

**Joint Short Term Rental Committee
 Meeting Minutes
 Tuesday, June 5, 2018**

The June meeting of the Joint Short Term Rental Committee of Community Services Associates, Inc. was called to order at 9:06 a.m. in the CSA Main Conference Room.

1. Roll Call

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

2. Establishment of Quorum – Co-Chair Serral

With the majority of committee members in attendance, quorum was met.

3. Ratify the Approval of the May 1, 2018, Meeting Minutes – Co-Chair Serral

The Committee reviewed the minutes of the May 1, 2018 meeting. The committee agreed the following amendments need to be made before the approval of the minutes can be ratified:

- Item 7: ‘Review of the New Pass Protocol’ – to amend the first sentence of the last paragraph to state: *“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.”*
- Item 11: ‘Review Goals & Objectives for 2018’ – to add the following verbiage: *“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.”*

Scott Calahan made a motion to ratify the approval of the meeting minutes as amended. The motion was seconded by Tom McPhillips and unanimously passed.

“RESOLVED, the Joint Short Term Rental Committee approves the minutes of the May 1, 2018 meeting, as presented.”

4. Update – Beach Trolley Plan for 2018 – Co-Chair Serral

Co-Chair Serral distributed a handout to show communication from various rental management companies that rent properties on a short-term basis within Sea Pines. Concerns were presented

regarding the new Beach Club parking policy due to complaints that have been received by short term rental guests.

Amanda Sutcliffe-Jones distributed to the committee in draft format a straw poll for the committee to consider. The straw poll is intended to collect community feedback regarding the proposed Special Beach Trolley and will be sent to 781 emails that had previously expressed an interest on the most recent survey sent by CSA, regarding transportation. The straw poll will give the closed group of Sea Pines property owners the opportunity to support, oppose or request more information regarding this proposal. The straw poll is not a vote and is intended to gain community feedback only. Data collected from the straw poll will be sent to the Joint Short Term Rental Committee, CSA Board and select CSA staff. Mrs. Sutcliffe-Jones will add a question to the straw poll to give the property owner the opportunity to state if they rent their property or not, as requested by the committee. The committee also requested Mrs. Sutcliffe-Jones emphasize that daily visitors are excluded from the proposed Special Beach Trolley.

The committee discussed the process of other local communities offering transportation services to their property owners and rental guests and how this is funded. Palmetto Dunes currently offer door to door services on an 'on-call' basis. The new Beach Club parking policy prevents beach goers to be 'dropped off' at the entrance of the Beach Club due to safety issues. Drop off is also not permitted within the Beach Club parking lot, as this would create challenges for the beach parking attendant. Drop-off for beach goers is only permitted at the Plantation Club. Therefore, implementing a mechanism to 'drop-off' beachgoers at the Beach Club will need to be negotiated with the Sea Pines Resort. The committee also discussed the possibility of expanding the Sea Pines Trolley stops to assist beachgoers. This topic will be discussed further at the next committee meeting (September 4, 2018), once feedback from the straw poll has been collected.

5. Sea Pines Policy: Residential Property Room Rentals – Co-Chair Serral, Bret Martin

Mr. Martin explained to the committee the current policies regarding Sea Pines property owners renting areas of their property. Currently, the covenants specifically state that a Guest House may not be rented. However, a property owner is permitted to reside at the Guest House and rent their property as they wish. CSA encourage property owners to refrain from renting rooms within their house, however, this is a referendum matter to become more specific within the covenants. To amend the covenants, approvals from 75% of property owners would be required.

The committee discussed the opportunity to gain feedback from Sea Pines property owners that rent their home and investigate how their property is rented via a community survey.

6. Marriott Timeshares: pass protocol – Co-Chair Serral

Mr. McSwain clarified the current procedure for Marriott Timeshare Owners and their rental guests to collect their vehicle passes. Marriott Timeshare Owners have Sea Pines access rights and currently collect their passes at the Welcome Center drive through window, like other Sea Pines property owners. Marriott Timeshares request guest rental passes as needed and are responsible for distributing these passes to their guests. Marriott Timeshares are invoiced monthly for the number of printed rental guest passes, just like other rental management companies. Mr. McSwain also clarified

Marriott Timeshare Owners have the same access rights to Tower Beach as do other Sea Pines property owners.

