

**Joint Short Term Rental Committee
 Meeting Minutes
 Tuesday, May 1, 2018**

The May meeting of the Joint Short Term Rental Committee of Community Services Associates, Inc. was called to order at 9:00 a.m. in the CSA Main Conference Room.

1. Roll Call

Present:	Bill Johnson	Scott Calahan	Ron Clack	Jay Johnson
	Tom McPhillips	Ginger Miller	John Munro	
Via Telephone:	Beverly Serral	Sharon Lowe	Rob Saunders	
Absent:	Mark Griffith (Ex-Officio)			
Staff:	Bret Martin	Toby McSwain	Sarah McMillen	Victoria Shanahan

2. Establishment of Quorum – Co-Chairman Johnson

With all committee members in attendance, quorum was met.

3. Committee Member Introductions – Co-Chairman Johnson

Each of the committee members introduced themselves.

4. Approval of the November 7, 2017, Meeting Minutes – Co-Chairman Johnson

The current committee members were not members during the November 7, 2017 committee meeting and therefore, the meeting minutes could not be approved. Co-Chairman Johnson requested to table this item.

5. Approval of the 2018 Charter – Co-Chairman Johnson

The committee reviewed the proposed charter for 2018. Scott Calahan made the following motion, seconded by Jay Johnson and was unanimously passed.

“RESOLVED, the Joint Short Term Rental Committee recommends the CSA Board approve the proposed charter for the Joint Short Term Rental Committee in 2018, as presented.”

6. **Beach Trolley Plan for 2018** – Co-Chairman Johnson

The Sea Pines Resort announced early spring (2018) policy changes regarding the Beach Club and Plantation Club parking. The Sea Pines Resort prepared a policy change ‘fact sheet’ detailing the change in policy to take place from Memorial Day to Labor Day this year (2018). The change in policy affects Sea Pines short term rental guests that have not booked through the Sea Pines Resort and Property Owner’s guests or family members that wish to access the beach via the Beach Club without the property owner present. The Short Term Rental Committee would like to find an alternative solution for those that are affected by this change.

An informal discussion had previously taken place regarding the possibility of creating a beach parking location at Lot 10 (located on Lighthouse Road, behind the Fire Station). Concerns were raised regarding this location, as many costly updates would need to be completed before Lot 10 could be used as a parking location for beach goers. Instead, the committee favored Lot 8 (located on Greenwood Drive between Willow Oak Road West and Fraser Circle), as very few updates need to be completed making this a more cost effective option. Signage would need to be prepared and the entrance / exit of Lot 8 may need to be updated. The committee discussed the possibility of adding Lot 8 to the current Beach Trolley Route (Blue Route).

The committee shared the following concerns, regarding Lot 8 beach parking:

- Day trippers may attempt to park at Lot 8 to access the Beach Club.
- Lot 8 can fit approximately 450 vehicles, only if the vehicles are parked correctly.
- Additional funds would be needed to assign a staff member at Lot 8 to monitor vehicle access and parking.
- Beach goers may attempt to walk to the Beach Club from Lot 8. This creates a safety issue, as pedestrians do not have direct access via the leisure path.
- The Sea Pines Trolley can only hold a maximum of 25 people. CSA does not have an extra trolley that can be allocated for beach transportation alone.
- Currently, trolley riders are not allowed to enter the trolley with beach gear / coolers.
- Unloading of beach gear and ‘drop-offs’ at the Beach Club will not be authorized by the Sea Pines Resort during the summer season.

The committee are currently unaware if there is a demand for beach parking within Sea Pines. The committee suggest implementing the inexpensive beach parking plan at Lot 8 temporarily for this year (2018), without an attendant. After Labor Day, the committee will review the beach parking plan and make recommendations accordingly.

7. **Review of the New Pass Protocol** – Co-Chairman Johnson / Toby McSwain

As of April 30, 2018, CSA stopped issuing weekly short term rental passes to rental guests at the Welcome Center drive-thru window. Instead, property owners that rent their property short term can choose one of the following options:

- i. Order rental guest passes in advance and receive the rental guest pass via mail.

- ii. Order 'rental pass vouchers' in advance that can be exchanged for a weekly pass at the Sea Pines Gates.
- iii. The renter can purchase a \$20 Weekly Rental Pass at the Sea Pines Gates.

Almost 700 rental pass vouchers have been pre-sold already. This voucher can be used by a rental guest at any time and will be exchanged for a weekly pass at the gate from the day the voucher is presented. The vouchers are turned in to accounting at the end of day. The voucher is especially useful for any last minute reservations.

