

Community Service Associates, Inc.
Minutes of October 27, 2009 Board Meeting

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

1. **Roll Call**

Present:	Fred Wynn	Bob Sowers	Craig Ostergard
	Blaine Lotz	John McLaughlin	Mike Hellman
	George Minot	Mark King	Nikki McNamee
	Norman Harberger	Cary Corbitt	Kathy Carter
	Steve Birdwell		

Absent:	Don Carlson	Bob Gossett	Don Sigmon
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Staff:	Cary Kelley	William Leitner	George Breed
	Frank Nettles	Tracey McNeill	

Guest:	Sam Wheatley
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2. **Special Presentation**

Architect Sam Wheatley presented conceptual drawings of potential renovations to the CSA Building.

3. **CSA Operations Oversight Reports**

a. **Maintenance Committee** – Mrs. Carter reported that the broken pump at the Lawton Canal Pump Station had been repaired under warranty.

b. **Beautification and Amenities Committee** – There will be a presentation at the November Beautification meeting from Tiller and Associates of conceptual plans for upgrades to the Tower Beach facility.

c. **Security Committee** – A copy of the Bridge Report was included in the board package. Mr. Sowers questioned why a suspect was given a summons to appear rather than being arrested. Mr. Breed explained that suspect faces the same charges in either case. Arrest involves immediate removal to jail, while the summons requires a court appearance to face charges.

d. **Finance Committee** – The minutes from the Finance meeting were included in the package. There was no discussion.

e. **Community Outreach Committee** – Mrs. McNamee reported that there had been approximately a 15% response rate on the community survey. Final results will be available in early December. She also noted that the new website will have a new address: www.seapinesliving.com. The website is expected to be launched in early 2010.

4. **Approval of Meeting Minutes**

Board members reviewed the September 22, 2009 meeting minutes. The following motion was made by Mr. Birdwell, seconded by Mr. Hellman and was unanimously passed.

“Resolved that the minutes of the September 22, 2009 CSA Board meeting are approved as amended.”

5. **Matters for Board Decision**

a. **Appointment of New Committee Members** – The Board considered two new appointees to the Beautification and Community Outreach Committees. Mr. Lotz made motions to approve the new members and Mr. Hellman seconded both motions. The motions passed unanimously.

“Resolved that the CSA Board approves the appointment of Joan Scully as a Beautification Committee member.”

“Resolved that the CSA Board approves the appointment of Jim Smith as a Community Outreach Committee member.”

b. **CSA Budget** – The final version of the 2010 CSA budget was included in the Board package. Since the CSA Board has been extensively involved throughout the budget process, no further discussion occurred. The Board did, however, compliment the staff for its work on the budget proposal. Mr. Minot made a motion to accept the 2010 proposed budget, Mr. Hellman seconded and the motion passed unanimously.

“Resolved that the CSA Board approves the proposed budget for 2010 in conjunction with the contingencies discussed at the September CSA Board meeting.”

c. **Maintenance Three Year Plan** - This item was tabled until the November meeting.

d. **CSA Building Renovation** – The Board discussed proposed renovation plans for the CSA Building based on the conceptual design described earlier in the meeting by architect Sam Wheatley. The proposed renovation would provide space in the CSA Building for Community Center functions, eliminating the need for the space currently leased at the Sea Pines Center. The plan also adds needed space for certain CSA and ARB functions, and improves access and traffic flow within the CSA Building.

A motion was made by Mr. Minot to authorize expenditures for preparation of detailed plans for the renovation based on the proposed conceptual design.

“Resolved that the CSA Board approves the expenditure of up to \$90,000 to produce the final construction plans for the CSA Building renovation, including all the necessary engineering reviews and then to solicit bids from three of the five previously qualified contractors based on the final plans.”

Discussion followed. Several Board members requested refinements in the financial analysis concerning this project. It was noted that the calculation of “payback” on the required investment

does not account for the full cost of the project. Also, the cost of the renovation project is based on reduced space for Community Center activities, but the alternative cost continuing to use leased space for those activities assumes continuation of the larger amount of space currently under lease. It was recommended that the alternative of leasing less space be included; and the cost of the lease alternative should be based on the same reduced square footage for community center activities as is assumed for the renovation proposal.

