Community Services Associates, Inc.

Gate Entry and Rental Management Committee Meeting March 1, 2023

A regular meeting of Community Services Associates, Inc., (CSA), Gate Entry and Rental Management Committee, was held on Wednesday, March 1, 2023, via videoconference.

Present from the Gate Entry Committee, were: Cary Corbitt, CSA Director, Chair; Don Sigmon, CSA Director, Vice Chair; Lauri Allenbach, Member; Rodney Barstein, Member; Steve Birdwell, CSA Director; Karen Cuda, Member; Candy Dalton, Member; Kerry de Vallette, Member; Larry Movshin, CSA Director; Paul Puma, Member; Doug Schupp, Member; Suzanne Sears, Member; and Beverly Serral, Member.

Absent from the Gate Entry Committee, were: Margaret (Peg) Burns, Member; Jennifer Ericksen, Member; Bill Johnson, CSA Director; Mark King, Member; David May, Member and John Munro, Member.

Guest: LeeAnn Leahy, CSA Director.

Present as Ex-Officio, was: David Ellis, CSA Chair and Sam Bennett, CSA President.

Present from Community Services Associates, Inc., were: Sandra Archer, Executive Administrator; Sarah McMillen, Security Administration Manager, Victoria Shanahan, Vice President / Chief Financial Officer and Amanda Sutcliffe-Jones, Director of Communications.

1. Call to Order

The meeting was called to order by Cary Corbitt, Chair, at 9:00 a.m., Eastern Time.

2. Establishment of Quorum

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

3. Committee Roster and Meeting Dates

Introductions of Committee Members and CSA Staff.

4. Confidentiality Agreement

The Committee were informed to return their signed copy of the Confidentiality Agreement to Mrs. McMillen by Tuesday, March 14, 2023.

5. 2023 Committee Charter

The Committee Charter for 2023 is still in draft form. The Charter will be available to the Committee once approved by the CSA Board.

6. Ratify Approval – Committee Meeting Minutes, October 26, 2022 and October 27, 2022

A motion was made by Chair Corbitt, to support the resolution, "Ratify Approval – Committee Meeting Minutes, October 26, 2022 and October 27, 2022". The motion was seconded and unanimously carried:

"**RESOLVED**, Community Services Associates, Inc., Gate Entry and Short-Term Rental Committees ratify approval of the Committee Meeting Minutes, October 26, 2022 and October 27, 2022, respectively, as finalized by email".

7. <u>Pass Volumes</u>

Ms. Shanahan presented the volume of all gate passes sold at both Sea Pines Gates, comparing all four years: 2019, 2020, 2021 and 2022:

- The total number of passes issued slightly decreased by 4% in 2022, compared with 2021. However, the number of passes issued in 2022 was significantly higher than the number of passes issued in 2019.
- Commercial Passes increased very slightly in 2022, compared to 2021.

Ms. Shanahan presented the volume of all passes issued by the Welcome Center Pass Office, comparing all three years: 2020, 2021 and 2022:

- A breakdown of pass types issued by the Welcome Center were presented: Business Passes, Property Owner Passes and Short Term Rental Passes;
- The total number of passes issued by the Welcome Center Pass Office in 2022, decreased by approximately 20,000 compared to 2021.
- The number of Short Term Rental Passes issued in 2022 decreased very slightly, compared to 2021.
- Property Owner Guest Passes issued in 2022, decreased by 11,236 and 9,360, respectively, compared to 2021 and 2020.

Ms. Shanahan presented the volume of Short Term Rental Passes, Commercial Passes and Daily Visitor Passes, comparing 2022 and 2023, from January 1 through February 20:

- The number of Short Term Rental Passes issued remained even when comparing both years.
- Commercial Passes were slightly down in 2023, compared with 2022.
- Daily Visitor Passes issued in 2023 increased by almost 24%, compared to 2022.

Ms. Shanahan presented the volume of bicycles entering Sea Pines from 2016 through 2022:

- The number of bicycles delivered into Sea Pines increased each year from 2016 through 2021. This number decreased very slightly in 2022, compared to 2021, but remained higher than previous years.
- The number of bicycles entering Sea Pines via vehicle decreased each year; except in 2020, with an increase of bicycles entering Sea Pines compared to all other years.
- The total number of bicycles entering Sea Pines remained fairly even; with the exception of 2021, with a significant increase of bicycles entering Sea Pines compared to all other years.

Action taken:

- The Committee requested a comparison of renter trends to identify what other local gated communities are experiencing, compared with Sea Pines. Ms. Shanahan will research this information and report back to the Committee at the next meeting.

<u>Unfinished Business</u>

8. <u>Update on CSA360</u>

Ms. Shanahan provided an update regarding the CSA360 Software that is being implemented in a phased approach. The new system is now available to the Patrol Officers, Dispatch Office, Sea

Pines Gate Officers, and most recently, Sea Pines residential property owners can schedule guest passes using their portable or mobile application (app). The Short Term Renter module will be implemented next.

No action taken.

9. <u>Personnel</u>
Mr. Bennett provided an update.

No action taken.

10. <u>Sea Pines Trolley and Beach Shuttle Update</u>
Mrs. Sutcliffe-Jones provided an update regarding the preliminary Sea Pines Trolley schedules for 2023:

- The Sea Pines Trolleys are anticipated to start service on May 26, 2023, through September 4, 2023.
- The Beach Shuttle is anticipated to start operating on March 24, 2023, from Lot 4 to the Sea Pines Resort Beach Club. Like previous years, this shuttle will not be available during the week of the RBC Heritage Golf Tournament. Beach Shuttle service will resume on April 17 through May 25.
- On May 26, 2023, the Beach Shuttle will operate from Lot 8 to the Sea Pines Resort Beach Club.

No action taken.

<u>New Business</u>

11. <u>Rental Registration Fees</u>
Ms. Shanahan provided an update regarding the rental registration fee that will be introduced this year (2023):

- The fee amount is based on the number of bedrooms advertised for each Sea Pines rental property.
- Invoices are not yet available; however, more updates will be available at the next Committee meeting scheduled April 26, 2023.

No action taken.

12. <u>RBC Heritage Golf Tournament</u>
Mr. Bennett provided an update.

No action taken.

13. <u>Update on Palmetto Bay / Sea Pines Circle and Pope Avenue</u>
Mr. Bennett provided an update:

- CSA are working closely with the Town of Hilton Head to improve access into Sea Pines via the Sea Pines Circle and Greenwood Drive.
- Signage on Palmetto Bay Road has been proposed to encourage visitors to move into the correct lane as early as possible, prior to entering Sea Pines.

No action taken.

14. <u>Entry Signage on Palmetto Bay Road for Gate Pass Sales</u>
Discussed during item 13 update.

15. <u>Update on Greenwood Drive Entrance / Greenwood Drive / Club Course Intersection</u>
Discussed during item 13 update.

16. <u>Bike Event Scheduled May 7, 2023</u>
A cycling event to benefit the Boys and Girls Club will be held on May 7, 2023, on Hilton Head Island. Sea Pines will be included in this event, with cyclists led by Beaufort County Sheriff's Office.

No action taken.

<u>Adjournment</u>
With no further business to come before the Committee, Chair Corbitt adjourned the meeting at 9:55 a.m. The next meeting will be held on April 26, 2023, at 9am.

Respectfully Submitted,

Cary Corbitt
Chair