Concerns were raised regarding the \$20 Weekly Pass that is issued to short term renters at the Sea Pines Gates, as this pass might be abused by non-renters. Approximately 250 short term rental properties are rented by the owner directly and not a major rental company. If the majority of short term renters decide to purchase the \$20 Weekly Pass this could cause delays at the entrance gates of Sea Pines. CSA anticipate the entrance gates to be busier than usual on Saturday, May 5, 2018 due to the new rental pass policy. CSA plan to schedule additional staff at the Sea Pines Gates to assist with traffic volumes as needed.

8. **Weekly Guest Pass Revenues Generated by Short Term Rental Guests** - Victoria Shanahan
Ms. Shanahan presented to the committee annual gate pass revenues from 2010 through 2017, to reflect all passes sold at the Sea Pines entrance gates. The gate pass revenue increased significantly in 2014 due to the daily pass fee increase from \$5 to \$6. Another significant increase of revenue occurred in 2017 due to the annual commercial decal increase of \$25 and from June 1, 2017 the daily commercial pass increased from \$6 to \$10. However, daily gate pass revenues slightly decreased in 2016 due to Hurricane Matthew. Contractors assisting with hurricane recovery were temporarily authorized complimentary access in 2016. Some contractors chose to purchase an annual commercial decal instead of the daily passes for those assisting with lengthy projects related to the hurricane. Ms. Shanahan confirmed the annual gate pass revenues will be posted on the CSA website (www.seapinesliving.com) and updated annually.

The weekly short term rental pass revenue increased significantly in 2013, as the pass fee increased from \$10 to \$15. The revenue continues to increase each year after 2013, due to the increasing number of residential property owners choosing to rent their properties. The number of weekly short term rental passes issued April through September in 2015, 2016 and 2017 were presented to the committee. In 2015 and 2017, June was the busiest month for weekly short term rental passes issued. The busiest month in 2016 was July.

Ms. Shanahan will update pass revenues and the number of passes issued quarterly on the CSA website (www.seapinesliving.com).

9. **Update: New Gate Pass System** – Toby McSwain

ABDI software installation will start from May 21st, 2018. CSA expect the installation process to be lengthy and do not anticipate to go live before January, 2019. It will take six (6) to eight (8) months to transfer data from the current system to the ABDI system. The current data will be updated accordingly, prior to the transfer process.

Once the ABDI software has been implemented, purchasing short term rental passes will be a much smoother process. Short term rental companies will have their own portal to purchase weekly short term rental passes for their guests. Residential property owners will have the option to use an application on their mobile device to order passes for their friends and family members.

The ABDI system has the ability to scan guest passes via a mobile application. However, the Sea Pines entrance gate is not currently set up for this feature.

10. **Update: limitation of the number of passes per property** – Toby McSwain

CSA is collecting data regarding the number of vehicles that can reasonably park on hardscape surfaces at short term rental homes located in Sea Pines. Once the ABDI system is in place at the Welcome Center Guest Pass Office, the number of short term rental passes issued will be restricted based on the data collected.

11. **Review Goals & Objectives for 2018** – Co-Chairman Johnson

The group agreed they are moving in the right direction regarding ideas to better beach parking for property owner's guests as well as short term rental guests that have not booked through the Sea Pines Resort. Discussion regarding this topic will continue at future meetings.

The Joint Short Term Rental Committee would like to enhance the short term rental experience for both guests and property owners. To achieve this, goals are to be identified at the committee meetings throughout the year. The committee were advised to report any issues they may notice to CSA Security.

An increasing number of properties located in Sea Pines have attempted to rent rooms within their property via Airbnb. CSA advise against this and suggest Airbnb enquiries to be directed to the Joint Short Term Rental Committee's Co-Chairs. Correspondence regarding an Airbnb property operating in Sea Pines was received from a Sea Pines property owner and had been circulated to various board and short term rental committee members. It was agreed that someone with knowledge of past experience with this subject call the individual who submitted the questions.

The committee members were advised not to share committee discussions on social media. Topics discussed by the committee are communicated via minutes posted on the CSA website:

www.seapinesliving.com.

12. **Member Comments**

Not discussed.

13. **Adjournment**

With no further business to conduct, the meeting adjourned at 10:34am. The next meeting will be held at the CSA Main Conference Room on June 5, 2018, at 9am.

Respectfully submitted,



Beverly Serral
Co-Chairman



William Johnson
Co-Chairman