

05/18/2010

## ACCESS- DRIVERS LICENSE

### A. Committee Reports and Updates

1. **Security:** George Watson reported that 2209 Oxford Ridge Circle continues to be a problem with people from that house climbing over/under the community fence to access the property. Law enforcement has placed the residence on a watch list. An evacuation system has been installed on the back gate to bring the community into compliance with fire department regulations. The system will allow any emergency vehicle equipped with a transponder to open the gate. Cost for the system was \$583.00. A speed hump has been ordered which the Committee will install, thus saving the Community \$300.00. The Committee is looking into closing the back gate to all traffic during the hours 11 PM to 5:30 AM as a security measure. The Committee's recommendation will be brought to the Board at a future meeting. The Committee is also exploring the pros and cons of hiring a roving guard to patrol the community.

2. **Common Grounds:** John Maestrelli reported that replacement of front entrance pavers started May 17, 2010. New loops for operation of the gate have been installed and approximately 75% of the new pavers are in place. However, certain unforeseen problems have complicated the project: 1) the requirement to obtain a County permit; 2) difficulty in removing the existing concrete ribbon. John thanked the following for their assistance in preparing for the project: Jack Griffith, George Watson, Pat Rich, Jay Rawlins, Tom and Dee Rux, Tom Conrad, Jim Ream, Bill Stephenson and Mary Maestrelli. **Motion by John Maestrelli, seconded by George**

### SECURITY BONUS

4. **Common Grounds:** John Maestrelli reported that the signing of the Common Grounds maintenance contract has been held up pending receipt certification from Green Care that its employees are legally authorized to work in the U.S. A number of additional landscaping issues (perimeter fence mowing, removal of shrubbery from tennis courts, landscaping of Oxford Ridge) will be discussed with Green Care once the contract is signed. Thirty of the new pavers at the front entrance have cracked and will be replaced by the contractor at no cost. At the same time, the visitor's entrance loop which was cut, will be replaced at a cost of up to \$600. WGC mowed lake banks in May, in return for the used front entrance pavers. A proposal from WGC to mow lake banks in the future will not be considered because WGC has not paid its share of the littoral planting done in 2008. Mark Rudland is obtaining estimates for the Committee for re-stripping streets. **Motion from John Maestrelli, seconded by Bill Stephenson, to authorize a bonus of \$100 each for the Captain and Sergeant and one of the Weiser Security guards for their service during the paver project. Money to be provided to Weiser for this purpose, via a supplemental bill from Weiser. Passed unanimously.**

### OFFICER DISCRETION

5. **Community Access:** Bill Stephenson reported about his committee meeting of July 13, 2011 as follows:

a. The procedure of obtaining driver license information entering the front gate was questioned by a resident and without a change in the post orders, the procedure would continue. After discussion, a **Motion was made by Jack Griffith, seconded by Mary Heisler, that the guards be given the authority to use "Officer Discretion" regarding entrance into the community by someone who inadvertently forgot to carry their driver's license with them. The guard would take their name and tag number and warn them they would need to show their license in the future to gain entrance. Motion was passed 5 to 1 with Bill Stephenson voting no. It was agreed that the committee would prepare updated post orders for the board to review and adopt as necessary.**

b. The school bus stop has been changed from our front entrance to the corner of Leonard and Par due to the congestion and safety to students this caused at the front entrance to our community. Notices will be posted before school starts in early August.

c. The speed hump for Oxford Ridge is delayed. Additional speed humps are being considered for Carnaby Court but the committee is awaiting authorization by the respective neighborhood association.

d. No news regarding the Neighborhood Watch program and when the leader of the program returns in August, more information on training and reactivation will be provided.

