann Leahy, to support the resolution, “Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, February 21, 2023”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified approval of the Sea Pines CSA Board of Directors Meeting Minutes, February 21, 2023, as finalized by email”.

Chair Remarks – Chair Ellis

- Daily gate pass sales, increased. Gate traffic solutions, ongoing;
- Cross Island Parkway toll, removed. Traffic entering Sea Pines Circle, increased. Town of Hilton Head Island aware, committed to solution;
- Neighborhood disturbances, i.e., noise, blowers, maintenance work, exist. A more dramatic approach, difficult to implement at this time, to be necessary to address such issues;
- All Property Owner emails received, are read, if not responded to, by Chair and Staff. All comments taken under consideration;
- Ebikes Task Force, Walkers Advisory Group, to be created. Group to consist of leisure path walkers. All interested parties to email Chair. First ten Property Owners to respond will be assigned to Ebikes Task Force, Walkers Advisory Group;
- Ebikes currently banned in Sea Pines. Ban to remain in place during attorney and insurance carriers review;
- Critical Infrastructure Referendum, Federal case, on appeal. Plaintiff Appellate Brief filed. Sea Pines CSA to file response, within next forty-five days, as Court dictates. Court to advise next steps;
- Over 1700 new Sea Pines Property Owners in past two years. Many confused as to \$600 Critical Infrastructure Assessment, 2022 and Sea Pines yearly assessments. Communication to continue to Property Owners;
- Tickets to top tier event, RBC Heritage, Presented by Boeing, Golf Tournament, April 10 – 16, 2023, sold out.

President Remarks – Sam Bennett

- Meetings with Town of Hilton Head officials, Marc Orlando/Town Manager and Bob Bromage/Public Safety Director, successful. Town aware and committed to resolving Sea Pines Circle challenges. Traffic management project underway, to include Smart Signalization Program;
- RBC Heritage Golf Tournament upcoming. Sea Pines CSA maintains close relationship with Heritage Classic Foundation and the Sea Pines Resort. Steve Wilmot/President, Tournament Director, Heritage Classic Foundation, to send letter to the community;
- Sea Pines CSA Director of Security and Safety position, vacant. Numerous resumes received. Interviews to commence in coming weeks;
- Control burn, part of the Sea Pines Forest Preserve Management Plan, underway.

Management Reports

Sea Pines CSA Management provided updates on their respective departments: Community Infrastructure, Mr. Fredericks; Community Maintenance and Standards, Mr. Mayse; Communications, Mrs. Sutcliffe-Jones; Finance and Administration, Ms. Shanahan; Operations and Special Projects, Ms. Shanahan and Safety, Security and Transportation, Mr. Bennett.

Committee recommendations brought to Sea Pines CSA Board of Directors for approval, included: Finance Committee, Mrs. Leahy, Chair. Refer to Financial Report, Approval – Amendment to Budget, 2023.

Financial Report – Victoria Shanahan

- Financial Statements, YTD/December 31, 2022, currently under audit;
- Balance Sheet and Income Statement, reviewed;
- Year end 2022, finished with positive \$1.2M;
- Budgeted, unused 2022 Major Repairs and Replacements funds, to be rolled over into amended Budget, 2023;
- Critical Infrastructure Assessment, 2022, currently at 527, uncollected;
- Sea Pines Assessment, 2023, due April 1, 2023;
- Implementation of Sea Pines Rental Registration Program, in process. Short term, long term and timeshare rentals, to be included. To date, Sea Pines CSA “R Program” indicated 2,382 rentals, including timeshares. Fees to be based on number of bedrooms advertised. Ability to cross reference against Town of Hilton Head’s rental list, once finalized. Details to be communicated as available.
- To date, daily visitor gate passes up 22%, year over year.

Approval – Amendment to Budget, 2023:

A motion was made by Lee Ann Leahy, to support the resolution, “Approval – Amendment to Budget, 2023”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, approves amendment to the Budget for the year ending December 31, 2023, to include \$517,206 of yet to be used 2022 budgeted MR&R funds and \$1,902,156 of unused Critical Infrastructure funds, to roll forward into Budget, 2023, as presented”.

Unfinished Business

Ratify Approval – Sea Pines CSA Annual Meeting, Date of Record, 2023

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Sea Pines CSA Annual Meeting, Date of Record, 2023: The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approves May 2, 2023, as the date for the Sea Pines CSA Annual Membership Meeting to be conducted via Zoom Webinar. March 8, 2023, will be the date of record for this meeting. Proxies to establish a quorum for this meeting will be provided to Sea Pines CSA members in good standing as of the March 8, 2023, date of record. Emailed

electronic proxies will be sent to the primary email on file with Sea Pines CSA and paper proxies will be mailed only to those without an email address on record.”

Approval – Sea Pines CSA Board of Directors Committee Membership Rosters, 2023

A motion was made by Jim Kaskie, to support the resolution, “Approval – Sea Pines CSA Board of Directors Committee Membership Rosters, 2023”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved the Sea Pines CSA Board of Director Committee Membership Rosters, 2023, to include: Governance and Planning, as presented”.

Approval – Sea Pines CSA Board of Directors Committee Charters, 2023

A motion was made by Chair Ellis, to support the resolution, “Approval – Sea Pines CSA Board of Directors Committee Charters, 2023”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved the Sea Pines CSA Board of Director Committee Charters, 2023, to include: Gate Entry and Rental Management, Governance and Planning and Safety, Security and Transportation, as presented”.

New Business

Approval – Appointment, Sea Pines CSA Nominating Committee, Class “A”, 2023

A motion was made by Chair Ellis, to support the resolution, “Approval – Appointment, Sea Pines CSA Nominating Committee, Class “A”, 2023”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved appointment of: David Pardue/Chair; Lee Ann Leahy and Tom Sharp/Members, of the Sea Pines CSA Nominating Committee, Class “A”, 2023, as presented”.

Approval – Appointment, Sea Pines CSA Nominating Committee, Class “B”, 2023

A motion was made by Chair Ellis, to support the resolution, Approval – Appointment, Sea Pines CSA Nominating Committee, Class “B”, 2023”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approves appointment of Bob Gossett/Chair and Jim Kaskie and Rick Ray/Members, of the Sea Pines CSA Nominating Committee, Class “B”, 2023, as presented”.

Ratify Approval – Encroachment Agreement, Lagoon Beach, Lot 0

A motion was made by Larry Movshin, to support the resolution, “Ratify Approval - Encroachment Agreement, Beach Lagoon, Lot 0”. The motion was seconded and unanimously carried:

“RESOLVED, Sea Pines Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, Beach Lagoon, Lot 0, as evidenced by as-built survey, Sea Island Land Survey, LLC, Mark R. Renew, Professional Land Surveyor, February 10, 2021, onto CSA open space, as finalized by email.”

Adjournment

A motion to adjourn was made by Bill Johnson. The motion was seconded and unanimously carried.

With no further business to come before the Board, Chair Ellis adjourned the meeting at 11:05 a.m. The next regularly scheduled meeting of the Sea Pines CSA Board of Directors, to be held Tuesday, May 16, 2023, 9:30 a.m., via videoconference.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Cary Corbitt", with a stylized flourish at the end.

Cary Corbitt
Secretary