

**Community Services Associates, Inc.
Gate Entry Committee Meeting
October 12, 2017**

On Thursday, October 12, 2017, a regular meeting of the Community Services Associates, Inc., (CSA), Gate Entry Committee, was held at the CSA Administration Building, main conference room. The meeting was called to order at 11:07 a.m. Co-Chairman Corbitt presided.

1. Roll Call

Present:	Cary Corbitt Donald Sigmon	Steve Birdwell Mark Griffith	Mark King Michael Tucker
Absent:	Bob Gossett	Bill Johnson	Charles Miner
Staff:	Bret Martin Sarah McMillen	Toby McSwain	Amanda Sutcliffe-Jones

2. Ratify the Approval of the August 10, 2017, Meeting Minutes

The Committee reviewed the minutes of the August 10, 2017 meeting. Michael Tucker made a motion to ratify the approval of the meeting minutes as finalized by email. The motion was seconded by Don Sigmon and unanimously passed.

“RESOLVED, the Community Services Associates, Inc., Gate Entry Committee, approved the minutes of the August 10, 2017 meeting, as submitted.”

3. Bicycle Company Contract – Toby McSwain

The Committee discussed the Bicycle Company Contract that authorizes local bicycle companies to deliver within Sea Pines. The bicycle companies are required to provide a copy of their Certificate of Liability Insurance when purchasing an annual decal and in addition are required to pay a fee of \$1 per bicycle that is delivered within the community. The bicycle companies are invoiced on a monthly basis by CSA to reflect the number of bicycles that have been delivered within Sea Pines. Concerns with this procedure were raised, as the monthly invoice is based upon the number of bicycles the company informs CSA they are delivering. This number is not confirmed by the gate officer, as this process would take too long at the Sea Pines Gate.

There was a discussion on how best to monitor the number of bicycles entering Sea Pines to ensure the monthly invoice reflects the correct balance due. Suggestions were made to charge a fixed annual fee, instead of the \$1 bicycle fee, based upon the average number of bicycles entering Sea Pines. The committee expressed different opinions as to whether this concept would be the best option.

The committee requested Mr. McSwain contact the bicycle companies and instruct them to declare all bicycles entering Sea Pines for delivery. Moving forward, CSA Security will monitor

the number of bicycles entering the community by using camera footage retrieved from the Sea Pines Gates. The bicycle companies will be invoiced for any bicycles that were not declared.

4. Trolley Gratuities and Usage Report – Co-Chairman Corbitt, Toby McSwain

Mr. McSwain informed the committee the gratuity boxes for the Sea Pines Trolleys have been ordered to include the new brass sign: “Have a great day. Gratuities Appreciated”. The verbiage on the gratuity box was approved during the previous Gate Entry Committee meeting (August 10, 2017).

Mr. McSwain compared July 4, 2017 ridership numbers with July 4, 2016. There were approximately 16,000 fewer riders in 2017 (to include private charters and all trolleys) and approximately 14,000 fewer on all trolleys alone (not including private charters). Both trolley ridership and daily gate fees were down in July 2017 compared to July 2016. However, approximately 101,000 trolley riders utilized this service during Memorial Day – Labor Day in 2017 (12% increase compared to 2016 for the same time period).

The committee discussed how to improve the traffic experienced on Sea Pines roadways. Suggestions to only allow daily visitors to travel by trolley in Sea Pines alone were raised. This idea is currently being discussed by the Transportation Task Force.

Mr. McSwain stated modifications to the trolley schedule will be made for 2018. The 2018 trolley schedule is expected to be published by December, 2017.

5. Finalize Resolution, Proposed by the Joint Short Term Rental Committee & Approved by Gate Entry Committee – Co-Chairman Corbitt, Bill Johnson

The Joint Short Term Rental Committee recommended the Gate Entry Committee propose to the CSA Board the restriction of the number of guest passes issued per property to align with the available parking spaces on the property. Originally, both committees proposed for this to take effect by January 1, 2018. This was discussed and approved during the Gate Entry Committee meeting (August 10, 2017), however, the CSA Board did not discuss this item during the September, 2017 meeting.

