



Sea Pines Community Services Associates, Inc. (SPCSA)
Board of Directors Meeting
In Person/Videoconference
Tuesday, September 16, 2025, 9:30 a.m.

Agenda

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| 1. <u>Call to Order</u> | Ellis |
| 2. <u>Establishment of Quorum</u> | Ellis |
| 3. <u>Call to Executive Session</u> | Ellis |
| a. Approval – Board of Directors Call to Executive Session * | |
| b. Contracts, Legal, Personnel Matters | |
| 4. <u>Call to Reconvene, 10:00 a.m.</u> | Ellis |
| a. Approval - Possible Actions Related to Executive Session * | |
| 5. <u>Ratify Approval – SPCSA Board of Directors Meeting Minutes, May 20, 2025; SPCSA Annual Meeting Minutes, May 6, 2025 *</u> | Ellis |
| 6. <u>Chair Remarks</u> | Ellis |
| 7. <u>President Remarks</u> | Bennett |
| 8. <u>Management Reports</u> | |
| a. Communications | Fera |
| b. Community Infrastructure | Fredericks |
| c. Community Maintenance | Mayse |
| d. Finance and Administration | Shanahan |
| e. Operations and Special Projects | Henderson |
| f. Safety, Security and Transportation | Count |
| 9. <u>Treasurer Report</u> | |
| a. Acceptance – SPCSA Financial Statements, YTD/July 31, 2025 * | Leahy |
| b. Approval – Amendment, SPCSA Budget, 2025 * | Leahy |
| c. Acceptance – SPCSA Income Tax Return, Form 990, December 31, 2024 * | Leahy |
| d. Update – SPCSA Critical Infrastructure Plan | Leahy |
| e. Overview – Three Year Capital Plan, 2025 – 2028 | Leahy |

10. Unfinished Business Ellis

11. New Business

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| a. Announcement – Resignation/Appointment, SPCSA Board of Directors Vacancy, Class “B”, 2025 | Ellis |
| b. Announcement – Appointment, SPCSA Board of Directors Nominating Committee Chair, Class “B”, 2025 | Ellis |
| c. Announcement – SPCSA Board of Directors Nominating Committee Results, Class “A”, 2025 | Ellis |
| d. Announcement – SPCSA Board of Directors Nominating Committee Results, Class “B”, 2025 | Ellis |
| e. Approval – SPCSA Board of Director/Committee Meeting Schedule, 2026, Draft * | Ellis |
| f. Discussion – Rental Registration Program/Long Term Rentals | Ellis |
| g. Ratify Approval – Critical Infrastructure Project, Otter Road * | Ellis |
| h. Ratify Approval – Encroachment Agreement, 41 Baynard Cove Road, Lot 31, Bulkhead * | Ellis |
| i. Ratify Approval – Encroachment Agreement, 14 South Beach Lane, Audubon Pond, Lot 12 * | Ellis |
| j. Ratify Approval – Encroachment Agreement, 18 Black Tern Road, Audubon Pond, Lot 85 * | Ellis |

12. Adjournment

Q & A Session

* Denotes Action Item



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Resolutions

- Resolution for 3a. **Approval – SPCSA Board of Directors Call to Executive Session:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approves call to Executive Session”.
- Resolution for 5. **Ratify Approval – SPCSA Board of Directors Meeting Minutes, May 20, 2025; SPCSA Annual Meeting Minutes, May 6, 2025:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratifies approval of the SPCSA Board of Directors Meeting Minutes, May 20, 2025; SPCSA Annual Meeting Minutes, May 6, 2025, as finalized by email”.
- Resolution for 9a. **Acceptance – SPCSA Financial Statements, YTD/July 31, 2025:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepts SPCSA financial statements, YTD/July 31, 2025, as presented”.
- Resolution for 9b. **Approval – Amendment SPCSA Budget, 2025:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approves amendment to SPCSA Capital Budget, 2025, to include \$605,045, as presented”.
- Resolution for 9c. **Acceptance – SPCSA Income Tax Return, Form 990, December 31, 2024:**
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepts filing SPCSA Income Tax Return, Form 990, December 31, 2024, as presented”.
- Resolution for 11e. **Approval – SPCSA Board of Directors/Committee Meeting Schedule, 2026, Draft:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, approves SPCSA Board of Directors/Committee Meeting Schedule, 2026, Draft, as presented”.

- Resolution for 11g. **Ratify Approval – Critical Infrastructure Project, Otter Road:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the Critical Infrastructure Project, Otter Road Contract”.
- Resolution for 11h. **Ratify Approval – Encroachment Agreement, 41 Baynard Cove Road, Lot 31, Bulkhead:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 41 Baynard Cove Road, Lot 31, Bulkhead, as evidenced by as-built survey, Surveying Consultants, Inc., Terry G. Hatchell, Registered Land Surveyor, December 4, 2024, onto SPCSA open space, as finalized by email”.
- Resolution for 11i. **Ratify Approval – Encroachment Agreement, 14 South Beach Lane, Audubon Pond, Lot 12:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 14 South Beach Lane, Audubon Pond, Lot 12, as evidenced by as-built survey, T-Square Surveying Company, Inc., William J. Smith, Registered Land Surveyor, December 11, 2024, onto SPCSA open space, as finalized by email”.
- Resolution for 11j. **Ratify Approval – Encroachment Agreement, 18 Black Tern Road, Audubon Pond, Lot 85:**
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 18 Black Tern Road, Audubon Pond, Lot 85 as evidenced by as-built survey, T-Square Surveying Company, LLC, William J. Smith, Registered Land Surveyor, October 14, 2024, onto SPCSA open space, as finalized by email”.