

**Short Term Rental Committee
Meeting Minutes
Thursday, December 8, 2016**

The December meeting of the 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	Ted Leavitt
	Karl Becker	Linda Farrenkopf	Becky Pardue
	Mark Griffith	Bob Hawkins	
Guest:	Drew Brown		
Absent:	John Munro	Dan Westerbeck	
Staff:	Bret Martin	Toby McSwain	Sarah Squires
	Victoria Shanahan		

2. Approval of the October 4, 2016, Meeting Minutes

The Committee reviewed the minutes of the October 4, 2016 meeting. Ms. Pardue made the following motion, seconded by Ms. Farrenkopf and was unanimously passed.

“RESOLVED, the Short Term Rental Committee approves the minutes of the October 4, 2016 meeting as submitted.”

3. Weekly Guest Pass Revenues Generated by Short- Term Rental Guests

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 through October 2016. This information showed revenue is down for 2016 by \$66,777, compared to the same point in time last year (2015).

Ms. Shanahan compared the revenue and quantity of passes printed for Short Term Rental Weekly Passes alone during the first 10 months in 2016, compared to the first 10 months in 2015. This information showed Short Term Rental Weekly Pass revenue is down by \$2,670 in 2016, compared to 2015. It is anticipated revenues are lower in 2016, compared with 2015 due to the effects of Hurricane Mathew.

The committee agreed the revenue shown for all passes in August, 2016 seemed surprisingly low and Ms. Shanahan will research this and confirm if the figures are correct. The committee asked if Ms. Shanahan could also research just Short Term Weekly Pass Revenues from 2010 through 2016. This information will be retrieved and sent to the committee via email.

4. New Gate Pass System for 2017

Mr. McSwain compared the ABDI software with other gate pass systems and explained ABDI seems to be the best option so far, as it covers all operational needs within the Administration Office, Security Department and the Sea Pines Gates. ABDI software has recently been installed at Palmetto Dunes, which will give CSA staff the ability to view the system first hand. It is anticipated this software will improve the congestion of traffic at both Sea Pines Gates and convenience those using the software to request or retrieve passes to enter Sea Pines. Mr. McSwain will continue to update the committee regarding this subject.

Mr. McSwain informed the group the Guest Pass Desk at the Welcome Center is leased from the Sea Pines Resort monthly. The Sea Pines Resort have made changes to the lease agreement that CSA have not agreed to at this time, however the ABDI software could potentially assist with these changes to better the Short-Term Rental guests' experience.

5. Update Sub-Committee Meeting Feedback

The committee followed on from the Short-Term Rental Committee Meeting in October, and continued to discuss ideas of how best to enforce rules for short-term rentals within Sea Pines. The committee agreed there are many short-term rental guests that are not abiding by the rules within Sea Pines and more control of short-term rental guests is needed.

Ms. Serral distributed a handout, outlining proposed rules for short-term rentals to eventually put before the CSA Board. The group discussed areas that are of priority to enforce i.e. tax compliance and parking within Sea Pines. The committee agreed to draft a rental policy and retrieve legal opinion to confirm if a referendum amongst the property owners is required for any changes to be made. The committee hope to enforce the proposed rules in preparation for the tourist season in 2017.

6. Committee Membership for 2017

Ms. Serral asked the committee members who would like to continue serving in the Short-Term Rental Committee for 2017. All committee members present confirmed they would like to continue to serve. Ms. Serral will follow up with both Mr. Munro and Mr. Westerbeck regarding their decision.

7. Member Comments

Ms. Serral thanked the group for serving on the committee during 2016.

8. **Adjournment**

With no further business to discuss the meeting adjourned at 10:51 a.m. The next meeting is scheduled for March 7, 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