### POLICY REVISED

6. **Finance:** Pat Rich reported the following:

a. Pat wanted to discuss the second reading of the policy regarding the loss of amenities due to delinquencies. **A Motion was made by Pat Rich, seconded by Jack McManus, to take the Suspension of Use Rights Policy and Procedure for Westminster Community Association, Inc. off the table. Passed unanimously. The Policy, revised June 23, 2011, was presented and Pat Rich moved to adopt, seconded by Jack Griffith. The wording was amended by consent to change "Security Chairperson" to "Community Access Chairperson" in the first paragraph and "Association's Security" to "Community Access" in item 7. The policy was adopted unanimously.**

It was agreed that the hearings for Suspension of Use and for fines could be held at the same time.

b. **A Motion was made by Pat Rich, seconded by Jack McManus, to suspend the use of Common Areas by the following six owners due to them being delinquent in monetary amounts due the Association until their account is made current:**

06/15/2010

07/19/2011

07/19/2011

04/17/2012

h. **Perimeter Fencing Breaches:** Smith Fence submitted a quote to fix 15 problem areas along the perimeter fence at a cost of \$3,625. Becki Richards made a motion to authorize Smith Fence to proceed with the work at \$3,625. The motion was seconded by Jack McManus and approved unanimously.

4. **Community Access:** Bill Stephenson reported that there were FPL electrical surges which have caused problems at the automatic access gates. Bill Stephenson made a motion to hire Maingate to provide backup batteries at a cost of \$1,162. The motion was seconded by Mary Heisler and passed unanimously.

Bill further reported that the committee will be having Maingate do a survey of our equipment at the entrance and exit gates since much of the equipment is 16 years old. This will provide us with a blueprint for future work. He discussed the progress of a backup generator in case of a prolonged power outage. He noted that the price submitted by Balgas for a propane generator seemed best at \$800.

04/17/2012

### COMMUNITY ACCESS CARDS/FOBS AND BARCODES

c. **Electronic access cards:** All cards have been mailed. At the last meeting, the discussion regarding the cost of replacement cards was held over to this meeting. After discussion of the costs, it was decided that the proposed \$25 fee was too costly. Jack McManus made a motion to set the cost of lost cards to be replaced only to the homeowner for a fee of \$ 10.00 and the lost card will be deactivated. Helen Leddy seconded the motion which was passed 6 to 1, with Mary Heisler voting no.

d. **Long Range Plan:** The committee requested the board to prepare a long range plan for expansion/replacement of community center and other amenities. The board will schedule a workshop to address this issue.

e. **Exercise Bike:** Mary made a motion to spend up to \$2,500, from the replacement fund, for a replacement exercise bike at the workout room. The motion was seconded by Pat Rich and passed unanimously.

07/24/2012

5. **Community Access:** Bill Stephenson reported on the Community meeting on 7-18-12 as follows:

a. **Scanning Driver Licenses:** Bill informed the board that the scanning of drivers of commercial vehicles entering our community will begin August 1<sup>st</sup>. A protocol was prepared and it was described to the board. The instructions state that a picture of the front of the driver's license is to be scanned into the CapSure system. Each time a "commercial" vehicle seeks entry, this procedure will be executed. A list of primary "commercial" vehicles is included, such as landscaping, pizza delivery, electrical contractors, etc. Exempt vehicles drivers not requiring scanning include federal, state, county, Police, Fire, school buses, utility vehicles etc.

09/25/2012

### SECURITY ACCESS

A. A discussion of the security issues was presented by the President. The issues included were 1. A stolen car entered the community at the rear gate 2. A Jeep ran through the exit gate causing about \$1,000 in damage 3. Both front gates were damaged by a guard using the golf cart with Securitas covering the cost to the cart and one gate (there was no firm evidence that the guard damaged the other gate) 4. Two nonresident children entered through the back gate selling candy and there is no solicitation allowed in the community. The President reminded everyone that security is everyone's job and not just the board's. Someone who bought candy should have reported this. The sheriff was contacted as was the mother of the children.

