



**SECURITY OPERATIONS**  
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Gate Entry Committee Meeting  
Thursday, November 10, 2016  
Main CSA Conference Room  
11:00 a.m.

The November meeting of the Gate Entry Committee was called to order at 11:00 a.m. In the main conference room of the CSA Building. Chairman Cary Corbitt presided.

**1. Roll Call**

Present

Commercial:	Cary Corbitt	Bob Gossett	Don Sigmon
Residential:	Bill Johnson	Mark Griffith	
Absent:	Mark King Michael Tucker	Steve Birdwell	Charlie Miner
Staff:	Bret Martin Amanda Sutcliffe-Jones	Beau Barnett Sarah Squires- McMillen	Toby McSwain

**2. Ratify the approval of the August 11, 2016 Meeting Minutes**

Mr. Johnson made a motion to ratify the approval of the August 11, 2016 meeting minutes as finalized by email. The motion was seconded by Mr. Griffith and was unanimously passed.

"RESOLVED, the Gate Entry Committee approves the minutes of the August 11, 2016 meeting as submitted."

**3. The Operation of Motorcycles within Sea Pines**

The current Gate Entry Policy prohibits motorcycles, mopeds and golf carts driving into the Sea Pines Community. Mr. Martin confirmed if the committee would like to address changing this rule, a suggestion would need to be made to the CSA Board, however a referendum does not need to take place amongst the Residential Property Owners. The committee discussed whether to continue with the long standing policy to restrict these vehicles, or whether to move forward with the times and suggest allowing access. The committee agreed to research this further and gain Residential Property Owner feedback via a survey conducted by CSA. Mrs. Sutcliffe-Jones will conduct this survey and provide feedback to the Gate Entry Committee.

**4. Update – Additional Gate Entry Committee Member**

The committee discussed whether to add an additional residential member to the Gate Entry Committee that is not currently affiliated with any other committee. The committee agreed to address this again in 2017 with the Gate Entry Committee Chair. The group confirmed they would prefer to remain as is with 9 committee members, as this is the preferred size of any committee group.

**5. Lawton Stables Trolley**

The committee discussed the placement of the trolley pad at the Lawton Stables stop. They were in agreement this pad is needed for safety purposes, however would appear unappealing and discussed the best possible location for the stop. The committee agreed a more favorable location to place the trolley pad and kiosk would be across Greenwood Drive from Lawton Stables, close to the Forest Preserve entrance. This location may prove less intrusive and lower in cost, as well as providing access to the Forest Preserve, and the Sea Pines allotment gardens, in addition to Lawton Stables.

Mr. McSwain shared the total number of people that exited the trolley at Lawton Stables in 2016 totaled to 52, compared with a total of 170 people in 2015. However, during the 'Sandbox at the Stables' special event on September 5<sup>th</sup>, 2016, 679 people were directly transported to and from Lawton Stables.

The committee decided to discuss the details of the kiosk and trolley pad further. Mr. Corbitt will be in contact with the owner of Lawton Stables and Mr. Martin and Mr. McSwain will review the current design for the kiosk and funding needed. It is anticipated the expenditure amount to cover this project could be from \$40,000. The committee recommended that if the new trolley stop were placed across the road the trolley structure could be understated in both design and costs.

**6. Sea Pines Decal Rates for 2017**

The committee reviewed a handout to show the current decal and gate entry fees. Mr. McSwain confirmed Sea Pines decal and gate entry fees are generally lower, compared to other communities on Hilton Head Island.

Sea Pines currently allow trailers (pulled by commercial vehicles) to enter without any additional fees, however other gated communities on Hilton Head typically apply an additional charge for trailers. The committee agreed to add an additional fee for trailers, as they would also be responsible for the wear and tear on the Sea Pines roads. Due to this change, commercial decals will be priced to represent the number of axles entering Sea Pines, to include single or tandem axle trailers.

The committee agreed they would like to raise Sea Pines Commercial Decal rates by at least \$25, for 2017. Mr. McSwain will work with Ms. Shanahan to research the financial implications with changing the decal rates and possibly the gate fee rates. This information, along with suggested fees for trailers entering Sea Pines, will be revised on the decal and gate entry fee rate handout and sent to the committee to vote on and put before the CSA Board.

