

Community Service Associates, Inc.
Minutes of March 24, 2009 Board Meeting

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

1. Roll Call

Present:	Pat Jinkins	Don Carlson	Bob Gossett
	Mike Hellman	Norman Harberger	Fred Wynn
	Bob Sowers	Blaine Lotz	John McLaughlin
	Kathy Carter	Audrey King	Steve Birdwell
	George Minot	Mark King	Nikki McNamee
Absent:	Cary Corbitt	Don Sigmon	
Staff:	Cary Kelley	William Leitner	Jeanne Pearse
Guest:	Bob Hattersley		

2. Approval of the Meeting Minutes

Board members reviewed the February 24, 2009 meeting minutes. A motion was made by Mrs. Carter to approve the minutes as amended. Mr. Harberger seconded the motion and it was passed unanimously.

3. Report of the Executive Vice President

- a. **Legal Issues** – The *Sea Pines Country Club* litigation will be officially settled as soon as the Consent Order of Dismissal is approved by the Judge. The *Coffee* litigation is continuing.
- b. **Security Issues** – A copy of the Security Bridge Report was included in the Board package.
- c. **CSA Building Renovation Update** – Another meeting was held to review the conceptual plans with architect Sam Wheatley. Mr. Wheatley was asked to redesign the plans to address some traffic flow problems and some other details. Basically, the current proposal creates a second floor that would serve as the new executive offices, freeing space on the first floor for the community center, more adequate space for ARB, and generally improved access and traffic flow. It was noted that this renovation plan would require relocation of executive offices during construction, which involved additional cost.
- d. **Approval Request for Paving Project Changes for 2009** – Mr. Kelley presented a revised 2009 paving project list which increases the 2009 paving budget from \$593,000 to \$662,668. The Maintenance Committee supports this recommendation to take advantage of sharply lower cost of asphalt. Mr. Kelley noted that the Maintenance Committee is also obtaining bids for 2010 road re-paving projects. Mr. Hellman made a motion to approve the increase for 2009 road re-paving from

\$593,000 to \$622,668. The motion was seconded by Mrs. Carter and was unanimously passed.

e. **Approval Request of the Gate Pass Policy Update** – The Board reviewed the proposed language changes to the Gate Pass Policy. Following discussion, Mr. Hellman made a motion to approve the proposed changes on Pages 1 and 11, with the understanding that Page 11 will include a final sentence stating “**These terms are contained in the SPCC settlement agreement signed and dated March 13, 2009**”. The motion was seconded by Mr. Minot and was unanimously passed.

The Board recommended some wording changes to Page 9 and this task was turned over to the Gate Pass Policy Committee to bring back their recommendation to a future Board meeting.

4. **Finances**

a. **February Financial Statement** - The Board reviewed the February financial statement. The overall financial position remains favorable. It was noted, however, that the number of delinquencies is 10% higher than past years and more property owners were using the payment plan. The dollar amount of decal sales is also lower this year. Mr. Hellman made a motion to approve the financial statements. The motion was seconded by Mr. Birdwell and was unanimously passed.

b. **Approval Request for the Selection of Primary Banking Institutions** – The Board package included a copy of the Finance Committee’s summary report describing the process used in arriving at their recommendation for CSA’s primary banking and investment institution. The Committee recommends the appointment of Union Bank of California as CSA’s primary banking and investment institution, with Coastal States Bank as the local depository bank. These arrangements are to be effective June 1, 2009. A motion was made by Mr. Sowers to approve the recommendation of the Finance Committee to select Union Bank of California as CSA’s primary financial institution and Coastal States Bank as the local depository bank. The motion was seconded by Mr. McLauchlin and was unanimously passed.

c. **Approval Request for the Renewal of the Pool Agreement with The Sea Pines Resort** – The Board package included a proposed pool agreement between CSA and The Sea Pines Resort which allows property owners to use The Resort’s two pools – the Harbour Town Pool and the Plantation Club pool – at no charge. Property owners gain free access by showing their Sea Pines Property Owner ID card. The proposed three-year contract is at the same price as the existing agreement, and involves only two changes.

