

QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
April 25, 2022
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MINUTES OF THE BOARD OF DIRECTORS OF THE QUINTET CONDOMINIUM, MEETING WAS CONDUCTED VIA ZOOM VIRTUAL MEETING & TELECONFERENCE.

PRESENT Via Zoom:

- Tom Cherry, Chair
- Tom Licthy, Treasurer
- Susan Morningstar, Secretary
- Elva Kopacz, Director
- Ken Rinehart, Director
- John Gilchrist, Director
- Philip Wu, Director
- Louise Lague, Director

Managers: Jimmy Songvilay, Property Manager, Kin Living

I. Call to Order

Chair Cherry called the meeting to order at 6:02 p.m.

II. Approval of Minutes

Chair Cherry moved to approve the February 28, 2022, minutes as written, Seconded by Director Gilchrist. Discussion: None. Motion passed unanimously.

III. Officers' Remarks

a. President – None

b. Treasurer – Treasurer Licthy provided an update regarding employee's salaries. Bonuses for all three has been approved by the Board of Directors for a total of \$3,500 each. The salaries have also been increased 3.5% for the 2022 year. The Finance Committee will take a hard look at the employee compensation numbers for the 2023 to determine if other adjustments are needed. Director Wu had a question if they employees are hourly or salary. Treasurer Licthy responded hourly.

c. Secretary - None

IV. Kin Living Report and Updates

B2 Hallway Recoating – Solution Recommendation – Board reviewed solution recommendation S-2022-0548 to engage Tatley Grund to recoat the hallways near units 221 & 225 in the amount of \$8,941. Water testing found that current coating is not waterproof and is allow water to seep through the floor causing damage to soffit below. Director Gilchrist indicated the other vendor Charter Construction (\$9,853) stated in their bid that they will

recoat 6" on each side. He wanted clarity if Tatley Grund will also do the same as it is not called out in their bid.

Director Gilchrist moved to approve solution recommendation S-2021-0548 in a not to exceed amount of \$9,853 and to have Kin Living clarify if Tatley Grund will match the scope of Charter Construction. Seconded by Director Wu. Discussion: None. Motion passed unanimously.

Hydro Jetting Update – Manager Songvilay provided an update from Charter Mechanical after they inspected the main lines of unit 114 & 317. Charter Mechanical stated in writing that jetting the stacks for those unit was not necessary this year and can wait until 2023. The owners of the units did not agree with that assessment. There is confusion on the report that Charter Mechanical provided as the vendor stated that there are clear signs of blockage in the video evidence provided.

Director Wu moved to approve Kin Living to engage Charter Mechanical to update bid to jet the stacks that serve the units of 114 & 317 only. Seconded by Director Lague. Discussion: Director Gilchrist would like to get clear clarity from Charter Mechanical their recommendation regarding this specific maintenance. Director Rinehart agreed. Motion passed unanimously.

ACTION NEEDED

Maintenance Items

- **B2 Deck Recoating Bid** – Management received report from Pioneer Roofing and Tatley Grund that hallway section needed to be re coated for waterproofing.
 - Action Taken: Management provided bids and background details in solution recommendation.
 - Status: Solution recommendation included in Board packet for approval.

- **Storm Damage Cleanup** – Management contacted Bartlett Tree Services to remove down trees due to recent snowstorm.
 - Action Taken: Bartlett arrived the day after the storm and had their crew remove down branches in the way of the common areas and driveways to provide a safe area for residents. Manager Songvilay and Lyle with Bartlett later walked the property line of the Quintet to flag dangerous trees and branches that need immediate removal.

- Status: Bid include in Board packet for review.

NO ACTION NEEDED – INFORMATIONAL ITEMS

Maintenance Items

- **Back Check Valve Investigation** – Charter Mechanical completed back check valves of the first-floor units of all 5 buildings.
 - Status: Complete
- **Clean Out Installation** – Portland Mechanical Contractors completed the installation of clean out valves in the parking garage of all 5 buildings.
 - Status: Complete
- **Unit 114 & 317 Drain Line Inspection** – Board requested further review of the drain lines of unit 114 & 317.
 - Action Taken: Management engaged Charter Mechanical to perform a more thorough investigation of the plumbing lines of unit 114 & 317.
 - Status: Final report and recommendation were provided to the Board and owners of the units.
- **Carport Damage** – Management received a report from resident that the carport in their parking spot was damaged from the storm.
 - Action Taken: Management engaged Charter Construction and BlueSky to provide a bid for repairs.
 - Status: Ongoing
- **Fence Repair** – Neighbors near the tennis court reported to Management that the fence line was damaged due to a down tree branch.
 - Action Taken: Management engaged Tross to repair the fence line and secure the posts.
 - Status: Complete
- **Unit 440 and 543 Inspection** – Management received a request from residents in these units to inspect potential leaks by their windows.

