

Seabrook Island Property Owners Association (SIPOA)

Rental Policies, Procedures & Guidelines Overview

Seabrook Island has a decades long history of Property Owners making their properties available for long or short term rentals. SIPOA Rules & Regulations contain provisions regarding Renter Guest access, responsibilities of Rental Guests and their host Property Owners, etc. In creating Rental Policies, SIPOA's intent is to balance the economic needs of Property Owners who offer their Property for rent with a quality of life expected by Property Owners who do not – ensuring the behaviors of one group do not adversely affect the other. The Policies are intended to help maintain the overall character and desirability of Seabrook Island for all who live, visit and vacation in the community.

SIPOA staff and committees have devoted extensive time to research, data collection and benchmarking with other communities. We learned that of the many communities that permit rentals, we are not alone in dealing with an increase in gate traffic on peak rental arrival days, staffing considerations over peak arrival-times, processing gate passes, wear and tear on the roads, and other operational impacts. We have also learned that SIPOA has been rather unique in handling these impacts with limited involvement from the Property Owners who are renting their properties and/or the management companies that handle the rentals. Our objectives were to create a policy document to serve as a guide to short term and long term rental Property Owners and their property managers, to update our operational practices to relieve some of the burden on gate/admin staff, and incentivize Property Owners to become more actively involved in managing their Rental Guest activity and Rental Guest access to the community.

The Policy document provides a complete overview of Rental Procedures and Guidelines, and addresses the following information:

Section 1 – Purpose & General Information

- Defines the purpose of the Policy
- Identifies Properties subject to the Policy
- Provides definitions used in the Policy

Section 2 – Gate Pass System Account & Rental Registration

- Addresses the gate access system for Property Owners and the Owner's confidential Security Verification Code
- Requires registration of rental properties with SIPOA for inclusion in the gate access system, and a designated emergency contact within 50 miles (NEW)
- Enforcement of the rental registration requirement

Section 3 – Renter Gate Passes

- Explains the types of rental passes (long term and short term)
- Vehicle pass requirements
- When "Rental Guest" passes may be used and by whom
- Requires Property Owners and/or rental management companies to request Rental Guest Passes using the online system.
- Establishes a Vehicle Access Fee for each Rental Guest's vehicle which is paid by the rental Property Owner (NEW – will be adopted and phased-in during 2022 3rd-4th quarter to allow time for implementation by owners in their rental agreements/contracts)
- Requires rental management companies and self-managing Property Owners to distribute passes to their Rental Guests in advance of their arrival at the Gate (this has been done in the past)

- Institutes a Rental Guest Pass printing fee if pass issued on day of arrival (NEW - will be adopted and phased-in during 2022 4th quarter to allow time for implementation by owners in their rental agreements/contracts)
- Explains the procedure for Property Owners and rental management companies to authorize guests of Rental Guests, and removes the ability of Rental Guests to contact Gate Officers directly to request guest passes. (NEW – effective immediately)
- Establishes vehicle limits specific to each property (1 per bedroom, minimum of 2) that are enforced/monitored by the Property Owner/rental management company (NEW)

Section 4 – SIPOA Rules, Regulations & Roles of SIPOA Officers

- Outlines SIPOA’s enforcement authority
- Cites sections of Governing Documents regarding Property Owner responsibilities for their guests
- Summarizes the roles of Gate Officers including tasks they are authorized to perform and those they will not perform (from 2016 Security Policies update)
- Explains Property Owner responsibilities for their Rental Guests

Section 5 - SIPOA Rules

- Addresses Rental Guest education on SIPOA rules (NEW)
- Summarizes some of the most important rules for renters to know prior to arrival (these are also provided to renters by the Gate Officers)

Appendix A – to be reviewed by the Board in 2022 3rd quarter, with a target implementation date of October 1, 2022

- Establishes rental guest vehicle pass fees for each vehicle based on the number of nights the rental guest is staying (NEW)