

Community Services Associates, Inc.

Safety and Security Committee Meeting

May 5, 2021

A regular meeting of Community Services Associates, Inc., (CSA), Safety and Security Committee, was held on Wednesday, May 5, 2021, via videoconference.

Present from the Safety and Security Committee, were: Bill Johnson, CSA Director, Chair; Scott Calahan, Member; Jim Cantalupo, Member; Paul Crunkleton, 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: Bob Crawford 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 9:04 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, March 3, 2021

A motion was made by Mr. Calahan, to support the resolution, “Ratify Approval – Committee Meeting Minutes, March 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, March 3, 2021, as finalized by email”.

4. Pass Volume and Incident Reports

Pass Volume

Ms. Shanahan presented the volume of all gate passes sold at both Sea Pines Gates, comparing all three years: 2019, 2020 and 2021, from January 1 through April 30:

- The total number of passes issued in 2021 increased by 14% compared with the same time period in 2019.
- The number of Daily Visitor Passes and Commercial Passes issued in 2021 increased by 7% and 18%, respectively; compared with the same time period in 2019.

Ms. Shanahan presented the volume of all passes issued by the Welcome Center Pass Office, comparing all three years: 2019, 2020 and 2021, from January 1 through April 30:

- The total number of passes issued in 2021 decreased by 11,228, compared to the same time period in 2019.
- The total number of Short Term Rental Passes issued in 2021 increased by approximately 45%, compared to the same time period in 2019.
- 90% of all Short Term Rental Passes issued in 2021 were distributed by the Welcome Center Pass Office (88% scheduled by Rental Management Companies and 12% scheduled by Property Owner Rentals).
- Guest Passes scheduled by Residential Property Owners in 2021 remained fairly equal to the Guest Passes issued during the same time period in 2019.

No action taken.

Incidents

Mr. McSwain provided the following update:

- On average, CSA are receiving 3,000 calls for service a month.
- A breakdown of service calls received for the month of April was presented.
- CSA Security have multiple positions to fill (Dispatcher, Patrol Staff and Gate Staff).

Electric bicycles are not permitted in Sea Pines. The Committee discussed this item in detail and questioned if this rule is stated within the Sea Pines Covenants or just within the Gate Entry Policy.

Action taken:

- Mr. Bennett will investigate if the Sea Pines Covenants and / or Gate Entry Policy specify what type of conveyance is permitted to travel on the Sea Pines leisure trails.

Unfinished Business

5. Software Updates

Mr. McSwain provided an update:

- Integration between both software's (NetSuite and CSA 360) has started. Testing the new software should start in approximately 3 weeks; however, the new software will not be ready for use before the end of this year (2021).

No action taken.

New Business

6. 2021 RBC Heritage Golf Tournament

Mc. McSwain provided an update.

No action taken.

7. Member Comments

- Mr. Bennett informed the Committee of a new task force that was created to address parking issues within Sea Pines.

- Chair Johnson informed the group that Steve Alfred had resigned from the Committee due to conflicts with the Town of Hilton Head's meetings.

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, June 9, 2021, 9:00 a.m., via videoconference.

Respectfully Submitted,

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

Bill Johnson
Chair