



ADMINISTRATIVE OFFICES
OFFICE (843-) 671-1343
FAX (843) 671-4027
www.csaseapines.com

**COMMITTEE POLICY
FOR
COMMUNITY SERVICES ASSOCIATES, INC. (“CSA”)**

A. PREAMBLE

1. CSA operates under the guidance and oversight of a Board of Directors (“Board”) duly elected by its membership, and said Board by the authority vested in it by the Bylaws is authorized to adopt policies from time to time as it deems necessary.
2. The Board wishes to create a uniform policy for standing Committees and special Groups (collectively “Committees”) established by the Board.
3. The Committees provide opportunities for property owners to gain experience about and influence CSA operations and planning, and Board deliberations.
4. The following policy concerning purpose, responsibility and service on CSA Committees was adopted by the Board on April 28, 2009.

B. POLICY

1. Committees are established to evaluate selected areas of CSA operations and offer advice, counsel and recommendations to the Board and the Executive Vice President of CSA on matters within the scope of the stated purpose of the Committee or Group. The elected Officers of CSA and the Executive Vice President shall have the sole authority and control over the implementation and execution of such actions and programs recommended by the Committees and approved by the Board.
2. The CSA President shall recommend for Board approval the 1) creation, continuation or termination of Committees, 2) appointment of the Chairs for Committees, and 3) Committee Charters.
3. Committee Chairs shall be members of the Board. However, the Finance Committee Chair will be de facto the elected Treasurer of CSA. Any exceptions to the preceding must be approved by the Board. Committee Chairs shall have authority to establish subordinate Groups whose Chairs need not be a member of the Board. Committee Chairs shall prepare terms of reference (TOR) for their subordinate Groups.
4. Appointment of Committee members will be within the authority of the Committee Chair with the approval of the Board. Appointments will be from year to year as recommended by the Chair and approved by the Board. A copy of this policy will be given to each Committee Chair, and the Chair is responsible for communicating this policy to each of their Committee members.

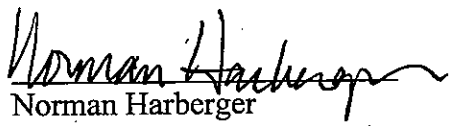
5. The number of Committee members is at the discretion of the Chair. All Committee member terms begin on the first of a month as designated by the Board, and end on the last day of a month as designated by the Board. Individual Committee members are limited to six (6) consecutive terms. However at the discretion of the Chair, a member who has reached the term limit may continue to serve as a non-voting participant. A term-limited individual can be re-appointed as a voting member no earlier than one year after reaching the term limit.

6. The Chair and Board-approved appointees shall be voting members. The CSA President and Executive Vice President shall be ex-officio members of each Committee. CSA staff personnel, as requested by the Chair, shall serve as ex-officio members. Ex-Officio members shall assist the Committees in performing their assigned responsibilities.

7. Charters for Standing Committees approved by the Board are attached to this policy statement. Terms of Reference (TOR) for Special Groups endorsed by the Executive Committee are also attached.

ADDITIONS, DELETIONS AND CHANGES

The Board by majority vote may make changes to this policy.


Norman Harberger
Secretary, CSA Board of Directors

Date: April 28, 2009

**CHARTER
SECURITY COMMITTEE**

1. Purpose

- a. Assist the CSA Board to exercise its oversight responsibility re CSA Security operations and planning.
- b. Gather, evaluate, and present data to support Security decisions consistent with CSA policies, goals, objectives, and guidelines.

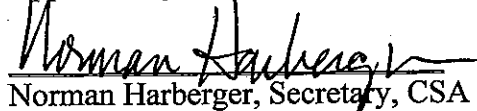
2. Responsibilities

- a. Recommend the following for CSA Board approval.
 - 1) Policies, objectives, and guidelines for Security and gate access (excluding those related to Law Enforcement that are set by the South Carolina Law Enforcement Division ("SLED")).
 - 2) Sea Pines Rules and Regulations.
 - 1) In coordination with the Finance Committee, the annual budget for Security.
 - 2) In coordination with the Strategic Planning Group, the Strategic Plan for Security.
 - 3) Actions to enhance compliance with security policies, objectives, and guidelines, and enforcement of Rules and Regulations.
- b. Advise CSA Board re Security and gate access matters.
- c. Ensure the Infrastructure Inventory and Strategic Replacement Plan database is complete and accurate for Security equipment.
- d. Provide guidelines for developing and evaluating the Security Budget and Strategic Plan.
- e. Ensure CSA Board and Property Owners are informed on the status of Sea Pines security, gate access, and rules/regulations. Provide reports highlighting types and locations of security incidents, gate access incidents, incident prevention tips, and violations of rules and regulations.