Therefore, a motion was made by Steve Birdwell to approve the recommendation by the Short Term Rental Committee to limit the number of rental/resort guest vehicle passes issued per property to coincide with the property’s hardscapes. This would also include driveways and garages and take effect by March 1, 2018. The motion was seconded by Mark Griffith and unanimously carried.

“**RESOLVED**, the number of rental/resort guest vehicle passes issued per rental property will be limited to the number of vehicles that can reasonably be parked on the property’s hardscapes, to include driveways and garages. Provisions will be made for overflow parking in Lot 1/Trolley Lot, as needed, for properties that cannot accommodate the desired number of guests’ vehicles on driveways or in garages/carports. The Gate Entry Committee further recommends the policy take effect by March 1, 2018, giving ample time for all rental owners and managers to update their contracts and guest communications”.

6. Commercial Property Owners Access Rights – Co-Chairman Corbitt, Toby McSwain

The committee clarified details previously discussed regarding the Scheduled Events section of the Gate Entry Policy. The policy states Sea Pines property owners are to receive complimentary access for their invitees when a scheduled event is taking place. The policy does not clarify whether this is to include only residential property owners or only commercial property owners. The committee agreed this should be the policy for both commercial and residential property owners.

Mr. McSwain will update the Gate Entry Policy to define types of ‘scheduled events’ that allow complimentary access for property owner invitees.

7. Discussion: Commercial Hangtag – Co-Chairman Corbitt, Toby McSwain

The Commercial Hangtag is an annual pass for Commercial Cleaning and Restaurant Delivery companies (fast food deliveries). Property Management companies were added to the list of businesses that can utilize this pass due to the nature of the industry.

Details regarding the approved Commercial Hangtag policies and procedures have been added to the Gate Entry Policy. Commercial Hangtags for 2018 have been ordered.

8. Gate Entry Policy – Feedback from Property Owners – Co-Chairman Corbitt

Both the current Gate Entry Policy and the revised version of the Gate Entry Policy were recently posted on the CSA website: www.seapinesliving.com, to give residential property owners the opportunity to compare both policies and provide feedback with their thoughts. The committee intends to present the revised Gate Entry Policy to the CSA Board for approval, once the residential property owner feedback has been discussed and the Gate Entry Committee members have voted their approval.

The committee members have received the feedback from property owners and will address each response during a Gate Entry Committee Workshop to be scheduled within the next two (2) weeks.

9. Printing Recommendation for Gate Pass Brochure – Co-Chairman Corbitt, Amanda Sutcliffe-Jones

Mrs. Sutcliffe-Jones presented the 64 page Gate Pass Brochure to the committee and requested their approval to print 25,000 copies for the remainder of 2017. Currently there are funds available in the budget to print the requested quantity of brochures. It was the general sense of the committee to approve this request.

10. Vacation Planner — Co-Chairman Corbitt, Amanda Sutcliffe-Jones

Mrs. Sutcliffe-Jones presented an advertising opportunity that CSA had been offered by the Hilton Head Island Vacation Planner. Discussion was held by the committee about this publication. The committee approved the expense of \$7,200 for two (2) pages in the Hilton Head Island Vacation planner publication.

11. Chamber Planner – Addition for the Commercial Operations and Costs – Co-Chairman
Corbitt, Amanda Sutcliffe-Jones

Mrs. Sutcliffe-Jones presented an advertising opportunity that CSA had been offered through the Hilton Head Island Chamber of Commerce. Discussion was held by the committee about this publication. The committee approved the expense of \$13,600 for three (3) pages of advertisement in the Chamber publication (2018 Official Vacation Planner for Hilton Head Island, Bluffton & Daufuskie Island).

12. Board Member Comments

No member comments.

13. Adjournment

With no further business to conduct, Mr. Birdwell made a motion to adjourn the meeting at 12:15pm. The motion was seconded by Mr. Tucker and was unanimously passed.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Cary Corbitt", with a stylized flourish at the end.

Cary Corbitt
Co-Chairman