One change reserves the Resort’s right to renegotiate the agreement if The Resort schedules a major pool renovation. The other change provides that CSA will reimburse the Resort for implementation of a system to monitor the usage of the pools by property owners and to provide CSA with monthly usage reports. Mr. McLauchlin made a motion to approve the renewal of the contract with a minor correction on Page 1 (Sea Pines Resort changed to read Sea Pines Plantation). The motion was seconded by Mr. Hellman and was unanimously approved.

d. **Approval Request for the Written Service Agreements** – It was noted that CSA provides services to several entities who are then billed for these services. The Finance Committee wants to establish written service agreements between CSA and those entities. The Finance Committee asked for Board approval to present proposed service agreements to those entities for their review and approval. Mr. Birdwell said he had questions regarding the proposed service agreement with The Sea Pines Resort and asked for that

agreement to be tabled. Mr. Carlson noted that ASPPPO questioned the rental amount allocated to ASPPPO and would work with Mr. Kelley to address the issue. Mr. McLauchlin made a motion that the CSA Board approves the submission of all service agreements to the respective parties after the wording “Board of Directors” was deleted from beneath the CSA President’s signature line. The Sea Pines Resort, whose agreement was tabled, was not included in this motion. The motion was seconded by Mr. Hellman and was unanimously passed.

5. Standing Committees

Copies of committee reports were included in the board packet.

a. **Executive Committee** – Mrs. Jinkins noted that Mr. Kelley and Mrs. Grey, the HR Director have worked very hard on CSA Employee Wellness and Safety Programs. She recommended that an article be placed in the newsletter about these programs. Mr. Kelley said he would refer to these programs in his newsletter column.

b. **Maintenance Committee** – No additional comments.

c. **Finance Committee** – No additional comments.

d. **Beautification Committee** – No additional comments.

e. **Security Committee** - No additional comments.

6. Nomination and Approval of the CSA Board Officers

Mr. Harberger made a motion to recommend that the Board proceed with the deferred election of the previously-nominated slate of officers, as shown below, with the understanding that they are to assume their respective offices today and are to serve for the balance of the normal 2009 term. Mrs. McNamee seconded the motion and it was unanimously passed.

President	John McLauchlin
Vice-President	Michael Hellman
Treasurer	George Minot
Secretary	Norman Harberger

7. Board Member Comments

a. **Newsletter Article** – Mrs. King said she was placing an article in the newsletter entitled “*Did You Know*”. This article would list interesting facts/ positive information about Sea Pines.

b. **Temporary Fencing** – Mrs. Carter said the issue of temporary fencing at construction sites had been discussed by ARB. Their conclusion was that parking along the roadway was a Security problem and CSA should ticket violators. The ARB also feels that community aesthetics is within their area of responsibility and that temporary fences may not be aesthetically pleasing. The ARB also took the stand that they should not be an enforcement agency for matters of this sort.

A lengthy discussion was held on how the ARB and Security working together could help combat the parking problems.

Mr. Kelley said the most common and best suggestion would be post and rope fencing and he would investigate this.

c. **Senate Bill 30** – Senate Bill 30 was discussed at length and all Board members were encouraged to write letters to the SC General Assembly objecting to this Bill.

d. **Abandoned and Foreclosed Homes** – A lengthy discussion was held on what ASPPPO and CSA could do regarding homes that are abandoned or are in foreclosure and becoming run down. ASPPPO is limited to what action it can take. Mr. Kelley is putting together a recommendation in this connection and the CSA Finance Committee is also addressing this issue.

8. **Approval of the Committee Chairmen for 2009**

Mr. Mclauchlin, as the new CSA Board President, distributed a list of proposed chairs for the Standing Committees and Special Groups for CSA in 2009. Committee membership and Committee Charters will be presented for Board approval at the April meeting.

Standing Committees:

Beautification Committee – Don Carlson

Commercial Committee – Mark King

Finance Committee – George Minot

Maintenance Committee – Kathy Carter

Nominating Committee Class A – Audrey King

Nominating Committee Class B – To be determined

Special Groups:

By-law Revision Group – Mike Hellman

Gate Policy Re-statement Groups – Fred Wynn

Mr. Carlson made a motion to approve the Standing Committees and Special Groups and their chairmen as presented above. The motion was seconded by Mrs. Carter and was unanimously passed.

9. **Adjournment** - With no further business to discuss, the meeting adjourned at 4:40 p.m. The regular monthly meeting of the Board is scheduled for April 28, 2009, at 3:00 p.m. in the CSA Board Conference Room.

Respectfully submitted,

Norman Harberger
Secretary