3. Recommended Membership

- a. Board Members
- b. Volunteers with security expertise or broad-based experience
- c. Ex-Officio: Director, CSA Security Department
- d. Staff Support: As designated by the Executive Vice President

Approved by CSA Board on April 28, 2009.



Norman Harberger, Secretary, CSA Board of Directors

**CHARTER
BEAUTIFICATION AND AMENITIES COMMITTEE**

1. Purpose

- a. Assist the CSA Board ("Board") to exercise its oversight responsibility concerning CSA maintenance operations and planning for Common Area landscaping and amenities (collectively "Beautification").
- b. Gather, evaluate, and present data to support decisions consistent with CSA policies, goals, objectives, and guidelines for ensuring Sea Pines is a premier private community.

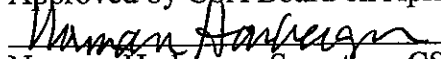
2. Responsibilities

- a. Recommend the following for Board approval.
 - 1) Policies, goals, objectives, and guidelines ("Management Directives") for:
 - a) Maintaining, replacing or restoring, and improving Common Area Landscaping (e.g., plantings, irrigation, fences, signage) and Amenities (e.g., Tower Beach, Community Center, Baynard Ruins, etc.).
 - b) Using and enjoying Common Area Amenities.
 - 2) Rules and regulations for Property Owner use and enjoyment of all Sea Pines Plantation amenities. These include CSA-owned or leased, and those owned by others (e.g., Sea Pines Resort, other Commercial entities, and Forest Preserve Foundation).
 - 3) In coordination with the Finance Committee, the annual budget for Beautification and Amenities.
 - 4) In coordination with the Strategic Planning Group, the Strategic Plan for maintenance, infrastructure replacement or restoration, and improvements to Landscaping and Amenities.
- b. Advise and inform Board regarding Beautification and Amenities matters.
- c. Define guidelines for developing and evaluating the Beautification and Amenities Budget and Strategic Plan.
- d. Ensure the Infrastructure Inventory and Strategic Replacement Plan database is complete and accurate for Landscaping and Amenities.
- e. Ensure Board and Property Owners are informed about Beautification and Amenities Management Directives and status of projects. Provide status reports highlighting:
 - 1) Type, location, and timing of special beautification and Amenities projects.
 - 2) Type, location, timing, and projected or actual costs of Infrastructure replacement or restoration projects.
 - 3) Description, timing, and projected cost of proposed or planned improvements.

3. Recommended Membership

- a. Board Members
- b. Volunteers with construction, engineering, landscaping, gardening, etc. expertise as well as broad-based experience or special interest.
- c. Ex-Officio: Director, CSA Maintenance Department
- d. Staff Support: As designated by the Executive Vice President

Approved by CSA Board on April 28, 2009.


Norman Harberger, Secretary, CSA Board of Directors

**CHARTER
EXECUTIVE COMMITTEE ("ExCom")**

1. Purpose

- a. Assist the CSA Board ("Board") to exercise its general oversight responsibility re CSA operations and planning.
- b. Gather, evaluate, and present data to support decisions consistent with governing authorities (i.e., covenants and agreements) and management directives (i.e., policies, goals, objectives, and guidelines).

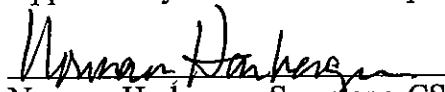
2. Responsibilities

- a. Recommend the following for Board approval.
 - 1) A Strategic Plan for a premier Sea Pines community.
 - 2) Additions or amendments to CSA governing authorities and management directives.
 - 3) Hiring, evaluation, compensation, and termination of the Executive Vice-President.
 - 4) Employment agreements and changes to compensation or benefit packages of key CSA personnel reporting to the Executive Vice President.
 - 5) An organization designated as the CSA "legal counsel."
- b. Act for the Board on specific matters when allowed by law and authorized by the Board.
- c. Advise the President in preparing the agenda for Board meetings.
- d. Promote open and effective communication among CSA Board, Staff, and Members.

3. Recommended Membership: Ideally, the Executive Com membership should include a mix of Residential, Sea Pines Resort, and Other Commercial Board members.

