

**Community Services Associates, Inc.
Gate Entry Committee Meeting
February 14, 2019**

A regular meeting of the Community Services Associates, Inc., (CSA), Gate Entry Committee, was held on Thursday, February 14, 2019, at the Sea Pines Community Center, 71 Lighthouse Road, Suite 120, Hilton Head Island, SC, 29928.

Present from the Committee Members were:

Cary Corbitt, Co-Chair; Charlie Miner, Co-Chair; Steve Birdwell; Bill Johnson; Tom McPhillips; Don Sigmon and Tom Wolfe.

Present Guests:

Chuck Kotler

Absent from the Committee Members were:

Bob Gossett; Mark King and Michael Tucker.

Present from Community Services Associates, Inc., were:

Bret Martin, President

David Henderson, Director of Special Projects and Operations

Lou Maietta – Trolley Manager

Toby McSwain, Director of Safety, Security & Transportation

Victoria Shanahan, Director of Finance and Administration

Sarah Squires-McMillen, Security Office Manager

Amanda Sutcliffe-Jones, Director of Communications

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

The meeting was called to order by Co-Chair Corbitt, at 09:01 a.m., Eastern Time.

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

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

3. **Committee Roster for 2019** – Co-Chair Corbitt

The Committee reviewed the Committee Roster for 2019. Co-Chair Corbitt welcomed Chuck Kotler to the Committee. A motion was made by Co-Chair Corbitt to approve the Committee Roster as submitted. The motion was seconded by Co-Chair Miner and unanimously carried. Steve Birdwell was not present.

“RESOLVED, Community Services Associates, Inc., Gate Entry Committee, approves the Committee Roster for 2019, as submitted”.

4. Committee Charter for 2019 – Co-Chair Corbitt

The Committee reviewed the Committee Charter for 2019. A motion was made by Co-Chair Corbitt to approve the 2019 Committee Charter as submitted. The motion was seconded by Tom Wolfe and unanimously carried. Mr. Birdwell was not present.

“RESOLVED, Community Services Associates, Inc., Gate Entry Committee, approves the Committee Charter for 2019, as submitted”.

5. Ratify the Approval of the October 25, 2018, Meeting Minutes – Co-Chair Corbitt

The Committee reviewed the minutes from the October 25, 2018 meeting. A motion was made by Bill Johnson, to ratify approval of the October 25, 2018, Gate Entry Committee meeting minutes. The motion was seconded by Co-Chair Miner and unanimously carried. Mr. Birdwell was not present.

“RESOLVED, Community Services Associates, Inc., Gate Entry Committee, ratified the vote on the approval of the October 25, 2018, meeting minutes, as finalized by email”.

6. Pass Revenues – 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 gate pass revenue was up for the month of January, 2019 by \$20,076 (686 passes) compared to January, 2018.

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 incremental increase in the weekly short term rental passes sold at the Sea Pines Gates (\$5 each pass), beginning May 1, 2018. From April, 2018 through August, 2018, 33,803 weekly rental passes were sold / redeemed.

The weekly short term rental pass revenue was up during the month of January, 2019 by \$10,261 compared to January, 2018.

The annual decal revenue was down during the month of January, 2019 by \$37,202 compared to January, 2018.

Action taken:

- Ms. Shanahan will send the Committee a monthly breakdown of passes issued at both Sea Pines Gates (Gate Activity) for 2017. This data was presented 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 \$2 weekly rental pass fee

increase will only be in place during the season (March 23, 2019 – September 2, 2019), as additional funds are not needed.

- Advance purchase vouchers will continue to be \$15 each throughout the year (2019). Rental Companies and Rental Owners will be billed for the additional \$2 weekly rental pass fee increase for each rental voucher that is redeemed during the Beach Shuttle season.
- Revenue received for each rental voucher will only be recorded once the voucher has been redeemed at the Sea Pines Gate.

