



## **Sea Pines Community Services Associates, Inc. (SPCSA)**

### **SPCSA Community Infrastructure and Maintenance Committee Meeting**

**May 1, 2025**

A regular meeting of SPCSA Board of Directors Community Infrastructure and Maintenance Committee, was held on Thursday, May 1, 2025, via in person and videoconference.

**Present from the SPCSA Community Infrastructure and Maintenance Committee, were:** Barry Barth, Member; Jessica Haire, Member; Don Sigmon, SPCSA Director/Member; Frederick Smith, Member; Marci Tressel, Member; Ed Warner, Member

**Absent from the SPCSA Community Infrastructure and Maintenance Committee, were:** Bill Johnson, SPCSA Director/Chair; John Apostle, Member; Paul Crunkleton, Member; Joe Macrina, Member; James Nolan, Member

**Present as Ex-Officio, were:** Sam Bennett, SPCSA President/CEO; David Ellis, SPCSA Chair

**Present from SPCSA, were:** Victoria Shanahan, Vice President/CFO; Russell Fredericks, Director of Capital Projects and Community Development; Jerred Mayse, Director of Maintenance and Facilities; Sandra Archer, Senior Executive Assistant to President/CEO; Stephanie Fera, Communications Manager

**Guests present, were:** Lee Ann Leahy, SPCSA Treasurer

### **Call to Order**

The meeting was called to order by Sam Bennett, SPCSA President/CEO, at 9:03 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, February 27, 2025**

A motion was made by Barry Barth, to support the resolution, “Ratify Approval – Community Infrastructure and Maintenance Committee Meeting Minutes, February 27, 2025”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Community Infrastructure and Maintenance Committee, ratified approval of the February 27, 2025, Community Infrastructure and Maintenance Committee Meeting Minutes, as finalized by email”.

### **Capital Improvement**

#### **Capital Improvements Updates – Russell Fredericks**

- South Sea Pines Drive – Final Phase (5) recently completed
- Lighthouse Lane Phase 2
  - Project work starts May 6 and will continue through June 2025
  - Most of the work will be completed within 3 weeks

- Crossing 18 fairway at Harbour Town Golf Links to replace the area's drainage outfall which goes out to the Calibogue Sound
  - Work coincides with the closure of Harbour Town Golf Links
- Otter Road/Fawn Lane Infrastructure Improvement Project
  - Investigative work for underground utilities in progress
  - Project start planned for Fall 2025
- Club Course Drive/Ivy Road Leisure Trail
  - Scheduling to begin in May
- Greenwood Drive Infrastructure Improvement Project
  - Topographical survey in progress; ribbons will be removed upon survey completion
  - Project is planned for 2026

## **Maintenance**

### **Maintenance Department Presentation – Jerred Mayse**

- Recently completed projects:
  - Forestry mulching for improved stormwater access,
  - Greenwood Gate enhancements including landscaping, new sign at gate, and green screening on leisure trail near storage area behind Harris Teeter;
  - Tree maintenance- Roadside pruning;
  - Bi-annual pine straw refresh;
  - Community signage refresh
- Lagoon bank stabilization in the Live Oak area is in progress to help reduce erosion
- Community Standards YTD report:
  - 377 violations YTD
    - 32% Landscaping; 19% Architectural; 16% Maintenance; 10% Unsightly
    - 94% addressed and in compliance
    - 14 went to stage 2 violation
    - 6 went to stage 3 violation
    - 2 went to stage 4 violation

## **New Business**

### **Updates for Committee - Sam Bennett**

- CIM community infrastructure trolley tour to be scheduled;
- The Town of Hilton Head Island will be using Parcel 1 as storage for their Beach Renourishment project at South Beach (schedule TBA);
- The Finance Committee is finalizing the three-year Capital Plan. The plan will then be shared with this committee;
- SPCSA hired an engineering firm to evaluate our bridges.

## **Adjournment**

With no further business to come before the SPCSA Community Infrastructure and Maintenance Committee, Sam Bennett, SPCSA President/CEO, adjourned the meeting at 9:29 a.m. The next regularly scheduled meeting of the SPCSA Community Infrastructure and Maintenance Committee, to be held Thursday, August 28, 2025, 9:00 a.m., via in-person and videoconference.

Respectfully Submitted,

Sam Bennett  
SPCSA CEO/President