

# **COMMUNITY SERVICES ASSOCIATES, INC.**

## **SEA PINES MAINTENANCE PROJECTS**

**FOR THE YEARS:**

**2010, 2011 and 2012**

Prepared for:

The Board of Directors of Community Services Associates

Prepared by:

The CSA Maintenance Committee

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## **SUMMARY SECTION**

### Introduction

This maintenance action plan has been developed to provide the CSA Board of Directors, Committee Chairmen and Department Heads with a long-term projection of funding requirements to create, maintain, upgrade and renew CSA assets within Sea Pines. Plan detail is presented by project category as well as by annual programs for the years 2010, 2011 and 2012.

### Philosophy Statement

The Maintenance Committee, with the approval of the CSA Board of Directors, will plan and oversee the development and implementation of a long-term maintenance program that optimizes the use of available CSA funds and manpower.

## Three-Year Plan Summary

Following is a summary of the funds required for the projects recommended by the Maintenance Committee:

Projects	Page	2010	2011	2012
<b>Roads</b>				
Resurfacing	13/14	<b>\$451,900.00</b>	<b>\$687,000.00</b>	<b>\$636,700.00</b>
<b>Water Management</b>				
Cleanout & Renovations	19	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>
<b>Bike Trails, Beachwalks &amp; Recreation</b>				
Improvements	23/24	<b>\$65,000.00</b>	<b>\$65,000.00</b>	<b>\$65,000.00</b>
<b>Facilities</b>				
CSA Maintenance Building Renovations and Improvements	26	<b>\$74,230.00</b>	<b>\$47,200.00</b>	<b>\$75,200.00</b>
<b>Totals</b>		<b>\$641,130.00</b>	<b>\$849,200.00</b>	<b>\$826,900.00</b>

## **COMMITTEE MEMBERS - 2010**

### *Regular Members (Property Owners)*

Kathy Carter (Chairperson)

Emory Logan

Gerry Schroeter

David Wright

Al Mason

Paul Crunkleton

Don Sigmon

Marshall Stone

Steve Alfred

### *Ex-Officio Members*

Cary Kelley

Frank Nettles

Tracey McNeill

## **COMMITTEE PLANNING PRINCIPLE**

### Purpose

- \* To develop an on-going Maintenance Project Plan for the years 2010, 2011 and 2012.

### In A Way That

- \* Encourages participation by all Committee Members
- \* Seeks out contribution by other Committees of the CSA Board
- \* Addresses maintenance issues in Sea Pines
- \* Is supported by logic and reasoning

### So That

- \* We are able to gain the support of the Committee, CSA Board Committees, and CSA Board Members in creating, prioritizing and implementing a 3-year maintenance plan relevant to the maintenance needs of Sea Pines.

## **COMMITTEE BELIEFS**

In order to define our mission for the next 3 years and develop a better understanding of our role in creating a long-term maintenance plan, the Committee felt it necessary to discuss and define our basic beliefs concerning the relationship between Sea Pines current maintenance needs and the maintenance function.

As a result of these discussions, the Committee agreed that the following beliefs should govern the overall direction of the Maintenance Plan.

- \* Sea Pines' maintenance goal is to be the best maintained residential community on the East Coast.
- \* Sea Pines must be an aesthetically attractive place to live.
- \* The maintenance needs of the community will drive the

selection of maintenance projects.

- \* The focus of maintenance planning must be on maintenance needs vs. budgeting criteria.
- \* A maintenance project must be a long-term solution to a problem. Maintenance operations are responsible for short-term solutions to recurring problems.
- \* A maintenance project to be selected, must conform to a Committee belief, must be defined, must adhere to a standard, and must contain appropriate action elements and budgetary estimates.
- \* Committee project consideration should include roads, trails, beachwalks, lagoons, recreation, safety, fencing, roadside enhancements (signage, mailboxes) and facilities.
- \* Sea Pines residential areas should not be citified (excessive use of curbs and street lights).
- \* All roads and bike trails in Sea Pines should be smooth, safe and well drained.
- \* Potentially dangerous intersections must be identified and redesigned. If necessary, appropriate signage and lighting should be erected.
- \* Lagoons and waterways should be clear, free of weeds, algae and fish kills.
- \* All signage should be uniform, attractive, easy to read and designed for long life.
- \* Maintenance project detail should be available to Sea Pines residents when requested for a legitimate purpose.
- \* The Committee should develop a plan to effectively communicate Committee actions to residents.