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- Action Taken: Manager Songvilay and Ms. Correa visited both units and determined further analysis is needed from a mitigation company. Management engaged BluSky to join them in the inspection a week later. BlueSky inspected both units and deemed the matter to be a window installation matter.
- Status: Report from BluSky is forthcoming that will be shared with the owners as windows are an owner expense.

- **2022 Annual Fire & Backflow Testing** – Convergent Technologies, in conjunction with KONE, performed the annual fire and backflow testing for all buildings. Convergent provided a report of the findings from the testing.
 - Action Taken: Management forwarded the report to NW Fire Suppression to remedy the deficiencies on report.
 - Status: Ongoing

- **Concrete Drilling** – Beltz Construction is scheduled to begin drilling of the concrete cores in the ceiling of the parking garages of all 5 buildings.
 - Action Taken: Management posted the schedule of the drilling for each building as this requires resident participation if they need to remove their vehicle from their parking spot for this maintenance to occur. Maria Correa will also be calling the effected residents directly as a reminder.
 - Status: Ongoing

- **Clubhouse Keypad** – Approved maintenance to install a keypad reader to the Clubhouse front lobby door.
 - Action Taken: Metro Access Control installed the keypad reader.
 - Status: Completed

- **Roof Moss Treatment** – 2021 reserve item that was delayed due to vendor staffing issues.
 - Action Taken: Carlson Roofing finished moss treatment for buildings. Management is awaiting a report of their findings.
 - Status: Ongoing

- **Tennis Court Lights** – Management received a report from residents that two of the lights on the tennis court were out.

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- Action Taken: Ms. Correa contacted Stoner Electric to provide a bid for repairs. Bid was received and approved.
- Status: Completed

- **Main Kiosk Down** – Management received an after-hours report from resident that the kiosk of the main gates was offline.
 - Action Taken: Manager Songvilay dispatched Metro Access Control that night to inspect the kiosk. The tech determined that the power source needed attention and they can return the next morning to investigate as the gate was still working. Manager Songvilay approved this plan.
 - Status: Ms. Correa was able to reset the power source to the kiosk manually the next morning. All systems are in working order.

- **B5 Main Lobby Doors** – Management received reports from residents that the main lobby door was intermittently not locking without manual assistance.
 - Action Taken: Management engaged Metro Access Control to inspect the main lobby door. Bid was received and approved.
 - Status: Scheduled for repairs on Friday April 22nd.

Association Operations

- **B2 Planter Box Kickoff Meeting** – Manager Songvilay met via zoom with John Gilchrist, Jo Anne Gilchrist, Dan Rundle - Certa Architects and DeSantis to discuss expectations and timelines for 2023 planter box project. Dan Rundle mixed up the time and was not available. The meeting was rescheduled for the following week with Dan Runder, Manager Songvilay and Dwight Lockwood. All other parties were not available at this time. Summary of the meeting was forwarded to previous participants.

- **Security Meeting** – Manager Songvilay and Security Committee member, Susan Morningstar, walked the buildings to investigate the recent break ins and what can the buildings do to improve security. Detective Hermann later joined the walk and provided feedback.

- **Fitness Room TVs** – Maria Correa received invoice from BestBuy. One of several community enhancements recommended to the Board last year by the Association, and based on a community survey of prioritized interests. The invoice was paid, awaiting delivery and installation dates from BestBuy.

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V. Committee Recommendations for Board Action

- a. **Landscape Committee – Attachment 1** - JoAnne Gilchrist requested to have the Board authorize Kin Living to engage two more vendors to provide a tree assessment report for the property.

Director Kopacz moved to authorize Kin Living to engage two more arborists to provide a tree assessment for the property. Seconded by Secretary Morningstar. Discussion: None. Motion passed unanimously.

- b. **Reserve Committee – Attachment 2** – Director Gilchrist presented a report reflecting potential HOA dues increase for the Association to have a healthy reserve fund for the years to come. He discussed the recent 2022 envelope study that was completed, the Association is looking to get a consultant to prioritize items on the list.

Director Wu moved to approve that the Board of Directors make a commitment to address items called out on the 2022 envelope study and follow through with the recommendations. Seconded by Director Lague. Discussion: Director Rinehart stated strongly that the Association please listen to the consultants and follow their advice. Director Wu agreed and asked if a resolution is needed for follow through. Motion passed unanimously.

- c. **Security Committee Attachment 3** – Jennifer Whybra-Ucar presented a summary of the security committees meetings held in between Board meetings. See attachment 3 for details. Below are recommendations from the committee that requires Board action.
- o Main Gate – Jennifer reported that a survey (results in attachment) went out to obtain resident feedback with currently policy of allowing gates to be open during regular business hours. The survey indicated that most residents would like to have the main gates closed at all times. Due to this, the Security Committee would like to recommend to the Board that the main gates be closed at all times expect for icy conditions.

