

## **Community Services Associates, Inc.**

### **Short Term Rental Committee Meeting**

**March 24, 2021**

A regular meeting of Community Services Associates, Inc., (CSA), Short Term Rental Committee, was held on Wednesday, March 24, 2021, via videoconference.

**Present from the Short Term Rental Committee, were:** David Ellis, CSA Director, Chair; Carolyn Adams, CSA Director; Amy Barnes, Member; Armando DelToro, Member; Paula Eagle, Member; John Munro, Member and Beverly Serral, Member.

**Present as Ex-Officio, were:** Larry Movshin, CSA Chair and Bill Johnson, CSA Director, Safety and Security Committee, Chair.

**Absent from the Short Term Rental Committee, were:** Kerry de Vallette, Member and John Hall, Member.

**Present from Community Services Associates, Inc., were:** Sam Bennett, President; Toby McSwain, Director of Safety, Security and Transportation; Sarah McMillen, Security Office Manager; Bruce Perry, Guest Services Supervisor; Victoria Shanahan, Director of Finance and Administration; Amanda Sutcliffe-Jones, Director of Communications and Sandra Archer, Executive Administrator.

#### **1. Call to Order**

The meeting was called to order by David Ellis, Chair, at 9:01 a.m., Eastern Time.

#### **2. Establishment of Quorum**

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

#### **3. Approval – Committee Meeting Minutes, February 9, 2021**

A motion was made by Carolyn Adams, to support the resolution, “Approval – Committee Meeting Minutes, February 9, 2021”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Short Term Rental Committee approve the Committee Meeting Minutes, February 9, 2021, as submitted”.

#### **4. 2021 Charter**

The Committee reviewed the 2020 Charter. Paula Eagle made a motion to adopt the 2020 Charter for the Committee in 2021. The motion was seconded and unanimously carried:

“RESOLVED, the Community Services Associates, Inc., Short Term Rental Committee, recommends the CSA Board approve to adopt the 2020 Charter for the Short Term Rental Committee in 2021, as presented.”

#### **5. Weekly Guest Pass Volumes Generated by Short Term Rental Guests**

Ms. Shanahan presented the volume of Weekly Short Term Rental Passes issued, comparing all three years: 2019, 2020 and 2021, from January 1 through March 21:

- The breakdown of passes issued by the Sea Pines Gates compared with the Welcome Center Pass Office was presented. The number of passes issued from both locations was significantly more in 2021, compared with 2019 and 2020 data.
- The number of passes issued by the Welcome Center Pass Office in 2020 was significantly less compared with 2019 and 2021 data.

No action taken.

## **Unfinished Business**

### **6. Software Companies**

Mr. McSwain provided an update.

Action taken:

- Once the new software is up and running, rental management companies will be asked to provide CSA with the number of vehicles that can fit comfortably on the hardscape surfaces at their rental properties. The new software will be able to limit the number of rental passes issued to each rental property based on the data provided.

## **New Business**

### **7. Rental Managers Meeting**

Mr. McSwain provided the following update:

- The Annual Rental Managers Meeting will be held on Monday, March 29, 2021 at 10am. This meeting is to provide updates to both Rental Management Companies and Property Owners that rent short-term. The Committee were invited to attend via Zoom.

Action taken:

- Mrs. McMillen will send an email to the Committee to include the Rental Managers Meeting invite via Zoom.

### **8. Member Comments**

- Chair Ellis 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 among Sea Pines property owners. Committee Members were asked to inform the Committee Chair if they would like to share information on social media.
- Mr. McSwain informed the Committee an additional Officer is now stationed at the Greenwood Drive Gate (visitor lane) to assist with the volume of traffic entering Sea Pines. Also, plans have been made to move the location of the Officer stationed at the 'pass lane' to the driver's side of the vehicle to improve communication between the driver and the officer.

Action taken:

CSA Staff were asked to research old verbiage that used to be on signs located on Greenwood Drive (prior to the entrance gate). This signage is used to guide visitors to the correct lane before approaching the Sea Pines Gate.

- Mr. McSwain and Mr. Munro provided an update regarding beach parking for the season. The Beach Shuttle will operate from March 26, 2021, from Lot 8. Lot 8 will have restroom facilities and shelter available to beach goers. Mr. Munro confirmed overflow beach parking located at the Plantation Club will be available to Sea Pines property owners.

### **Adjournment**

With no further business to come before the Committee, Chair Ellis adjourned the meeting at 9:44 a.m. The next scheduled meeting of the Short Term Rental Committee, is Tuesday, May 4, 2021, 9:00 a.m., via videoconference.

Respectfully Submitted,



David Ellis  
Chair