



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

**Sea Pines CSA Community Infrastructure and Maintenance Committee Meeting
August 28, 2025**

A regular meeting of Sea Pines CSA Board of Directors Community Infrastructure and Maintenance Committee, was held on Thursday, August 28, 2025, via in-person and videoconference.

Present from the Sea Pines CSA Community Infrastructure and Maintenance Committee, were: Bill Johnson, CSA Director/Chair; John Apostle, Member; Barry Barth, Member; Frederick Smith, Member; Marci Tressel, Member; Joe Macrina, Member

Absent from the Sea Pines CSA Community Infrastructure and Maintenance Committee, were: Paul Crunkleton, Member; James Nolan, Member; Jessica Haire, Member; Don Sigmon, CSA Director/Member

Present as Ex-Officio, was: David Ellis, Sea Pines CSA Chair; Sam Bennett, Sea Pines CSA President/CEO

Present from Sea Pines CSA., were: Victoria Shanahan, Vice President/CFO; Jerred Mayse, Director of Maintenance and Facilities; Sandra Archer, Senior Executive Assistant; Stephanie Fera, Communications Manager; Kate Grab; Maintenance Administrative Assistant, Jessica Muller, Community Standards Officer

Call to Order

The meeting was called to order by Bill Johnson, Chair, at 9:00 a.m., Eastern time.

Establishment of Quorum

With a majority Community Infrastructure and Maintenance Committee Members in attendance, quorum was met.

**Ratify Approval – Community Infrastructure and Maintenance Committee Meeting
Minutes, May 1, 2025**

A motion was made by Chair Johnson, to support the resolution, “Ratify Approval – Community Infrastructure and Maintenance Committee Meeting Minutes, May 1, 2025”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Community Infrastructure and Maintenance Committee, ratified approval of the May 1, 2025, Community Infrastructure and Maintenance Committee Meeting Minutes, as finalized by email”.

Capital Improvement – Sam Bennett

- Harbour Town did not flood for the first time in years, regardless of the amount of rain we had received during the month of August – which was recorded at thirty inches.
- Mizzenmast area is going to be the new area of focus after Lighthouse Lane and Otter Road.
- Major project: Otter Road – remove all infrastructure/stormwater and replace it, rerouting it.
 - Mizzenmast and Otter project is similar as they are also patio lot communities.
 - Drainage system was installed before homes, some only have five feet of working space between the homes, cannot fix pipes that are in those areas with the existing infrastructure due to access restrictions.

Maintenance – Jerred Mayse

- Control structures around the sound have been deteriorated for years, town responsibility but has not been improved/fixed. Lagoons closed off, manually pumped to drain.
 - Town agreed to let CSA fix the control structures and the town will reimburse CSA for the work- Work will be conducted from an outside Contractor.
- It was unanimously agreed that the discussion regarding the rainwater comparison was well received. It was suggested that the information should be sent out via email with our CSA Communications and Marketing e-blast. The goal of the email is to educate homeowners regarding the importance of not only the statistics of the rainfall but also how CSA's proactive measures have improved overall stormwater clearance.

Unfinished Business

- Working with the Finance Committee to put together a three-year rolling plan for our critical infrastructure spending.
- Once the plan is finalized, it will be presented to the Committee.
- Reserve Study is also being revisited, and the process will be shared within the Committee – last update was 2020.

New Business

- Flooding roadways – four to five areas that need to be addressed, that do not have existing infrastructure but CSA has slated the larger project that tie in these areas for future development.
- Greenwood Drive/Magnolia Crescent – working on that area to alleviate the excessive flooding.

Adjournment

With no further business to come before the Sea Pines CSA Community Infrastructure and Maintenance Committee, Chair Johnson adjourned the meeting at 9:50 a.m.

Respectfully Submitted,

Bill Johnson
Chair