

Gate Access Committee

Meeting Minutes 5-5-09

8:00 AM golf club house present: Gregg Miller, Bob Sutherland, and Brian Mouk

Quorum established.

The minutes from the April 21st meeting were approved.

Reports.

Gregg reported on items of interest to the GAC which were discussed at the BOG meeting on April 22nd. At that meeting, upon inquiry from the Board, Gregg committed to mailing out transponder letters (with application forms, etc.) to the GGCA community by the end of May, with transponder installations to begin by the end of June. One other item of interest for the GAC was the decision by the Board to restrict access to alligator control personnel to those approved by the Gateway Service District

Gregg also reported on a telephone conversation he held with Joe Timco of TEM Systems. Joe had no effective help to offer with respect to data input required for the GateHouse security system. Joe did offer that Crown Colony has recently completed installation of their system and later followed up by providing Crown Colony contact information to Lourdes, who forwarded it to Gregg.

Gregg further reported that he has heard from Lourdes who had no changes to suggest to the new forms proposed to be included in the new Gate Access Policy. Lourdes also provided information on the bar codes that sometimes fail to work, as reported by Chris Schrank at our last meeting. In rare cases this has occurred, with the solution being to simply issue a replacement bar code.

Brian reported that he has talked with Lourdes regarding identifying the Hidden Lakes residents who failed to complete the transponder installation process. Lourdes suggested we generate a list of all transponders installed after the initial weekend installations and work from that list. Brian also reported that the Embarq long distance service has been installed and is now operating for our guards.

Old Business.

The new forms (“Homeowner Information and Transponder Request Form”, and Non-Homeowner Information and Transponder Request Form”) have been reviewed by the GAC, Lourdes at Alliant, and Capt. Medford with Kent Security. Capt. Medford did make some minor changes which were reviewed by the committee and which will be incorporated into the final version of these forms.

In addition to making the slight modifications to the forms, Gregg will rewrite the final draft policy to include the small number of changes agreed to at our last meeting. The

final policy draft, including all forms and other attachments, will be forwarded to Denny Whitworth for review and approval by the BOG. A request will be included that the BOG determine whether a legal review of the policy will be required.

The committee discussed the things which need to be done prior to our mailing to the community. We agreed to the following:

- Include all homeowners in the mailing (not stage them in groups)
- Upon approval by the BOG, request Alliant to have 1,500 copies of the “Homeowners” form printed, along with 500 copies of the “Non-Homeowners” form. Lourdes will need to determine the number of letters to be printed as well.
- Set three (3) two-day installation periods: late June 09, mid-November 09, and January '10. We expect the transponder installation workload to be spread out due to the normal fluctuations in on-site residency during the year. Stragglers can be handled on an individual basis during normal daytime hours.
- The mailings will include a form on which homeowners can indicate during which installation period (June, November, or January) they plan to have their transponder installed. This should help with planning by Alliant and Kent.
- Ask all Gate Access Committee members and BOG members to fill out transponder application forms and have their transponders installed. This will allow us to conduct limited additional testing to assure ourselves that the transponders and transponder readers are working as we would like.
- Upon approval of the policy and implementation plan, communicate both by means of posting the policy and forms on the Gateway Greens website, publishing a notice in the newsletter, asking Alliant to forward a copy of our mailing letter and policy to all sub-association leaders, as well as Kent Security and TEM Systems.
- Once the letters have gone out discontinue issuing bar codes and begin issuing transponders to fill new and replacement bar code requests.

The committee reviewed once more the question of proceeding with permanent installation of transponders without first testing the placement on the windshield. The decision to permanently install the transponders was affirmed. Transponders that fail to work will simply be replaced.

New Business.

There was no new business.

The next GAC meeting was scheduled for Tuesday, May 12th at 8:00 a.m.

The meeting adjourned at 8:50 a.m.

GPM
5/5/09