

## I. Call to Order

The meeting was called to order at 9:05 AM

## II. Roll Call

**Attendees:** Rich Knaub (Chairperson), Jack Schneider, Harold Lanni, Carl Anderson, Al Heyman, Bob Sims (RCA Board Representative). Weiser Security Management: Ron Lesinski (Site Supervisor), RCDD Employee: Brad McKnight (Project Manager), RCA Manager: Frank Anastasi. **Absent:** Jim Connolly, Tony Moe

## III. Approval of Minutes

**Motion** by B.S. and second by J.S. to approved amended minutes for July 18, 2018. (Chairperson noted an error in the spelling of the RCDD professional management company, INFRAMARK.)

## IV. Old Business

### A. Riverwood Vehicle Barcode/Pass Policy

The RCDD Board approved the policy and it is now adopted into the CDD rules.

The Chairperson noted that the RCDD attorney inserted additional language which was not reviewed or recommended by the committee. See Section 8.3a. The chairperson will follow up with the attorney to have the language removed.

The Chairperson advised the committee in the matter of a guest who has barcode access into Riverwood authorized by a resident and the guest uses this access to violate RCDD policy regarding use of Riverwood amenities. The District Manager will send a letter to the guest and to the resident explaining the violation as well as the action Riverwood intends to take if the violation continues.

The Chairperson is designing a straw poll to ask residents how they prefer to have rules violations handled. This will be reviewed at September committee meeting.

### B. Guard House Issues

Power Outage / Lightning Strike –surge protectors have been installed on the equipment in the guard house. During a malfunction of the gate outside of regular business hours, the first notification will be to the project manager (Brad McKnight); if Brad is unavailable, the Guard House Supervisor (Ron Lesinski) will be called in to diagnose and repair the problem. Payment will be at an overtime rate pursuant to the contract with Weiser Security.

### C. GateHouse Software Update

The T.E.M. Company presented an overview of their mobile application which is less than 2 years old. The cloud-based application is Gatehouse and can be accessed from any device. New entries transmit in 60 seconds making this a real-time service. Features include the ability for residents to monitor the arrival time of their visitors at the front gate; delivery of bar code scanner passes to the visitor's phone which eliminates paper passes; and maintenance of each resident's 'visitor list' so residents just choose a guest's name from the list for quick entry. Features are customizable to Riverwood.

**Action Item:** The mobile T.E.M. application is currently operational at Perico Bay in Bradenton. Committee member Carl Anderson agreed to check out the system before the next committee meeting.

**Action Item:** In addition, T.E.M. agreed to provide Brad McKnight with sample user names and passwords so the committee can test the system.

D. **Signage at Front and Back Gates**

**Bicycle Signage** has been put on hold until the new guard house is constructed.

**Temporary Vendor signage** (24" X 36") reminding contractors about the change in the barcode policy will be posted on August 24<sup>th</sup>. Note: an article will run in the September edition of the Heron to remind residents to submit requests for new vendor passes.

E. **Guard House Communication**

Golf Club Member Authorization forms have been updated and submitted to the Club Manager.

F. **Beach Club Staffing**

There will be no changes to the current contract for managing and staffing the Beach Club. The Chairperson will revisit this matter when the contract is up for renewal in 2019.

G. **Emergency Preparedness**

Task Force will schedule a meeting to review the draft plan.

H. **Campus Access Control**

The committee separated this discussion into two areas: Building and Outside Activities. Research into locking mechanisms for the buildings is ongoing. Committee supports the creation of a CDD Rules Placard to be in or outside each of the rooms of the Activity Center and Fitness Center. **Action Item:** place an article in the October edition of the Heron reminding residents of the amenity usage policy. The Chairperson will communicate the message to the neighborhood presidents at a future RNC meeting.

I. **Riverwood residents/vendors with  $\geq 5$  bar codes**

Chairperson will validate remaining 8 residents who have more than 4 barcodes.

J. **Transition Planning: moving from old to new Gate House**

No actions noted at this time.

V. **New Business**

The committee meeting schedule will change from the third Wednesday of the month to the second Wednesday effective in October. A new schedule was distributed to the committee members.

VI. **Audience Comments**

New CDD rules can be addressed at public hearings.

Consider placing one sign in Riverwood reminding walkers/joggers to walk on sidewalks. When approaching a roadway chokepoint, bicyclists should ride in middle of roadway to prevent being sideswiped by passing vehicle.

VII. **Adjourn Meeting**

JS motioned to adjourn with second by HL. Meeting Adjourned at 10:50 AM

**Next Meeting: September 19, 2018 @ 9:00 AM.**