

**Joint Short Term Rental Committee
Meeting Minutes
Tuesday, March 7, 2017**

The March meeting of the Joint Short Term Rental Committee of Community Services Associates, Inc. was called to order at 9:03 a.m. in the CSA main conference room.

1. Roll Call

Present:	Beverly Serral	Bill Johnson	John Munro	Becky Pardue
	Karl Becker	Linda Farrenkopf	Bob Hawkins	Debbie Zies
Via Telephone	Ted Leavitt			
Guest:	Drew Brown			
Absent:	Mark Griffith			
Staff:	Bret Martin	Toby McSwain	Sarah Squires	Victoria Shanahan

2. Ratify the approval of the December 8, 2016, Meeting Minutes

The Committee reviewed the minutes of the December 8, 2016 meeting and agreed the wording within the first paragraph of section 3 should be corrected before the minutes could be approved:

“Ms. Shanahan presented to the group the Daily Gate Pass Revenue Analysis, showing the total gate pass revenue and quantity of passes printed from January 2010 till October 2016.”

The committee agreed “till” should be replaced with “through”, as the data presented from the Daily Gate Pass Revenue Analysis does include the entire month of October 2016. Based upon this correction, Ms. Farrenkopf made a motion to ratify the approval of the meeting minutes. The motion was seconded by Mr. Johnson and unanimously passed.

“RESOLVED, the Short Term Rental Committee approves the minutes of the December 8, 2016 meeting.”

3. The Proposed 2017 Charter

Mr. Becker noticed a typographical error in section 4. B. of the Charter: “ledge” should read “pledge”. The committee confirmed this is the only change that will need to be made to the Charter for 2017. It was the general sense of the committee to propose the CSA Board approve the Charter for 2017, on the condition the typographical error is corrected.

4. **The Proposed Committee Members for 2017**

Ms. Serral welcomed Debbie Zies as a proposed new committee member and introduced the rest of the group members. Ms. Zies currently rents one rental unit in Sea Pines via VRBO and has had previous experience renting other accommodations within other areas of Sea Pines. It was the general sense of the committee to propose the CSA Board approve the committee members as submitted.

5. **Update: Weekly Guest Revenues Generated by the Short-Term Rental Guests**

Ms. Shanahan presented to the committee the annual revenues of the Short Term Rental Weekly Passes since January, 2010 through February, 2017. The Weekly Rental Passes increased from \$10 to \$15, effective January 1, 2013, with an increase of \$194,582 in revenue for 2013 compared with the Weekly Rental Passes purchased in 2012. Ms. Shanahan compared the first two months of 2017, to the same point in time last year (2016) and confirmed we are currently ahead by 498 in the number of Weekly Rental Passes purchased.

Ms. Shanahan discussed the revenues for all Daily Guest Passes sold from January, 2010 through February, 2017. The first two months of 2017 showed an increase of revenue (\$51,877), compared to the same point in time last year (2016). It is thought the increase of revenue is partly due to the new commercial trailer fee that was introduced this year (2017).

Mr. Munro requested for Ms. Shanahan to add a percentage column to the revenue tables presented. Ms. Shanahan confirmed she will make this update and send the presentation to the committee members upon request.

Mr. McSwain shared details of the new commercial trailer fees that are currently in place at the Sea Pines gates, as well as the proposed \$10 Commercial Daily Pass that will be in effect from June 1, 2017, if approved by the CSA Board.

Mr. McSwain confirmed only commercial trailers are currently charged at the Sea Pines gates. The committee questioned if rental guest trailers should also be charged at the Sea Pines gates or alternatively, completely banned from entering the community. The group agreed this topic should be addressed by the Gate Entry Committee. Mr. Johnson made the motion to propose the Gate Entry Committee discuss the best solution for rental guest trailers entering Sea Pines. The motion was seconded by Ms. Farrenkopf and unanimously passed.

“RESOLVED, the Short Term Rental Committee recommend the Gate Entry Committee propose to the Board a restriction or fee for rental guest trailers entering Sea Pines”

6. **Update: New Gate Pass System for 2017**

Mr. McSwain is still in communication with ABDI representatives and is planning to schedule a session for ABDI to present details of the software to the relevant CSA committees and CSA Board.

The group agreed it would be beneficial to also schedule a session for the Sea Pines Residents. This will allow residents to learn how the software benefits the Sea Pines Community.

CSA staff members have attended an ABDI presentation at Palmetto Dunes, to better understand how this software can benefit current operations. Mr. McSwain shared the benefits of using ABDI concerning both CSA staff and the Sea Pines Residents. If the ABDI software is approved, Mr. McSwain anticipated it could take a year before it is fully operating.

7. **Update: Sub Committee Meeting Feedback**

This item has been postponed until the next committee meeting in May, 2017.

8. **New Business Discussion: Limitation of the number of Weekly Rental Passes per property**

The committee discussed parking issues within Sea Pines and identified problems that have occurred when there is not enough space on the rental property's driveway or garage to account for all rental guest vehicles. Currently there is no restriction regarding how many rental guest passes can be printed per rental property. The committee agreed rental guest vehicles are only one aspect of the parking issues within Sea Pines, but is a significant issue. It was the general sense of the committee to propose to the Gate Entry Committee:

"The number of guest vehicle passes issued per rental property to be limited to the number of vehicles that can reasonably be parked on the properties' hardscapes to include driveways and garages."

9. **Member Comments**

Ms. Serral informed the committee the Rental Agencies meeting will be held at the Sea Pines Community Center, March 30th at 9am and encouraged all committee members to attend.

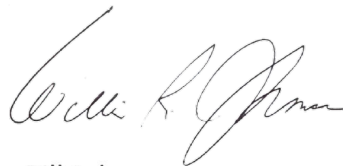
10. **Adjournment**

With no further business to discuss the meeting adjourned at 10:42 a.m. The next meeting is scheduled for May 2, 2017 at 9:00 a.m., in the Main Conference Room at the CSA Building.

Respectfully submitted,



Beverly Serral
Co-chairman



Bill Johnson
Co-chairman