



SECURITY ADMINISTRATION DEPARTMENT
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Community Services Associates, Inc.
Gate Entry Committee Meeting
March 8, 2018

On Thursday, March 8, 2018, a regular meeting of the Community Services Associates, Inc., (CSA), Gate Entry Committee, was held at the Sea Pines Community Center, Meeting Room. The meeting was called to order at 8:59 a.m. Co-Chairman Corbitt presided.

1. Roll Call

Present:	Cary Corbitt	Charlie Miner	Dana Advocaat
	Steve Birdwell	Bob Gossett	Mark Griffith
	Paul Handy	Bill Johnson	Tom McPhillips
	Donald Sigmon	Michael Tucker	Tom Wolfe
Phone:	Mark King	Michael Sole	
Staff:	Bret Martin	Russell Fredericks	David Henderson
	Sarah McMillen	Toby McSwain	Victoria Shanahan
	Amanda Sutcliffe-Jones		

2. The Proposed Committee Members for 2018 – Co-Chairman Cary Corbitt

The committee introduced all members and staff. The proposed members for 2018 are as follows: Dana Advocaat, Paul Handy, Tom McPhillips, Michael Sole and Tom Wolfe. It was the general sense of the committee to recommend the CSA Board approve the proposed committee members for 2018, as presented.

3. Ratify the Approval of the October 12, 2017, Meeting Minutes – Co-Chairman Cary Corbitt

The Committee reviewed the minutes of the October 12, 2017 meeting. Mark Griffith made a motion to ratify the approval of the meeting minutes as finalized by email. The motion was seconded and unanimously passed.

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

4. Approval of the Gate Entry Committee Charter for 2018 – Co-Chairman Cary Corbitt

The Committee reviewed the proposed charter for 2018. Co-Chairman Corbitt informed the committee Section 3. C. verbiage changed from:

“The Committee will consist of five members representing the commercial interests and four members, one of which will be the President of ASPPPO, and the CSA Chairman representing the residential property owners.”

To state:

“The Committee will represent both the commercial interests and the residential property owners. One of which will be the President of ASPPPO and the CSA Chairman representing the residential property owners.”

The committee agreed to make further changes to Section 3. C., by removing: “representing the residential property owners”. The committee agreed Section 3. C. should state:

“The Committee will represent both the commercial interests and the residential property owners. One of which will be the President of ASPPPO and the CSA Chairman.”

Bill Johnson made the following motion to approve the proposed 2018 Charter as amended, seconded by Mr. Griffith and was unanimously passed.

“RESOLVED, the Gate Entry Committee recommends the CSA Board approve the proposed charter for the Gate Entry Committee in 2018, as presented.”

5. Pass Revenues – Victoria Shanahan

Gate pass revenue and the quantity of all passes issued at both Sea Pines Gates for the years 2010 through 2017 were presented to the committee. The committee were informed the total gate pass revenue in 2017 was: \$2,845,160, with a total of 435,984 gate passes sold. Compared to 2016, the revenue of passes generated in 2017 increased by \$324,098 and 25,936 passes. New trailer fees were introduced at the start of 2017 and on June 1, 2017 the Daily Commercial Pass fee increased from \$6 to \$10. These new fees generated \$332,592 in 2017, of which \$237,132 represents the \$4 increase in commercial gate fees.

The committee asked for the total gate pass revenue and quantity of passes to be broken down to represent each type of pass issued at the Sea Pines Gates. Victoria Shanahan will present this information at the next committee meeting for review. However, prior to the Daily Commercial Pass increase (June 1, 2017), daily visitors and commercial workers cannot be separated within the reports as the same pass type would be issued to both. Since the increase of the Daily Commercial Pass fee, a different type of pass is issued to both visitors and commercial workers making it possible to evaluate the revenue and quantity of each pass type.

Toby McSwain discussed the ABDI software that is expected to be installed within the near future to assist with CSA operations. This system will be used for issuing passes at the Sea Pines Gates. The ABDI software has the ability to track who enters and exits the Sea Pines Gates as well as the volume.

The process of issuing vehicle passes to timeshare owners and their rental guests was discussed. The committee questioned if Marriott timeshares have Sea Pines owner access rights and if they should continue to receive complimentary vehicle passes. The group agreed to research this topic further and provide feedback at the next committee meeting.