- \* The Committee should be proactive in working with the Beautification Committee to improve the aesthetics and amenities of the community at large.
- \* Staff will update the Reserve Study annually to reflect all work performed.

## **COMMITTEE MISSION STATEMENT**

The Committee will maintain the natural beauty of Sea Pines while providing residents with safe trails and roadways, efficient drainage systems, clean lagoons and attractive open spaces.

## **COMMITTEE STRATEGY STATEMENT**

Resources (funds and man power) will be allocated in a way that prioritizes maintenance objectives over a three-year period and provides continuity in planning, funding and executing the agreed upon maintenance projects.

## **PROJECT DEFINITIONS**

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## PROJECT - ROADS

Detailed descriptions of the Committee road classifications and resurfacing standards are referenced in the W.K. Dickson Road Report. Copies are available from CSA Maintenance Department.

### Beliefs

- \* Sea Pines roads should have smooth wearing surfaces, be well drained and exhibit limited settlement, stress cracks and root intrusion.
- \* Sea Pines roads should be safe, properly marked and appropriately signed. They should be curbed where necessary.
- \* All major roads should be striped with yellow or white thermoplastic overlay rather than paint.
- \* All major road should have reflective pavement markers along the centerline and on both edges.
- \* Intersections should be well designed, safe and reflect primary traffic patterns.
- \* Major roads, properly surfaced, should be replaced as needed according to the information in the W.K. Dickson report. See appendix A for detailed information.

### Strategy

- \* Maintain a rating system that will identify resurfacing needs based on the condition of roads.
- \* Establish appropriate standards for construction, resurfacing and marking our roadways.
- \* Review and classify on a continuing basis all roads within Sea Pines by road type and wear condition.

## Standards

- \* Roads must meet or exceed county and South Carolina guidelines and standards for safety and construction.
- \* Roads that received the lowest grade in the Dickinson Report should be scheduled for resurfacing during this 3-year plan.
- \* Resurfacing - Major roads must have 220 pounds per square yard of asphalt or 2" thickness; secondary roads must have 180 pounds per square yard or 1 1/2" thickness and tertiary roads and parking lots must have 135 pounds per square yard or 1 1/4" thickness.

## Program

- \* Rating Procedure - A weighted rating system (see Appendix A) has been developed that allows for the evaluation of each road on the basis of wearing surface (50%), stress cracks (25%), settlement (15%) and root intrusion (10%). An average factor is calculated for each road resulting in a rating of A (best) and D (worst).
- \* Repaving Priorities - The priorities for repaving projects are based on:
  1. Projects required in conjunction with PSD sewer and water line work.
  2. Previously identified high priority projects deferred due to budgetary restraints.
  3. Lowest rated roads in the Dickinson Study.

## ROAD RESURFACING Three-Year Plan

	Last Improved	Estimated Cost
<b>2010</b>		
Otter Road	1993	140,000.00
Fawn	1993	17,500.00
Fox	1991	7,300.00
Possum	1993	10,200.00
Beaver	1993	4,400.00
Pine Island Road	1993	44,600.00
Pine Island Drive	1990	35,000.00
Lawton Road	1992	57,000.00
Pender	1994	9,700.00
Sorgum	1994	5,800.00
Cotton	1994	7,900.00
Rice	1994	7,500.00
Whistling Swan	1991	31,000.00
Marsh Wren	1999	47,000.00
Greenwing Teal	1992	27,000.00
<b>2010 Total</b>		<b>\$451,900.00</b>
<b>2011</b>		
Club Course Drive (Governors Road inward)	1993	304,000.00
Greenwood Drive (Plantation Drive to Fraser Circle)	1992	182,000.00
Baynard Cove Road (Sea Pines Drive to Old Military)	1994	108,000.00
Old Military Road	1993	93,000.00
<b>2011 Total</b>		<b>\$687,000.00</b>

\* Estimated Costs include: engineering costs, contingencies and fuel surcharges

## ROAD RESURFACING Three-Year Plan

	Last Improved	Estimated Cost*
<b>2012</b>		
Heritage Road		139,000.00
Cedar Waxwing		28,900.00
Merganser Court		4,100.00
Governors Road		243,900.00
Marsh View		61,700.00
Greenwood Ct		11,800.00
Plantation Drive (Lighthouse to Baynard Park)		147,300.00
<b>2012 Total</b>		<b>\$636,700.00</b>

\* Estimated Costs include: engineering costs, contingencies and fuel surcharges

# PROJECT - WATER MANAGEMENT

## Lagoons and Master Drainage

### Lagoons

#### Definition

A body of water primarily, but not necessarily part of the Master Drainage system that is owned by CSA, Inc. See the 1974 Covenants for additional detail.

