



**Sea Pines Community Services Associates, Inc. (Sea Pines CSA)**

**Sea Pines CSA Board of Directors**

**September 19, 2023**

A regular meeting of Sea Pines Community Services Associates, Inc., Board of Directors, was held on Tuesday, September 19, 2023, via in-person and videoconference.

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

**Absent from Sea Pines CSA Board of Directors, were:** Cary Corbitt, Secretary and Jim Kaskie, Director

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

**Call to Order**

David Ellis, Chair, called the meeting to order at 10:00 a.m., Eastern time.

**Establishment of Quorum**

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

**Call to Executive Session**

There was no call to Executive Session.

**Ratify Approval – Sea Pines CSA Annual Membership Meeting Minutes, May 2, 2023; Sea Pines CSA Board of Directors Meeting Minutes, May 16, 2023; Sea Pines CSA Board of Directors Special Meeting Minutes, August 15, 2023**

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Sea Pines CSA Annual Membership Meeting Minutes, May 2, 2023; Sea Pines CSA Board of Directors Meeting Minutes, May 16, 2023; Sea Pines CSA Board of Directors Special Meeting Minutes, August 15, 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 Annual Membership Meeting Minutes, May 2, 2023; Sea Pines CSA Board of Director Meeting Minutes, May 16, 2023; Sea Pines CSA Board of Directors Special Meeting Minutes, August 15, 2023, as finalized by email”.

**Chair Remarks** – Chair Ellis, Steve Birdwell

- Sea Pines Circle/Greenwood Drive project claims the number one (1) priority facing the community. Project to involve Town of Hilton Head Island, State of South Carolina/DOT and Beaufort County governments. Sea Pines CSA likely to secure their own engineering firm to evaluate and be proactive during project. Greenwood Drive Task Force created to be engaged and monitor project;
- Sea Pines CSA processes and Property Owner interactions to be reviewed and enhanced;
- Architectural Review Corporation to review Architectural Review Board community concerns, operations and procedures;
- Sea Pines Weekly Update contains pertinent information. Property Owners encouraged to read;
- Sea Pines Resort presented with petition, 10% of Property Owners, to call and administer referendum. Referendum to approve electronic vote/signature/transmission for referendum purposes. Ballot package to mail September 22, 2023. Deadline to submit ballot, November 6, 2023. All questions/comments directed to referendum@seapines.com.

**President Remarks** – Sam Bennett

- Appreciation extended to Sea Pines CSA staff members for service during high season, as well as cleanup initiative following Hurricane Idalia.

**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. Count. 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/August 31, 2023, Financial Statements, provided;
- Balance Sheet and Income Statement, reviewed.

**Acceptance – Financial Statements, YTD/August 31 2023** – Victoria Shanahan

The balance sheet as of YTD/August 31, 2023 was reviewed. Total liabilities and fund balances, on an accrual basis, were \$27,675,963, as compared to prior year, of \$20,695,891.

The income statement as of YTD/August 31, 2023, was reviewed. Actual revenues over expenditures were \$7,488,032, as compared to budget and prior year actual, of \$3,443,491 and \$2,024,924, respectively.

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

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, accepted financial statements, YTD/August 31, 2023, as presented”.

Approval – Amendment, Finance Policy, September 19, 2023 – Victoria Shanahan

A motion was made by Lee Ann Leahy, to support the resolution, “Approval – Amendment, Finance Policy, September 19, 2023”. The motion was seconded, unanimously carried and further amended to read:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, approved amendment to the Finance Policy, July 18, 2023, to reflect “purchases under \$20,000 and with a useful life of under three years, will be expensed, not capitalized”, as presented”.

Approval – Budget Adjustments – Victoria Shanahan

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

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, approved recommendation that the President/COO and Vice President/CFO, be given the authority to make adjustments to the budget, of up to \$50,000. The amount cannot exceed \$200,000, between Finance Committee Meetings and each adjustment would be reported at the subsequent meeting”.

Unfinished Business – Chair Ellis

There was no unfinished business to discuss.

New Business

Announcement – Sea Pines CSA Board of Directors Nominating Committee Results, Class “A”, 2023 – David Pardue

Mrs. Sutcliffe-Jones, on behalf of Mr. Pardue, Sea Pines CSA Board of Directors Nominating Committee Chair, announced the Nominees for the Sea Pines CSA Board of Directors Election, Class “A”, 2023: Steven Fricker, Jim Kaskie, Lee Stevens and Andrea Tarbox. For interested persons, Nomination by Petition applications, are due by October 1, 2023.

Announcement – Sea Pines CSA Board of Directors Nominating Committee Results, Class “B”, 2023 – Bob Gossett

Mrs. Sutcliffe-Jones, on behalf of Mr. Gossett, Sea Pines CSA Board of Directors Nominating Committee Chair, announced the Nominee for the Sea Pines CSA Board of Directors Election, Class “B”, 2023: Don Sigmon. For interested persons, Nomination by Petition applications, are due by October 1, 2023.

Approval – Sea Pines CSA Board of Directors/Committee Meeting Schedule, 2024 – Chair Ellis

A motion was made by Chair Ellis, to support the resolution, “Approval – Sea Pines CSA Board of Directors/Committee Meeting Schedule, 2024”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approved the Sea Pines CSA Board of Director/Committee Meeting Schedule, 2024, as presented”.

Approval – Appointment, Greenwood Drive Task Force – Chair Ellis

A motion was made by Chair Ellis, to support the resolution, “Approval – Appointment, Greenwood Drive Task Force”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approved appointment of the Sea Pines CSA Board of Directors Greenwood Drive Task Force Roster: Co-Chairs: Cliff McMackin, Tom Sharp; Members: Cary Corbitt, Bill Johnson, Jim Kaskie, Lea Ann Leahy, Don Sigmon; Ex-Officio: Chair Ellis, Sam Bennett, Joe Count and Victoria Shanahan, as presented”.

Ratify Approval – Encroachment Agreement, 76 Baynard Cove Road, Lot 46 Baynard Cove – Chair Ellis

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Encroachment Agreement, 76 Baynard Cove Road, Lot 46 Baynard Cove”. 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, 76 Baynard Cove, Lot 46 Baynard Cove, as evidenced by as-built survey, Coastal Surveying Co., Inc., Michael R. Dunigan, Professional Land Surveyor, October 26, 2022, onto CSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, 70 Baynard Cove Road, Lot 43 – Chair Ellis

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Encroachment Agreement, 70 Baynard Cove Road, Lot 43”. 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, 70 Baynard Cove Road, Lot 43, as evidenced by as-built survey, Coastal Surveying Co., Inc., Terry G. Hatchell, Registered Land Surveyor, August 2, 2023, onto CSA open space, as finalized by email”.

Discussion – Sea Pines Circle District, Text Amendment – Chair Ellis

A brief discussion regarding the Sea Pines Circle District, Text Amendment and its potential impact on the Sea Pines Community, was held. Sea Pines CSA to stay apprised of all project aspects.

**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 11:30 a.m. The next regularly scheduled meeting of the Sea Pines CSA Board of Directors, to be held Tuesday, November 14, 9:30 a.m., via in person and videoconference.

Respectfully Submitted,

A handwritten signature in blue ink that reads "David W. Ellis". The signature is written in a cursive, flowing style.

David Ellis  
Chair