

**Community Services Associates, Inc.
Gate Entry Committee Meeting
March 7, 2019**

A regular meeting of the Community Services Associates, Inc., (CSA), Gate Entry Committee, was held on Thursday, March 7, 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; Steve Birdwell; Paul Crunkleton; Bill Johnson; Mark King; Chuck Kotler; Tom McPhillips; Don Sigmon; Michael Tucker and Tom Wolfe.

Ex-Officio:

Mark Griffith.

Absent from the Committee Members were:

Charlie Miner, Co-Chair and Bob Gossett.

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

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

The meeting was called to order by Co-Chair Corbitt, at 09:00 a.m., Eastern Time.

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

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

3. **Ratify the Approval of the February 14, 2019, Meeting Minutes** – Co-Chair Corbitt

The Committee reviewed the minutes from the February 14, 2019 meeting. A motion was made by Tom Wolfe, to ratify approval of the February 14, 2019, Gate Entry Committee meeting minutes. The motion was seconded by Michael Tucker and unanimously carried.

“RESOLVED, Community Services Associates, Inc., Gate Entry Committee, ratified the vote on the approval of the February 14, 2019, meeting minutes, as finalized by email”.

4. **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 the first two months of 2019 compared with the first two months of 2018. In 2019, gate pass revenue was up by \$24,521 compared to 2018. However, the quantity of passes issued in 2019 was down by 3,133 compared to 2018.

Annual decal revenue was up for the first two months of 2019 by nearly \$4,500, compared to the same period of time in 2018.

The weekly short term rental pass revenue was up for the first two months of 2019 by \$9,914, compared to the same period of time in 2018.

Action taken:

- Ms. Shanahan will send the Committee a breakdown of commercial pass data for the first two months of 2019, compared with 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).
- The Casual Daily Visitor Pass fee increased from \$6 to \$8 on August 1, 2018. The Committee requested for Ms. Shanahan to present the number of \$6 daily gate passes sold year over year, at the next Committee meeting. From August 1, 2019, a year over year comparison can be presented for the \$8 daily gate pass.

Unfinished Business

5. **Sea Pines Trolley & Beach Shuttle Routes - Update** – Co-Chair Corbitt, Toby McSwain, Director of Safety, Security & Transportation

An update was provided. Action taken:

- The Committee reviewed the draft 2019 Beach Shuttle brochure and discussed this item in detail. A motion was made by Bill Johnson, to approve to add Long Term Renters and Guest of Long Term Renters to authorized users of Sea Pines CSA Beach Shuttle. The motion was seconded by Mark Griffith and unanimously carried.

“RESOLVED, the Community Services Associates, Inc., Gate Entry Committee, approves Long Term Renters and Guest of Long Term Renters as authorized users of Sea Pines CSA Beach Shuttle”.

- The 2019 Beach Shuttle brochure will be distributed by the attendant located at the Sea Pines Beach Club (only to those that are authorized to use the Beach Shuttle, but cannot park at the Sea Pines Beach Club). The Beach Shuttle brochure will also be distributed via email to the Rental Management Companies and property owners that rent short term.

- The Committee agreed to continue placing the restroom trailer at Lot 1 & 2 during the Sea Pines Trolley season. Portable restrooms have not been ordered for the other Beach Shuttle lot locations (Lot 6 & 8); however, CSA staff are to monitor and advise the Committee if this should change.
- A trolley stop at Heritage Villas will no longer be added to the Blue Route for 2019, due to feedback received from the Heritage Villas POA. Instead, the 'Heritage Trolley Pad' is to be used as a temporary stop on the Blue Route for this trolley season (2019). A trolley sign and bench will be placed at this location.
- Ridership data and trolley routes to be evaluated 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 Committee discussed if there is a need to extend the operating hours for the Red Trolley Line on Tuesdays for 1 hour (from 10pm to 11pm) to transport individuals that have purchased tickets for the Vagabond Sunset Cruise. Since promotional material has been distributed for this cruise already, the Committee agreed to operate the Red Trolley Line from 10pm to 11pm and monitor ridership.

