

Community Services Associates, Inc.

Short Term Rental Committee Meeting

February 9, 2021

A regular meeting of Community Services Associates, Inc., (CSA), Short Term Rental Committee, was held on Tuesday, February 9, 2021, via videoconference.

Present from the Short Term Rental Committee, were: David Ellis, CSA Director, Chair; Amy Barnes, Member; Kerry de Vallette, Member; Paula Eagle, Member; John Hall, Member and John Munro, Member.

Present as Ex-Officio, were: Larry Movshin, CSA Chair; Cary Corbitt, CSA Director, Gate Entry Committee, Chair and Bill Johnson, CSA Director, Safety and Security Committee, Chair

Absent from the Short Term Rental Committee, were: Carolyn Adams, CSA Director and Beverly Serral, 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 9:04 a.m., Eastern Time.

2. Establishment of Quorum

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

3. Committee Member Introductions

Introductions were made. No action taken.

4. Approval – Committee Meeting Minutes, October 20, 2020

A motion was made by Paula Eagle, to support the resolution, “Approval – Committee Meeting Minutes, October 20, 2020”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Short Term Rental Committee approve the Committee Meeting Minutes, October 20, 2020, as submitted”.

5. Discussion: Term Limits

The rotation of Committee Members serving a three (3) year term will start this year (2021). To start the rotation, some members will serve for 1, 2 or 3 years based on how long they have already served on the Committee.

6. 2021 Charter

The Committee were asked to review the 2020 Committee Charter and email feedback to Chair Ellis with any suggested changes for 2021. The feedback provided will be discussed at the next Committee meeting (March 24, 2021).

7. Weekly Guest Pass Revenues Generated by Short Term Rental Guests

Ms. Shanahan provided an update:

- Weekly short term rental pass revenues and the number of passes issued were presented for each year, starting 2014 through 2020. The data provided separated the number of passes issued at the Sea Pines Gates and the Welcome Center Pass Office.
- Starting May, 2018, the Weekly Rental Pass was available for purchase from the Sea Pines Gates, due to a change in policy restricting rental guests from collecting their pass directly from the Welcome Center Pass Office 'drive-thru window'.
- The data provided shows a trend of Property Owner Rentals, with a slight shift away from purchasing passes via the Welcome Center Pass Office and instead, are instructing their rental guest to purchase the Weekly Rental Pass at the Sea Pines Gates.

Mr. Perry confirmed the majority of Rental Management Companies are still sending a representative to the Welcome Center Pass Office to pick up and mail the requested passes to their guests.

No action taken.

Unfinished Business

8. Beach Shuttle Plan for 2021

Mr. McSwain provided the following update:

- The Heritage Classic Foundation will not be utilizing Lot 8 during the 2021 RBC Heritage Golf Tournament. Therefore, beach parking for the Beach Shuttle will remain in Lot 8 throughout the beach season.
- The Beach Shuttle will start operating on March 22, 2021, to mirror the start date the Sea Pines Resort will have their attendant monitoring the Beach Club parking lot.
- The Sea Pines Trolleys will continue to operate this year (2021) with a limit of 50% capacity.
- Masks will continue to be available on all trolleys and are required to be worn by all trolley riders.
- The trolleys will continue to be sanitized daily with an air sterilizing atomizer.

Action taken:

The Committee proposed to apply a \$2 weekly rental pass fee increase, like in previous years, to offset the cost of providing transportation to the beach. The fee increase will only be in effect while the Beach Shuttle is in operation. Chair Ellis made a motion to increase the weekly rental pass fee by \$2, during March 22, 2021 – September 6, 2021 only, to fund the Beach Shuttle service. The motion was seconded and unanimously carried.

“RESOLVED, the Community Services Associates, Inc., Short Term Rental Committee, approve the \$2.00 increase in Weekly Short Term Rental Pass fee, to fund the Beach Shuttle service, March 22, 2021 – September 6, 2021.

9. Beach Parking

Discussed with Item 8: Beach Shuttle Plan for 2021.

10. Software Companies

Mr. McSwain provided an update.

Action taken:

- CSA 360 contract has been sent to CSA's attorney for review. Once the contract is final, Mr. McSwain plans to implement the short term rental portion of the new software first for Beta Testing.
- New Sea Pines property owner ID cards will be embedded with an RFID to allow access into Tower Beach. Sea Pines property owners will be informed when the new ID cards are available.

11. Beach Safety Ambassadors

Mr. Movshin provided an update to the Committee.

Action taken:

- Mr. Movshin will provide the Committee with more information regarding the Beach Ambassador Program, to include scripts and an explanation of how the information provided will be presented by the Beach Ambassador to beach goers. Once this information is received the Sea Pines Resort will decide if they will support this program.

New Business – N/A

Member Comments

The Committee discussed issues relating to short term rental guests not following Sea Pines rules and requested the Rental Management Companies communicate this information to their rental guests. This topic was discussed at the annual Rental Management Meeting held November 18, 2020. In addition, the new software provided by CSA 360 will be utilized to assist with parking issues in Sea Pines.

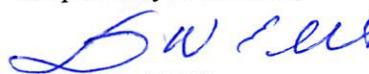
Action taken:

- Prior to the summer season, Mr. Perry will remind the Rental Management Companies and the Rental Property Owners to communicate the Sea Pines rules to their rental guests.

Adjournment

With no further business to come before the Committee, Chair Ellis adjourned the meeting at 10:11 a.m. The next scheduled meeting of the Short Term Rental Committee, is Tuesday, March 24, 2021, 9:00 a.m., via videoconference.

Respectfully Submitted,



David Ellis
Chair