B. He pointed out that there was a complaint made by a resident about the scanning of driver's licenses and he went into detail as to the legal steps which were taken. He, the manager and Bill Stephenson, the chairperson of Community Access, obtained a written legal opinion from our attorney regarding this matter at a cost of \$1,800 which was read to the residents. The attorney pointed out that what we are doing is not in violation of the Driver Protection Act as long as the scans are consistent and only the front is copied blanking out the license number. The President will provide a copy of the legal opinion to the Secretary for the record and will respond to the resident who made the complaint.

C. He noted that the manager and he had met with Lt. Lathen regarding security in our neighborhood community. The Lt. provided information which designated the area around Westminster as a "Hot Spot", a great deal of crime and the Sheriff's office focuses on the area around the outside walls of our community since that is where most of the crimes are committed.

V. **Board Members' Comments:**

05/20/2016

- 2.) **Bar Codes on rental cars** – owners that come in for longer than 10 days should be able to get a bar code for their rental car. This is for OWNERS only, they will have to pay the \$8 and will receive a bar code for their rental car. There has to be an explicit termination date. When an owner comes in to get a bar code for a rental car and gives the date they are leaving, the barcode will be turned off that day. **Betsy Rosser made the motion to place bar codes on rental cars for home owners that have the rental cars for 10 or more days with a specific end date. Seconded by Ron Read. Motion passed 6-1 with Al Joseph opposed.**

07/19/2016

- 1) **Betsy Rosser made a motion for the access committee to be able to suspend, for short term, the barcodes/key fobs when an access related violation occurs; after review of any video and discussion between Paul Braid and Betsy Rosser, until the matter can be brought to the Board and/or compliance for further action. Ron Read seconded.** Discussion included Betsy telling of the owner whose house sitter was letting people in the back gate. The house sitter was a convicted felon, the owner was up north for a funeral, the barcode was immediately turned off for safety reasons and when the owner returned home, he purchased all new barcodes. The house sitter is currently back in jail. Betsy would like to not have to wait 30-60 days for a Board meeting to turn off a barcode for an access violation. Discussion included turning off just the barcodes, because a lot of the time it is just teenagers doing this and by suspending the barcode, it gives Paul a chance to talk to the parents and hopefully correct the problem before we get into fining etc. Al Joseph wanted confirmation that it is just access rights being turned off, not amenity access. Ron Read wanted to know if it was just barcodes and not fobs. Betsy stated that no, it is both barcodes and fobs, because of an incident involving teenagers trying to climb over the fence to the pool area with a couple of six packs. Paul was able to talk to the parents and handled the issue. Ron Read pointed out that for the kids who jumped the gate into the pool area, it really wouldn't matter if you turned off their fob or not. Betsy agreed. **After the discussion the motion was amended to be for short term suspension of the barcodes with Al Joseph being made aware of the situation. Motion passed 6-0.**

09/21/2010

**IX. New Business:**

- A. Commercial lawn company restriction: **Motion from Jack McManus, seconded by Rick Coronati, to restrict commercial lawn services work to the hours of 8 AM to 6 PM, Monday through Saturday, effective November 1, 2010. Passed unanimously.** Tropical Isles will prepare a letter to this effect which the Guards will distribute as lawn services enter the community.

- b) **Access:** Betsy Rosser reported that our guards have been harassed and made a motion to address this issue. The motion is **"Members and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, occupants, invitees, or directed at management, it's agents, it's employees or vendors"** The motion was seconded and passed.

N/A

Many associations have added the following clause to their docs: "*Members and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees or directed at management, its agents, its employees or vendors.*" It is not necessary to change the docs to insert this wording but if the Board would adopt a resolution or policy, stating this, it would be sufficient. That is the first step, then a letter from Compliance could be sent to the offending individual stating that they could be subject to fines or loss of amenities, since they were in violation of our rules . In addition, we would suggest that instead of a confrontation, the complaint should be to the Property Manager or in his absence, one of the Board Members. We do not want a repeat of the last two instances with the guards, it also is not a good reflection on the community as a whole.

Last but not least, the committee requests that a letter regarding the harassment issues go out with the next association billing to reinforce the above and stating that it will be referred to the compliance committee (If the Board agrees)