

## **Riverwood Safety and Access Control Committee Meeting Minutes - Wednesday, 12/12/18**

Committee members: Rich Knaub\*, Jack Schnieder\*, Jim Connolly\*, Al Heyman, Bob Sims\*, Harold Lanni\*, Carl Anderson\*, Tony Moe\*

Committee resource members: Phil Schofield (Weiser), Ron Lesinski (Weiser)\*, Mike Burton (GC), Brad McKnight (Inframark)\*, Frank Anastasi (RCA)

Secretary: Betty Sims

1. Take Roll Call
2. Approve October 2018 meeting minutes.  
[Minutes were approved](#)
3. Old Business
  - a. Identify trespassers using Riverwood's Campus facilities illegally.
    - i. Develop process for identification and removal of violators.
      1. RCA responsible to enforce rules and remove violators.
      2. Discussion! How do we identify violators?

[The committee discussed the trespassing issues and determined that we need the residents to assist both the RCA and RCDD staff to manage who is attending/participating in activities in at the Activity Center Campus.](#)

[Unfortunately, some residents are undermining the rules for their guests.](#)

- b. Gate House software issues update
  - i. Status of implementing Gate House software app update from Brad McKnight.
  - ii. Resident Training Classes
    1. When?
    2. How many?
  - iii. Implementation date?

[The new Gate House App will be implemented in January 2019. Brad to provide details of training and implementation date. An email blast will be sent to the residents with instructions as soon as things are ready.](#)

- c. Signage at front and back gates
  - i. Signage for large trucks during traffic pattern change?
    1. How is it going?
    2. When will traffic pattern change to eliminate cut-over?

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The large truck sign has reduced the amount of large trucks entering Riverwood Dr. We continue to monitor the large truck traffic.

- d. Guard House Communication – Status Update
  - i. RCA staff?
  - ii. Golf Course?
  - iii. Real Estate Welcoming Center at Golf Club?
    - 1. Status update?

Does the golf course have an event schedule of their upcoming golfing events that could be shared with the Gate House?

### **e. Campus Access Control Discussion**

- i. **How do we manage access control into our Activity Center Campus facilities? We need to develop a solid process if we hope to control access to our facilities!**
  - 1. **Activity Center**
  - 2. **Fitness Center**
  - 3. **Pickle Ball**
  - 4. Tennis – How do the tennis players manage players?
  - 5. Croquet – How do the croquet players manage players?
  - 6. Bocce Ball
- ii. **Post “Condensed” Rules for Activity Center Usage?**
  - 1. **Focus group?**

The committee decided to form an Activity Center Campus Access Control Focus Group to look at how Riverwood could better manage access to our buildings and activity facilities. Rich to set-up meeting schedule.

- f. Transition planning for moving from current “Guard House” to new guard house.
  - i. Time frame?
  - ii. Status update on additional locking cabinets for “new” Guard House
    - 1. Approximately 12’ of under counter locking cabinets
  - iii. Correct turn around after the “new” guardhouse

The contractor is to address the turn-around area behind the new guard house.

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4. New Business
  - a. Review Resident Bar Code Distribution Policy.
    - i. Legal Domestic Partners

The committee discussed the issue and determined that the rules are good and that there was no need to modify the rules.

- b. Bar Code order update
      - i. How many do we have left?
      - ii. Due date for new bar codes?

1,000 Bar codes are on order

- c. Accident at front gate!
5. Committee member discussion
  - a. Guard House Supervisor feedback
  - b. Committee member discussion
  - c. New agenda items for next meeting?
6. Audience comments
7. Adjourn Meeting
  - a. Next meeting – Wednesday, January 09, 2019 @ 9:00 am

Meeting was adjourned.