

## Community Services Associates, Inc.

### Gate Entry Committee Meeting

**February 18, 2021**

A regular meeting of Community Services Associates, Inc., (CSA), Gate Entry Committee, was held on Wednesday, February 18, 2021, via videoconference.

**Present from the Gate Entry Committee, were:** Cary Corbitt, CSA Director, Chair; Bill Johnson, CSA Director, Vice Chair; Paul Crunkleton, Member; Kerry de Vallette, Member; Jennifer Erickson, Member; Jamie Furr, Member; David Gransee, Member; Mark King, CSA Director; Ron Thomas, Member and Edward Warner, Member.

**Present as Ex-Officio, was:** Larry Movshin, CSA Chair.

**Absent from the Gate Entry Committee, were:** Steve Birdwell, CSA Director; Andrea Bragg, Member; Edmund Hafer, Member and Don Sigmon, CSA Director.

**Present from Community Services Associates, Inc., were:** Sam Bennett, President; David Henderson, Director of Special Projects and Operations; Toby McSwain, Director of Safety, Security and Transportation; Victoria Shanahan, Director of Finance and Administration, Amanda Sutcliffe-Jones, Director of Communications and Sarah McMillen, Security Office Manager.

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

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

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

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

Chair Corbitt provided the following update:

- New Committee Members were welcomed: Kerry de Vallette and Jamie Furr
- 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.

#### **3. Approval of the 2021 Committee Charter**

The Committee reviewed the 2021 Charter. Mr. Warner made a motion to approve the 2021 Charter as presented. The motion was seconded and unanimously carried:

“RESOLVED, the Community Services Associates, Inc., Gate Entry Committee, recommends the CSA Board approve the 2021 Charter for the Gate Entry Committee, as presented.”

#### **4. Ratify Approval – Committee Meeting Minutes, November 4, 2020**

A motion was made by Chair Corbitt, to support the resolution, “Ratify Approval – Committee Meeting Minutes, November 4, 2020”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Gate Entry Committee, ratified approval of the Committee Meeting Minutes, November 4, 2020, as finalized by email”.

## **5. Pass Revenues**

Ms. Shanahan provided an update:

- Total gate pass revenues and number of passes were presented for each year, starting 2016 through 2020. The daily gate fee was raised from \$6 to \$8 in 2018 and \$8 to \$9 in 2020. The total revenue received from all gate passes in 2020 was lower than the previous year (2019) by approximately \$280,000. The total number of gate passes issued steadily declined each year from 2018 through 2020.
- Daily visitor pass revenues and number of passes issued were presented, from 2016 through 2020. Both 2018 and 2020 experienced a decrease of daily visitor pass revenues compared to other years. The number of daily visitor passes issued has steadily decreased each year from 2016 through 2020.
- The daily commercial pass was introduced in 2017 with a fixed rate of \$10. This fee has remained the same each year.
- 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. This information shows a trend of Property Owner Rentals and Rental Management Companies 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.

No action taken.

## **Unfinished Business**

### **6. Beach Shuttle Procedure and Sea Pines Trolleys**

Mr. McSwain provided an update.

Action taken:

- 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.
- CSA staff will research opportunities to possibly implement a tent structure and / or temporary restroom at Lot 8, for the benefit of those waiting for the Beach Shuttle. A recommendation will be presented to the Committee at the next meeting: March 17, 2021.
- The Sea Pines Trolleys (to include the Beach Shuttle) will start operating on March 26, 2021, to mirror the start date the Sea Pines Resort will have their attendant monitoring the Beach Club parking lot. The trolley schedule was verbally shared with the Committee. The trolley season will conclude for the Beach Shuttle and Sea Pines Trolleys on September 6, 2021 at 5pm and 10pm, respectively.
- 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.

## **7. Software Updates**

Mr. McSwain provided an update.

Action taken:

- CSA 360 contract has been finalized, with one small modification to be made. Mr. McSwain plans to implement the short term rental portion of the new software first for Beta Testing.
- The Committee requested to see a demonstration of the new software. Mr. McSwain will reach out to CSA 360 to see if this is possible.

## **8. Task Force Update – the Breeze Trolley**

Chair Corbitt provided an update:

- The taskforce is not pursuing anything at this time. Nothing to report.

No action taken.

## **9. Bike Rental Revenue**

Chair Corbitt provided an update.

Action taken:

- Chair Corbitt made a motion to increase the bicycle entry fee from \$1 to \$2, per bicycle, transported by Bicycle Rental Companies only. This increase does not include casual visitors entering Sea Pines with bicycles. Paul Crunkleton, David Gransee, Bill Johnson, Mark King and Edward Warner voted in favor. Jamie Furr, Larry Movshin and Ron Thomas voted against. Chair Corbitt abstained. Kerry de Vallette and Jennifer Erickson were not present. With the majority voting in favor, this motion passed.

“**RESOLVED**, Community Services Associates, Inc., Gate Entry Committee, approve to raise the bicycle entrance fee from \$1 to \$2, per bicycle, for Bicycle Rental Companies entering Sea Pines. This fee increase does not include casual Sea Pines visitors.”

A best business practice analyses regarding the bicycle rental fee to enter Sea Pines will be prepared by the CSA staff. This analyses will be presented to the Finance Committee and then the CSA Board.

## **New Business**

### **10. eBikes in Sea Pines**

Mr. McSwain provided an update. No action taken.

### **11. Property Owner Request: to increase the ‘Weekly Rental Gate Pass’ fee**

Chair Corbitt provided an update.

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. Chair Corbitt 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., Gate Entry 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.

**12. 2021 RBC Heritage Golf Tournament**

Mr. McSwain provided an update. No action taken.

**13. Review Gate Pass, Annual Decal and Hangtag Fees**

Chair Corbitt provided an update.

Action taken:

- Mr. Bennett will review all pass fees and present his recommendation to the Committee.

**14. Member Comments**

- Mr. Bennett confirmed there is a taskforce looking at the Sea Pines Circle and Greenwood Drive project. Updates will be provided next month, once the taskforce have met.
- The Town of Hilton Head is completing the Sea Pines Circle repaving project at night from March 1, 2021. CSA Communications Department will send an email notification regarding this project to Sea Pines property owners.

**Adjournment**

With no further business to come before the Committee, Chair Corbitt made a motion to adjourn the meeting. This motion was seconded and the meeting adjourned at 10:08 a.m. The next scheduled meeting of the Gate Entry Committee, is Wednesday, March 17, 2021, 9:00 a.m., via videoconference.

Respectfully Submitted,



Cary Corbitt

Chair