The committee shared a concern regarding the communication updates that were sent to the Sea Pines Community regarding the Marriott Timeshare owners and their rental guests. The information shared confused many Sea Pines property owners and so, property owners may not fully understand what the current policy is. Co-Chair Serral suggest the CSA communications staff reiterate the current policy for Marriott Timeshares and post this information on the CSA website for clarification. Mrs. Sutcliffe-Jones agreed to duplicate this information on the CSA website: www.seapinesliving.com.

7. **Update – Review of the New Pass Protocol** – Co-Chair Serral

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 (\$15 per pass).
- ii. Order ‘rental pass vouchers’ in advance that can be exchanged for a weekly pass at the Sea Pines Gates (\$15 per voucher).
- iii. The renter can purchase a \$20 Weekly Rental Pass at the Sea Pines Gates.

Approximately 900 rental pass vouchers have been pre-sold. 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. Mr. McSwain confirmed not many vouchers have been redeemed so far at the Sea Pines Gates.

Approximately 700 \$20 Weekly Rental Passes have been sold so far at the Sea Pines Gates. This type of pass has raised concern with various regimes that monitor vehicles that have parked within their parking lots. Previously, the rental pass would state the guest name and rental accommodation address. The \$20 Weekly Rental Pass does not present any information relating to who the guest is or where they are staying. Therefore, regime staff are unsure if vehicles with this pass type should be parked in their parking lots. Mr. McSwain clarified this type of pass is temporary. However, printing the guest name and property address is a security issue and moving forward with the ABDI software a new coding system will be implemented. Therefore, only appropriate staff will be made aware of who the vehicle pass belongs to.

If the short term rental guest has not received a rental pass in advance and wishes to purchase a rental pass at the Sea Pines Gates, they will need to inform the officer they are renting within Sea Pines. If this information is not given, the guest will be charged for a \$30 Weekly Pass instead of a \$20 Weekly Rental Pass.

The various rental pass options have been made available to Sea Pines property owners that rent their property with the intention to avoid transactions to be made at the Sea Pines Gates. For this reason the \$15 rental pass voucher is not relied upon alone.

8. **Weekly Guest Pass Revenues Generated by Short Term Rental Guests** - Victoria Shanahan
Gate pass revenue transactions at both Greenwood Gate and Ocean Gate were up in 2018 (January – May), compared to 2017 (January – May) by \$78,587. 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 by 11,452, 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. In addition, approximately \$9,500 of revenue presented reflects the \$20 Weekly Rental Pass transactions. As this pass type relates to short term rentals specifically, this revenue will be transferred from gate pass revenue data to short term revenue data.

The weekly short term rental pass revenue increased by \$53,697 during 2018 (January -May), compared to 2017 (January – May). It is thought the revenue increase is due to the increasing number of residential property owners choosing to rent their properties.

9. **Update: New Gate Pass System** – Toby McSwain
Two weeks ago, ABDI representatives met with CSA staff members for four days. CSA anticipate the ABDI portal will be up and running by February / March, 2019. The implementation of ABDI is expected to take place in various phases. Currently, discussions are taking place to decide the best mechanism to use for vehicle decals i.e. a transponder or barcode etc.
10. **Review Goals & Objectives for 2018** – Co-Chairman Johnson
Not discussed.
11. **Member Comments**
Not discussed.
12. **Adjournment**
With no further business to conduct, Mr. Calahan made a motion to adjourn the meeting at 10:24am. The motion was seconded by Co-Chair Serral and unanimously passed. The next meeting will be held at the CSA Main Conference Room on September 4, 2018, at 9am.

Respectfully submitted,



Beverly Serral
Co-Chairman



William Johnson
Co-Chairman