



Sea Pines Community Services Associates, Inc. (SPCSA)

SPCSA Board of Directors

November 18, 2025

A regular meeting of SPCSA, Inc., Board of Directors, was held on Tuesday, November 18, 2025, via in-person and videoconference.

Present from SPCSA Board of Directors, were: David Ellis, Chair; Jim Kaskie, Vice Chair; Cary Corbitt, Secretary; Lee Ann Leahy, Treasurer; Steve Birdwell, Director; Jessica Haire, Director; Bob Gossett, Director; Bill Johnson, Director; Cliff McMackin, Director; David Pardue, Director; Rick Ray, Director; Dave Schoettmer, Director; Tom Sharp, Director; Don Sigmon, Director; Phil Smith, Director; Andrea Tarbox, Director; Ray Warco, Director

Present from SPCSA Staff, were: Sam Bennett, President/CEO; Victoria Shanahan, Vice President/CFO; Shawn Colin, Vice President/COO; Joe Count, Director of Safety, Security and Transportation; Russell Fredericks, Director of Capital Projects; David Henderson, Director of Sea Pines Forest Preserve and Natural Resources; Jerred Mayse, Director of Maintenance and Facilities; Stephanie Fera, Communications Manager; Sandra Archer, Senior Executive Assistant to President/CEO

Call to Order

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

Establishment of Quorum

With all SPCSA Board Members in attendance, quorum was established.

Call to Executive Session

Approval – SPCSA Board of Directors, Call to Executive Session

A motion was made by Cary Corbitt to support the resolution, “Approval – SPCSA 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

Approval – Board of Directors Call to Reconvene

A motion was made by Chair Ellis to support the resolution, “Approval – Board of Directors Call to Reconvene”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved call to reconvene, 10:00 a.m. No action taken”.

Ratify Approval – SPCSA Board of Directors Meeting Minutes, September 16, 2025

A motion was made by Cary Corbitt, to support the resolution, “SPCSA Board of Directors Meeting Minutes, September 16, 2025”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified approval of the SPCSA Board of Directors Meeting Minutes, September 16, 2025, as finalized by email”.

Chair Remarks – Chair Ellis

- Appreciation extended to Community and Staff. Term as Chair and Board Member to expire December 31, 2025;
- Strategic accomplishments presentation, 2023 – 2025. Areas of discussion included;
- Strategic Leadership and Operations:
 - Governance
 - Leadership and staffing
- Infrastructure Improvement Projects:
 - Major road and stormwater drainage improvement projects
 - Leisure trail projects and improvements
 - Bridge and beach boardwalk improvements
- Stormwater Management
- Environmental Stewardship and Historic Preservation
- Community Services and Operations:
 - Gate operations and traffic management
 - Communications
 - Facility improvements
 - Sea Pines Forest Preserve Foundation, donation of Fish Island from Sea Pines Resort.

President Remarks – Sam Bennett

Remarks given in conjunction with Management Reports.

Management Reports

Sea Pines CSA Management provided updates on their respective departments: Communications, Mrs. Fera; Community Infrastructure, Mr. Fredericks; Community Maintenance and Standards, Mr. Mayse; Finance and Administration, Ms. Shanahan; Operations and Special Projects, Mr. Colin; Safety, Security and Transportation, Mr. Count; Sea Pines Forest Preserve and Natural Resources, David Henderson.

Treasurer Report – Lee Ann Leahy

- Recap of YTD/September 30, 2025, SPCSA Financial Statements, provided;
- Balance Sheet and Income Statements, reviewed.

Acceptance – SPCSA Financial Statements, YTD/September 30, 2025

The Balance Sheet as of YTD/September 30, 2025, was reviewed. Total liabilities and fund balances, on an accrual basis, were \$27,460,028, as compared to prior year, \$28,992,509.

The Income Statement as of YTD/September 30, 2025, was reviewed. Actual revenues over expenditures were \$2,122,336, as compared to budget and prior year actual, \$308,026 and \$5,612,723, respectively.

