

**Community Service Associates, Inc.
Minutes of March 25, 2008 Board Meeting**

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

1. Roll Call

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

2. Approval of the Meeting Minutes

Board members reviewed the February 26, 2008, meeting minutes. A motion was made by Mr. Hattersley and seconded by Mr. Minot to approve the minutes as amended. The motion was unanimously passed.

3. Report of the Executive Vice President - Cary Kelley

a. **Community Center Events** – Mr. Kelley said three events that had been scheduled to be held at the Community Center were cancelled because only 1 or 2 people made a reservation. The cancelled cooking demonstration may be brought back in May. We will increase awareness of future Community Center events by advertising them on sandwich boards at both entrance gates.

b. **Communications Update** – Mr. Kelley’s second “Coffee with Cary” session will be held on Wednesday, April 2nd at the Sea Pines Community Center from 9-10 a.m

The CSA website has received just under 10,000 hits as of February. Mr. Kelley said the TV channel is operational and continues to be updated. Board members commented that the TV channel never seems to be working or “under construction” appears on the screen. Mr. Kelley will check on this.

c. Infrastructure Reserve Funding Initiative

I. Proposed Schedule of Events – The proposed schedule for the Reserve Funding Referendum was discussed. Based on that schedule:

- the Board is to endorse the draft of the referendum today, as well as the draft of the Position Paper and the intended timetable. The draft of the amendment would then be given to CSA's Auditor and the Sea Pines Resort's legal counsel for review and approval.
- Around April 7, the Position Paper is to be mailed to property owners.
- Around April 14, a press release is to be sent to the media, posted on the CSA website and e-mailed to the approximately 2,200 property owners for whom we have e-mail addresses.
- At the April 22nd CSA Board meeting, the Board is to review a final draft of the complete Referendum package including any language changes from the draft endorsed today. If the Referendum package is approved on April 22, it will be mailed to property owners around May 2, 2008, with the votes due back by June 30, 2008.
- Property Owner Information Meetings are scheduled for May 7th, 14th, and 17th at the Sea Pines Community Center.

II. Review of the Proposed Referendum Language – The Board reviewed the language of the proposed amendment to the 1974 Covenants. Draft 31 had been included in the Board package, but there was a general preference for the previous version, Draft 30, which was briefer and simpler. A question was raised about Draft 30's inclusion of leased property among the properties eligible for infrastructure funds. Following discussion, Mr. Lawrence made a motion to retain the wording as shown in Draft 30. The motion was seconded by Mr. Minot and was unanimously approved.

Further discussion followed, during which several small wording changes were suggested. Mr. Minot made a motion to accept Draft 30 with the proposed wording changes, and to forward the documents to the CSA auditor and the Resort's legal counsel for review. The motion was seconded by Mr. Hattersley. Mr. McLaughlin noted that the Board mailing had not included Draft 30, which the Board was now being asked to approve. He said he might have additional changes to suggest after further study. It was the sense of the Board that changes, if any, could be considered during the period of legal review, and need not delay the Board's action on Mr. Minot's motion. The motion was unanimously approved.

4. **Finances**

a. **February Financial Statements** - The Board reviewed the current financial statements. The overall financial position remains favorable. It is expected that investment interest will continue to decline and that interest income for the full year may fall short of budget by \$80,000 or more. Gate Fee Income for February is a little ahead of budget, but below budget for year to date.

b. **Request for Approval of the Road Re-paving Projects** – Mr. Kelley presented the Maintenance Committee’s request for funding in the amount of approximately \$494,000 to re-pave a portion of Greenwood Drive (Fraser Circle to Sea Pines Drive) and also some of the tertiary roadways: Oak Court, Governors Lane, Acorn Lane, Evergreen Lane, Ivy Lane and the South Beach trolley stop area. It was proposed to award the contract to Southeastern Paving Company. The funding request includes a 10% contingency and the engineering fees.

The plan is to re-pave the tertiary roads after the Heritage Tournament, but before the beginning of the heavy tourist season. The Greenwood Drive portion would be re-paved in the fall. Last year’s estimated cost of these projects was \$439,500. Sharp increases in the cost of petroleum products caused this year’s actual bids to come in at the \$494,000 figure. The Finance Committee has recommended approval of the Project.

