

Community Service Associates, Inc.
Minutes of June 26, 2007 Board Meeting

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

1. Roll Call

Present:	Wayne Carbiener	Paul Aikman	Bob Hattersley
	George Minot	Kathy Carter	Joseph Fraser
	John McLauchlin	Don Carlson	Mike Lawrence
	Steve Birdwell	Gary Martin	Norman Harberger
	John Trunck	Bob Sowers	
Absent:	Bob Gossett	Pat Jenkins	Jim Young
Staff:	Cary Kelley	Jeanne Pearse	

2. Approval of the Meeting Minutes

Board members reviewed the May 22, 2007, meeting minutes. A motion was made by Mrs. Carter and seconded by Mr. Birdwell to approve the minutes as submitted. The motion was passed unanimously.

3. Report of the Executive Vice President - Cary Kelley

a. **Referendum Results** – The Special Assessment referendum passed with a final affirmative vote count of 1,973 out of the 2,208 returned votes. The Sea Pines Resort needs to sign the documentation and then the attorney will have it recorded.

b. **Resolution for the Club Course Drainage Agreement** – The Town of Hilton Head has agreed to pay for the drainage work in the Club Course area, which will be supervised by Thomas & Hutton Engineering. The Town needs a signed agreement from CSA. Mr. Minot made a motion to authorize Mr. Carbiener to sign the Club Course drainage agreement on behalf of CSA. Mr. Carlson seconded the motion and it was unanimously approved. A copy of this resolution is attached to these minutes.

c. **Hilton Head Prep Tennis Court Proposal** – Mr. Kelley has been asked whether CSA would allow Hilton Head Prep to construct six tennis courts on CSA-owned land adjacent to the school's new gymnasium. A preliminary site plan was presented showing the proposed location.

Board members raised several potential issues of concern to nearby residents, including both the location of the courts and any possibility of lighting. It was suggested that Prep involve representatives of those residents in their planning process. One board member commented that there would be more space for landscaping to screen the courts from the roadway if the number of courts were reduced to five. Others said six may be needed for team practices and matches.

Another issue is whether CSA might want to hold onto this land as a possible future site for a community center for property owners. The tennis courts would also be available for property owner use when not needed by Prep.

Mr. Kelley will relay the Board's comments to Hilton Head Prep and ask for a more definitive plan. He will also ask the school to contact the residents on Tupelo Road and Lawton Villas and get them integrated into the planning process. It was also suggested that Prep invite the Sea Pines residents to an open house tour of the new gymnasium.

4. **Finances**

a. **May Financial Statements** - The Board reviewed the current financial statements. Mr. Kelley said the overall financial position remains favorable. Revenue is in line with the budget. Maintenance still has three open positions, which is why their payroll expense is under budget. The Sea Marsh Golf Course Drainage Project has been completed at a lower cost than had been projected.

5. **Discussion Topics**

a. **Community Center Task Force Update** – A copy of the meeting minutes was included in the Board package. Mrs. Carter said the Task Force membership is broadly represented. This should help ensure that their ultimate recommendations take account of the viewpoints of the Sea Pines community as a whole. She expressed appreciation to Bob Hattersley and his Task Force for their work on Phase I of this study.

Mrs. Carter added that ASPPPO's new committee, called "Gated Communities", has held its first meeting. Representatives of various plantations discussed sharing programs and guest speakers for their community centers.

b. **Reserve Funding Task Force Update** – Mr. McLaughlin said that the Capital Improvement and Maintenance Committee had endorsed the Task Force's cost estimates. He asked to be placed on the committee's agenda again in July.

Mr. Minot said the Task force is exploring various sources of revenue such as impact fees and perhaps basing the commercial assessment formula on the square footage of structures.

The Task Force expects to complete its preliminary work in the Fall, followed by work on the language of related covenant revisions.

6. Standing Committees

Standing Committee reports were included in the Board package.

7. Board Member's Comments

a. **Community Center Usage** - Mrs. Carter said the community center had 6,494 visitors in the first five months of 2007; 307 different events were held and around 20 people attended each event. She feels the usage justifies the continuation of the Community Center.

b. **Sea Pines Beach Club Parking Lot** – Mr. Minot asked whether a response had been sent to the most recent letter received from Mr. DeSole, a property owner. The letter challenged the legitimacy of Mr. Carbiener's action in disallowing a motion to rescind the Board's September 2006 approval of encroachments into easement space adjoining the Beach Club Parking Lot. Mr. Carbiener disallowed the motion on grounds that Roberts Rules prohibit rescinding an action once other parties have taken action based on something the Board approved. Mr. DeSole's second letter said Roberts Rules do not limit a Board's right to rescind a prior action, without exception.

Mr. Carbiener said his first response to Mr. DeSole was correct and sufficient. He quoted the relevant provisions of Roberts Rules, citing the section that says a board may not rescind a prior action if other parties have subsequently taken action based on something the Board had approved, and the Board lacks the authority to undo the actions of those other bodies. Both the ARB and the Town of Hilton Head had based their own actions on the Board's approval of the encroachment into the easement. He further noted that the CSA-approved encroachment actually reduced the number of trees to be removed. He emphasized that there is nothing unusual about approving an encroachment, noting that Mr. DeSole himself had requested and received an encroachment agreement from CSA for his own property.

Discussion followed. Mr. Carbiener will send the Board members a copy of all the correspondence with Mr. De Sole on this matter.

c. **Nominating Committee** – Mr. Hattersley said the Committee is actively looking for nominees for the positions on the ASPPPO, CSA and ARB boards. He asked the Board members for any recommendations.

d. **ASPPPO Workshop** – Mr. Carlson said Mr. Steve Birdwell had attended the June ASPPPO workshop to speak about Resort-related matters. The Sea Pines Beach Club was among the subjects discussed. Mr. Carlson said Mr. Birdwell had provided useful information, and the Resort is exploring some of the concerns and suggestions of residents. He believes the meeting had positive results.

8. Adjournment

The regular portion of the meeting adjourned at 3:50 p.m. and the Board went into executive session to discuss the Executive Vice President's performance review. The session also included a discussion of the process followed for such reviews, and suggestions for improvements in that process. The Executive Session adjourned at 4:30 p.m.

The next scheduled meeting date is Tuesday, July 24, 2007, at 3:00 p.m., in the CSA Board Conference Room.

Respectfully submitted,

Norman Harberger
Secretary