The Short Term Rental Passes issued in 2017 increased by 1,729 passes to reflect an increase of \$25,939 in revenue, compared to 2016.

Annual Decal Revenue increased significantly in 2017 by \$194,851 compared to 2016. This is due to both the commercial decal fee increase of \$25 and the new trailer fee introduced at the start of 2017.

6. Sea Pines Farmer's Market for Low Country Produce – Gate Access – Co-Chairman Cary Corbitt

Co-Chairman Corbitt received a letter from Low Country Produce concerning the increase of the Daily Commercial Pass from \$6 to \$10 and the impact that may have on the Sea Pines Farmer's Market. Low Country Produce currently takes care of the vendors' gate fees at the \$6 daily rate. There are thirty two (32) vendors and thirty seven (37) market days within the year. Low Country Produce anticipates if they will be required to pay the \$10 daily rate, this could be the end of the Sea Pines Farmer's Market. Low Country Produce propose the Gate Entry Committee consider issuing the vendors complimentary passes for the market days scheduled during March 20 through November 27, 2018, so they can continue to serve the Sea Pines residents and visitors.

The committee discussed the importance of the Sea Pines Farmer's Market as a significant amenity to the community and agreed to support its survival. The CSA marketing budget does currently have funds available and the committee agreed to cover the cost of the vendor's entrance passes with the available funds.

7. Motorcycles in Sea Pines – Co-Chairman Cary Corbitt

A Sea Pines resident and proposed member of the Gate Entry Committee 'Paul Handy' asked the committee to review the Gate Entry Policy regarding the restriction of motorcycles entering Sea Pines. Mr. Handy would like the committee to consider only authorizing Sea Pines property owners to drive their motorcycle back and forth between the Sea Pines Gates and their residential home only. Mr. Handy proposed to continue restricting the use of motorcycles leisurely traveling within Sea Pines and to prevent any guest or visitor to enter Sea Pines with their motorcycle.

The committee discussed a survey that is scheduled to be sent to property owners this month (March, 2018). The purpose of this survey is to gather feedback from property owners regarding their needs and what improvements they would like to see. Questions regarding the use of motorcycles within Sea Pines are included in this survey.

The group identified this item to be quite complex, regarding: the ability to store motorcycles at various residential properties that do not have a garage, how the use of motorcycles could be controlled by security and what this change in policy would mean for the future of Sea Pines. The committee agreed the few questions concerning motorcycles within the survey will not collect enough necessary data. Co-Chairman Corbitt advised a sub-committee, of the Gate Entry Committee, should research this item further and present their recommendation to the committee at the next meeting. The sub-committee members are as follows: Don Sigmon and Paul Handy.

8. Relative Decals – reviewing the immediate family member policy - Co-Chairman Cary Corbitt

Co-Chairman Corbitt received a letter from a Sea Pines property owner to request the Gate Entry Committee consider amending the relative decal policy.

In 2016, the committee supported increasing the number of relatives that can apply for a Relative Decal, to include the following immediate family members: son, daughter, grandson, granddaughter, father, mother, grandfather, grandmother, sister and brother. The amendment to this policy was approved by the CSA Board during the November 22, 2016 meeting.

The letter advised to prevent limiting the Relative Decal to a set list of immediate family members and instead, adopt another policy that would accommodate frequent visitors that are not necessarily related to the property owner. The letter suggested to issue a certain number of decals to property owners that they can use or distribute to other individuals as they wish.

The committee discussed other pass types that a property owner's friend or distant relative, who resides locally, can currently use to gain entry into Sea Pines. These include: a complimentary guest pass, purchase of an Island Resident Decal or Non-Resident Decal. The committee also reiterated the current policy permitting a property owner's 'significant other' to purchase a Relative Decal. The 'significant other' is required to provide their driver's license and vehicle registration when applying for a Relative Decal, which must be registered to the Sea Pines property address.

The committee did not propose to make any changes to the current relative decal policy.

