

**Short Term Rental Committee
Meeting Minutes
Tuesday, May 3, 2016**

The May meeting of the Short Term Rental Committee of Community Services Associates, Inc. was called to order at 9:00 a.m. in the CSA main conference room.

1. **Roll Call**

Present:	Beverly Serral	Mark Griffith	Becky Pardue
	Karl Becker	Linda Farrenkopf	
	Dan Westerbeck		
Via Telephone:	Ted Leavitt		
Staff:	Bret Martin	Toby McSwain	Kristine Wasilewski
	Amanda Sutcliffe-Jones		

2. **Approval of the Minutes**

Mr. Westerbeck made a motion to approve the minutes of the March 1, 2016, meeting as submitted, Ms. Farrenkopf seconded and the motion passed unanimously.

3. **Spring Meeting with Rental Agents Update**

Fourteen of the sixteen rental agents were in attendance. Mrs. Serral shared with the group last year's census numbers and a copy of the extended pass program was distributed.

4. **New Homeowner Welcome Pkg/Visitor Brochure**

The *Helpful Info Guide* has been reviewed by the committee and suggested edits/revisions have been sent to Mrs. Sutcliffe-Jones. This year, both a hard copy, that can be laminated and left in the rental units, and an electronic copy will be available.

5. **Parking at Rental Units**

A discussion was held regarding rental units parking and the number of violations. Mr. McSwain stated that to date (Jan 2016/Apr 2016) there have been 106 violations. Mrs. Serral suggested that we collect the data, identify the problem properties, and look at options to correct.

Mr. Leavitt suggested starting with sending a note to all the rental properties managed by rental companies asking "What is the parking capacity for each of the houses you manage in Sea Pines?" Then cross reference against capacity and manage exceptions. Using his own home as an example, there is capacity for 6 cars but have never issued more than 5 passes and this is quite rare.

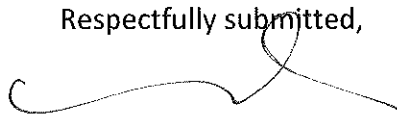
6. **Club Course – Short Term Rental**

Mr. Martin addressed the concerns in regards to properties that have been purchased in the Club Course area and used as Short Term Rentals.

7. **Adjournment**

With no further business to discuss the meeting adjourned at 10:05 a.m. The next regular meeting is scheduled for August 2, 2016 at 9:00 a.m. in the main conference room of the CSA Building.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Beverly Serral", with a large, stylized flourish extending to the left and right.

Beverly Serral
Co-Chairman