

Gate Access Committee

Meeting Minutes 4-21-09

8:00 AM golf club house present: Gregg Miller, Bob Sutherland, Brian Mook and Chris Schrank

Quorum established.

Gregg had provided an email agenda and list of discussion points which were reviewed in detail. This discussion represented a review of old business, and was the body of the meeting. Discussion points included:

The committee agreed to question Alliant regarding why all bar codes do not open all gates. Chris reported that there have been instances where this is happening.

The committee agreed to pursue Alliant storing scanned (PDF format) paper form documents electronically. Explore using file names to facilitate retrieval. Bob suggested date stamping is important/required.

The committee agreed to include periodic re-establishment of eligibility for gate access by requiring submission of updated gate access forms. This to be done as one way to identify transponders that need to be deactivated. It was suggested we do this on a rolling two year cycle – possibly alphabetically or by community.

The committee agreed that Alliant should notify residents that their transponders are available for installation once approved (as provided in Sect. 2.c. of existing policy draft).

A small number of Hidden Lakes residents (possibly 10 or 12) who received transponders failed to complete the installation process, and as a result are in possession of transponders which have not been permanently affixed to their vehicles. The committee agreed that these residents were responsible for not properly following the instructions they were given with respect to their transponder installations, and will be subject to having their transponders deactivated until they can be properly installed. We will seek to determine who these residents are and to notify them of their status, with their transponders to be deactivated as a last resort.

The committee discussed streamlining the transponder installation process, and agreed to do away with temporarily affixing each transponder with tape in order to test it. Inasmuch as we have had no transponder failures to date we agreed to do away with the testing and simply do permanent installations only. The committee feels it will be less of a problem to replace failed transponders than to do the testing.

The committee agreed to make the following changes to the policy draft:

- Revise Sect. 1.f. to require real estate agents to show a business card with drivers license and property listing.

- Revise Sect. 1.a. to remove the sentence referring to estoppel verification by Alliant.
- Add a space on all forms to document the date each transponder was installed, and by whom.

The committee agreed to request all BOG and GAC members to apply for transponders to be installed in their vehicles in order that we may do a mini-test of transponder readers at all gates.

The committee discussed how we plan to implement the new Gate Access Policy, and the transponder system. With a streamlined transponder installation process, and with a large number of residents away for the summer, we feel the following approach will work:

- Gain legal review and BOG approval of policy and all forms.
- Do a mini-test by asking all BOG and GAC members to install transponders on their vehicles.
- Begin issuing transponders rather than bar codes for all new and replacement requests.
- Mail notices to all property owners, current renters, and community associations to include system particulars (eligibility, costs, policy rules, etc.) and the installation schedule (dates, places, and times).
- Allow up to 4 weeks to collect completed forms and for Alliant to enter the data.
- Conduct the installation, administered by Kent Security and Alliant with support from the GAC.
- Mail follow-up notices to property owners, current renters, and community associations not yet entered into the gate access system reminding them of:
 - The scheduled deactivation of the bar code reader system
 - The days and times when transponders can be installed
 - The system particulars (eligibility, costs, policy rules, etc.)
- Turn off the bar code system.

Gregg will contact TEM Systems to pursue having all gate transponder readers activated, and to inquire about different categories of transponders (?)

Due to time constraints the committee was unable to discuss the issue of long-distance telephone service for the Guards.

The next GAC meeting was scheduled for Thursday, April 30th at 8:00a.m.

The meeting adjourned at 9:25a.m.

