

**Community Service Associates, Inc.
Minutes of May 20, 2008 Board Meeting**

President Jinkins called the May 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 Mclauchlin
	Don Carlson	Mike Lawrence	Norman Harberger
	Bob Sowers	Cary Corbitt	Steve Birdwell
	Paul Aikman		

Absent:	Mark King	John Trunck	Bob Gossett
	Mike Hellman		

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

Board members reviewed the April 22, 2008, meeting minutes. A motion was made by Mr. Minot and seconded by Mr. Hattersley to approve the minutes as amended. The motion was approved unanimously.

3. Report of the Executive Vice President - Cary Kelley

a. **Referendum Meetings and Status** – The informational meetings on the referendum had been held and were well attended. Property owners continue to phone in their questions. The main question is how much it’s going to cost them.

b. **CSA Board Member Emergency Contact Information** – A copy of the Board members’ emergency contact information was included in the board package. Mr. Kelley asked the members to review their information for accuracy and to submit their contact information if they have not already done so. Discussion was held on having a preset schedule for an emergency meeting (by conference call) during an evacuation to learn the extent of damage and firm up recovery plans. CSA staff is currently reviewing their emergency plan and the emergency Board meeting could be incorporated into that plan. Mr. Kelley will have more information at the next meeting.

c. **Combined ASPPPO Open Meeting and “Coffee With Cary” Meeting** – The ASPPPO Open Meeting previously scheduled for June 12th has been rescheduled and combined with Cary’s June 4th meeting. Disaster Recovery is the main topic for both meetings, and the June 4th date at 9 a.m. is better for the guest speaker, Trudie Johnson.

Ms. Johnson is with the Building and Fire Code Department for the Town of Hilton Head Island.

4. **Finances**

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

b. **Approval to Renew the Wachovia Agreement for Services** – The Finance Committee recommended that the Board approve renewal of the Service Agreement with Wachovia Bank. The agreement provides for guaranteed lines of credit and other bank services such as lockbox services. A summary of the agreement was included in the Board package. Mr. Minot made a motion to approve agreement with Wachovia Bank under the proposed terms. The motion was seconded by Mr. Harberger and was unanimously approved.

5. **Standing Committees**

Standing Committee reports were included in the Board package.

a. **Finance Committee** – Mr. Minot asked for a board resolution approving the adoption of IRS Revenue Ruling 70-604 to allow the amount of \$228,291 for incomplete projects in the year 2007 to be carried forward into the fiscal year for 2008. Mr. Minot made a motion to that effect. The motion was seconded by Mr. Harberger and was unanimously passed.

b. **Nominating Committee** – Mrs. King announced that the Nominating Committee would hold its initial meeting on Thursday, May 22nd. She asked Board members to pass along their suggestions of potential nominees for the CSA or ASPPPO Boards or the ARB.

6. **Board Member Comments**

a. **Security Issues** – Mr. Birdwell said he was concerned with the recent security issues that had arisen such as the missing couple and peeping tom. He had met with Mr. Breed, Director of Security, to discuss these and other issues. The Resort is considering the installation of additional security cameras in the golf cart storage areas and other high traffic areas such as Harbour Town. The cameras are portable and can be relocated to any problem areas as needed. The cameras will be monitored by current security personnel, so no additional staff will be needed.

b. **Resort Activity** – Mr. Birdwell said the Resort is completely booked over Memorial Day weekend. He also reported that the Sea Pines Beach Club is once again offering a dinner menu for the summer season.

c. **CSA Executive VP's Evaluation** – Mr. Harberger said 4 completed evaluation sheets had been returned to him for Mr. Kelley's evaluation and encouraged the other Board members to turn theirs in by the end of May. The Executive Committee will review the compiled results at their June 11th meeting. The results and the Executive Committee recommendations will then be presented to the CSA Board at the June 24th meeting.

d. **Status of the Referendum Voting** – Mr. Minot asked how many votes had been returned and if the results were favorable. Mr. Kelley said he had checked with the auditor's office and not many had been returned at this point in time. He will have another e-mail message sent out reminding property owners to return their ballots.

e. **Red Cross Blood Drive** – Mrs. King reminded the Board members that the Red Cross Blood Drive is being held on May 29th from 1-6 p.m. She encouraged Board members to participate and to spread the word to their neighbors and friends.

8. **Adjournment**

The meeting adjourned at 3:40 p.m. The next scheduled meeting date is Tuesday, June 24, 2008, at 3 p.m. in the CSA Board room.

Respectfully submitted,

Norman Harberger
Secretary