

**Community Services Associates, Inc.
Joint Short Term Rental Committee Meeting
February 6, 2019**

A regular meeting of the Community Services Associates, Inc., (CSA), Joint Short Term Rental Committee, was held on Wednesday, February 6, 2019, at the Sea Pines Community Center, 71 Lighthouse Road, Suite 120, Hilton Head Island, SC, 29928.

Present from the Committee Members were:

Bill Johnson, Co-Chair; Beverly Serral, Co-Chair; Jay Johnson; Ginger Miller and John Munro.

Present via teleconference:

Sharon Germano and Rob Saunders.

Absent from the Committee Members were:

Scott Calahan; Paula Eagle and Tom McPhillips.

Present from Community Services Associates, Inc., were:

Toby McSwain, Director of Safety, Security & Transportation;
Bruce Perry, Pass Office Manager;
Victoria Shanahan, Director of Finance and Administration;
Sarah Squires-McMillen, Security Office Manager.

1. **Call to Order** – Co-Chair Johnson

The meeting was called to order by Co-Chair Johnson, at 10:45 a.m., Eastern Time.

2. **Establishment of Quorum** – Co-Chair Johnson

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

3. **Committee Roster for 2019** – Co-Chair Johnson, Co-Chair Serral

The Committee reviewed the Committee Roster for 2019. Co-Chair Johnson and Co-Chair Serral welcomed Sharon Germano to the Committee.

4. **Committee Charter for 2019** – Co-Chair Johnson

The Committee reviewed the Committee Charter for 2019. A motion was made by Co-Chair Serral to approve the 2019 Committee Charter as submitted. The motion was seconded by Jay Johnson and unanimously carried.

“RESOLVED, Community Services Associates, Inc., Joint Short Term Rental Committee, approves the Committee Charter for 2019, as submitted”.

5. **Ratify the Approval of the October 23, 2018, Meeting Minutes** – Co-Chair Johnson
The Committee reviewed the minutes from the October 23, 2018 meeting. A motion was made by Ginger Miller, to ratify approval of the October 23, 2018, Joint Short Term Rental meeting minutes. The motion was seconded by Mr. Johnson and unanimously carried.

“RESOLVED, Community Services Associates, Inc., Joint Short Term Rental Committee, ratified the vote on the approval of the October 23, 2018, meeting minutes, as finalized by email”.

6. **Weekly Guest Pass Revenues Generated by Short Term Rental Guests** – Victoria Shanahan, Director of Finance & Administration

Victoria Shanahan presented to the Committee gate pass revenues and quantity of passes issued at both Greenwood Gate and Ocean Gate, for 2018 compared with 2017. In 2018, gate pass revenue was up by \$276,362 compared to 2017. However, the quantity of passes issued in 2018 was down by 19,295 compared to 2017.

The weekly short term rental pass revenue was up in 2018 by \$112,468 compared to 2017. \$21,880 of the 2018 revenue is from the weekly short term rental passes sold at the Sea Pines Gates (\$20 each pass), beginning May 1, 2018.

The weekly short term rental pass revenue was up for the month of January, 2019 by \$10,351 compared to January, 2018.

Action taken:

- The Committee requested for Ms. Shanahan to provide the breakdown of all passes sold at the Sea Pines Gates for 2017.
- Ms. Shanahan will send the Committee the quantity of weekly short term rental passes by month for 2018.
- The Beach Shuttle will be in operation during March 23, 2019 – September 2, 2019. This operation is being conducted on a one-season trial basis. The Committee will confirm the policy regarding the \$2 weekly rental pass fee increase for 2019.
- Bruce Perry will send the Committee the current number of Sea Pines properties that are rented on a short-term basis.

Unfinished Business

7. **Rules of Renting in Sea Pines (including Wildlife Awareness)** – Co-Chair Serral, Toby McSwain, Director of Safety, Security & Transportation.

Toby McSwain confirmed that CSA Communications Staff are working on the Wildlife Brochure for Sea Pines.

8. **Beach Club Parking & Trolley Plan for 2019** – Co-Chair Serral, Co-Chair Johnson

An update was provided. Action taken:

- Beach parking gate attendants to be recruited for 2019.
- Communication to be sent by Amanda Sutcliffe-Jones, concerning 2019 Beach Shuttle service.
- Beach parking attendant to monitor and keep a tally of those that utilize this service.
- Sea Pines Resort guests are to continue parking at the Beach Club parking lot. The Plantation Club parking lot is still available for Sea Pines Resort guests if the Beach Club parking lot is full.
- John Munro will follow up with the Committee regarding the Beach Club and Plantation Club 'drop off' policy for handicapped individuals.

9. **Bike Racks at Rental Properties** – Co-Chair Serral, Co-Chair Johnson

Rental Property Owners and Rental Management Companies are encouraged to provide their rental guests bicycle racks. Action taken:

- Mrs. Sutcliffe-Jones will email information regarding bicycle racks to the Rental Property Owners and Rental Management Companies.

New Business

10. **Review Goals & Objectives for 2019** – Co-Chair Serral, Co-Chair Johnson

An update was provided. Action taken:

- To provide beach transportation to rental guests that will not be authorized to park at the Beach Club or Plantation Club parking lots during the 2019 beach season.

11. **Member Comments**

Mr. McSwain confirmed the new Sea Pines Trolleys have been ordered and may arrive in time for the 2019 RBC Heritage Tournament.

CSA Security are trying to prevent visitors that are travelling by bicycle to enter Sea Pines via the beach.

12. **Adjournment**

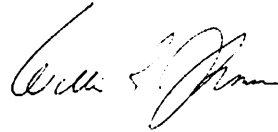
With no further business to come before the Committee, a motion was made by Co-Chair Johnson to adjourn. The motion was seconded by Co-Chair Serral and unanimously carried.

Co-Chair Johnson adjourned the meeting at 11:47am. The next scheduled meeting, of the Community Services Associates, Inc., Joint Short Term Rental Committee, is Tuesday, March 5, 2019, 9:00 a.m., at the CSA Building, Main Conference Room.

Respectfully Submitted,



Beverly Serral
Co-Chair



William Johnson
Co-Chair