- a. CSA President who shall serve as Chair
- b. CSA Vice-President, Treasurer, and Secretary
- c. A Board Member appointed by the Chair
- d. Ex-Officio: CSA Executive Vice-President
- e. Staff Support: As designated by the Executive Vice President

Approved by CSA Board on April 28, 2009.



Norman Harberger, Secretary, CSA Board of Directors

**CHARTER
FINANCE COMMITTEE**

1. Purpose

- a. Assist the CSA Board to exercise its oversight responsibility re CSA finances and accounting.
- b. Gather, evaluate, and present financial and accounting data to support financial decisions consistent with CSA policies, goals, objectives, and guidelines.

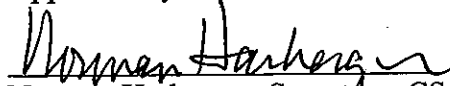
2. Responsibilities

- a. Evaluate and recommend the following for CSA Board approval.
 - 1) Annual Budget for operating and infrastructure revenue and expenditures.
 - 2) Investment policy for Community Fund (i.e., designated and undesignated).
 - 3) Strategic Financial Plan for CSA revenues and expenses for operations and infrastructure replacement or restoration.
 - 4) Amendments to covenants and any franchise and service agreements affecting CSA finances.
 - 5) Policies, guidelines, and procedures re the CSA financial management process.
 - 6) Options for meeting tax and accounting requirements.
 - 7) An organization designated as the CSA "accounting and tax advisor."
 - 8) An organization designated as the CSA "primary financial institution."
 - 9) An organization designated as the CSA "external auditor."
- b. Advise and inform the CSA Board, re financial matters.
 - 1) Provide, at a minimum, monthly reports re CSA finances, highlighting areas of concern or opportunities.
 - 2) Provide guidelines for developing the Annual CSA Budget and the Strategic Financial Plan.
- c. Ensure Property Owners are informed on the status of Annual Budget revenue and expenditures as well as the Strategic Financial Plan.

3. Recommended Membership

- a. Treasurer, CSA who shall serve as Chair
- b. CSA Board Members
- c. Volunteers with Financial and Tax Expertise, as well as broad-based experience
- d. Ex-Officio: CSA Controller and ASPPO Finance Committee Chair
- e. Staff Support: As designated by the Executive Vice President

Approved by CSA Board of Directors on April 28, 2009.



Norman Harberger, Secretary, CSA Board of Directors

**TERMS OF REFERENCE
GATE POLICY RESTATEMENT GROUP**

1. Purpose: Prepare a consolidated and simplified restatement of Sea Pines Gate Policy for review and approval by the CSA Board.

2. References

- a. 1988 Covenants Article III, Para. 3.0 states “—the gate policy attached to the assignment of rights attached hereto as Exhibit D represents gate entry policy for Sea Pines Plantation --. CSA agrees that it shall continue to adhere to and enforce the gate entry policy as attached – unless amended in accordance with the bylaws of CSA --.”
- b. 2009 Gate Access Policy as amended.
- c. 2009 Gate Decal Policy as amended.
- d. All agreements between CSA and Property Owners that define gate access privileges and charges tailored to that Property Owner. For example, Grande Ocean Marriott, 2009 Settlement Agreement with Sea Pines Country Club, and the 2007 Gate Agreement re commercial tenants.

2. Working Group Assignment

- a. Examine and compare the referenced gate policy documentation.
- b. Evaluate the accuracy, completeness, and composition of the 2009 Gate Policy statements.
 - 1) Identify omissions from the 1988 Policy or Property Owner gate agreements that should be re-instated.
 - 2) Identify policy gaps that should be defined.
- c. Prepare the following for CSA Board review and approval.
 - 1) A consolidated and simplified restatement of Sea Pines Gate Policy.
 - 2) An executive summary or “quick reference” document to assist Property Owner understanding and awareness of Sea Pines Gate Policy.

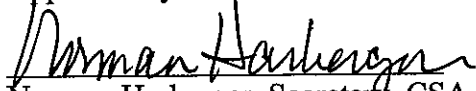
3. Suggested Schedule (i.e., on or about)

- a. 28 August 2009: Draft 1.0 distributed to ExCom for review and comment.
- b. 15 Sep 2009: Joint review session with ExCom.
- c. 2 Oct 2009: Draft 2.0 distributed to ExCom for review and comment.
- d. 20 Oct 2009: Joint review session with ExCom.
- e. 30 Oct: Draft 3.0 distributed to CSA Board members for review and comment
- f. 24 Nov 2009: CSA Board approval of Gate Policy Restatement.

