

Gateway Greens Community Association, Inc.

A Corporation Not-For-Profit

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Gate Access Committee Meeting Minutes: 6-17-09

8:30 AM: Country Club: Present: Gregg Miller, Chris Schrank, Brian Mook,
and Burnie Williams

Quorum established.

The minutes from the May 12th meeting were approved. Brian Mook moved to approve. Gregg Miller seconded. Brian Mook and Gregg Miller voted to approve, Chris Shrank abstained (he had not attended the May 12th meeting).

Reports.

Gregg reported that the Hidden Links access problems are being worked on. It appears that the Door-king database was corrupted during some work TEM was performing in connection with our transponder project. Alliant is repopulating the Hidden Links Door-king database. We are also working on eliminating the large number of unnecessary names from the Hidden Links call box.

Old Business.

1. Taping transponders for testing vs. installing transponders without test.

Brian reviewed a discussion regarding transponder installation which took place at the most recent meeting with TEM and Alliant on June 3rd. At that meeting Adonni from Kent Security reminded the group that we did have problems finding the best windshield location for the transponders when we installed them for Hidden Links. His point was that we need to follow the manufacturer's procedure for installing the transponders by taping them inside the windshield and testing them at a gate before we install them permanently. Burnie pointed out that, on the occasion of the Hidden Links installations, after he had Joe Timko reposition the Hidden Links transponder reader the transponders worked every time. There was a long discussion of the problems we face with whatever approach we take on this problem. Gregg suggested that for our first installation day, June 26th, we take the precaution of following the recommended procedure of taping the transponders and testing them at the Westlinks gate. If we find we have no problems on that day then we can re-evaluate and possibly skip this step on future installation days. Meanwhile, we will need to come up with a plan to ensure that vehicles with taped transponders are tracked until the transponder has been permanently installed – possibly by notifying the Westlinks personnel by phone when each vehicle leaves the transponder processing area at the Country Club parking lot and then later verifying with them that each transponder was, in fact, installed. Any transponders which were taped at the Club parking lot, but which were not permanently installed at Westlinks will be deactivated until the issue is resolved.

2. Procedure to be followed for the transponder installations.

- a. Gregg will verify how many people will be assigned to work on the installations by Alliant and Kent, as well as how many Gate Access Committee members will assist.

- b. Lourdes will supply the transponder application forms with each corresponding transponder. She will also bring other necessary supplies, such as tape, cardboard bar code covers (?), pens, paper, etc.
- c. The transponder installation process to be followed will include:
 - 1) Asking the vehicle driver for the name and address of the applicant
 - 2) Matching the information on the transponder application form with the vehicle registration with the vehicle license plate.
 - 3) Asking the vehicle driver to indicate the preferred windshield location for the transponder.
 - 4) Taping the transponder to the windshield
 - 5) Instructing the vehicle driver to proceed to the Westlinks gate to verify the transponder works.
 - 6) If the transponder works the Westlinks personnel will remove the tape and permanently affix the transponder to the windshield.
 - 7) If the transponder does not work the Westlinks personnel will locate another windshield location where the transponder does work.
 - 8) If the Westlinks personnel cannot find a windshield location where the transponder will work the vehicle driver will be instructed to return the transponder to the processing area at the Country Club parking lot.

New Business

1. Potential problems with giving all residents access to all gates.

This question has been previously considered by the Board of Governors, with the decision having been made that all gates will be accessible to any vehicle with an approved automated access device.

2. Question on renters being allowed to list Permanent Guests.

Capt. Medford has inquired regarding the statement on the new "Homeowner Information and Transponder Request Form" which provides that: "Renters/Tenants are not authorized a permanent vendor/guest list." He has pointed out that there are some renters who are full-time residents, while others rent for the same period each year. Discussion of the issue included the observation that the administrative burden involved in entering and removing Permanent Guests for renters would outweigh the benefits, except for year-round renters. Shorter term renters will still be able to use the call-in feature in Gatehouse to authorize guest entry.

Chris Shrank moved that year-around renters be authorized a Permanent Guest list. Brian Mook seconded. The motion was approved unanimously.

The next meeting was scheduled for Wednesday, June 24th at 8:30a.m. at the Golf Club House.

The meeting adjourned at 9:40 a.m.

GPM
6/17/09