#### Beliefs

- \* Lagoons must be maintained to adequately accept excess surface water without flooding surrounding areas.
- \* Lagoons must be aesthetically attractive and free of algae, weeds and fish kills.
- \* Lagoon banks should be properly sloped, appropriately surfaced and free of erosion.

#### Strategy

- \* Inventory all lagoons and identify those critical lagoons requiring dredging to meet CSA's 8' to 10' depth standard.
- \* Establish a dredging priority schedule based on those lagoons that are most silted and chemically costly to manage.
- \* Assume proactive position in identifying and supplying regional projects needing fill material.
- \* Minimize CSA dredging costs by coordinating with General Site Contractors to supply their fill needs at no cost to CSA.
- \* Utilize both carp and chemicals to maintain lagoon aesthetics.

## Standards

- \* Lagoons critical for storm water surge storage and area drainage should be maintained at a depth of 8' to 10'.
- \* Chemical treatments should conform to South Carolina Department of Health and Environmental Control Regulations.

## Program

- \* Summary - Sea Pines has an inventory of 102 lagoons (owned by CSA, Sea Pines Company and private parties) encompassing an area of 147 acres.
- \* Dredging Program - The lagoon depth survey was updated in 2005 (see Appendix B). There were no critical dredging projects identified. Ongoing surveys will determine future dredging requirements. It is anticipated this work will not necessitate major expenditures of maintenance special project funds.

## Master Drainage

### Definition

A system of lagoons, canals, ditches, pipes, pumps and outfalls owned by CSA, Inc., which allow for movement and controlled discharge of water from Sea Pines to specified drainage areas.

### Beliefs

- \* Sea Pines master drainage system must accept and discharge without flooding all excess surface water within Sea Pines.
- \* Lagoons, canals, ditches, pipes, pumps and outfalls, which comprise the master drainage system, must be maintained to be aesthetically attractive and to be free of material that could impede the flow of water.

### Strategy

- \* Monitor quality of water and condition of system on a continuing basis as part of operational maintenance.
- \* Dredge, clean, re-pipe and repair the system as conditions dictate.

### Standards

- \* System must be maintained free of blockage.
- \* Water management should be in compliance with 1974 Drainage Covenants.
- \* Water quality should conform to South Carolina Department of Health and Environmental Control regulations.

## Program

### Summary

- \* Our goal is to continue replacing all deteriorated storm drainage pipes (such as Orangeburg and corrugated metal, with concrete or ADS) and to improve all master drainage systems providing a free flowing system.

## MASTER DRAINAGE Three-Year Plan

<b>2010</b>	
Pump chamber on Sea Pines Drive at Baynard Cove Road	
Greenwood Forest section from Plantation Club at #1 of Ocean through #10	
<b>2010 Total</b>	<b>\$50,000.00</b>
<b>2011</b>	
Section on Lawton Canal Road from Lawton Drive to pump station	
<b>2011 Total</b>	<b>\$50,000.00</b>
<b>2012</b>	
Pump chamber Sea Pines Drive at Baynard Cove Road	
Greenwood Drive from Sea Pines Drive to Greenwood Forest	<b>\$50,000.00</b>
<b>2012 Total</b>	

## **PROJECT - BIKE TRAILS, BEACHWALKS & RECREATION**

### Definition

To adequately maintain all resident/visitor amenities located on CSA property. Amenities include bike trails and bridges, beachwalks, pedestrian bridges and parks.

### Beliefs

- \* Bike trails are one of the most used and visible amenities in Sea Pines by both residents and visitors and should always be maintained in excellent condition.
- \* Bike trails should be smooth, safe and properly marked for safety and for directional purposes.
- \* Bike trails should be located to reduce use of roadways by pedestrians, bikers and skaters.
- \* Beachwalks and pedestrian bridges should be well-maintained and in good condition - without tripping hazards.
- \* Parks and park facilities should be clean, well drained and have ample trash receptacles.

### Strategy

- \* Monitor condition of bike trails, beachwalks, bridges and parks on a continuing basis as part of operational maintenance.
- \* Identify locations requiring new bike trails, beachwalks, dune crossings and bridges.