Mrs. Carter made a motion to approve the road re-paving projects at a cost of \$494,000 and to approve the awarding of the contracts to Southeastern Paving Company. The motion was seconded by Mr. Harberger and was unanimously passed.

5. **Discussion Topics**

a. **Caswell Encroachment Approval Request** – The Board reviewed the documentation concerning this case that was included in the Board package. Discussion was held. It was noted that ARB approval had not been obtained to install the patio pavers where the encroachment exists. Mr. Minot made a motion to deny the request for an encroachment agreement for the patio on this property. Mr. Carlson seconded the motion and it was unanimously passed.

b. **Focus Group Results** – Mr. Carlson commended Mr. McLauchlin for his presentation on the Infrastructure Study at the ASPPPO open meeting held on March 13, 2008.

Mr. McLauchlin said contacting smaller groups of property owners was a great idea and produced excellent results. These smaller groups consisted of realtors, Presidents of the various POA’s in Sea Pines, unaffiliated residential property owners and former board members of ASPPPO, CSA and Sea Pines Associates.

Each of the POA Presidents volunteered to send out a standard letter personally endorsing the covenant revisions. Mr. McLauchlin said that the groups are going to be individually contacted to inform them of the final results of the meetings and to request any further feedback from the participants.

Mr. McLauchlin recommended using the same type of focus group process in preparation for any future referendum.

6. Standing Committees

Standing Committee reports were included in the Board package.

a. **Capital Improvement and Maintenance Committee Update** – Mr. Hattersley said several complaints were received from property owners in the Club Course area about dust and mud from the Club Course Drainage Project. The Maintenance Committee has concluded that the use of milled paving would decrease the problems of dust and mud when a road surface is temporarily unpaved. This will be done for the remaining portion of the current project and in similar situations in the future.

b. **Executive Committee Update** – Mr. Kelley’s contract expires in June of 2008. The Board will be receiving, in late April or the beginning of May, an evaluation questionnaire and a copy of Mr. Kelley’s self evaluation. Completed questionnaires are to be returned to Mr. Harberger by the end of May so he can tabulate the results. The Executive Committee will discuss Mr. Kelley’s salary at their June 11th meeting, and will present their findings and recommendation at the June meeting of the full CSA Board.

c. **Security Committee Questions** – The disappearance of John and Elizabeth Calvert has prompted much discussion about security in Sea Pines. It was agreed that a factual article on this subject should be published in the Community News.

Mr. Kelley said a recent article in the Bluffton and Beaufort papers, but not the Island Packet, dealt with the observations of the Beaufort County Sheriff’s Department concerning security operations in various gated communities. Sea Pines Security was described as the Department that adheres to the highest professional standards. Mr. Breed has drafted an article reporting actual statistics, which should reinforce property owner confidence. Mr. Minot suggested encouraging a “neighborhood watch” mindset among property owners, so that anything suspicious is promptly reported to Security.

7. Board Member Comments

a. **Club Course Bike Trail Survey** – Mr. Minot asked when the survey for the proposed bike trail would be completed. Mr. Kelley said it should be done in the next couple of weeks.

b. **ARB Membership Update** – Mrs. Jinkins asked if Sam Wheatley is leaving the ARB. Kathy Carter said Sam Wheatley has resigned from the ARB for personal reasons and his replacement is Mr. Jake Lee. Mr. Lee has previously served on the ARB and his experience and dedication will be an asset to their Board.

c. **The Sea Pines Resort Update** – Mr. Birdwell said the Beach Club Parking Lot Renovation has been finished. The Welcome Center renovation has also been completed and he encouraged everyone to stop by and see it.

d. **Compass Rose Park Dedication** – Mr. Minot asked about the timetable for the dedication of the Compass Rose Park. He commented that Sea Pines should be involved with the dedication since it was created by the Town in honor of Sea Pines and Charles Fraser. Mr. Corbitt said he would check with Mr. Ed Drane of the Town’s staff and see if a date has been set for a dedication ceremony.

e. **Requests for Material or Assistance From CSA Staff** – Mr. Kelley asked the Board members to contact him when they need assistance or information from the CSA staff. He can make sure their needs are met.

8. **Adjournment**

The meeting adjourned at 4:10 p.m. The next scheduled meeting date is Tuesday, April 22, 2008, at 3 p.m. in the CSA Board room.

Respectfully submitted,

Norman Harberger
Secretary