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

An update was provided. Action taken:

The Committee reconsidered the \$2 weekly rental pass fee increase and discussed in detail whether to fund the Beach Shuttle service using the General Fund instead. The Committee unanimously reaffirmed the approval of the \$2 weekly rental pass fee increase to fund the Beach Shuttle service and to not use the General Fund. Mr. Johnson made a motion to continue raising the weekly rental pass fee by \$2, during March 23, 2019 – September 2, 2019 only, to fund the Beach Shuttle service on a trial basis. The motion was seconded by Mark King and unanimously carried.

“RESOLVED, the Community Services Associates, Inc., Gate Entry Committee, approve the \$2.00 increase in Weekly Short Term Rental Pass fee, to fund the Beach Shuttle service, on a trial basis, March 23, 2019 – September 2, 2019.”

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

An update was provided. No action taken.

8. **Task Force Update: The Breeze Trolley** – Don Sigmon, 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:

- The task force was asked to research this item further and bring a proposal to the Committee at the next meeting: Don Sigmon, Bill Johnson, Stu Rodman, Mark Griffith, Bret Martin, Toby McSwain and Lou Maietta.
- The Committee suggest to revisit expanding the Sea Pines Trolley routes, due to recent support from residential property owners that would like to utilize the Sea Pines Trolley from their neighborhood.

9. **Task Force Update: Golf Cart Usage in Sea Pines** – Bill Johnson, Toby McSwain, Director of Safety, Security & Transportation

The Committee received requests from Sea Pines property owners to amend the Gate Entry Policy by authorizing the use of golf carts and other low speed vehicles within Sea Pines. This item was discussed in detail. Action taken:

- A task force was formed to research this item further: Co-Chair Corbitt, Mark Griffith, Bill Johnson and Toby McSwain. The Committee recommend for the Safety & Security Committee to be involved and to include Stu Rodman on the task force also.
- The Committee questioned how CSA Security could monitor and regulate the use of golf carts / low speed vehicles within Sea Pines. Mr. McSwain will research this item further and present his findings to the Committee.
- A few commercial businesses located in Sea Pines are authorized to operate golf carts and low speed vehicles within Sea Pines; however, this is not clearly stated in the Gate Entry Policy. CSA staff will update the Gate Entry Policy for the Committee to review and approve at the next meeting (May 2, 2019).

New Business

10. **Amazon Logistics – Delivering in Sea Pines** – Toby McSwain, Director of Safety, Security & Transportation, Co-Chair Corbitt

The Committee discussed in detail Amazon’s request: to access Sea Pines free of charge to make deliveries, like FedEx and UPS. Action taken:

A motion was made by Mr. Johnson, to ratify the approval of the electronic vote, to authorize Amazon complimentary access into Sea Pines for delivery purposes only. The motion was seconded by Mr. Wolfe and unanimously carried.

“**RESOLVED**, Community Services Associates, Inc., Gate Entry Committee, ratified the vote to authorize Amazon complimentary access into Sea Pines for delivery purposes only, as finalized by email”.

11. **Heritage Trolley Schedule & Route Map** - Toby McSwain, Director of Safety, Security & Transportation

An update was provided. No action taken.

12. **Member Comments**

- a) Mr. McSwain provided an update regarding Lot 8 improvements. Large crush and run (stone) is to be placed at Lot 8 to make this lot usable during the RBC Heritage Tournament and the Beach Shuttle season.
- b) CSA was contacted by a vacation company located outside of Sea Pines with the following request: to allow their rental guests to access Sea Pines via bicycle with a prepaid pass. The Committee agreed further details need to be presented before this request could be considered and therefore, this item was tabled.

13. **Adjournment**

Co-Chair Corbitt adjourned the meeting at 10:15am. The next scheduled meeting, of the Community Services Associates, Inc., Gate Entry Committee, is Tuesday, May 2, 2019, 9:00 a.m., at the Sea Pines Community Center.

Respectfully Submitted,



Cary Corbitt
Co-Chairman