## Standards

- \* Width: Bike trails, wherever practical, should have a minimum width of eight (8) feet. Keep vegetation trimmed 1 foot on either side of bike trail. Keep overhanging vegetation to a height at least 8 feet above bike trail.
- \* Resurfacing: Bike trails must have 135 pounds per square yard of asphalt or 1 1/4 inch thickness. Parking lots must have 135 pounds per square yard of asphalt or 1 1/4 inches thickness.
- \* New Construction: Bike trails must have a 4 inch compacted base overlaid with 165 pounds per square yard or 1 1/2 inch thickness of asphalt.
- \* Parks: Will be designed and built to serve the needs of the residents and to the standards expected in Sea Pines. Park land and structures will be maintained to the highest standards.
- \* Width: Beachwalks should be 6-8 feet across. Newly constructed beachwalks should have 4 inch thick concrete. Boardwalks: follow standards mandated by Town of Hilton Head's LMO.

## Program

- \* The Committee strongly feels all primary and secondary roads in Sea Pines should be equipped with bike and walking trails for safety and convenience of both residents and guests. The only roads not so equipped are Governors Road and Club Course Drive.
- \* An engineering study has been completed as to how this could be accomplished and is archived in the Maintenance Department files.
- \* The Town of Hilton Head is currently developing and installing a comprehensive trail system including new trails along Palmetto Bay Road and Greenwood Drive from Sea Pines Circle to our gate. It is probable that the new trail will be on the Ivy Road side of

Greenwood. This may provide the opportunity to cooperate with the town and expand our trail system in the Governors Road and Club Course Drive area.

## BIKE TRAIL IMPROVEMENTS AND EXTENSIONS Three-Year Plan

<b>2010</b>	
Repair/maintenance to bike trails	\$20,000.00
<b>2010 Total</b>	<b>\$20,000.00</b>
<b>2011</b>	
Repair/maintenance to bike trails	\$20,000.00
<b>2011 Total</b>	<b>\$20,000.00</b>
<b>2012</b>	
Repair/maintenance to bike trails	\$20,000.00
<b>2012 Total</b>	<b>\$20,000.00</b>

## BOARDWALK DUNE CROSSINGS & CONCRETE BEACHWALKS

### Three-Year Plan

<b>2010</b>	
Walk between Tower Beach Club and Painted Bunting (not numbered)	
Dune crossing Number 17	
Dune crossing Number 26	\$25,000.00
Repair and maintenance to damaged concrete beachwalks	\$20,000.00
<b>2010 Total</b>	<b>\$45,000.00</b>
<b>2011</b>	
Walk between East Beach Lagoon and Turtle Lane Club (not numbered)	
Dune crossing Number 28	
Dune crossing Number 44	\$25,000.00
Repair and maintenance to damaged concrete beachwalks	\$20,000.00
<b>2011 Total</b>	<b>\$45,000.00</b>
<b>2012</b>	
Repair bridges on beachwalks at #1 and #2 of the Ocean Course	\$25,000.00
Repair and maintenance to damaged concrete beachwalks	\$20,000.00
<b>2012 Total</b>	<b>\$45,000.00</b>

## **PROJECT - FACILITIES**

### Definition

To adequately maintain all facilities owned by CSA and used to carry out CSA's function such as administration, security, and maintenance. Facilities include, but are not limited to the Administrative Building, Maintenance Area and Environmental Disposal Area.

### Beliefs

- \* Proper facilities are required to provide a safe and comfortable working environment for staff.
- \* Facilities visible to the public should be attractive and compatible with their surroundings.
- \* Facilities that protect and prolong the life of the equipment are desirable.

### Strategy

- \* Regularly review facility conditions and adequacy and recommend additions and/or improvements as required.

### Standards

- \* All facilities must meet local building codes, state regulations, ARB requirements and covenant restrictions where appropriate.

### Program

- \* Improvements to the Maintenance Facility are scheduled over the next 3 years. These include: crew shed renovation, sign shop improvements, maintenance bay addition, renovations to the maintenance office and the construction of the block storage shed.

## FACILITIES Three-Year Plan

<b>2010</b>	
Crew Shed Improvements	62,200.00
Maintenance Shelter (Sign Shop)	12,030.00
<b>2010 Total</b>	<b>\$74,230.00</b>
<b>2011</b>	
Mechanics Bay Addition	47,200.00
<b>2011 Total</b>	<b>\$47,200.00</b>
<b>2012</b>	
Maintenance Office	49,500.00
Block Storage Shed	25,700.00
<b>2012 Total</b>	<b>\$75,200.00</b>

## **APPENDICES**

- A. W.K. Dickson Report
- B. Lagoon Depth Survey