

**Community Services Associates, Inc.  
Gate Entry Committee Meeting  
May 10, 2018**

On Thursday, May 10, 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 9:01 a.m. Co-Chairman Corbitt presided.

**1. Roll Call**

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

**2. Establishment of Quorum – Co-Chairman Corbitt**

With the majority of Committee Members in attendance, quorum was met.

**3. Approval of the March 8, 2018, Meeting Minutes – Co-Chairman Corbitt**

The Committee reviewed the minutes of the March 8, 2018 meeting. Co-Chairman Miner made the following motion, seconded by Mark King and was unanimously passed.

“RESOLVED, the Community Services Associates, Inc., Gate Entry Committee, approved the minutes of the March 8, 2018 meeting, as submitted.”

**4. Pass Revenues – Victoria Shanahan**

Gate pass revenue transactions at both Greenwood Gate and Ocean Gate were up in 2018 (January – April), compared to 2017 (January – April). This is due to both the Daily Commercial Pass fee increase from \$6 to \$10 on June 1, 2017 and the Weekly Commercial Pass (\$40) that was introduced for contractors during February, 2018. Even though gate revenue was up, the quantity of gate passes issued was down during the same time period. It is thought many businesses opted to purchase an annual commercial decal at the start of 2018, instead of the Daily or Weekly Commercial Pass. Annual decal revenue increased by \$24,527 in 2018 (January – April), compared to 2017 (January – April).

Ms. Shanahan presented a breakdown of all revenue based pass types that were issued at the Sea Pines Gates during 2017. This presentation included revenues received from UBER (\$2 fee per pick up or drop off within Sea Pines). The quantity of Weekly Visitor Passes (\$30) issued in 2017 totals to 362 (\$10,860 in revenue). The quantity of all revenue based pass types issued at both entrance gates in 2017 totals to 435,984 (\$2,845,160 in revenue).

The Weekly Short Term Rental Pass fee is \$15 for each rental week, per vehicle. This fee was up in 2018 (January – April), compared to 2017 (January – April) due to an increase of Sea Pines owners' renting their property short-term. CSA staff are also doing a better job of tracking those properties that are rented short-term, but have not contacted CSA to be added to the rental program.

On April 30, 2018, the Gate Officers started issuing the new Weekly Short Term Rental Pass (\$20) to short term rental guests who had not received the advance Weekly Short Term Rental Pass (\$15) from the rental management company or property owner. The new pass (\$20) is purchased at the Sea Pines Gates by the rental guest when entering the community.

The Sea Pines Resort does not purchase the Weekly Short Term Rental Pass for their guests that rent Sea Pines Resort managed properties, due to their rights of access. The committee requested for this item to be discussed at the next meeting and for the Sea Pines Resort access rights to be presented to the group by CSA.

Ms. Shanahan will display pass quantity and revenue data using a pie chart at the next committee meeting, as requested by Co-Chairman Miner.

#### **5. Update - Relative Decals & Significant Others – Co-Chairman Corbitt**

Co-Chairman Corbitt received correspondence from a Sea Pines property owner, requesting that the committee consider changing the Gate Entry Policy to allow a property owner's significant other to receive the same benefits as the property owner. This would include issuing the significant other a Property Owner Decal instead of a Relative Decal.

In the past, a Property Owner Decal would be issued to an individual / significant other living with the Sea Pines property owner. During this time, issues occurred if the property owner and the individual / significant other had a disagreement. Therefore, CSA received legal opinion and was advised to follow State Law, by only issuing Property Owner Decals to those listed on the deed of the Sea Pines property. The current Gate Entry Policy does authorize significant others living with the property owner to apply for an annual Relative Decal, as long as this is approved by the property owner and the significant other's driver's license and vehicle registration reflects the property owner's Sea Pines address.

The committee made a motion to follow the existing policy for significant others'. This motion was made by Co-Chairman Miner, seconded by Mr. King and was unanimously passed.

#### **6. Timeshare Owners and Guests (Marriott) - Bret Martin**

The committee continued discussion regarding Marriott timeshare access rights, to include the Marriott Grande Ocean Resort. Mr. Martin informed the committee he had received legal opinion regarding the MORI Easement Agreement and Conveyance of Rights and confirmed that

anyone staying in or accessing the Marriott Grande Ocean Resort has access rights into Sea Pines. The Easement Agreement states “for the use and benefit of the users”. Currently, the Gate Entry Policy refers to Marriott Grande Ocean Resort ‘owner’ access rights only. Mr. Martin recommended to amend the terminology within the Gate Entry Policy and change ‘owners’ to ‘users’ to reflect the MORI Easement Agreement and Conveyance of Rights.

