

Community Service Associates, Inc.  
Minutes of April 28, 2009 Board Meeting

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

**1. Roll Call**

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

**2. CSA Operations Oversight Reports**

a. **Maintenance** - The road re-paving is starting now and will be done by June.

b. **Beautification** – Nothing to add to the attached minutes.

c. **Security** - A copy of the Security Bridge Report was included in the Board package. The Board commended the Security Department for its handling of traffic and security for the Heritage Golf Tournament. It was the sense of the Board that it was a successful tournament with only a few minor incidents.

d. **Finance** – Two corrections were made to the Finance Committee minutes. Mr. Minot reported our CSA auditor had identified a new tax filing option that is being investigated by other property owner associations. The Finance Committee will evaluate the option to determine if CSA would benefit from its adoption.

**3. Approval of the Meeting Minutes**

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

**4. Matters for Board Decision**

a. **Temporary Fencing** – A copy of Mr. Kelley’s recommendation was included in the board package. There are several types of inexpensive fencing that are easy to install and leave very little damage during the installation and removal process. Reflective tape could be used on the posts for better night-time visibility. Mr. Kelley was asked to purchase some samples of post and

rope for the Board to look at during their May meeting. Decision postponed to the May meeting.

**b. IRS Revenue Ruling 70-604 Transfer** –Mr. Minot made a motion that the CSA Board recommend the membership of CSA approve transfer the amount of \$68,413 for incomplete projects in calendar year 2008 to be carried forward and spent by CSA in calendar year 2009. The motion was seconded by Mr. Carlson and was unanimously approved.

**c. Committee Policy, Charters and Rosters** – The Committee Policy, the list of committees, their membership and charters were reviewed. There were minor changes to the Charters and membership lists.

Mr. Minot made a motion to approve the proposed Committee Policy, charters and membership as amended. The motion was seconded by Mr. Lotz and was unanimously approved.

## **5. CSA Executive Committee Report**

### **a. Legal Issues**

I. Rabeor Litigation - This lawsuit was thought to have been settled, but following a recent SC Supreme Court ruling the Judge reinstated the action and it is now scheduled to be heard on August 24, 2009. This case is being handled by the CSA insurance carrier.

II. Coffee Litigation – The Complainant applied to file an amended complaint and CSA is waiting on the actual amended complaint to be filed. Once this is done, CSA can file another motion to dismiss the case.

III. The Sea Pines Country Club litigation is officially settled and the total amount of the legal cost has been updated on the website.

**b. Four-Day Maintenance Schedule Review** –Mr. Kelley was asked to review the Maintenance Department's four day work week schedule. He stated that from Monday through Thursday the department was fully staffed with 42 workers. On Fridays, there were 23 employees working and there is an "on call team" of experienced workers 24/7 on a 7 week rotation that reacts to unplanned events such as storms etc. He noted that absenteeism and tardiness is actually down in comparison to the five day work week. Mr. Kelley requested that anyone with a problem should contact the Security dispatch office who operates 24 hours a day, 7 days a week at 671-7170 who will then contact the on call maintenance personnel to take appropriate action.

**c. Sea Pines Historian** – Mr. McLaughlin said that Mr. Norman Harberger had been appointed as a historian to begin documenting how Sea Pines evolved. Mr. Harberger has accepted the appointment.

**d. Goals for 2009** – The Goals of the CSA Board for 2009 were discussed. Mr. McLaughlin highlighted recent changes to ensure effective cooperation between CSA and ASPPO. It was the sense of the Board to endorse the goals which would be presented at the annual membership meeting in May.

**e. Questions Regarding Sea Pines Country Club Gate Policy** – A property owner had asked specific questions regarding the Sea Pines Country Club and requested they be read and answered at

the CSA Annual meeting.

It was the sense of the Board that the property owner's questions would be answered by a letter addressed to him. In addition, a summary statement of the questions and answers should be reviewed with representatives of the Sea Pines Country Club to insure the settlement agreement would not be violated. This summary would be used to address his questions at the CSA Annual meeting.

**f. Update on Calibogue Cay Seawall** – A property owner had requested CSA to accept an exchange of a portion of owner's property for the owner's earlier encroachment on CSA open space.

A lengthy discussion ensued. The Board instructed Mr. Kelley to check on other properties in the neighborhood and see if similar problems exist. It was the sense of the Board that action approved for the requesting owner should be applicable to other owners in a similar situation. Mr. Kelley is to report his findings and a proposed solution at the May Board meeting.

#### **6. Other CSA Activity Reports**

**a. CSA Building Renovation Concept** – The board members reviewed conceptual drawings for the renovation of the CSA building that made room to accommodate space for the community center. The drawings will be placed in the CSA Maintenance conference room for Board members to come in and review at their leisure. Mr. Kelley was instructed to obtain building contractor estimates for the current conceptual design. This item will be added to a future agenda.

**b. Architectural Review Board** – Mr. Lotz reported that the ARB is considering cutting back on the number of meetings it holds due to the economy. The CSA Board discussed the impact placement of dumpsters and port-a-potties had on parking at construction sites. Mr. Lotz was instructed to request the ARB to require placement of these items so as to create more parking space on the construction sites and thereby minimize parking problems in the surrounding neighborhood.

#### **7. Matters for Board Discussion or Future Decisions**

**a. Upgrading CSA Audio-Visual Display** – Mrs. McLaughlin noted that Mrs. McNamee with CSA staff, are investigating ways to upgrade audio and visual aids in the CSA Board conference room and the community center.

**b. South Sea Pines Dredging Concept** – Mr. King updated the Board on the progress made to getting the waterways in Sea Pines dredged.

#### **c. Other Matters**

**I. Gifts for CSA Board Members** – It was the sense of the Board that in the event there was an illness or death of a Board member or their spouse, gifts (within reason) such as a card, flowers or plants should be sent. Mrs. Pearse will handle the purchase and delivery of these items.

**II. Upkeep on Foreclosed Properties** – The nationwide growth of foreclosures has increased concern about how to ensure the properties are being maintained to minimize the impact on the neighborhoods. A lengthy discussion was held. It was the sense of the Board that these

properties should be monitored and CSA staff will follow up with the proposed actions.

8. **Adjournment** - With no further business to discuss, the meeting adjourned at 5:15 p.m. The regular monthly meeting of the Board is scheduled for Tuesday, May 19, 2009, at 3:00 p.m. in the CSA Board Conference Room.

Respectfully submitted,

John McLauchlin  
President