

**Community Services Associates, Inc.  
Maintenance, Enhancements,  
and Major Projects Committee  
Meeting,  
March 10, 2022**

On March 10, 2022, a regular meeting of the Community Services Associates, Inc., (CSA), Maintenance, Enhancements, and Major Projects Committee Meeting, was held at the CSA Administration Building- Large Conference Room, 175 Greenwood Drive, Hilton Head Island SC, 29928

**Roll Call**

Present:	Stu Rodman Barry Barth Ron Thomas	Bill Pender Marci Tressel	Tom Sharp James Nolan
Ex-Officio:	Sam Bennett		
Absent:	Richard Denny Fritz Smith Dave Borghesi	Don Sigmon Bob Hodde Larry Movshin	Bill Johnson Richard Denny
Staff:	Russell Fredericks	Jerred Mayse	Jody Rockwood

**1. Call to Order**

The meeting was called to order by Tom Sharp, at 9:05 a.m., Eastern Time.

**2. Verify Quorum**

With the majority of Committee Members in attendance, quorum was met.

**3. Ratify Approval of the September 9, 2021 Meeting Minutes**

A motion was made by Tom Sharp, to ratify approval of the September 9, 2021, CSA Maintenance, Enhancements, and Major Projects meeting minutes. The motion was seconded and unanimously carried:

“**RESOLVED**, the Community Services Associates, Inc., Maintenance, Enhancements, and Major Projects, ratified approval of the September 9, 2021, meeting minutes, as finalized by e-mail”.

**4. Unfinished Business**

**a. 1<sup>st</sup> Quarter Business/Ongoing Projects – Capital Improvement Projects**

Russell Fredericks advised on Capital Improvement Projects since last meeting in late 2021. Russell told of the completed 4 miles of ditches that were cleaned to aid the master stormwater system to process water through to the 2 locations that the water is directed into the Calibogue Sound. There are 70 lagoons that tie into the ditch drainage system. CSA and the Town of Hilton Head have replaced a pipe in the Wren Pond area to aid in the master stormwater drainage system. This new pipe was needed due to the old pipe failing and water not flowing properly due to oysters

and muscles inhabiting the pipe and stopping water movement. Boardwalk 15 is completed and reopen after being redone to go over the growing dunes. Boardwalk 17 is next on the list to update. 3 Kiosk pull offs have had the pavers installed along the leisure trail system in Sea Pines, for a total of 9 newly updated kiosks. South Beach and to North Sea Pines Drive is the next area that will be survived for drainage and roadwork updates. North Sea Pines Drive has been a learning experience as many utility conflicts and water issues were found along the way as digging began. A few new crosswalks have been added to allow guests' better access to the beach walks. The Lawton intersection on North Sea Pines Drive has been reconfigured as part of the updated traffic pattern that is happening during the drainage and road work updated along the oldest main road in Sea Pines. North Sea Pines Drive is entering into the last phases of paving the road and leisure trails and landscaping enhancements are coming soon.

**b. 1<sup>st</sup> Quarter Business/Ongoing Projects-Maintenance and Facilities**

Jerred Mayse spoke about the general tasks that the maintenance team is currently doing to prep the community for the spring guests and the Heritage Tournament. The staff has been power washing fences and around the gate areas, cleaning up for a cement spill on Greenwood Drive as well as laying pine straw along the major roadways. The drainage team has been cleaning catch basins and making repairs to or replacing sections of storm water pipes along Greenwood Drive. The drainage team is also continuing with cleaning ditches and stormwater pipes thought the community. There have been many asphalt repairs throughout the community due to root intrusion causing the road to have cracks, raised broken asphalt as well as wear and tear from increased visitor traffic. The lagoon staff are hard at work cleaning and treating lagoons and maintaining the gates in the community to allow the water to flow through the system to maintain the levels in the lagoons. Jerred has had tree contractors in to trim along beach walks and leisure trails. As well as removing any hazardous trees around the community. The CSA building at 175 Greenwood Drive has been recently painted and had many smaller updated inside and out.

**5. New Business**

**1. Task Force Subcommittee Assignments**

MEMP will be trying a new format this year, subcommittees. The subcommittees were designed to help the MEMP committee and the Maintenance team address a few key areas, Mailboxes and Debris collection. The goal of the 2 new task forces is to take a fresh look at 2 not so new or spectacular topics, but still an everyday issues for the team and community. The task force structure will be made up of some committee members and CSA staff to get a fresh perspective. Each subcommittee will come up with a few ideas on ways that each issues can be helped to ease the burden of the maintenance team as well as maximize the benefit to the community. The Communications team will continue to send out updates regarding progress/changes the MEMP committee recommends to the Board of Directors in August 2022. Each subcommittee will be responsible for including a budget/spending allocation modifications that occur due to their recommendations

**2. CSA Infrastructure Take Force**

The task force is compiled of a members from CSA committees, MEMP, Finance and Executive. The task force has been reviewing the roadway and drainage concerns through the community and reviewing list of priorities for the next 10 years. Cranston Engineering has been conducting an analysis of the infrastructure needs with CSA for the next few years in a rolling 3 year cycle. The plan is to be as transparent as possible with the community with the project goals, timelines and cost/budget progress. In conjunction with the Communications team to highlight before, during and after photos so community can see the improvements especially drainage under the road. Cranston has included in their forecasts contingencies and price increases reviewing past projects to ensure a well-rounded budget forecast.

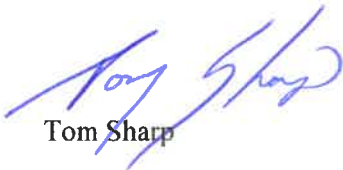
**6. Other Business**

**7. Adjournment**

With no further business to come before the Committee, Tom Sharp adjourned the meeting at 9:43 a.m.

The next scheduled meeting, of the Community Services Associates, Inc., Maintenance, Enhancements, and Major Projects Committee, is May 5, 2022 at 9 a.m., at the CSA Administration Building- Large Conference Room, 175 Greenwood Drive, Hilton Head Island SC, 29928

Respectfully Submitted,



Tom Sharp

Chair