



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

**Board of Directors Meeting**

Videoconference

Tuesday, September 19, 2023, 9:30 a.m.

**Agenda**

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|---|-----------------|
| 1. <u>Call to Order</u>   | Ellis           |
| 2. <u>Establishment of Quorum</u>   | Corbitt         |
| 3. <u>Call to Executive Session</u>   | Ellis           |
| a. Approval – Board of Directors Call to Executive Session *  |                 |
| b. Contracts, Legal, Personnel Matters  |                 |
| 4. <u>Call to Reconvene, 10:00 a.m.</u>   | Ellis           |
| a. Approval - Possible Actions Related to Executive Session *   |                 |
| 5. <u>Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, May 16, 2023; Sea Pines CSA Annual Membership Meeting Minutes, May 2, 2023; Sea Pines CSA Board of Directors Special Meeting Minutes, August 15, 2023 *</u> | Corbitt         |
| 6. <u>Chair Remarks</u>   | Ellis           |
| 7. <u>President Remarks</u>   | Bennett         |
| 8. <u>Management Reports</u>  |                 |
| a. Community Infrastructure   | Fredericks      |
| b. Community Maintenance and Standards  | Mayse           |
| c. Communications, Governance and Planning  | Sutcliffe-Jones |
| d. Finance and Administration   | Shanahan        |
| e. Operations and Special Projects  | Henderson       |
| f. Safety, Security and Transportation  | Count           |
| 9. <u>Financial Report</u>  |                 |
| a. Acceptance – Sea Pines CSA Financial Statements, YTD/August 31, 2023 *   | Shanahan        |
| b. Approval – Amendment, Finance Policy, September 19, 2023 *   | Shanahan        |
| c. Approval – Budget Adjustments *  | Shanahan        |

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| 10. <u>Unfinished Business</u>   | Ellis   |
| 11. <u>New Business</u>  | Ellis   |
| a. Announcement – Sea Pines CSA Board of Directors Nominating Committee Results, Class “A”, 2023 | Pardue  |
| b. Announcement – Sea Pines CSA Board of Directors Nominating Committee Results, Class “B”, 2023 | Gossett |
| c. Approval – Sea Pines CSA Board of Directors/Committee Meeting Schedule, 2024 *                | Ellis   |
| d. Approval – Appointment, Greenwood Drive Task Force *  | Ellis   |
| e. Ratify Approval – Encroachment Agreement, 76 Baynard Cove Road, Lot 46 Baynard Cove *         | Ellis   |
| f. Ratify Approval – Encroachment Agreement, 70 Baynard Cove Road, Lot 43 *                      | Ellis   |
| 12. <u>Adjournment</u>   | Ellis   |

Q & A Session

\* Denotes Action Item



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**Resolutions**

- Resolution for 3a.     **Approval – Sea Pines CSA Board of Directors Call to Executive Session:**  
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approves call to Executive Session”.
- Resolution for 5.     **Ratify Approval – Sea Pines CSA Board of Directors Meeting Minutes, May 16, 2023; Sea Pines CSA Annual Membership Meeting Minutes, May 2, 2023; Sea Pines CSA Board of Directors Special Meeting Minutes, August 15, 2023:**  
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratifies approval of the Sea Pines CSA Board of Director Meeting Minutes, May 16, 2023; Sea Pines CSA Annual Membership Meeting Minutes, May 2, 2023; Sea Pines CSA Board of Director Special Meeting Minutes, August 15, 2023, as finalized by email”.
- Resolution for 9a.     **Acceptance – Financial Statements, YTD/August 31, 2023**  
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, accepts financial statements, YTD/August 31, 2023, as presented”.
- Resolution for 9b.     **Approval – Amendment, Finance Policy, September 19, 2023**  
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, approves amendment to the Finance Policy, September 19, 2023, to reflect “purchases under \$20,000, with a useful life of under three years, will be expensed, not capitalized”, as presented”.
- Resolution for 9c.     **Approval – Budget Adjustments**  
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Finance Committee, approves recommendation that the President/COO and Vice President/CFO, be given the authority to make adjustments to the budget, of up to \$50,000, with Finance Committee approval. The amount cannot exceed \$200,000, between Finance Committee Meetings and each adjustment would be reported at the subsequent meeting”.

- Resolution for 11c.     **Approval – Sea Pines CSA Board of Directors/Committee Meeting Schedule, 2024**  
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, approves the Sea Pines CSA Board of Director/Committee Meeting Schedule, 2024, as presented”.
- Resolution for 11d.     **Approval – Appointment, Greenwood Drive Task Force**  
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, as recommended by the Executive Committee, approved appointment of the Sea Pines CSA Board of Directors Greenwood Drive Task Force Roster: Co-Chairs: Cliff McMackin, Tom Sharp; Members: Cary Corbitt, Bill Johnson, Jim Kaskie, Lee Ann Leahy, Don Sigmon; Ex-Officio: Chair Ellis, Sam Bennett, Joe Count, Victoria Shanahan, as presented”.
- Resolution for 11e.     **Ratify Approval – Encroachment Agreement, 76 Baynard Cove Road, Lot 46 Baynard Cove**  
“**RESOLVED**, Sea Pines Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 76 Baynard Cove Road, Lot 46 Baynard Cove, as evidenced by as-built survey, Coastal Surveying Co., Inc., Michael R. Dunigan, Professional land Surveyor, October 26, 2022, onto CSA open space, as finalized by email”.
- Resolution for 11f.     **Ratify Approval – Encroachment Agreement, 70 Baynard Cove Road, Lot 43**  
“**RESOLVED**, Community Services Associates, Inc., Board of Directors, ratifies the vote on the approval of the encroachment agreement, 70 Baynard Cove Road, Lot 43, as evidenced by as-built survey, Coastal Surveying Co., Inc., Terry G. Hatchell, Registered Land Surveyor, August 2, 2023, onto CSA open space, as finalized by email”.