

Community Service Associates, Inc.
Minutes of September 25, 2007 Board Meeting

President Carbiener 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:	Wayne Carbiener	Bob Hattersley	Pat Jenkins
	George Minot	Kathy Carter	John McLauchlin
	Don Carlson	Bob Sowers	Bob Gossett
	Steve Birdwell	Norman Harberger	John Trunk
	Mike Lawrence		

Absent:	Joseph Fraser	Jim Young	Paul Aikman
	Gary Martin		

Staff:	Cary Kelley	William Leitner	Jeanne Pearse
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2. Approval of the Meeting Minutes

Board members reviewed the August 28, 2007, meeting minutes. A motion was made and seconded to approve the minutes as amended. The motion was unanimously passed.

3. Report of the Executive Vice President - Cary Kelley

a. **Project Updates** – The Greenwood Drive Re-paving Project has begun. The grinding up of the old roadway will be completed first and the millings will be used in the Forest Preserve on Fish Island Road. Notices have been placed in the Island Packet, newsletter, website, Sea Pines TV channel and flyers are being handed out at the gates. Mr. Minot suggested placing a sign on the Sea Pines Circle encouraging use of the Ocean Gate during the construction on Greenwood Drive. Mr. Kelley will check whether the Town of Hilton Head will allow this.

b. **Time Warner Franchise Agreement** – Mr. Kelley reported that Time Warner has urged CSA not to join in the Hargray-sponsored litigation aimed at terminating Time Warner’s exclusive rights to provide cable TV service in several Island communities, including Sea Pines. The CSA Board had previously approved CSA’s joining in that litigation, but no official action has yet taken place. Time Warner has mentioned several potential benefits of not joining in that litigation, including the possibility of voluntarily terminating their exclusive rights sooner than the existing contract calls for. Mr. McLauchlin made a motion to postpone signing the paperwork for the litigation until a formal proposal from Time Warner is received and reviewed. The motion was seconded by Mr. Minot and was unanimously approved.

c. **Proposed New Sign for CSA Building** – ASPPPO has proposed that the sign in front of the CSA Building be replaced by a new sign that specifically mentions ASPPPO, ARB and Sea Pines Security as well as CSA. The ASPPPO Board is willing to pay for the new sign. Discussion was held. Mrs. Jinkins made a motion to approve changing the sign. The motion was seconded by Mr. Carlson and was unanimously passed.

4. **Finances**

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

b. **2008 Budget Assumptions** – The final Budget Assumptions were reviewed and no changes were suggested. A proposed budget will be presented at the October meeting.

c. **Request for Funding of Ditch Clean-Out** – The Finance Committee has endorsed the Maintenance Committee’s recommendation that ditch clean-out work, originally scheduled to take place in 2008 and 2009, be started this year. Under the proposal, this project - which has a projected overall cost of \$80,000 - would begin this year and be completed in 2008. Mr. McLauchlin made a motion to approve the expenditure of \$40,000 this year for ditch clean-out. The motion was seconded by Mr. Minot and was unanimously passed. The Three Year Plan will be updated to reflect the change in schedule.

5. **Discussion Topics**

a. **Reserve Funding Task Force Update** – Mr. McLauchlin distributed the Task Force’s preliminary report. Board members commented favorably on the thoroughness of the Task Force’s analysis. The Task Force anticipates that a final report will be available in November.

b. **Community Center Task Force Update** - Mrs. Carter said the Community Center survey questionnaire had been mailed out to property owners and over 500 property owners have responded so far.

c. **Executive VP Performance Goals & Performance Evaluation Process** – The Executive Committee approved the final version of the Executive VP’s performance goals. Copies were included in the Board package. When the next performance evaluation takes place, a Questionnaire will be used to obtain the impressions of all Board members concerning goal achievement and other indicators of performance effectiveness. The proposed Questionnaire was passed out at the meeting, as was a description of the ongoing schedule for goal-setting, performance evaluation and salary review. The current goals cover the period ending December 31, 2008. It is anticipated that there will be an interim evaluation at year end 2007.

d. **Report of the Nominating Committee** – The Nominating Committee presented the following recommendations for appointment to the Sea Pines Architectural Review Board:

- As CSA-appointed full members of the Sea Pines Architectural Review Board:
- Debbie Welch, current ARB Vice Chairman, for an additional three-year term from 1/1/08 through 12/31/10.
 - Robert Stichweh to complete the term of Mike Roan who resigned in August. This appointment would take place immediately and run through 12/31/08.

As CSA/ASPPPO alternate member of the Sea Pines Architectural Review Board:

- Julie Nelander for a one year term 1/1/08 through 12/31/08

Mrs. Carter made a motion to appoint Mrs. Welch for another three-year term. The motion was seconded by Mrs. Jinkins, and it was unanimously passed by the Class A directors.

Mrs. Carter made a motion to appoint Mr. Stichweh to replace Mr. Roan, for a term to begin immediately and run through December 31, 2008. Mr. Minot seconded the motion and it was unanimously passed by the Class A directors.

Mr. McLaughlin made a motion to appoint Mrs. Nelander to the CSA/ASPPPO Alternate ARB position for the standard one-year term, beginning on January 1, 2008 and ending on December 31, 2008. The motion was seconded by Mr. Carlson and was unanimously passed by the Class A directors.

The Nominating Committee report on candidates for the CSA Board was included in the Board package for informational purposes only.

6. **Standing Committees**

Standing Committee reports were included in the Board package. A few questions about the Security Committee minutes were answered by Bob Gossett, Chairman of the Security Committee.

7. **Adjournment**

The meeting adjourned at 4:55 p.m. The next scheduled meeting date is Tuesday, October 23, 2007, at 3:00 p.m., in the CSA Board Conference Room.

Respectfully submitted,

Norman Harberger
Secretary