

Community Service Associates, Inc.
Minutes of January 22, 2008 Board Meeting

President Jenkins called the January meeting of the CSA Board of Directors to order at 3:00 p.m., in the CSA Conference Room.

1. Roll Call

Present:	Paul Aikman	Bob Hattersley	Pat Jenkins
	George Minot	Kathy Carter	John Mclauchlin
	Don Carlson	Mike Lawrence	Steve Birdwell
	Norman Harberger	Bob Sowers	Cary Corbitt
Absent:	John Trunck	Bob Gossett	Audrey King
	Mike Hellman	Mark King	
Staff:	Cary Kelley	William Leitner	Jeanne Pearse

2. Approval of the Meeting Minutes

Board members reviewed the January 10, 2008, meeting minutes. A motion was made and seconded to approve the minutes as amended. The motion was unanimously passed.

3. Report of the Executive Vice President - Cary Kelley

a. **CSA Member and Board of Directors Rights and Responsibilities** – Mr. Kelley asked for comments concerning this draft document included in the Board package. The objective is improve understanding among property owners and community officials of our mutual obligations as members of the Sea Pines community. The document would be given to new property owners and posted on the website. Board members suggested a few changes. Mr. Kelley will make the changes and communicate the document as planned.

b. **CSA Community Center** ó Mr. Kelley reported that Mrs. Welch, an ARB member, has prepared sketches of a new sign for the Community Center and the changes in the layout of the Center recommended by the Community Center Task Force. Mr. Kelley asked for approval to get estimates based on these sketches. It was agreed that Mr. Kelley will have an architect prepare more complete drawings before obtaining quotes for the project. Mrs. Carter made a motion to authorize Mr. Kelley to purchase a new sign for the Center and to obtain estimates for the recommended modification. The motion was seconded by Mr. Hattersley and was unanimously passed.

c. **CSA Building/ARB Renovation** - Mrs. Welch, on behalf of the ARB, has asked CSA to consider modifying the layout of the CSA building. The recommended changes would move the ARB offices to the existing lobby/gallery area. The Board Room and several other functions would move to the area vacated by ARB. ARB would pay for the costs associated with this move.

Mr. Carlson made a motion to have an architect work on the design of the proposed changes, taking into account all the needs of the affected functions, and to then obtain estimates. The motion was seconded by Mrs. Carter and was unanimously approved.

d. New Owner Welcome Packages and Program ó Mr. Kelley described improvements in the New Owner Welcome packages. Three meetings are planned for new owners during the year. CSA department managers would be present at those meetings and Board members are encouraged to attend. These meetings are scheduled for April 23rd, August 5th and November 13th from 9-10 a.m. at the Sea Pines Community Center.

Mr. Kelley further stated that he was holding a monthly "Coffee with Caryö" where property owners can come and ask questions or talk about their concerns in an informal setting. These get-togethers will take place on the first Wednesday of every month, from 9-10 a.m., beginning in March. An invitation will be published in Mr. Kelley's newsletter column.

4. Finances

a. December Financial Statements - The Board reviewed the current financial statements. The overall financial position remains favorable.

b. Review of the Proposed CSA Financial Policy – A copy of the updated Financial Policies Manual was included in the Board package. Mr. Minot asked the board members to review the manual and be prepared to vote on its approval at the February meeting. Board members commended Mr. Jerry Richards and Mr. Minot for their work on this project.

c. Annual Review of the Investment Policy ó The Finance Committee completed its annual review of CSA's statement of Investment Policy. One wording change was suggested to improve clarity. Mr. Carlson made a motion to approve the change in wording and the motion was seconded by Mr. Hattersley and was unanimously passed.

5. Discussion Topics

a. Deed Restrictions on CSA Property Adjacent to Hilton Head Prep Field House 3.54 Acres – The Board had a further discussion of the request from Hilton Head Prep for permission to construct tennis courts on a parcel of CSA-owned land next to the Hilton Head Prep Field House. Community reaction to the proposal from neighboring Sea Pines residential areas is uniformly unfavorable. There was discussion of the alternatives of simply rejecting the request, or taking the further step of placing restrictive covenants on the property. It was concluded that a simple rejection of the request is sufficient. Following discussion, Mr. Minot made a motion to reject the request and to provide written notification to Hilton Head Prep officials to that effect. The motion was seconded by Mr. McLaughlin and was unanimously approved. Mr. Kelley will notify school officials by letter.

b. Reserve Task Force Update – The Executive Summary Report was distributed to the Board members in their Board packets. Discussion was held on the proposal. Mr. Birdwell said he supports the Task Force recommendations. He reminded the Board that approval of the Riverstone Group is required before a referendum can be held. He will recommend that approval.

Mr. Carlson made a motion that the Board approve the two funding sources being used to repair, replace and restore CSA's infrastructure as listed in the report ó these two sources being: the Property Transfer Fee and the Temporary Annual Assessment Surcharge ó and to move forward with fine tuning the details. The motion was seconded by Mr. Harberger and was unanimously passed.

Discussion continued on the Temporary Annual Assessment Surcharge and it was agreed that the description of the fee should be definitive. Mr. Hattersley made a motion to reword the paragraph so it refers to: "a flat rate of 10% surcharge on the CSA annual assessment which will be terminated when the funding deficit is eliminated or in seven years, whichever occurs first." The motion was seconded by Mr. Sowers and was unanimously passed.

The Board discussed the process for communicating with property owners concerning the recommended covenant changes. Articles will be placed in the community newsletter and open meetings will be held. A list of Frequently Asked Questions will be prepared. A timeline of events will be developed, and the Task Force may request a special meeting to keep the process on schedule. Mr. McLaughlin urged Board members to get any further suggestions to the Task Force promptly.

c. Committee Term Limit Policy and Approval of the 2008 Committees and Sub-committees ó Board members reviewed the proposed rosters of committees and sub-committees. All were in line with the Committee Term Limit Policy and were approved by the board members.

d. Greenwood Drive Rumble Strips ó Complaints have been received about the new rumble strips installed on Greenwood Drive in the exiting lane. Some objected to not being informed in advance about the strips. At least one complained of possible damage to vehicles. The rumble strips are not high enough to damage vehicles.

Mr. Hattersley, Maintenance Committee Chairman, noted this is a dangerous section of roadway. Many accidents have occurred at the entrance to Wachovia Bank. Several safety features have been installed: a flashing yellow caution light and sign, enhanced lettering on the roadway and a reduced speed limit of 20 m.p.h. It would be possible to have still more signage or to paint "rumble strips ahead" on the roadway itself. Mr. Kelley will have the Security Committee follow up on this and he will mention the subject in the community newsletter.

6. Standing Committees

Standing Committee reports were included in the Board package.

7. Board Member Comments

a. **Tree Trimming** ó Mr. Sowers noted that a lot of trees on Greenwood Drive have vines in them that should be removed. He also referred to some recent roadside tree trimming that was needlessly aggressive and reduced the attractiveness of significant stretch of roadway. He said closer oversight of the maintenance crews is needed. Mr. Carlson said a maintenance standard might be needed. Mr. Harberger suggested that a member of the Beautification Subcommittee could provide initial guidance for the job supervisor when major trimming is to take place on common property.

8. Adjournment

The meeting adjourned at 4:50 p.m. The next scheduled meeting date is Tuesday, February 26, 2008, at 3p.m. in the CSA Board room.

Respectfully submitted,

Norman Harberger
Secretary