

**Safety, Security, & Access Committee Meeting (SSAC)**  
**Wednesday, December 6, 2017**  
**10:00 AM / Saguaro Room**  
**MINUTES**

**COMMITTEE MEMBERS**

- |                               |         |
|-------------------------------|---------|
| 1. Gary Alexander – Chair     | Present |
| 2. Carole Biales              | Present |
| 3. Kathy Clear                | Present |
| 4. Sandra Givens – Vice Chair | Present |
| 5. Martha Lubeach             | Present |
| 6. Yvonne Orlich – Secretary  | Present |
| 7. Bill Smith                 | Present |

**BOARD LIAISON**     Bill Greer             Present

**MANAGEMENT**

- |                                  |         |
|----------------------------------|---------|
| 1. Steve Nolan – General Manager | Present |
| 2. Dick Gothier – Patrol Manager | Present |

**GUESTS / HOMEOWNERS:** No other guests were present

The Meeting was called to order by Gary Alexander (Chair). The Secretary, Yvonne Orlich announced that the minutes of the meeting were being manually recorded.

The Minutes of the *November 1, 2017 SSAC Meeting* were approved with the following corrections: 1) Corrected spelling of the word “Liaison”, 2) Martha Lubeach’s name being listed twice.

Agenda Review: All in attendance were asked if they had additional items they wished to be included in to the agenda. There were no additions

Chairperson’s Report/ Comments: Gary Alexander updated the members on several administrative activities that had taken place since the last meeting and gave a brief overview of how the meeting would proceed. Copies of the Committee’s future Monthly Minutes will be emailed to Committee Members after copies of the Minutes have been submitted to Management and the Board. Copies of Dick Gothier’s Monthly Patrol report will no longer be included with the SSAC’s Minutes forwarded to Management and the Board.

Reports:

- Board Liaison: Bill Greer updated the SSAC on last month’s Board and other Committee activities.
- General Manager: Steve Nolan overviewed several Management related programs with specific emphasis on LED light improvements in CWPV outside public areas. He also encouraged the SSAC to consider becoming more involved with technology enhancements to gate access and homeowner information, as well as safety and security requirements for the new Fitness Center.

- Security/Patrol Manager: Dick Gothier covered highlights from his November Patrol Report and suggested opportunities for more interface between his organization and the SSAC including hardware/software research and acquisitions.

### Committee Member Comments

1. Sandra Givens observed that if the SSAC is going to be effective and accomplish our goals in 2018, all Committee Members will need to take an active role and take on specific responsibilities.
2. Bill Smith re-emphasized the need for documented policies and procedures.
3. Martha Lubeach would like to see the communications between the SSAC and homeowners enhanced with regards to potential safety and security topics.

### Old Business

1. SSAC Relative Documents & Policies Review
  - Status: Previously reviewed by Sandra Givens and Bill Smith
  - Action: Closed as SSAC Action Item
2. PV Buffet Logistics Hazards
  - Status: Situation communicated to CWPV Management
  - Action: Closed as SSAC Action Item
3. CWPV Clubhouse Room Capacities
  - Status: Situation communicated to CWPV Management
  - Action: Closed as SSAC Action Item
4. CWPV Exit Door Restrictions
  - Status: Situation communicated to CWPV Management
  - Action: Closed as SSAC Action Item
5. Exterior Handrail Temperatures in the Summertime
  - Status: Situation communicated to CWPV Management. *"No known "cool" rails or material(s) to remedy the situation"*.
  - Action: Closed as SSAC Action Item
6. CWPV Handicap Friendly Restroom Doors
  - Status: Situation communicated to CWPV Management. *"Not currently in 2018 list of projects."*
  - Action: Pending SSAC follow-up with Management and possibly the Facilities and Grounds Committee
7. Safety, Security and Access Visibility in CAPV Publications
  - Status: Sandra Givens has taken the item to the Communications Committee for further review and discussion.
  - Action: Closed as SSAC Action Item

### New Business

1. SSAC Charter Review: After some discussion, the item was tabled until the SSAC February Meeting.
2. SSAC 2018 Plan of Activities (Goals): 2017 SSAC Goals and the SSAC Charter were reviewed as a basis for formulating 2018 Goals. Gary asked for volunteers to help finalize the wording for submission due to the Board by the end of 2017. Sandra, Givens, Yvonne Orlich and Bill Smith volunteered to meet with Gary on Monday, December 11<sup>th</sup>.

3. SSAC Liaison Opportunities: Several potential opportunities were discussed and each Committee Member was asked to come back to the January Meeting with areas in which they would be willing to specifically become involved.
4. Gary Alexander to contact Anne Montgomery with regards to the possibility of a representative from the SSAC participating in the new Fitness Center project.

Homeowner Comments: There were no homeowner comments from the floor.

#### Other Items / Discussion

1. The focus of the January SSAC Meeting will be on strategies in support Board approved 2018 SSAC Plan of Activities (Goals). 2018 Plan of Activities (Goals) will be based on the existing SSAC Charter.
2. The relationship between the SSAC and the CWPV Management and Board was reviewed and discussed. By definition, the SSAC reports directly to the Board and not to CWPV Management. Conversely, CWPV Management does not report to the SSAC.
3. Gary Alexander was informed that there would most likely be a meeting of the CWPV Committee Chairs after the first of the year. The Committee felt that this would be a good time to bring up the possibility of standardizing some policies and procedures between the committees. Gary agreed and will follow-up.
4. Gary Alexander reiterated Sandra Givens comments about the challenge and opportunities the SSAC faces in 2018 and added that if the Committee is to be successful, the Committee cannot effectively address everything during Committee Meetings. Outside sub-committee/individual effort will many times be necessary.

Recommendations to the Board; There are no formally recommended action items for the Board

Recommendations to Management: There are no formally recommended action items requiring Management's attention

**Next Meeting: January 3, 2018 /10:00 AM / Saguaro Room**

Adjournment Martha Lubeach moved that the Meeting be adjourned and Kathy Clear seconded the motion. The motion passed and the Meeting was adjourned at 11:47 AM.

Respectfully Submitted:

Yvonne Orlich / Secretary

Gary Alexander / Committee Chair