9. Pope Avenue / Office Park Road Intersection Project – Co-Chairman Cary Corbitt

Co-Chairman Corbitt received a letter concerning construction work taking place on Pope Avenue, Office Park Road and New Orleans Road intersection. The Town of Hilton Head's engineers and contractors are working on this project to rebuild this intersection and were given permission by CSA to work on the Greenwood Drive location. There are concerns regarding bicycle path closures leading up to Easter and the RBC Heritage Golf Tournament, presented by Boeing. CSA anticipated this work to be complete by the Heritage Golf Tournament (April 9, 2018). However, the letter suggests this project may not be completed until June, 2018.

CSA has shared details and external links regarding the Town of Hilton Head's plan for this project to the Sea Pines Community via email, the CSA Facebook page and the Sea Pines Living website. David Henderson understands the work taking place at Greenwood Drive to be relatively minor. However, Mr. Henderson will contact the Town of Hilton Head to request more clarification concerning this project and to prevent work taking place during the Easter Holiday and the week of the RBC Heritage Golf Tournament.

10. Update - Bicycle Company Contract – Toby McSwain

During the October 12, 2017 committee meeting, discussion took place regarding the Bicycle Company Contract, which 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. Therefore, bicycles entering Sea Pines that are to be delivered outside of the community are not included within the monthly invoice. Concerns with this procedure were raised as the monthly invoice is based upon the number of bicycles the company informs CSA are being delivering. This number is not confirmed by the gate officer as this process would take too long at the Sea Pines Gate. The suggestion to charge a fixed annual fee, instead of the \$1 bicycle fee, based upon the average number of bicycles entering Sea Pines was tabled during the October, 2017 meeting. Instead, the committee agreed for CSA Security to monitor the number of bicycles entering the community by using camera footage retrieved from the Sea Pines Gates.

Mr. McSwain communicated the difficulties of relying on camera footage alone, as CSA staff would be required to watch hours of video recordings to collect this data.

The committee suggested to amend the current policy and require the Bicycle Companies to cover the cost of all bicycles entering Sea Pines, instead of charging only for the number of bicycles being delivered within Sea Pines. The Security Gate Officer would be required to count all bicycles entering Sea Pines. The bicycle companies would continue to be invoiced on a monthly basis.

Mr. Johnson made the following motion, seconded by Mr. Griffith:

“RESOLVED, the Gate Entry Committee recommends the CSA Board approve to amend the Bicycle Company Policy, to require each bicycle entering Sea Pines to be charged a \$1 fee; instead of charging for only the number of bicycles being delivered within Sea Pines.”

11. Trolleys – scheduled events (weddings) – Toby McSwain

The trolley schedule hours of service changed for 2018 compared to 2017 to reflect the volume of ridership patterns observed in 2017. The Blue Trolley Line will start running at 9am instead of 10am to meet demands for beach goers that wish to travel to the beach earlier in the day. This route will end at 10pm instead of 11pm during the summer months. Due to the low ridership numbers experienced the weeks following the RBC Heritage Golf Tournament, all trolley lines will stop running from April 16 – April 29, 2018. Regular service will start again from April 30, 2018 for both the Green Trolley Line and the Blue Trolley Line.

Sea Pines Trolleys are also scheduled for private events e.g. weddings. This event must be sponsored by a Sea Pines property owner and the client is responsible for the cost of each rented trolley. Mr. McSwain informed the committee the number of weddings that request the use of the Sea Pines Trolley increases each year and CSA cannot accommodate all requests based on the current number of trolleys and drivers.

The committee considered ways to keep up with the trolley demands. One trolley is expected to be replaced next year (2019). The group discussed the possibility of utilizing the trolley that may be replaced for scheduled events alone.

The total annual expense for all trolleys to include upkeep, insurance etc. is just under \$40,000. This expense is covered by the Trolley Fund (\$2 contributions from gate revenue, when the gate pass fee raised from \$3 to \$5 in 1999). The Trolley Manager is the primary mechanic for the trolleys, which saves in maintenance fees.

12. Update - Trolley Gratuities – Toby McSwain

Mr. McSwain informed the committee there was an issue with the gratuity boxes ordered for the Sea Pines Trolleys and so, the verbiage regarding gratuities has not yet been updated on the metal sign. The sign currently states: “Gratuities accepted but not required”. The new brass sign will state: “Have a great day. Gratuities Appreciated”. The verbiage on the gratuity box was approved during the Gate Entry Committee meeting held in August 10, 2017.