The committee requested to view the MORI Easement Agreement and Conveyance of Rights. Mr. Martin agreed to distribute this to the committee.

Timeshares located within Sea Pines, to include Marriott timeshares, are required to purchase the Weekly Short Term Rental Pass for their rental guests.

#### **7. Update - Motorcycles in Sea Pines** – Paul Handy, Don Sigmon

The committee’s sub-committee, Paul Handy and Don Sigmon, presented the motorcycle proposal that was attached to the committee’s package. The sub-committee would like the committee to consider an amendment to the current Gate Entry Policy to permit motorcycle use within Sea Pines for property owners only. Motorcycle use would be restricted for property owners, by only permitting use to and from the Sea Pines Gates and their residential property. Motorcycle use in Sea Pines would continue to be prohibited for anyone that is not a Sea Pines property owner. The list of proposed restrictions and procedures was presented to the committee, to include prohibiting the use of motorcycle access during the week of the RBC Heritage Golf Tournament.

Sea Pines roadways are relatively slow the week of the RBC Heritage Golf Tournament, due to restricted access within designated areas of Sea Pines. Therefore, prohibiting motorcycle use in Sea Pines during the RBC Heritage week only is unnecessary and will be removed from the proposal.

The sub-committee estimated there are approximately ten (10) motorcycle owners in Sea Pines who wish to use their motorcycles to and from their home. Mr. McSwain - Director of Safety, Security and Transportation stated that if motorcycles were permitted to be ridden only to and from a Sea Pines Property Owner’s home that regulation would be very difficult, if not impossible to enforce.

Mrs. Sutcliffe-Jones informed the committee of the property owner survey results, relating to question 28 only. This question asked property owners if the current prohibited vehicle types should continue to be prohibited within Sea Pines. 86% (2,245) of property owners chose to continue prohibiting motorcycle use within Sea Pines. 12.6% (329) of property owners chose to permit motorcycle use for property owners’ only. 1.4% (36) of property owners chose to permit motorcycle use within Sea Pines.

Mr. Martin confirmed only the Gate Entry Policy prohibits the use of motorcycles within Sea Pines. The Sea Pines Covenants does not prohibit the use of motorcycles within Sea Pines.

The committee suggested Mr. McSwain contact other local communities that authorize motorcycle access and research if the communities have experienced any issues. Mr. McSwain will provide feedback to the committee at the next meeting in August, 2018.

**8. Update - Pope Avenue / Office Park Road Intersection Project** – David Henderson  
David Henderson updated the committee regarding the Town of Hilton Head's Pope Avenue / Office Park Road Intersection project. The majority of work currently taking place is located on Pope Avenue. Work began three (3) weeks prior to the RBC Heritage Golf Tournament and stopped during tournament week.

A planted median has been installed at the Office Park Road and Greenwood Drive Intersection. The geometry of this intersection has changed to improve motorists' visibility when turning onto Greenwood Drive. This project is expected to be complete by the end of next week (May, 20, 2018).

**9. Update - Bicycle Company Contract** – Toby McSwain  
Mr. McSwain provided feedback from the Commercial Bicycle Company meeting that took place April 24, 2018. Approximately six (6) Commercial Bicycle Companies attended and were informed of the new policy that had been approved by the CSA Board on March 27, 2018.

The companies were advised to leave Sea Pines as the last delivery location, as from June 1, 2018 they will be charged for all bicycles entering Sea Pines. Currently, the companies are only charged for the number of bicycles scheduled for delivery within Sea Pines. The Commercial Bicycle Companies responded well to the policy change.

The Commercial Bicycle Companies discussed other ways to better this procedure. The majority were in favor of paying a onetime fixed annual fee to cover all bicycle deliveries for the calendar year. This would prevent traffic delays at the Sea Pines Gates, as the Gate Officer would not need to count the number of bicycles entering Sea Pines.

CSA will monitor the new approved procedure during 2018 and review if any changes should be made in 2019.

