

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

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

**2. CSA Operations Oversight Reports**

- a. **Maintenance** – It was noted that the Maintenance Committee is working on establishing a “standard” for beach walks. Phase I of the road re-paving is complete except for the striping which will be done once the road has “cured”. The prep work for Phase II has begun and all the 2009 road re-paving projects should be done by September.
- b. **Beautification and Amenities** – Mr. Carlson said Pinckney and Associates should have an interim report in the next few days.
- c. **Security** – So far this year, the incidence of crime in Sea Pines is the lowest in twenty years.
- d. **Finance** – CSA staff met to discuss what expenses could be cut back if the economic situation worsens. It appears that CSA could maintain a satisfactory level of operations even under “Worst Case” conditions.
- e. **Community Outreach** – Mrs. McNamee distributed a rough draft of a survey questionnaire. The current plan is to mail the questionnaire to property owners in September. Comments and suggestions regarding the questionnaire should be directed to Mrs. McNamee.

**3. Approval of the Meeting Minutes**

Board members reviewed the June 23, 2009 meeting minutes. A motion was made by Mrs. Carter to approve the minutes as amended. Mr. Minot seconded the motion and it was passed unanimously.

**4. Matters for Board Decision**

a. **Proposed Policy on Property Owner Presentations to CSA Board** – The policy deals with property owner requests to meet with the Board to discuss issues of concern to them. The policy draft was discussed and minor changes were made. Mrs. McNamee made a motion to approve the proposed policy with those changes. The motion was seconded by Mrs. King and was unanimously approved. A copy of the policy will be placed in the policy book and on the website.

b. **Proposed Policy on Gate Access for Scheduled Events** – The board reviewed the proposed language for the section of the Gate Pass Policy dealing with gate access for scheduled events. Several changes were agreed on. Mrs. McNamee made a motion to approve the policy as amended. The motion was seconded by Mr. Hellman and was unanimously approved.

c. **Requests for Proposals from Audit Firms** – A draft Request for Proposal (RFP) from potential auditors was included in the board package. Following discussion, Mrs. Carter made a motion to approve the RFP language as submitted. The motion was seconded by Mr. Wynn and was unanimously passed.

d. **Renewal of the South Beach Pool Agreement** – Board members reviewed the proposed South Beach Pool Agreement. Mrs. Carter made a motion to approve the Pool Agreement as submitted. The motion was seconded by Mr. Wynn and was unanimously approved.

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

a. **Expense Accounting for CSA Senior Staff** – Mr. Kelley responded to a previous request for information on the handling of business-related expenses incurred by staff members. He explained that anticipated business travel and training-related expenses for staff members are identified during the budgeting process. The CSA Board authorizes these expenditures when approving the budget. Enrollment fees for off-site training are either paid by CSA directly to the provider or are paid by the staff member and submitted to CSA for reimbursement. Staff members pay their own travel and incidental business expenses and then submit those expenses and any supporting documents for approval and reimbursement.

b. **Sea Pines Museum and Forest Preserve Foundation By-laws** – Mr. McLaughlin reported that Mr. Steve Birdwell is now the fifth member of the Board of Trustees of the Foundation, the other four being the officers of CSA. Mr. McLaughlin described the relationship of the Foundation's Board of Trustees and the standing committee for the Forest Preserve. The Trustees expect to work more closely with the standing committee in the future.

c. **Cordillo Parkway Zoning Request** – The Town of Hilton Head is considering a property owner's request to change the zoning of a property on Cordillo Parkway. This parcel is within the area covered by the Sea Pines Master Plan and is subject to Sea Pines' covenants. Mr. Kelley and Mr. Birdwell have notified the Town of this fact, and the fact that The Sea Pines Resort must approve any changes to the Sea Pines Master Plan. The Town was also informed that CSA and The Sea Pines Resort are opposed to the proposed change. The Town deferred this zoning issue until after August 19, 2009.

d. **ARC and ARB Organizational Status** – Discussions have taken place concerning potential changes in the current organizational arrangement involving the ARB and ARC. If a final recommendation is reached it will be brought to the CSA Board.

e. **CSA Fact-finding Regarding Sea Pines Waterway Dredging** – Mr. McLauchlin commented that although CSA is not directly responsible for dredging in Sea Pines, the CSA Board must become better informed about this complex issue if it is to properly represent the interests of the Sea Pines community. Mr. McLauchlin recommended obtaining independent advice from a professionally-qualified firm concerning the feasibility of various dredging alternatives. It was the sense of the board that Mr. Kelley should obtain three bids from qualified engineering firms to develop the desired information.

6. **Board Member Comments**

a. **Beach Sweep/River Sweep** – Mr. Birdwell said the SC Sea Grant Consortium and the SC Department of Natural Resources will be sponsoring a one-day litter clean up on South Carolina's beaches and waterways. Mr. Birdwell recommended that CSA, ASPPPO and The Sea Pines Resort launch a joint effort to enlist volunteers for this effort. It was agreed that an article should be placed in the newsletter.

7. **Adjournment** - With no further business to discuss, the meeting adjourned at 5:00 p.m. The next regular monthly meeting of the Board is scheduled for Tuesday, August 25, 2009, at 3:00 p.m. in the CSA Board Conference Room.

Respectfully submitted,

Norman Harberger  
Secretary