

Community Service Associates, Inc.
Minutes of September 23, 2008 Board Meeting

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

2. Approval of the Meeting Minutes

Board members reviewed the August 26, 2008, meeting minutes. A motion was made by Mr. Minot and seconded by Mrs. King to approve the minutes as amended. The motion was unanimously approved.

3. Report of the Executive Vice President - Cary Kelley

a. **Large Scale Community Manager Conference** – Mr. Kelley gave a brief summary of a conference he recently attended in Oregon for managers of large private communities. Many gated communities have issues and problems similar to those that Sea Pines Plantation has faced. Funding for infrastructure replacement is a very common issue. Many do not have a funding mechanism for infrastructure reserves, which makes them dependent on frequent special assessments to obtain funds for specific projects.

b. **SC CAI Conference Update** – The CAI conference will be held at the Harbour Town Inn on October 16th and 17th. Information and a registration form were included in the board package.

c. **Security Issues** – Mr. Breed’s Security report was discussed.

4. Finances

a. **August Financial Statements** - The Board reviewed the current financial statements. The overall financial position remains favorable.

b. **Proposed 2009 Budget Guidelines** – A revised copy of proposed 2009 Budget Guidelines was included in the Board package. It was the sense of the Board that the proposed changes are appropriate. The proposed Budget for 2009 will be presented for Board review in October if it has received Finance Committee approval.

c. **Additional Language on the Executive VP's Evaluation to the Financial Policy Manual** – The Executive Committee recommends approval of the proposed Board policy on Oversight of Key Manager Compensation, as drafted by Mr. Harberger, and further recommends that the policy be included in the Board policy book in the CSA building. Mr. Minot made a motion to approve the recommendation. The motion was seconded by Mr. Lawrence and was unanimously passed.

5. Discussion Topics

a. **Renewal of the Calibogue Cay Dredging Agreement** – The current agreement with Calibogue Cay POA expires in March of 2009. The POA has asked that the agreement be renewed now so they can begin their dredging early. Following discussion, Mr. Minot made a motion to approve the renewal of the Dredge Spoil Deposit Agreement for a five year period. The motion was seconded by Mr. King and was unanimously passed.

b. **Request for Landscaping Encroachment Along Beach Walk** – A property owner whose unauthorized landscaping encroached into CSA open space along a beach walk was recently required to remove the unauthorized landscape materials. The property owner has now formally asked CSA to approve an encroachment agreement for a revised landscape plan. The CSA Board found the revised plan unacceptable, but expressed willingness to consider a modified plan if it involves very limited encroachment and uses indigenous plant materials in a way that does not appear to be an extension of the formal landscaping on the owner's property. Mr. Kelley will inform the owner of the Board's position.

c. **Request for Land Swap at Lot 12, S. Calibogue Cay Road** – A property owner who resides on South Calibogue Cay would like to build a dock on his property. The prior owner had purchased a dock permit and signed it over to the new owner as part of the sale. However, recent surveys show that the proposed dock would actually be accessed through CSA open space. The current owner proposes either a land swap with CSA or an easement to the proposed dock. Mr. Lawrence made a motion to approve the proposed land swap. The motion was seconded by Mr. Corbitt. A discussion was held concerning other docks in that area, including one that is currently in litigation with the Town of Hilton Head. Mr. Lawrence called the question and the motion failed by a vote of 6 to 8.

d. **CSA Building Renovation Proposal/Request for Architectural Schematic** – An architectural drawing depicting the proposed renovation of the CSA building was included in the CSA board package. The proposed layout includes space for the Sea Pines Community Center. Mr. Kelley referred to his previous report of attendance and use of the Center. He believes the CSA building could accommodate virtually all the events currently held at the Center. The proposed renovations also provide more adequate space for the ARB. Following discussion, Mr. Carlson made a motion to approve the expenditure of up to \$20,000 to have an architect prepare schematic plans. The motion was seconded by Mr. Corbitt. The motion passed, with one abstention.

e. **Request for Updated Road Plan/Engineering Study** - The Finance Committee believes the proposed 2009 repaving schedule is too limited, pushing more paving projects into subsequent years when asphalt may be even more costly. The Finance Committee recommends that the Board's Road Survey Book be updated, using a third-party engineering firm to evaluate the road conditions. Mr. Kelley noted that the Maintenance Committee, which would take up this recommendation, had not met in August. To avoid delay, Mr. Kelley had met with an engineering firm to discuss what the road survey would involve and its likely cost. Mr. Kelley said Mr. Hattersley, the Maintenance Committee Chairman, and his Committee would follow through on the Finance Committee's proposal. It was suggested that we make sure the Roads Survey information is well-aligned with the nine-year infrastructure plan.

f. **Request for Land Swap With Sea Pines Resort** – The Sea Pines Resort has requested a small land swap. The Resort would acquire a total of 1.517 acres of open space adjoining the Heron Pointe Golf Course, and an equal amount of current golf course property would become CSA-owned open space. Following discussion, Mr. Minot made a motion to approve the proposed land swap between CSA and The Sea Pines Resort. The motion was seconded by Mr. Carlson and was unanimously passed.

g. **Referendum Task Force Report** – Mr. McLaughlin noted that a letter has been sent to property owners concerning the results of the recent referendum and CSA's plans for another reserve funding referendum. Representatives of the Task Force will attend the Calibogue Cay POA Annual meeting on October 1st, the ASPPPO Open meeting on October 9th, and other POA annual meetings as they occur. The Task Force representatives will give a brief presentation at these meetings and will respond to questions or comments from those present.

6. Standing Committees

Standing Committee reports were included in the Board package.

a. **Report of the Nominating Committee** – A copy of the report was included in the board package. Mrs. King announced the candidates for the 2009 ASPPPO and CSA vacant board positions. They are as follows.

ASPPPO

Blaine Lotz
Nikki McNamee
Ron Taylor
George Minot
John Patten

CSA

Blaine Lotz
Nikki McNamee
Ron Taylor
Fred Wynn
Eleanor DeSole

b. **Finance Committee** – Mr. Minot said his report on Budget Questions will be available for the October meeting.

7. Board Member Comments

a. **Lagoons** – The condition of the lagoons was discussed. Lagoons levels are very low. Many have an unusual green color. Dead fish are floating in some, causing a foul smell.

Mr. Kelley said DHEC has checked the lagoons and has found no fundamental problems with the water itself. The lagoons are low due to the slide gates being repaired, and fish have died from lack of oxygen. Once the work on the slide gates is completed, the water levels will be raised.

8. Adjournment

With no further business, the meeting adjourned for the day at 5:15 p.m. The next scheduled meeting date is Tuesday, October 28, 2008, at 3 p.m. in the CSA Board room.

Respectfully submitted,

Norman Harberger
Secretary