



**Sea Pines Community Services Associates, Inc.  
Community Infrastructure, Maintenance and Standards Committee (CIMS)  
Charter 2023**

**1. Purpose:**

This Committee is a committee of the Board established under Article VIII, Section 2 of the Sea Pines CSA Bylaws. This committee is advisory in nature to the Board with the purpose of providing recommendations to the Board on the responsibilities assigned by the Board or Board Chair. Committees may be established or sunset by the Board, based on the needs of the community. The Board may amend this charter at any time.

**2. 2023 Committee Responsibilities:**

To carry out the CIMS Committee responsibilities assigned by the Sea Pines CSA Board, three task forces have been established to provide focus, expertise, and insight, they include (1) Community Infrastructure, (2) Maintenance, and (3) Community Standards. The Committee Chair may assign committee members to each task force as he or she deems appropriate.

The responsibilities of this Committee are outlined below by task force assignment:

**1) Community Infrastructure Task Force**

- a. Review and recommend for Sea Pines CSA Board approval the Annual Operating Plan for Infrastructure and Capital Improvements, including Critical Infrastructure Referendum funded projects.
- b. Review and recommend for Sea Pines CSA Board approval, a comprehensive short and long term funded strategic Capital Improvement Plan (CIP) that meets Critical Infrastructure Referendum goals and objectives. Plan to be reviewed annually to ensure projects are completed on time and within budget.
- c. Communicate with the CIMS Committee Chair regarding the long-term condition and improvement needs of the Sea Pines Community's infrastructure assets including Roads, Pathways, Lagoons, Common Areas, Storm Water Drainage and Building Structures.
- d. Work with staff to identify CSA Reserve Study shortfalls and make recommendations accordingly.
- e. Work with staff to identify, review, and recommend Community Infrastructure improvements outside the current Critical Infrastructure funding scope of work.

**2) Maintenance Task Force**

- a. Review and bring a recommendation for Sea Pines CSA Board approval on the Annual Operating Plan for the Sea Pines Community Maintenance Department.
- b. Review the Maintenance Reserve Study and recommend to the Sea Pines CSA Board updates or additions necessary.
- c. Provide Interim reports as the Board or Board Chair requires regarding results of operations, major projects, capital expenditures, comparison to budgets, and projected yearend

forecasted results, highlighting areas of concern or opportunities.

**3) Community Standards Task Force**

- a. Review the Land Use Management Rules for clarity, enforcement, communication and education and make recommendations as directed by the Board or Board Chair to the Sea Pines CSA Board for any necessary updates.
- b. Evaluate and recommend for Sea Pines CSA Finance Committee consideration, expenditures to accomplish Board approved actions.
- c. Provide reports as the Board or Board Chair requires regarding the total number of open and closed Property Violations.

**3. Committee Membership & Terms:**

- a. Committees shall have no more than nine (9) members, excluding Board members, unless a larger membership is deemed appropriate for a particular purpose by the Chair of the Board.
- b. Members of a committee serve three-year terms and may not serve more than two (2) consecutive terms.
- c. Ex Officio Members – Sea Pines CSA Board Chair and the Sea Pines CSA President.

**4. The Committee Does Not:**

- a. Authorize distributions;
- b. Approve, or recommend to Members, dissolution, merger, or the sale, pledge, or transfer all, or substantially all, of the corporation's assets;
- c. Select, appoint, or remove Directors; or fill vacancies on the Board, or on any of its Committees;
- d. Adopt, amend or repeal the Articles or Bylaws.

**Approved, Sea Pines CSA Board of Directors, February 21, 2023.**



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Cary Corbitt  
Secretary, Sea Pines CSA Board of Directors