

## **Gate Access Committee**

### **Core Value:**

Our community will be a safe place to live.

### **Goals:**

Maximize homeowner security while keeping cost within budget provided. Security will be the responsibility of the entire community. While maintaining above goals, ensure flexibility to accommodate changing trends in security technology.

### **Requirements:**

1. Meetings must have a quorum to conduct GGCA business. A quorum is defined as a majority of active committee members.
2. Meeting minutes must be kept, approved by the committee and submitted to the Property Manager.
3. The Committee will receive concerns from Residents on any matter involving security. It shall dispose of such concerns as it deems appropriate or refer them to the BOG for further resolution.

### **The Board of Governors representative to the Gate Access Committee shall:**

- Attend committee meeting
- Represent the policies and directions approved by the board.
- Represent the committee's positions to the board.
- Approve and submit all expenditure authorizations recommended by the committee.
- Recommend committee appointments to the Board of Governors.

### **The Chairperson of the Gate Access Committee shall:**

- Call meetings as necessary
- Prepare an agenda for each meeting in advance and distribute same to the board's committee representative. The agenda shall list all of the business to be discussed at the meeting.
- Ensure proper minutes are kept and distributed to the property manager. All committee members shall have a minimum of five days to review and comment on the minutes before the chairperson distributes them.
- Recommend the appointment and/or removal of members to or from the committee.

- Make recommendations for expenditure authorizations (EA) for all spending request. EAs are to be signed by the board's representative and submitted to the designated authority for approval.

**The Gate Access Committee has the authority to:**

- Elect its chairperson
- Hold meetings of the committee at a time and place of their choosing.
- Establish gate access procedure and forms.
- Develop access policies for Board of Governors consideration
- Invite Security Vendor/Security Technology Vendor to attend meetings of the committee to answer questions about contract specifications, schedules, and concerns.
- Inspect the work performed by Security Vendor/Security Technology Vendor and report any performance issues to the Property Manager.
- Develop recommendations for contract modifications.
- Develop recommendations for contract change orders.
- Review contract specifications provided by the property manager for new contracts and provide recommendations to the board for approval.
- Meet with Security Vendor/Security Technology Vendor to review contract compliance and report any failure of Security Vendor/Security Technology Vendor to comply with the terms of the contract to the Property Manager.
- Review and approve Post Orders and Gatehouse operations
- Review incident reports and rover logs
- Approve web page content for the access control web page
- Develop crime prevention and safety programs.

Adopted March 26, 2009 by the Gateway Board of Governors.

Amended January 28, 2010