Mr. Martin stated Uber Rates were missing from the handout provided and informed the group Uber vehicles are charged \$2 per pick up and drop off.

**7. Update - Marketing Sub-Committee**

Mr. Corbitt shared the Vacation Directories need to be renewed for 2017. Ms. Sutcliffe-Jones will work on this project and send the necessary information to Mr. Corbitt.

**8. Update – Gate Fee Sub-Committee**

The Gate Entry Sub-Committee had met on November 3, 2016 to discuss whether the daily gate entry fee should be changed. A handout was distributed to the group, to share with the committee the

outcome from their meeting. The sub-committee originally proposed to postpone any discussion of a change in the current gate fee of \$6 and review this again in 6 months, until the committee has a better understanding of the costs for recovery, due to Hurricane Matthew.

The committee thought it best to not just focus on the recovery costs from Hurricane Matthew, but on the funds needed in general for Sea Pines. After discussion, the committee agreed to re-evaluate the funds needed and put a 5 year plan together to meet financial needs. Victoria Shanahan, Director of Finance and Administration is working on a five year forecast for all associated costs for the community. Once this is complete the Gate Entry Sub-Committee will have a better understanding of the dollars needed from each source of income.

#### **9. Gate Entry Policy Revisions**

Mr. McSwain suggested to issue hang tags instead of decals to restaurant delivery companies and domestic cleaning companies. This suggestion was made due to the high turnover of staff that is often experienced and would allow a transfer of hang tag between each vehicle. Before a hang tag is issued, the company would need to provide CSA with a completed application, listing employees that are authorized to utilize the hang tag. The company could potentially jeopardize working within Sea Pines if someone is found with the company's hang tag and are not listed on the application. It was the general sense of the committee to propose the CSA Board approve amending the Gate Pass Policy to issue hang tags instead of decals to restaurant delivery companies and domestic cleaning companies, starting January 1, 2017.

The group discussed the Gate Entry Policy covering the Tower Beach section. CSA staff is recommending the removal of the Tower Beach section from the Gate Entry Policy. Instead, Tower Beach would have a policy of its own. It was the general sense of the committee to propose the CSA Board approve amending the Gate Pass Policy to remove the section covering Tower Beach. It was unclear as to which committee Tower Beach would report through.

The Gate Entry Policy currently states Residential Property Owners are eligible to be issued one Relative Decal per family (per property). Discussion was held on charging a fee to cover administrative costs for issuance of additional decals. It was the general sense of the committee to propose the CSA Board approve amending the Gate Pass Policy to increase the number of Relative Decals that can be issued per family or residence.

#### **10. Update on Automated Pass System (ABDI)**

Mr. McSwain shared the ABDI software is still under review.

#### **11. Update on Greenwood Gate Signage / Traffic Counts**

CSA would like to place signs on Palmetto Bay Road to prepare Sea Pines visitors in advance of approaching the gate to use the correct lane. The Town of Hilton Head had been contacted regarding the placement of signs on Palmetto Bay Road and permission was granted if the signage project was funded by CSA.

Mr. McSwain will review the format for the signs. This will be discussed further at the Community Coffee meeting in 2017.

**12. Update on UBER Contract**

A temporary contract is currently in place for UBER until the end of the year (2016). The UBER contract for 2017 has not yet been finalized, but CSA will continue charging \$2 entry in the interim.

**13. Trolley Logo Design**

Mr. McSwain informed the group, CSA will have T-Shirts available for purchase with the trolley logo.

**14. Comments**

Mr. Martin shared with the committee that the bike / walking trails are still closed within Sea Pines due to the volume of unsafe trees still present from Hurricane Matthew. 50% of these trails have had dangerous debris and hanging limbs removed, however there is still a lot of work to do to make these trails safe. CSA has requested Bike Rental Companies to not rent bikes within Sea Pines until the bike paths are open. Therefore, temporarily Bike Rental Companies are not authorized to enter Sea Pines. It is currently not known how long this project will take, however CSA would like to try and reopen the trails by Thanksgiving.

**15. Adjournment**

With no further business to conduct, the meeting adjourned at 1:03 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cary Corbitt". The signature is fluid and cursive, with a large initial "C" and a stylized "Corbitt" following.

Cary Corbitt  
Chairman