

RCDD SAFETY AND CONTROLLED ACCESS COMMITTEE - MINUTES from MEETING ON SEPTEMBER 19, 2018

I. Call to Order

The meeting was called to order at 9:01 AM

II. Roll Call

Attendees: Rich Knaub (Chairperson), Jack Schneider, Al Heyman, Tony Moe. Weiser Security Management: Ron Lesinski (Site Supervisor), and Phil Schofield (Exec.) RCDD Employee: Brad McKnight (Project Manager), RCA Manager: Frank Anastasi (needed to depart at 9:50 AM for another meeting). **Absent:** Jim Connolly, Harold Lanni, Carl Anderson, Bob Sims (RCA Board Representative)

III. Approval of Minutes

Motion by R.K. and second by A.H. to approve minutes for August 22, 2018 meeting.

IV. Old Business

A. Handling Violators of RCDD Amenities Rules by Non-residents

The CDD and Activity Committee are in the process of finalizing Activity Center rules. A summary of the rules will be posted in/at each of the meeting rooms. The RCA is responsible for **enforcing** the rules. (CDD deals with the buildings, but not the people.) **Action Item (RCA Manager):** The next step is for the RCA to develop a process for enforcement.

B. Guard House Issues

Surge protection equipment has been purchased and will be installed in the new Gate House once construction is completed. RCDD Project Manager is considering extra electrical field bonding for new Gate House to deal with lightning strikes.

C. GateHouse Software Update

The Committee continues to evaluate the T.E.M. cloud-based mobile app. The committee is close to making a recommendation to the CDD for approval. RCDD Project Manager is in negotiations with vendor on pricing. All committee members were asked to review the mobile app before the next committee meeting on October 10th. The system allows residents to register their guests using any device (smart phone, tablet, computer). One log on per household. The explanation for this: from an access control perspective, the guards need to know which home a guest is going to, not the person the guest is coming to see. So, one home, one user I.D. and password.

The Chairperson expects that the Committee will be able to make a recommendation to the RCDD Board before the end of the year.

D. Signage at Front and Back Gates

Temporary Vendor signage at Front Gate: (24" X 36") reminding contractors about the change in the barcode policy will remain up through September 30th. **Action item (Chairperson):** Place an updated article in the October Heron reminding residents to complete a request for new vendor passes.

Entrance signage: Due to the traffic pattern change incorporating a narrow S-curve at the entrance to Riverwood for the remainder of the construction of the new Guard House, a temporary sign will be

RCDD SAFETY AND CONTROLLED ACCESS COMMITTEE - MINUTES from MEETING ON SEPTEMBER 19, 2018

placed on route 776 before entrance to Riverwood to instruct drivers of oversized vehicles (trucks, trailers, campers, etc.) to use the Willow Bend entrance.

Back Gate signage: A communication protocol has been put in place to notify residents when the backgate is not operational. While the gate is operational, a green "OPEN" sign will be posted by the CDD on a pole outside of the gates; a red "CLOSED" sign will be posted when the back gate is not operational. The sign is located on McPhearson and Brookville, just under the existing "Residents Only" sign.

E. Guard House Communication

CDD Project Manager noted that FPL lights are burned out in various neighborhoods and this matter falls under RCA. **Action Item:** the **Chairperson** will bring issue to the RCA Manager's attention. Resident W. Powers advised the Committee that he has a spreadsheet of all Riverwood street lights.

The updated Golf Club Member Authorization forms are working well.

Riverwood Realty advised the Committee that they purchased the Open House signage for Route 776 and donated it to Riverwood. Open Houses take place on the weekends, so a process needs to be created by the CDD to determine how the signs will get posted and get taken down.

The Realty Welcome Center will be up and running this season at the Golf Pro Shop. **Action Item:** the **Chairperson** will prepare an article for the November Heron.

F. Emergency Preparedness

No Update.

G. Campus Access Control

No Update.

H. Processing of vendor passes

The Guard House Supervisor is tracking new applications for vendor passes. Approximately 140 requests have been processed.

I. Transition Planning: moving from old to new Gate House

The Chairperson will notify the CDD Supervisor overseeing the campus construction project of the need for the security management company leadership to meet and review interior specs of the new Guard House.

V. New Business

Green Decals – The Committee determined that the Green Heron Vehicle Decals are no longer necessary. The generator at the Guard House ensures that front gates are always working which makes the need for decals obsolete.

The Access Control Supervisor advised the Committee about a couple of instances where individuals arrived at the front gate and did not possess a driver's license. The Committee agreed that there should be consistency among all staff members as to how to handle these situations. **Action Item:** the Access Control Supervisor will develop a written procedure and communicate to his employees. It was noted that these are infrequent occurrences.

RCDD SAFETY AND CONTROLLED ACCESS COMMITTEE - MINUTES from MEETING ON SEPTEMBER 19, 2018

VI. Committee Member Discussion

A.H. expressed concern on behalf of his neighbors (FWL) regarding the lack of deed/covenant enforcement in his neighborhood. To A.H.'s knowledge, no resident reported their observation to the RCA office. **Action Item:** The Chairperson will bring the matter to the RCA Manager's attention.

VII. Audience Comments

Resident Rich R. applauded Ron Lesinski for doing an exceptional job.

VIII. Adjourn Meeting

A.H. motioned to adjourn with second by T.M.

Next Meeting: October 10th, 2018 @ 9:00 AM.

Minutes submitted by Betty Sims, Recording Secretary