A motion was made by Lee Ann Leahy, to support the resolution, “Acceptance – SPCSA Financial Statements, YTD/September 30, 2025”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, accepted SPCSA financial statements, YTD/September 30, 2025, as presented”.

Approval – SPCSA Assessment, 2026, Residential Property Owner

A motion was made by Lee Ann Leahy, to support the resolution, “Approval – SPCSA Assessment, 2026, Residential Property Owner”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approves an increase over the 2025 SPCSA Assessment, bringing the 2026 Residential Property Owners Annual Assessment, on an improved lot, from \$2,005 to \$2,065 (\$708 represents the Critical Infrastructure portion of the Assessment) and the 2026 Residential Property Owners Annual Assessment, on an unimproved lot, from \$1,197 to \$1,233 (\$424 represents the Critical Infrastructure portion of the Assessment), as presented”.

Approval – SPCSA Budget, 2026

A motion was made by Lee Ann Leahy, to support the resolution, “Approval – SPCSA Budget, 2026. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approves SPCSA Budget, 2026, as presented”.

Update – SPCSA Critical Infrastructure Plan

- Summary of critical infrastructure expenditures and planned projects, inception through 2028, provided. Presentation available on seapinesliving.com;
- Expected revenues through 2028: Critical Infrastructure Revenue \$30,415,541; Operating Revenue Allocated, \$13,153,152; Total Revenues \$43,568,693.

Unfinished Business – Chair Ellis

There was no unfinished business to discuss.

New Business - Chair Ellis

Appointment – Chair, SPCSA Officer Nominating Committee, 2026

Chair Ellis appointed Larry Movshin, to serve as Chair, SPCSA Officer Nominating Committee, 2026.

Ratify Approval – Vacancy, Class A Board of Directors, 2025

A motion was made by Chair Ellis, to support the resolution, “Ratify Approval – Vacancy, Class A Board of Directors, 2025”. The motion was seconded and unanimously carried:

“RESOLVED, Sea Pines Community Services Associates, Inc., Board of Directors, ratified the vote on approval of the Class A Board of Directors vacancy, to be filled by Jessica Haire, 2025 – 2027, as finalized by email”.

Approval – SPCSA Board of Directors/Committee Meeting Schedule, 2026, Draft, Revised:

A motion was made by Cary Corbitt to support the resolution, “Approval – SPCSA Board of Directors/Committee Meeting Schedule, 2026, Revised”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Board of Directors, approved SPCSA Board of Directors/Committee Meeting Schedule, 2026, Draft, revised, as presented”.

Ratify Approval – Encroachment Agreement, 2 Fawn Lane, Lot 100 Otter Road

A motion was made by Lee Ann Leahy, to support the resolution, “Encroachment Agreement, 2 Fawn Lane, Lot 100 Otter Road”. 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, 2 Fawn Lane, Lot 100 Otter Road, as evidenced by as-built survey, Nandina, Inc. d.b.a. Sea Island Land Survey, Inc., Justin R. Kesselring, Professional Land Surveyor, March 5, 2025, onto SPCSA open space, as finalized by email”.

Ratify Approval – Encroachment Agreement, 33 Baynard Cove Road, Lot 27

A motion was made by Lee Ann Leahy, to support the resolution, “Ratify Approval – Encroachment Agreement, 33 Baynard Cove Road, Lot 27”. 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, 33 Baynard Cove Road, Lot 27, as evidenced by as-built survey, Atlas Surveying BFT, LLC, Jeremy W. Reeder, Professional Land Surveyor, August 5, 2025, onto SPCSA open space, as finalized by email.”

Adjournment

With no further business to come before the Board of Directors, Chair Ellis adjourned the meeting at 11:40 a.m. The next regularly scheduled meeting of the SPCSA Board of Directors, to be held Tuesday, March 3, 2026, 9:30 a.m., via in person and videoconference.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Cary Corbett". The signature is fluid and cursive, with the first name "Cary" and last name "Corbett" clearly distinguishable.

Cary Corbett
Secretary