



**Sea Pines Community Services Associates, Inc.**

**Sea Pines CSA Board of Directors Meeting**

**February 21, 2023**

A regular meeting of Sea Pines Community Services Associates, Inc., (CSA), Board of Directors, was held on Tuesday, February 21, 2023, via in-person and videoconference.

**Present from Sea Pines CSA Board of Directors, were:** David Ellis, Chair; Bill Johnson, Vice Chair; Cary Corbitt, Secretary; Lee Ann Leahy, Treasurer; Steve Birdwell, Director; Ann Esposito, Director; Bob Gossett, Director; Jim Kaskie, Director; Cliff McMackin, Director; Charlie Miner, Director; Larry Movshin, Director; David Pardue, Director; Tom Sharp, Director; Don Sigmon, Director; Greg Thomson, Director and Ray Warco, Director

**Absent from Sea Pines CSA Board of Directors, was:** Rick Ray, Director

**Present from Sea Pines CSA Staff, were:** Sam Bennett, President; Victoria Shanahan, Vice President/CFO; Russell Fredericks, Director of Capital Projects; David Henderson, Director of Special Projects and Operations; Jerred Mayse, Director of Community Maintenance & Standards; Amanda Sutcliffe-Jones, Director of Communications and Sandra Archer, Executive Administrator

**Call to Order**

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

**Establishment of Quorum**

With the majority of Board Members in attendance, quorum was established.

**Call to Executive Session**

**Approval – Sea Pines CSA Board of Directors, Call to Executive Session**

A motion was made by Chair Ellis to support the resolution, “Approval – Sea Pines CSA 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, 10:05 a.m.**

**Approval – Possible Actions Related to Executive Session**

Sea Pines CSA Board of Directors meeting reconvened at 10:05 a.m. No actions were taken.

**Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, November 15, 2022/Organizational Meeting Minutes, January 17, 2023**

A motion was made by Cary Corbitt, to support the resolution, “Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, November 15, 2022/Organizational Meeting Minutes, January 17, 2023”. The motion was seconded and unanimously carried:

**“RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratified approval of the Sea Pines CSA Board of Directors Meeting Minutes, November 15, 2022/Organizational Meeting Minutes, January 17, 2023, as finalized by email”.

**Chair Remarks** – Chair Ellis

- Board of Directors, 2023, experienced large turnover in membership. Retired from Board were: Carolyn Adams, Dave Borghesi, Mark King and Rich Speer. Positions filled by: Ray Warco, Lee Ann Leahy, Rick Ray and Ann Esposito, respectively;
- Sea Pines Covenants dictate membership of the Board of Directors be comprised of: 9 Residential Property Owners (elected), 4 Commercial Property Owners (elected) and 4 Resort Appointees (appointed);
- Mrs. Leahy, Mrs. Esposito and Mr. Warco were welcomed to the Board and each provided brief background statements. Chair Ellis provided statement from Mr. Ray;
- Mr. Movshin thanked for his leadership as Chair the last several years, in particular the success in securing the process to fund critical infrastructure;
- Several Committees found to be overlapping and restructure is underway;
- As appropriate, Community feedback and participation in issue solving, to be sought;
- Community feedback regarding e-bikes resulted in excess of 500 comments. Community is very divided. Task Force, to include Residential Property Owners, to be initiated.

**President Remarks** – Sam Bennett

- Thanks and appreciation extended to Mr. Movshin for his years of service and leadership, as Chair;
- Director of Safety, Security and Transportation, Toby McSwain, tendered resignation;
- Captain Coleman, assuming department responsibilities, until Chief of Security secured;
- RBC Heritage Golf tournament, second week of April, has comprehensive tournament operation plan, in place;
- Plantation Drive waterline/repaving and Braddock Creek/Harbour Town dredging, both currently underway, are not Sea Pines CSA projects.

**Management Reports**

Sea Pines CSA Department Heads provided updates on their respective departments: Community Infrastructure, Mr. Fredericks; Community Maintenance and Standards, Mr. Mayse; Communications, Mrs. Sutcliffe-Jones; Finance and Administration, Ms. Shanahan; Operations and Special Projects, Mr. Henderson and Safety, Security and Transportation, Mr. Bennett.

**Financial Report** – Victoria Shanahan

- YE financial statements not available, pending audit;
- 2022 ended with \$1.2M positive fund balance, attributable to \$3.9M critical infrastructure billing, not available in the past. Approximately \$3.1M of the critical infrastructure revenue spent to date. Critical Infrastructure fund balance positive, \$1M+;
- \$3.6M in major projects and repairs spent this year;
- Budget, 2023, to be amended to reflect unspent funds from budgeted projects not completed in 2022.

### **Unfinished Business**

#### **Approval – Sea Pines CSA Board of Directors/Committee Meetings Schedule, 2023**

A motion was made by Chair Ellis to support the resolution, “Approval – Sea Pines CSA Board of Directors/Committee Meetings Schedule, 2023”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved the Sea Pines CSA Board of Directors/Committees Meetings Schedule, 2023, as presented”.

### **New Business**

#### **Announcement – Date of Record, Annual Meeting, 2023 – Chair Ellis**

There was no discussion.

#### **Approval – Sea Pines CSA Board of Directors Committee Membership Rosters, 2023**

A motion was made by Chair Ellis to support the resolution, “Approval – Sea Pines CSA Board of Directors Committee Membership Rosters, 2023”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approves the Sea Pines CSA Board of Director/Committee Membership Rosters, 2023, to include: Community Infrastructure, Maintenance and Standards; Executive; Finance; Gate Entry & Rental Management and Safety, Security & Transportation, as presented”.

#### **Approval – Sea Pines CSA Board of Directors Committee Charters, 2023**

A motion was made by Chair Ellis to support the resolution, “Approval – Sea Pines CSA Board of Directors Committee Charters, 2023”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved the Sea Pines CSA Board of Director Committee Charters, 2023, to include: Community Infrastructure, Maintenance and Standards; Executive and Finance, as presented”.

### **Call to Recess**

Chair Ellis called the meeting to recess, 11:05 a.m., Eastern time.

### **Re-Call to Order**

Chair Ellis, re-called the meeting to order, 11:30 a.m., Eastern time.

### **Re-Call to Executive Session**

A motion was made by Chair Ellis to support the resolution, “Approval – Sea Pines CSA Board of Directors, Re-Call to Executive Session”. The motion was seconded and unanimously carried:

“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approved re-call to Executive Session”.

**Call to Reconvene, 11:55 a.m.**

Sea Pines CSA Board of Directors meeting reconvened at 11:55 a.m. No actions were taken.

**Adjournment**

With no further business to come before the Board, Chair Ellis adjourned the meeting at 11:55 a.m. The next regularly scheduled meeting of the Sea Pines CSA Board of Directors, to be held Tuesday, March 21, 2023, 9:30 a.m., via videoconference.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Cary Corbitt", with a stylized flourish at the end.

Cary Corbitt  
Secretary