

**Joint Short Term Rental Committee
Meeting Minutes
Tuesday, September 5, 2017**

The September meeting of the Joint Short Term Rental Committee of Community Services Associates, Inc. was called to order at 9:01 a.m. in the CSA main conference room.

1. Roll Call

Present: Beverly Serral Debbie Zies Becky Pardue
 Ted Leavitt Linda Farrenkopf

Ex-Officio: Mark Griffith

Via Telephone Bill Johnson

Absent: Karl Becker John Munro Bob Hawkins
 Bret Martin

Staff: Toby McSwain Sarah McMillen

2. Approval of the June 6, 2017, Meeting Minutes

The Committee reviewed the minutes of the June 6, 2017 meeting. Ms. Farrenkopf made the following motion, seconded by Mr. Leavitt and was unanimously passed.

“RESOLVED, the Joint Short Term Rental Committee approves the minutes of the June 6, 2017 meeting, as submitted.”

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

Revenues regarding weekly guest passes during May – August for this year (2017) were not discussed, as Ms. Shanahan was absent from this meeting. However, Mr. McSwain expects the revenue analyses for short-term rental passes alone to be a little ahead of the \$16,000 increase discussed during June’s meeting.

Mr. McSwain informed the committee the amount of daily gate passes sold within the month of July alone totaled to: 55,000. The group discussed the increasing volume of guests entering Sea Pines, using both Ocean Gate and Greenwood Gate. Due to this, a task force has been created in an attempt to relieve some pressure from both gates. Ideas of how to better daily gate pass sales were discussed, as well as the relevant features ABDI software has to offer.

The committee requested to be sent the short-term rental guest pass revenues, for the months of January – August, 2017.

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

Mr. McSwain informed the committee that a consulting company called: “Tribridge” has completed their evaluation of the current internal systems used by the CSA staff, as well as the ABDI software that is not currently used by CSA staff. Tribridge highly recommends CSA use ABDI software, as this is the only program that would offer a variety of features that is relevant to the differing entities that make up the Sea Pines community. Tribridge found ABDI software will integrate successfully with other relevant programs used by CSA. If the CSA Board approves the ABDI software, it will take approximately 6 months to convert the property owner information from our current system to the ABDI system. Mr. McSwain anticipates it could take at least a year before CSA staff primarily use the ABDI system.

5. **Update: Limitation of the number of Weekly Rental Passes per property**

The following motion was passed by the Gate Entry Committee, during their August, 2017 meeting:

“The number of rental / resort guest vehicle passes issued per rental property to be limited to the number of vehicles that can reasonably be parked on the property’s hardscapes to include driveways and garages, to be in effect from January 1, 2018.”

This item will be proposed to the CSA Board for approval, at the September meeting.

6. **Update: trailers pulled by short term rental guests**

The following motion was not passed by the Gate Entry Committee, during their August, 2017 meeting:

“Vehicles displaying rental / resort guest passes may not enter Sea Pines with attached trailers, starting January 1, 2018. Vehicle bicycle racks are permissible.”

Instead this item has been tabled and further research is to take place to determine how a “trailer” should be defined.

7. **Objectives for 2017 – 2018**

The committee discussed ideas of how to improve knowledge for both short-term rental guests and property owners, to better understand the rental program and current procedures that are in place. The overall goal would be to integrate full-time residents and short-term rental guests successfully. Creating an office for short-term rental information and administration was suggested.

The committee agreed it would be beneficial to allow property owners to access relevant information, including various applications and letters via the CSA website (www.seapinesliving.com), instead of contacting CSA staff members directly.

The committee members have two months to discuss suggested goals for 2018 via email. Members have been asked to submit their objectives for 2018 to Co-Chair Serral, prior to the next committee meeting held November, 2017.

8. Member Comments

The committee were asked to consider members that are not physically present at the meeting, but have called in via phone, as it can be confusing at times to determine who is speaking. The committee members agreed to state who is speaking, to prevent confusion for the caller.

Prior to the meeting, the committee had been sent an email, requesting a new topic for discussion:

“The obligation of Short Term Rental Committee members to speak responsibly about issues the committee discusses during its meetings”.

This topic was raised in relation to a letter that had been sent to the Island Packet (local newspaper) by a committee member, in June 2017. The title of the letter reads: “Sea Pines leaders, control the gate”. Some committee members shared concerns, regarding the contents of the letter, as there was a difference of opinion to the accuracy. The group agreed, from hereon, to share correspondence relating to committee work with the rest of the committee before approaching a public forum. Therefore, committee members have been asked to review all correspondence prior to sharing this information with a local newspaper or social media site. Committee members that are uncomfortable with this request are asked to reconsider their position on the committee.

9. Adjournment

With no further business to discuss the meeting adjourned at 10:37 a.m. The next meeting is scheduled for November 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