Mr. Harberger, noting the need for further analysis and information, made a motion to table the previous motion. The motion was seconded by Mr. Hellman and passed.

“Resolved that the motion to authorize preparation of final construction plans for renovation of the CSA Building is tabled.”

e. Reimbursement of Board Member Expenses – The Board discussed procedures related to reimbursement of expenses incurred by Board Members in connection with their Board responsibilities. Mr. Hellman made the following motion, which was seconded by Mrs. McNamee and passed unanimously.

“Resolved that the CSA Executive Vice President is authorized to reimburse CSA Board Members for reasonable expenses incurred up to \$500 in performance of their Board responsibilities, excluding local mileage expense. Expenditures exceeding \$500 will require the approval of the CSA Executive Committee.”

f. Realtor Offices Gate Access – Discussion was held on a proposal concerning Realtor Gate Access. Mr. Lotz made a motion to approve the proposal, Mr. King seconded and the motion passed unanimously.

“Resolved that consideration of the long-term gate policy concerning access for clients of Realtor offices located within Sea Pines be assigned to the Special Group for Restatement of Gate Policy. Pending Board action on the Special Group’s recommendations, the gate policy concerning “Professional Service Businesses” will be applied to Realtor offices located within Sea Pines (i.e., 360 client accesses per year).”

Mr. Ostergard made a motion to rescind a previous resolution to seek a legal opinion on Realtor Gate Access. Mr. Hellman seconded and the motion passed unanimously.

“Resolved that the September 22, 2009 resolution to seek a legal opinion on the proposed amendment to the 2009 Gate Policy regarding gate access for clients of Realtor offices located within Sea Pines be rescinded.”

6. CSA Executive Committee Report

a. Legal Issues Update – Mr. Kelley updated the Board on the Coffey litigation.

b. AED Update – Mr. McLaughlin reported that the Security Committee will again review the current CSA policy concerning defibrillators based on new information concerning pertinent SLED

regulations. Results of this review will be reported to the CSA Board in November.

c. **Fire Station Christmas Decoration Update** - Mr. Kelley will ask the Fire Department to review with CSA their plans for holiday decorations at the fire station.

7. **Other CSA Activity Reports** - None

8. **Matters for Board Discussion or Future Decisions**

a. **Auditable Unit Selection - FY 2009** – Mr. Minot made a motion to authorize the inclusion in the 2009 Financial Audit of the auditable units described in a memo dated October 20th, 2009. Mr. Hellman seconded and the motion passed unanimously.

“Resolved that the items included in the October 20, 2009 memo be included in the 2009 Financial Audit.”

b. **CSA By-laws Revision** – Discussion was held on the best process to compare and review changes made to the by-laws. Mr. Hellman, Mr. McLauchlin and Karl Becker will continue to work on these changes.

c. **Director Vacancy Appointment Process** – Mr. McLauchlin read a letter from Mrs. Audrey King presenting her resignation from the Board since she has moved from Sea Pines. Board members expressed their regrets at Mrs. King’s resignation, and their appreciation for her contributions as a Board member.

Mr. McLauchlin outlined the by-law provisions concerning the election of a successor when a Board vacancy occurs. No immediate action was taken in this connection.

d. **Executive VP/General Manager Performance Review** – Mr. Harberger, on behalf of the Executive Committee, distributed survey materials for the annual performance review of the Executive Vice President. The survey package will be mailed to the absent Board members for their input. Mr. Harberger asked that the completed survey form and written comments be returned to him as soon as possible. He will compile the results and report them to the Executive Committee and the Board for discussion in executive session. The survey results and the Board comments will then be discussed with Mr. Kelley.

e. **Other Matters** - No other matters were discussed.

9. **Adjournment** - With no further business to discuss, the meeting adjourned at 5:15 p.m. The next regular monthly meeting of the Board is scheduled for Tuesday, November 24, 2009, at 3:00 p.m. in the CSA Board Conference Room.

Respectfully submitted

Norman Harberger
Secretary