

**Community Services Associates, Inc.  
Safety and Security Committee Meeting  
May 8, 2019**

A regular meeting of the Community Services Associates, Inc., (CSA), Safety and Security Committee, was held on Wednesday, May 8, 2019, at the Sea Pines Community Center, 71 Lighthouse Road, Suite 120, Hilton Head Island, SC, 29928.

**Present from the Committee Members were:**

Jim Kaskie, Chairman; Tom Cope; Bob Crawford; Paul Crunkleton; John Hall; Felice LaMarca; Patrick Murphy; Martin O'Brien; Scott Richardson and Margaret Tomczak.

**Ex-Officio:**

Bret Martin, President;  
Toby McSwain, Director of Safety, Security & Transportation.

**Absent from the Committee Members were:**

Mark Faraci.

**Present from Community Services Associates, Inc., were:**

Russell Fredericks, Director of Maintenance;  
David Henderson, Director of Special Projects and Operations;  
Victoria Shanahan, Director of Finance and Administration;  
Sarah Squires-McMillen, Security Office Manager.

1. **Call to Order** – Chairman Kaskie

The meeting was called to order by Chairman Kaskie, at 02:01 p.m., Eastern Time.

2. **Establishment of Quorum** – Chairman Kaskie

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

3. **Approval of the March 18, 2019, Meeting Minutes** – Chairman Kaskie

The Committee reviewed the minutes from the March 18, 2019 meeting. Tom Cope made the following motion, seconded by Paul Crunkleton and was unanimously passed.

“RESOLVED, the Community Services Associates, Inc., Safety and Security Committee, approved the minutes of the March 18, 2019 meeting, as submitted.”

4. **Pass Revenues & Incident Reports** – Toby McSwain, Director of Safety, Security & Transportation, Victoria Shanahan, Director of Finance and Administration

**Pass Revenue:**

Victoria Shanahan presented to the Committee gate pass revenues and quantity of passes issued at both Greenwood Gate and Ocean Gate, for the first four months of 2019 compared with the first four months of 2018.

In 2019, gate pass revenue was up by \$73,549 compared to 2018. However, the quantity of passes issued in 2019 was down by 11,662 compared to 2018.

Daily Visitor Pass revenue was up during the first four months of 2019 by \$88,094, compared to 2018. However, the quantity of passes issued in 2019 was down by 6,377.

Daily Commercial Pass revenue was down for the first four months of 2019 by \$6,630, compared to 2018. The quantity of passes issued in 2019 was down by a very small amount (663) compared to 2018.

Annual decal revenue was up for the first four months of 2019 by \$18,217 compared to the same period of time in 2018.

The weekly short term rental pass revenue was up during the first four months of 2019 by \$16,570 compared to the same period of time in 2018. A monthly breakdown of weekly rental pass revenue was presented to the Committee.

Ms. Shanahan discussed the Beach Shuttle revenue retrieved from the \$2 weekly rental pass increase from March 23, 2019 through April 30, 2019, which totaled to \$18,296. The Beach Shuttle expenses (to include onetime fees and reoccurring fees) were discussed. To date, the Beach Shuttle expenditures total to \$13,821 and the Beach Shuttle net revenue is \$4,475. The Beach Shuttle Lot (Lot 8) 'upfit costs' are funded by the Marketing Fund (not the \$2 weekly rental pass fee increase).

A breakdown of all commercial and residential property owner passes was presented to the Committee to compare the quantity of passes issued by each group during the first four months of 2019, compared to the same time period in 2018.

Action taken:

- Ms. Shanahan will investigate and report to the Committee why the number of passes requested by Marriott Grand Ocean increased this year (2019) compared to last year (2018).

Incident Report:

Mr. McSwain provided an update. No action taken.

## **Unfinished Business**

5. **Wildlife Awareness & Policy Update** – Toby McSwain, Director of Safety, Security & Transportation

The Wildlife Policy has been completed and will be reviewed by legal opinion. This item has been tabled.

CSA Communications Staff are very close to finalizing the Wildlife Brochure, which is a broad information piece to present best practices concerning different types of species found in Sea Pines.

David Henderson provided an update regarding the Alligator Movement Study.

Discussion took place regarding coyotes in Sea Pines.

No action taken.

6. **ABDI Software Update** – Toby McSwain, Director of Safety, Security & Transportation  
An update was provided. No action taken.

7. **Sub-Committee – Leisure Trail: Bike, Signage & Safety Matters** – Chairman Kaskie, David Henderson, Director of Special Projects and Operations  
Chairman Kaskie announced a new member will be joining the Sub-Committee: ‘Terri Weiss’.

Margaret Tomczak provided an update regarding the tracking grid that reflects the status of projects recommended by the Sub-Committee.

Mr. Henderson announced the leisure trail directional signage replacement and upgrade project is nearly completed. A small number of trail etiquette signs will also be installed.

Mr. Henderson shared preliminary feedback from the consultants on the ‘yield vs. stop’ sign study. CSA will likely be advised to not change any of the current stop signs to yield signs. This is primarily due to the amount of vegetation located along the leisure trails. The replacement and upgrading of leisure trail regulatory signage will begin upon receipt of the consultant’s final recommendations. Bret Martin confirmed leisure trail improvements are part of the seven (7) year plan.

An update was provided regarding the new Sea Pines Bike Trail Map. Rules of the road have been updated and ‘bike trails’ are now referred to as ‘leisure trails’.

No action taken.

8. **Lighthouse Lane: Speed Limit & Signage** – Chairman Kaskie, Toby McSwain, Director of Safety, Security & Transportation

Mr. McSwain provided the following update:

- A speed limit sign (20mph) has been installed.
- Hidden driveway sign has been installed.

This item is complete and will be removed from the agenda.

9. **Roadside Parking** – Chairman Kaskie

Chairman Kaskie met with Michael Tucker and provided the Committee with the following feedback:

A community survey, completed by the Sea Pines property owner's, confirmed there are inconsistencies throughout Sea Pines whether or not "no parking" signs should be placed within the community and if so, whether they should only be placed in problem locations. Therefore, the Committee were advised to let the POA's within Sea Pines control this matter and communicate with their residents as necessary.

No action taken.

10. **Department Audit (no report available, remains an open item)** – Chairman Kaskie, Toby McSwain, Director of Safety, Security & Transportation

Mr. McSwain confirmed CSA has not received feedback from the most recent audit. This item has been tabled.

Action taken:

- The following Committee members will meet with CSA Security Staff to discuss various items relating to 'Security Operations': Chairman Kaskie, Bob Crawford and Tom Cope.

### **New Business**

11. **2019 Heritage Tournament Feedback** - Toby McSwain, Director of Safety, Security & Transportation

An update was provided. The Committee Members applauded the great job done by Mr. McSwain, Mr. Henderson, Mr. Fredericks and the entire CSA Staff.

No action taken.

12. **Calibogue Cay Intersection** – Chairman Kaskie, Toby McSwain, Director of Safety, Security & Transportation

Discussion took place regarding the Calibogue Cay intersection. No action taken.

13. **Member Comments**

Not discussed.

14. **Adjournment**

With no further business to come before the Committee, Chairman Kaskie adjourned the meeting at 03:07 p.m. The next scheduled meeting, of the Community Services Associates, Inc., Safety & Security Committee, is Wednesday, September 16, 2019, 2:00 p.m., at the Sea Pines Community Center.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'JK', with a long horizontal flourish extending to the right.

Jim Kaskie  
Chairman