

Community Services Associates, Inc.

Safety and Security Committee Meeting

March 3, 2021

A regular meeting of Community Services Associates, Inc., (CSA), Safety and Security Committee, was held on Wednesday, March 3, 2021, via videoconference.

Present from the Safety and Security Committee, were: Bill Johnson, CSA Director, Chair; Scott Calahan, Member; Jim Cantalupo, Member; Derek Jenkins, Member; Felice LaMarca, Member and Margie Tomczak, Member.

Present as Ex-Officio, was: Larry Movshin, CSA Chair; Sam Bennett, CSA President and Toby McSwain, Director of Safety, Security and Transportation.

Absent from the Safety and Security Committee, were: Steve Alfred, Member, Bob Crawford, Member, Paul Crunkleton, Member and Nancy Eldridge, Member.

Present from Community Services Associates, Inc., were: Sandra Archer, Executive Administrator; David Henderson, Director of Special Projects and Operations; Sarah McMillen, Security Office Manager; Victoria Shanahan, Director of Finance and Administration and Amanda Sutcliffe-Jones, Director of Communications.

1. Call to Order

The meeting was called to order by Chair Johnson, at 9 a.m., Eastern Time.

2. Establishment of Quorum

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

3. Ratify Approval – Committee Meeting Minutes, February 3, 2021

A motion was made by Mr. Cantalupo, to support the resolution, “Ratify Approval – Committee Meeting Minutes, February 3, 2021”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Safety and Security Committee ratified approval of the Committee Meeting Minutes, February 3, 2021, as finalized by email”.

4. Pass Volume and Incident Reports

Pass Volume

Ms. Shanahan provided the following updates:

- The total number of passes issued by the Sea Pines Gates in January and February, 2021 were up by 4,172, YOY;
- The total number of commercial passes were up from January, 2021 through February, 2021, by 3,649, YOY;
- The total number of daily visitor passes were slightly down from January, 2021 through February, 2021, by 545, YOY;
- The total number of passes issued by the Welcome Center Pass Office in January and February 2021, were presented to the Committee, to include: timeshare passes, short term rental passes and property owner guest passes. Both timeshare and short term rental

passes were up in 2021, however, property owner guest passes were slightly down. The total number of passes issued in 2021 were slightly down, by 1,137, YOY.

Action taken:

- Ms. Shanahan will gather 2019 pass information and present this data at the next Committee meeting (May 5, 2021).

Incidents

Mr. McSwain provided an update.

Action taken:

- The Communications Department will send a reminder to Sea Pines property owners to lock their vehicles.

Unfinished Business

5. Software Updates

Mr. McSwain provided an update.

Action taken:

- CSA 360 contract has been finalized. This company will meet with CSA staff to review the first phase of implementation.
- Mr. McSwain plans to implement the property owner application and short term rental portion of the new software first for Beta Testing.

6. Leisure Trail Task Force

In Mr. Alfred's absence this item was not discussed.

New Business

7. 2021 RBC Heritage Golf Tournament

Mc. McSwain provided an update.

Action taken:

- The Communications Department will send updates to Sea Pines property owners regarding the 2021 RBC Heritage Golf Tournament, to include information relating to restricted access on Baynard Cove Road.
- Plans are in place for the Sea Pines Resort to tear down their restaurant located in Harbour Town: 'The Quarterdeck'. McSwain will contact the Sea Pines Resort to confirm appropriate signage will be displayed.

8. Member Comments

- Mr. Movshin reminded the Committee that the items discussed during meetings are unofficial until the Board has taken action. Therefore, topics discussed must not be shared outside of the Committee to prevent any confusion amongst Sea Pines property owners.
- Mr. McSwain updated the Committee on staffing levels.

- Mrs. Sutcliffe Jones updated the Committee on communication that will be sent to the Sea Pines property owner's in relation to Sea Pines wildlife, to include: coyotes and alligator mating season.

Adjournment

A motion was made by Mr. Calahan to adjourn the meeting. The motion was seconded and unanimously carried.

With no further business to come before the Committee, Chair Johnson adjourned the meeting at 9:28 a.m. The next scheduled meeting of the Safety and Security Committee, is Wednesday, May 5, 2021, 9:00 a.m., via videoconference.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Bill Johnson".

Bill Johnson
Chair