

**Community Service Associates, Inc.**  
**Minutes of June 24, 2008 Board Meeting**

President Jinkins called the June meeting of the CSA Board of Directors to order at 3:00 p.m., in the CSA Conference Room. She welcomed Don Sigmon as a new CSA Board member. Mr. Sigmon will complete Mr. John Trunck's 3 year term (commercial representative) which ends December of 2009. Mr. Trunck had resigned for health reasons.

**1. Roll Call**

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

**2. Approval of the Meeting Minutes**

Board members reviewed the May 20, 2008, meeting minutes. A motion was made by Mrs. Carter and seconded by Mrs. King to approve the minutes as amended. The motion was approved unanimously.

**3. Report of the Executive Vice President - Cary Kelley**

a. **Green Initiatives** – Mr. Kelley said CSA was continuing to improve on the efforts to go “green”.

- Recycling bins are now in place in all areas maintained by CSA.
- A butterfly garden has been created in front of the CSA building.
- All light bulbs are being replaced with energy efficient bulbs.
- Maintenance crew routes have been revised and combined to save fuel by reducing vehicle mileage.
- Security patrols are spending 15 minutes out of every hour on foot patrol. In addition to saving fuel, the foot patrols have received a favorable public reaction.
- On July 1<sup>st</sup>, the Maintenance crew's schedule will be changed to 4, 10 hour days. This will help the employees and CSA save on fuel costs.
- The Administration office's goal is to go paperless in 2009.
- The printer we use is also going green by using recycled materials and eco-friendly ink.

Some property owners have asked about the possibility of creating a recycling center inside the Plantation. Staff has considered this, but has not identified a location that would not have a negative impact on nearby property owners. The Town is continuing its own analysis and may provide a recycling service in the future. Meanwhile, Waste Management, which provides trash services, offers recycling pickup as an optional service at additional cost.

b. **Security Issues** – A copy of a confidential letter from Mr. George Breed was distributed at the meeting. This correspondence is in connection with a recent case in Sea Pines. Discussion was held. An acknowledgement of receipt has been received, but not a formal response.

Mr. Kelley asked the commercial entities to advise him of any problems involving security personnel. Video and audio tapes of security encounters can be reviewed to determine if security personnel are at fault. If they are, corrective action is taken.

Board members inquired about recent violent incidents at bars outside the plantation's gates. Town Council has said they intend to remedy the situation, perhaps by tighter control of the liquor licenses and business hours of operation.

c. **Referendum Status** – Property owners have until June 30, 2008 to return their ballot. So far, 48% of the property owners have returned their ballot and the vote is 71% in favor of the referendum. Approximately 100 more affirmative votes are needed for the referendum to pass.

#### 4. **Finances**

a. **May Financial Statements** - The Board reviewed the current financial statements. The overall financial position remains favorable. It was noted that twenty-one property owners have not paid their assessments despite repeated follow-ups. Those cases have been turned over to our attorneys and will have a lien filed against them.

b. **Approval for Expenditure for Maintenance Golf Car** – The old van used for irrigation repairs is beyond repair. The Finance Committee recommends purchasing a golf car for \$12,500 to replace this vehicle. The golf car is less expensive to purchase and operate. Although this expenditure was not anticipated when the 2008 budget was prepared, it can be handled within the overall 2008 Capital Budget. Mr. Minot made a motion to approve the expenditure of \$12,500 from the capital budget for a golf car. The motion was seconded by Mr. King and was unanimously approved.

#### 5. **Standing Committees**

Standing Committee reports were included in the Board package.

a. **Maintenance Committee** – Chairman Hattersley requested approval to fill two vacant committee positions with Mr. Paul Crunkleton and Mr. Paul Eyerman. The Board approved the request.

b. **Finance Committee** – Chairman Minot requested approval to add Mr. Jim Fall as a new member of the Finance Committee. The Board approved the request.

6. **Board Member Comments**

a. **Use of Motorized Bikes/Golf Carts In the Plantation** – Mr. Hattersley said it is likely, with the sharp rise in gas prices, that more people will urge that golf carts, motorcycles and mopeds be permitted on Sea Pines’ roads and bike paths. The Board agreed that the Security Committee should consider this issue and present its conclusions and policy recommendations. It was also agreed that the practices of other plantations should be looked into, although those practices may be impractical for Sea Pines because of our much higher traffic volume.

7. **Discussion Topics**

a. **Transfer of Wildlife Habitat Zone to Sea Pines Museum and Forest Preserve Foundation** – Mrs. Jinkins reported that The Sea Pines Resort has agreed to complete the transfer of the Wildlife Habitat Zone (WHZ) of the Forest Preserve to the Sea Pines Museum and Forest Preserve Foundation. The Executive Committee recommends that a special committee be created to work out the details of the transfer. The proposed membership of the Committee consists of: Mike Hellman (Chairman), Cary Kelley, George Minot, Karl Becker, Steve Birdwell and Cary Corbitt.

Following discussion, Mr. Carlson made a motion to approve the appointment of an Implementation Committee to develop and recommend the specific terms for the transfer of the Wildlife Habitat Zone of the Forest Preserve to the Sea Pines Museum and Forest Preserve Foundation. The Committee membership is to be as stated above. The motion was seconded by Mrs. King and was approved unanimously.

b. **Executive Session** – The regular portion of the meeting adjourned at 3:40 p.m. Staff was excused so the Board could discuss the results of the Board’s evaluation of Mr. Kelley’s performance and matters relating to the terms of his employment contract.

8. **Adjournment**

The next scheduled meeting date is Tuesday, July 22, 2008, at 3 p.m. in the CSA Board room.

Respectfully submitted,

Norman Harberger  
Secretary