13. Heritage Trolley Schedule & Route Map – Toby McSwain

The Heritage Trolley Schedule was distributed to the committee. All three trolley lines will start running at 8am and finish at 10pm throughout the tournament week. Last year (2017) the trolleys started running at 6:30am during the tournament week; however, very few riders used the trolley prior to 8am.

14. Future Route Changes for Sea Pines Trolley – Toby McSwain

Mr. McSwain proposed to add more trolley stops within Sea Pines to encourage more people to use this service and potentially lessen the number of vehicles travelling on the Sea Pines roadways. Adding a trolley stop at Club Course was discussed as a way to increase ridership.

The committee discussed varying opinions that had previously been expressed by Sea Pines property owners. Some property owners are requesting for additional trolley stops within Sea Pines to give owners the opportunity to utilize the trolley service; as others would prefer to use their own vehicle and encourage the Sea Pines visitors / guests to use the trolley service.

Questions regarding the Sea Pines Trolley service will be presented within the property owners’ survey.

15. Review Companies that Utilize the Commercial Hangtag – Toby McSwain

Currently there are three types of companies that are authorized to purchase the Commercial Hangtag (annual pass): commercial cleaning, restaurant delivery (fast food deliveries) and property management. Mr. McSwain proposed to amend the current policy to allow other commercial businesses the ability to purchase the Commercial Hangtag, starting next year (2019). This would include restaurant deliveries to commercial businesses and contractors with cement trucks.

A written proposal will be prepared and presented to the group at the next committee meeting (May 10, 2018).

16. Gate Entry Policy – Toby McSwain, Sarah McMillen

Trust / LLC Property Ownership

The current Gate Entry Policy states: multi-owned properties are restricted to one (1) vehicle decal per owner and are not permitted relative decals or dependent ID cards; as up to fourteen owners may be listed per property. A property listed as a Trust or LLC with only husband and wife ownership may be issued a maximum of four (4) property owner decals, but relative decals or dependent ID cards are prohibited.

The committee discussed amending the policy for properties that are listed as a Trust or LLC with only husband and wife ownership. It was the general sense of the committee to recommend the CSA Board approve relative decals and dependent ID cards for properties listed as a Trust or LLC with only husband and wife ownership.

Property Owner ID Card

The current Gate Entry Policy states: property owners that are delinquent on their CSA annual assessment will not be issued property owner decals and their pass code will be suspended. Successive 14 day passes will be issued only to the property owner to go to and from their property.

The committee discussed amending this policy to include the restriction of property owner ID cards. It was the general sense of the committee to recommend the CSA Board approve the restriction of the property owner ID card for those that are delinquent on their CSA annual assessment.

International Driver's License

The committee discussed the varying types of International Driver's Licenses that have previously been presented at the CSA Office when applying for a vehicle pass. The committee considered both property owners and non-property owners applying for a vehicle pass.

The committee agreed both Sea Pines property owners and non-property owners applying for a vehicle pass should not be restricted if they do not have a US Driver's License and instead, have a valid driver's license from a different country. The group agreed the CSA Office should not accept any driver's license that state: "International Driver's License" in substitute of a valid national driver's license.

It was the general sense of the committee to recommend the CSA Board approve the restriction of driver's licenses that state: 'International Driver's License', as this type of license acts as a substitute for a valid national driver's license. Furthermore, the committee recommends the CSA Board approve property owners and non-property owners the ability to apply for a vehicle pass with a valid national driver's license that has not been issued in the US.

17. Member Comments

Sea Pines does not have a public boat launch and those that wish to launch their boat must contact South Beach Marina or Harbour Town Marina directly. The Sea Pines Gate Officers do police this activity and will contact the Dispatch Officer on duty if necessary.

18. Adjournment

With no further business to conduct, the meeting adjourned at 10:48 a.m. The next meeting is scheduled for Thursday, May 10, 2018, at 9:00 a.m. and will be held in the Meeting Room at the Sea Pines Community Center.

Respectfully Submitted,

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

Cary Corbitt
Co-Chairman

A handwritten signature in blue ink, appearing to read "C.B. Miner", with a stylized flourish at the end.

Charlie Miner
Co-Chairman