**10. Trolleys – scheduled private events** – Toby McSwain  
The Sea Pines Trolleys are sometimes scheduled for private events, in addition to the three (3) daily trolley routes. Some private events are turned away due to the limited number of trolleys. Less than \$60,000 of revenue is received from scheduled private events alone.

The group discussed the possibility of leasing or purchasing a trolley to assist with scheduled private events in 2019. This item will be discussed further at the next committee meeting scheduled August 30, 2018.

**11. Update - Trolley Gratuities** – Toby McSwain  
Mr. McSwain has not yet found the correct size gratuity box for the Sea Pines Trolleys and therefore, the gratuity boxes may need to be custom made. The gratuity verbiage engraved on the metal signs of the current gratuity boxes state: "Gratuities accepted but not required". The Gate

Entry Committee approved to change the gratuity verbiage during the August 10, 2017 meeting, to state: "Have a great day. Gratuities Appreciated".

The committee agreed to leave the current gratuity verbiage as is: "Gratuities accepted but not required."

#### **12. 2018 Heritage Golf Tournament Feedback** – Toby McSwain

The 2018 RBC Heritage Golf Tournament went well with the exception of the weather. Both the opening ceremony and the closing ceremony was cancelled due to bad weather conditions. However, the weather did not cause any issues during the remainder of the tournament week (Tuesday, April 10 – Sunday, April 14).

This year (2018) marked the third year the Sea Pines Trolleys have been in operation during the Heritage Tournament Week. The Sea Pines Trolleys' moved a record number of riders during this year's tournament:

- 2018 – 17,800 trolley riders
- 2017 – 15,900 trolley riders
- 2016 – 10,900 trolley riders

#### **13. 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 authorize other commercial businesses to purchase the Commercial Hangtag, starting next year (2019). This would include restaurant deliveries to commercial businesses and contractors with cement trucks.

ABDI representatives will meet with CSA staff from May 21, 2018 to start the implementation of the ABDI software. This software will give CSA the ability to know who the company is and how often they are using the hangtag to enter Sea Pines.

The committee agreed this item cannot be approved until ABDI has been fully implemented.

#### **14. Member Comments**

The committee discussed the design of the current pass printed for short term rental guests. The front of the pass states "Resort Pass". The committee considered changing the pass verbiage to not confuse this pass with the Sea Pines Resort guest pass. Mr. McSwain confirmed once ABDI software has been implemented the design of the printed passes will change. Mr. McSwain suggested printing different color passes for various guest / visitor types. The committee requested an ABDI representative present the policies being established regarding the printed passes to the committee. This will better the committee's knowledge of the ABDI software prior to making recommendations to the CSA Board. Mr. McSwain will contact ABDI to schedule a presentation.

The Joint Short Term Rental Committee requested the Gate Entry Committee consider proposing to the CSA Board the implementation of a Beach Parking Lot at Lot 8 for this summer (2018).

This lot would provide non-Resort short term rental guests and residential property owner guests/ family members a place to park to access the Beach Club. The current Beach Trolley Route (Blue Route) would add Lot 8 as a designated stop. The committee discussed the associated costs to prepare Lot 8 for beach parking as well as the trolley costs. The committee agreed the residential property owners located near Lot 8 (Willow Oak Road West) would need to be contacted to gain their approval. The committee agreed there is not enough time this year (2018) to implement the proposed Beach Parking Lot and decided not to make any proposals to the CSA Board regarding this item.

The Sea Pines Resort will implement the new Beach Club parking policy this summer (2018), from Memorial Day to Labor Day. Beachgoers that cannot park at the Beach Club parking lot will be directed to the Plantation Club overflow parking and will be required to pay a \$10 parking fee. The Sea Pines Resort will provide \$10 vouchers to those that paid for overflow parking at the Plantation Club. The \$10 voucher can be used at both restaurant and retail store located at the Beach Club towards purchases of \$50 or more.

The committee requested to view detailed information regarding the Sea Pines Trolley costs and the history of how they were born. Ms. Shanahan will present this information at the next committee meeting.

**15. Adjournment**

With no further business to conduct, the meeting adjourned at 10:58 a.m. The next meeting is scheduled for Thursday, August 30, 2018, at 9:00 a.m. and will be held in the Meeting Room at the Sea Pines Community Center.

Respectfully Submitted,



Cary Corbitt  
Co-Chairman



Charlie Miner  
Co-Chairman