



Sea Pines Community Services Associates, Inc.

Sea Pines CSA Board of Directors Meeting

May 16, 2023

A regular meeting of Sea Pines Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, May 16, 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; Ann Esposito, Director; Bob Gossett, Director; Jim Kaskie, Director; Cliff McMackin, Director; Charlie Miner, Director; Larry Movshin, Director; David Pardue, Director; Rick Ray, Director; Don Sigmon, Director and Greg Thomson, Director

Absent from Sea Pines CSA Board of Directors, were: Steve Birdwell, Director; Tom Sharp, Director and Ray Warco, Director

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

Call to Order

David Ellis, Chair, called the meeting to order at 9:00 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 David Ellis 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 10:05 a.m. No actions were taken.

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

A motion was made by Cary Corbitt, to support the resolution, “Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, March 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, March 21, 2023, as finalized by email”.

Chair Remarks – Chair Ellis

- Increase in visitors expected, as summer months approach;
- Sea Pines CSA hired a second full time Community Standards Monitor and a third, part time Monitor, to be hired;
- Sea Pines Community is a composite of Residential Property Owners, Commercial Property Owners and Businesses. The common good of the Community as a whole, must always be considered.

President Remarks – Sam Bennett

- First round of interviews for position of Sea Pines CSA Director of Safety, Security and Transportation, completed;
- Second round of interviews, with top five chosen candidates, to be completed later in May;
- Appreciation extended to Security Department Staff for successful efforts in upholding the Department to high standards, during transition of positions.

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, Mr. Henderson 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.

Financial Report – Victoria Shanahan

- Recap of YTD/March 31, 2023, Financial Statements, provided;
- Balance Sheet and Income Statement, reviewed.

Acceptance – Financial Statements, YTD/March 31, 2023

The balance sheet as of YTD/March 31, 2023 was reviewed. Total liabilities and fund balances, on an accrual basis, were \$30,874,430, as compared to prior year, of \$23,883,994.

The income statement as of YTD/March 31, 2023, was reviewed. Actual revenues over expenditures were \$9,462,901, as compared to budget and prior year actual, of \$6,076,487 and \$5,164,468, respectively.

A motion was made by Larry Movshin, to support the resolution, “Acceptance – Financial Statements, YTD/March 31, 2023”. The motion was seconded and unanimously carried:

“RESOLVED, Sea Pines Community Services Associates, Inc., Executive Committee, as recommended by the Finance Committee, accepted financial statements, YTD/March 31, 2023, as presented”.

Acceptance – Financial Statements, YE/December 31, 2022, Audited

The balance sheet as of YE/December 31, 2022 was reviewed. Total liabilities and fund balances, on an accrual basis, were \$22,820,495, as compared to prior year, of \$20,961,212.

The income statement as of YE/December 31, 2022, was reviewed. Actual revenues over expenditures were \$1,261,700, as compared to prior year actual, of (\$1,057,897).

A motion was made by Lee Ann Leahy, to support the resolution, “Acceptance – Financial Statements, YTD/December 31, 2022, Audited”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Executive Committee, as recommended by the Finance Committee, accepted financial statements, YE/December 31, 2022, audited and “Report to Board of Directors”, Elliott Davis, May 4, 2023, as presented”.

Discussion – Report to Board of Directors, Elliott Davis, May 4, 2023 – Lee Ann Leahy

- On May 4, 2023, the Audit Subcommittee of the CSA Finance Committee met with the external auditors and financial management;
- CSA received the communications that the Board is required to obtain from the auditors. The audit partner, Cindy Brams, was very complimentary of the preparation of the financial statements and the work for the audit. No adjustments, no disagreements, no material weaknesses or significant deficiencies in internal controls were noted. No adjustments were made to the financial statements either;
- The Audit Subcommittee agreed to accept the report of the external auditors and the audit results and report to the Executive Committee and Finance Committee on May 9, 2023 and to the full Board on May 16, 2023.

Unfinished Business – Chair Ellis

- Appeal briefs for Referendum 2020 litigation, have been filed and part of Public Record;
- Board discussion on E-bikes, ongoing.

New Business

Approval – Amendment, Sea Pines Land Use Rules and Regulations for Residential Property Owners, Long Term and Short Term Tenants, Renamed

A motion was made by David Ellis, to support the resolution, “Amendment, Sea Pines Land Use Rules and Regulations for Residential Property Owners, Long Term and Short Term Tenants, Renamed”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approves amendment to the Sea Pines Land Use Rules and Regulations for Residential Property Owners, Long Term and Short Term Tenants, to be renamed, Sea Pines Community Standards Rules and Regulations for Residential Property Owners, Long Term and Short Term Tenants, as presented”.

Ratify Approval – Encroachment Agreement, Lands End Road, 1

A motion was made by David Ellis, to support the resolution, “Ratify Approval – Encroachment Agreement, Lands End Road, 1”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, ratified the vote on the approval of the encroachment agreement, Lands End Road, 1, as evidenced by the as-built survey Nandina, Inc. d.b.a. Sea Island Land Survey, Inc., Justin R. Kesselring Professional Land Surveyor, April 30, 2023, into Sea Pines CSA open space, as finalized by email”.

Adjournment

A motion to adjourn was made by Chair Ellis. The motion was seconded and unanimously carried.

With no further business to come before the Board, Chair Ellis adjourned the meeting at 10:45 a.m. The next regularly scheduled meeting of the Sea Pines CSA Board of Directors, to be held Tuesday, July 18, 9:30 a.m., via videoconference.

Respectfully Submitted,



Cary Corbitt
Secretary