

Community Service Associates, Inc.
Minutes of July 24, 2007 Board Meeting

President Carbiener 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:	Wayne Carbiener	Bob Hattersley	Pat Jenkins
	George Minot	Kathy Carter	Joseph Fraser
	John McLaughlin	Don Carlson	Bob Sowers
	Steve Birdwell	Norman Harberger	
Absent:	Bob Gossett	Paul Aikman	Gary Martin
	Mike Lawrence	Jim Young	John Trunk
Staff:	Cary Kelley	William Leitner	Jeanne Pearse

2. Approval of the Meeting Minutes

Board members reviewed the minutes of the June 26, 2007 meeting. A motion was made by Mrs. Carter and seconded by Mr. Harberger to approve the minutes as amended. The motion was passed unanimously.

3. Report of the Executive Vice President - Cary Kelley

a. **Six Oaks Cemetery Survey** – The survey of the 5.6 acres has been completed and recorded. Markers are now in place denoting the boundary lines.

b. **Hilton Head Prep Field House Use Agreement** - The use agreement for this facility has not been finalized yet because the school is still working the punch list and has not taken final possession of the building. The school plans to hold two open houses in August so property owners can tour the field house including the fitness center. An announcement will be placed on sandwich boards at the gates, the website and sent by e-mail once the tour dates and times have been set.

4. Finances

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

b. **Property Tax Appeals** – A reimbursement check was received from the County in connection with some of CSA's property tax appeals. Mr. Leitner and Mr. Kelley are following up with attorney Rose on the two remaining properties under appeal. The appeal process could take years.

c. **Investments** – A copy of the quarterly investment report was included in the board package. Interest Income is ahead of the projected budget amount for the year. The weighted average interest rate for our laddered CD portfolio is around 5.1%.

5. Discussion Topics

a. **Reserve Funding Task Force Update** – Mr. McLaughlin distributed a summary of the Capital Asset Cost Summary. Cost data for a few items is still being studied. Once that is done, a twenty-five year schedule will be assembled showing estimated costs for each year. The Task Force plans to meet with residential and commercial representatives to discuss the findings when the schedule is completed. The Task Force anticipates that a referendum on reserve funding could be put forward next year.

b. **Maintenance Three Year Plan Approval** – Board members reviewed the proposed maintenance plan for the years 2008, 2009 and 2010. The Finance Committee recommended approval of the plan.

Mr. Minot said the proposed bike trail improvements in the Club Course area remain controversial and that drainage problems in that area should take precedence. Mr. Hattersley said any identified drainage problems will be addressed in an engineering study scheduled for next year. Mr. Hattersley said that objections to the bike path improvements had not been numerous, and those improvements are included in the plan adopted by the Maintenance Committee and now presented for Board approval. Mr. Carbiener made a motion to thank the Maintenance Committee for its work and to accept the Three Year Plan for 2008, 2009 and 2010 as submitted. Mr. Harberger seconded the motion. The motion was passed with Mr. Minot abstaining.

6. Standing Committees

Standing Committee reports were included in the Board package.

7. Board Member's Comments

a. **Nominating Committee Update** – Mr. Hattersley said the Committee is actively looking for nominees for positions on the ASPPPO, CSA and ARB boards. He asked Board members for any recommendations. He noted that Mr. Mike Hellman had resigned from the Nominating Committee after he decided to run for the CSA Board.

The Committee will start interviewing the prospective nominees during the first week in August and will need to have a slate in place for the CSA and ASPPPO positions by September 1.

b. **Sea Pines Community Newsletter** – Mr. Sowers noted that the cover of the recent Sea Pines Community Newsletter identifies the Newsletter as “A Publication of ASPPPO”. He pointed out that CSA is a partner in the publication and should be mentioned. Mr. Carbiener agreed. He noted that CSA pays 60% of the Newsletter expense and both organizations should be acknowledged if CSA’s contribution is to be maintained. Mr. Carlson, ASPPPO’s President, also agreed. He will take this issue up with the ASPPPO Communications Committee and Board.

Several Board members commented on the benefit of having Sea Pines' commercial entities use the Newsletter to inform property owners about special events, promotions, discounts for property owners, etc. Mr. Fraser said it would also be useful to provide information about new restaurants and shops. Mr. Kelley said this same kind of information could also be placed on the CSA website.

8. President's Comments

a. **Executive Vice President's Performance Goals** – Mr. Kelley distributed a copy of his performance goals through June of 2008. Mr. Carbiener asked the board to review the list and be prepared to discuss it at the next meeting.

9. Adjournment

The meeting adjourned at 4:05 p.m. The next scheduled meeting date is Tuesday, August 28, 2007, at 3:00 p.m., in the CSA Board Conference Room.

Respectfully submitted,

Norman Harberger
Secretary