4. Recommended Membership

- a. Board Representatives for Residential, Resort, and Other Commercial Owners.
- b. Volunteer Owners with legal research expertise or special interest in Gate Access.
- c. Ex-Officio: Executive Vice-President; Director, CSA Security Department
- d. Staff Support: As designated by the Executive Vice President

Approved by CSA Executive Committee on April 21, 2009



Norman Harberger, Secretary, CSA Board of Directors

**CHARTER
MAINTENANCE COMMITTEE**

1. Purpose

- a. Assist the CSA Board to exercise its oversight responsibility re CSA maintenance operations and planning.
- b. Gather, evaluate, and present data to support decisions consistent with CSA goals, objectives, and guidelines for maintenance and infrastructure replacement or restoration.

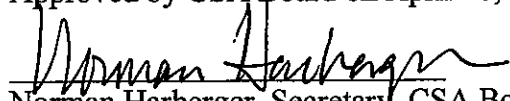
2. Responsibilities

- a. Recommend the following for CSA Board approval.
 - 1) Maintenance policies, objectives, and guidelines.
 - 2) In coordination with the Finance Committee, the annual budget for Maintenance.
 - 3) In coordination with the Strategic Planning Group, the Strategic Plan for maintenance and infrastructure replacement and restoration.
 - 4) Organizations to be awarded contracts to perform special projects for CSA maintenance or infrastructure replacement/restoration needs.
- b. Advise and inform CSA Board re maintenance matters.
- c. Guidelines for developing and evaluating the Maintenance Budget and Strategic Plan.
- d. Ensure the Infrastructure Inventory and long-range Replacement Plan is complete and accurate for the following categories: 1) Buildings and Facilities, 2) Streets and Bridges, 3) Leisure Trails, 4) Drainage Network, 5) Maintenance equipment), and 6) Beach Accesses.
- e. Ensure CSA Board and property owners are informed on the status of Sea Pines maintenance and infrastructure replacement or restoration projects. Provide reports highlighting:
 - 1) Type, location, and timing of special CSA maintenance projects.
 - 2) Type, location, timing, and projected/actual costs of CSA Infrastructure replacement or restoration projects.
 - 3) Type, location, and timing of special Non-CSA maintenance projects.

3. Recommended Membership

- a. Board Members
- b. Volunteers with construction, engineering, etc. expertise as well as broad-based experience.
- c. Ex-Officio: Director, CSA Maintenance Department
- d. Staff Support: As designated by the Executive Vice President

Approved by CSA Board on April 28, 2009.


Norman Harberger, Secretary, CSA Board of Directors

**CHARTER
PROPOSED COMMUNITY OUTREACH COMMITTEE**

1. Purpose

Assist the CSA Board to exercise its responsibility to foster effective communication among the CSA Board, CSA Staff, and Sea Pines Residential and Commercial Property Owners.

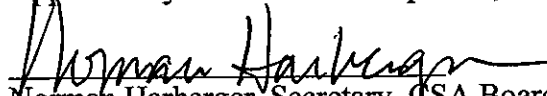
2. Responsibilities:

- a. Recommend the following for Board approval:
 - 1) An annual CSA Education and Outreach Plan.
 - 2) Policies and guidelines for information management, sharing, and feedback.
 - 3) Improvements to CSA information technology.
- b. Assist CSA and ASPPPO Boards, Committees, and Staff to:
 - 1) Enhance design and dissemination of information to CSA Members (e.g., Web Site, e-mails, Community News, PowerPoint presentations etc.).
 - 2) Develop methods for soliciting and analyzing community input on issues, and generating grass root support for initiatives.
 - 3) Detect and highlight concerns and perceptions re current operations and strategic plans.
 - 4) Develop strategies to foster information sharing and community involvement.
- c. Work closely with the ASPPPO Communication Committee to enhance, expand, and coordinate information sharing with our Sea Pines Property Owners.

3. Recommended Membership

- a. Board Members
- b. Chair, ASPPPO Communications Committee
- c. Volunteers with Information Management and Technology expertise or a special interest.
- d. Ex-Officio: CSA Information Management Staff Officer
- e. Staff Support: As designated by the Executive Vice President

Approved by CSA Board on April 28, 2009.



Norman Harberger, Secretary, CSA Board of Directors