Unfinished Business

7. Trolley Routes – Co-Chair Corbitt, Toby McSwain, Director of Safety, Security & Transportation

An update was provided. Action taken:

- Based on the Gate Entry Agreement and ridership data, the Committee agreed to adopt the 2018 Sea Pines Trolley timeframe for 2019.
- Heritage Villas is to be added to the Blue Route for 2019. The Sea Pines Trolley is to enter Heritage Villas via Lighthouse Road and exit Heritage Villas via Plantation Drive.
- The ‘Heritage Trolley Pad’ located eastbound on Lighthouse Lane (in front of Hargray) is to be used as a temporary stop on the Blue Route for this trolley season (2019). The Committee requested to add a small trolley sign and bench at this location.
- Ridership data and trolley routes to be evaluated again at the Committee meeting scheduled October 31, 2019. The Committee plan to publish the 2020 Trolley Schedule by the start of the New Year (2020).
- The Beach Shuttle will operate during March 23, 2019 – September 2, 2019. This trolley will have the synchromatics counting system installed to record ridership data.
- Beach Shuttle parking attendants to be recruited for 2019. The parking attendant will monitor and keep a tally of those that utilize this service (to include time of access and decal types). Mr. McSwain will research Mobile Applications for the attendant to upload this data to.

8. Short Term Rental Pass Fee & Beach Parking – Co-Chair Corbitt, Bill Johnson

An update was provided. Action taken:

- The Software Programmer is to update CSA’s system to reflect the \$2 weekly rental fee increase (to be in place during the Beach Shuttle season only).
- \$7,200 is currently in the fund to make improvements to Lot 8 (located between Fraser Circle and Wild Oak Road West) to accommodate the Beach Shuttle Service. Improvements are expected to start this month (Feb, 2019).
- Funds are not currently available to make improvements to Lot 6 (located off Greenwood Drive, adjacent to the maintenance road (Lawton Canal Road). If flooding occurs while this lot is in operation for the Beach Shuttle, Lot 2 (Trolley Lot) is to be used instead.

9. ABDI Software Updates – Toby McSwain, Director of Safety, Security & Transportation

An update was provided. Action taken:

- NetSuite will house data from CSA's current system. NetSuite will send ABDI necessary data to upload. Both systems will interface with one another. Tests will be performed to verify the new software systems work. CSA are to run parallel systems before going live with NetSuite and ABDI software's.
- Fifty test vehicles will be selected to monitor new ABDI decals.
- The Committee requested for Amanda Sutcliffe-Jones, Director of Communications, to send an update to Sea Pines property owners with information of what to expect regarding ABDI software.

New Business

10. **The Breeze Trolley** – Toby McSwain, Director of Safety, Security & Transportation
CSA's Transportation Manager was contacted by the Town of Hilton Head. The Committee discussed their request: to link the Breeze Trolley with the Sea Pines Trolley.

Action taken:

- A Sub-Committee will be formed to research this item further. Don Sigmon was selected for the Sub-Committee.

11. **Non-Property Owners requesting to receive Property Owner Decal** - Toby McSwain,
Director of Safety, Security & Transportation, Co-Chair Corbitt
An update was provided.

Action taken:

- The Committee agreed to leave the Gate Entry Policy as is, regarding Property Owner Decals.

12. **Golf Cart Usage in Sea Pines** – Co-Chair Corbitt

Co-Chair Corbitt received a letter from a Sea Pines property owner, requesting to amend the Gate Entry Policy by authorizing the use of golf carts within Sea Pines.

Action taken:

- A Sub-Committee was formed to research this item further: Cary Corbitt, Bill Johnson and Toby McSwain. The Committee agreed there is a 'safety aspect' to consider and suggested the Sub-Committee request data from communities that currently allow golf cart usage.
- Marriott and Sea Pines Resort golf cart usage to be included in the Gate Entry Policy.

13. **Review and Approve the Gate Entry Policy** – Co-Chair Corbitt

The Committee reviewed the red lined version of the Gate Entry Policy to reflect the weekly short term rental fee increase of \$2 during the Beach Shuttle season (March 23, 2019 – September 2, 2019).

Co-Chair Corbitt made a motion to approve the Gate Entry Policy as presented. This motion was seconded by Don Sigmon. Steve Birdwell, Bill Johnson, Tom McPhillips and Tom Wolfe voted in favor. Co-Chair Miner voted against. With the majority of the Committee voting in favor, the motion carried.

14. **Member Comments**

No additional comments made by the Committee.

15. **Adjournment**

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

Co-Chair Corbitt adjourned the meeting at 10:13am. The next scheduled meeting, of the Community Services Associates, Inc., Gate Entry Committee, is Tuesday, March 7, 2019, 9:00 a.m., at the Sea Pines Community Center.

Respectfully Submitted,



Cary Corbitt
Co-Chairman



Charlie Miner
Co-Chairman