Secretary Morningstar moved to approve the recommendation by the Security Committee to have the main entry gates closed except during icy conditions. Seconded by Director Gilchrist. Discussion: Director Gilchrist stated that over 250 results were obtained, which is more than the number of units at the Quintet. Nancy Martin, Security Committee member, clarified that the survey went to all occupants of the units but only one response per unit were counted. Motion passed 4-1-1. Director Gilchrist, Secretary Morningstar, Director Kopacz and Director Lague voting YES, Director Wu voting NO and Director Rinehart abstained. Chair Cherry did not vote.

VI. Old Business

- a. **Pickleball Courts Request** – Director Rinehart requested make a slight change to the previous decision to approve one tennis court to allow 2 pickleball court lines. Members of the Pickleball Community would like to have 4 pickleball courts as opposed to 2 painted on the one tennis court. This request has been approved.

- b. **Main Gate – Survey** – See Security Committee report above

VII. New Business

- a. **Bartlett Tree Removal Bid** – Board discussed and reviewed bid from Bartlett Tree Care to remove trees that were damaged or have the potential to cause damage to the property and neighboring homes. The cost of this bid is \$68,354 (this does not include the initial emergency maintenance of \$13,380). Manager Songvilay presented options of how the Association can pay for this maintenance: 1) Unbudgeted Operation Expense – this would not provide flexibility of the current budget year, 2) Use Reserves Funds – include tree maintenance to specifically called out in the reserve study and adjust the reserve study next year accordingly, 3) Borrow from Reserves – Association can borrow from reserves and create a payback plan to be budgeted every year until amount is fully paid back. This would require a resolution. Director Gilchrist discussed paying for this maintenance out of reserves and have a one-time assessment to pay the reserves fund back.

Director Gilchrist moved to approve the Bartlett Tree removal bid to be paid out of reserves and having a one-time assessment to pay back the reserves account. Seconded by Director Kopacz. Discussion: None. Motion passed 6-1. Secretary Morningstar abstaining.

VIII. Comment/Concerns Forms - None

IX. Owner's Forum - None

X. Adjournment

Director Wu moved to adjourn. Seconded by Director Gilchrist. Motion passed unanimously.

The meeting was adjourned at 7:54 p.m.

Landscape Committee Meeting Minutes

Tuesday, April 12, 2022, 6:00 pm

Zoom Call Format

LSC Members in Attendance: JoAnne Gilchrist, Tom Cherry, Ken Rinehart, David Bodin, Margaret McMahon, and Marilyn Schirk.

1. Approval of minutes from LSC meeting on January 11, 2022

There being no changes or additions to the minutes of the LSC meeting on January 11, 2022, it was moved and seconded (Ken/Margaret) to accept the minutes as written. The motion was approved unanimously.

2. LSC Meeting Report to the Board - Tom

Two requests for Board Action were brought to the Board for approval:

- Approval of the TWIG Grant Application for bioswale/rain garden features
- Approval of the SCRAPER Work Plan for 2022

Tom reported that there were no other issues related to LSC that resulted from the Meeting.

3. DeSantis Liaison Report/SCRAPER Volunteer Report/Resident LSC Maintenance Requests - Jo Anne

Jo Anne reported that most of the volunteer work since our last meeting has been the spreading of wood chips, and that SCRAPER volunteers have done 50 hours of work during this period. Broken tree branches resulting from recent snowfall have resulted in several large piles of wood chips that will hopefully be used in a future volunteer chip spreading event. It will be scheduled on a weekend day to allow more residents to participate. Tree removal expense from this event does not come out of our LSC budget.

The snowfall caused one carport to come down, ripped a screen, and caused damage behind B1 and B2. Luckily, no people or cars were hit.

There have been no maintenance requests turned in since our last meeting.

4. Reserve Study Report - John (Report given by Jo Anne)

A meeting is scheduled for April 13 with DeSantis to begin planning for the planter box landscaping replacement at B2, the next scheduled building for this work. LSC members should pass any related ideas on to Jo Anne, and DeSantis will be giving their input at the meeting.

During the property visit with the Schwindt representative, it was suggested that we add a tree management plan to the Reserves budget. This is being discussed and the Reserves Committee is in favor of adding.

5. Old Business

Jo Anne expressed approval of the bioswale/rain garden installation done by DeSantis as a result of the Tualatin Watershed Improvement Grant (TWIG) that was awarded to the Quintet. The grant was the result of an application submitted by Jo Anne and Kin Living in January. Jimmy will be completing the financial transactions required from the Quintet, and Jo Anne will be writing a summary report to submit to the Tualatin Soil and Water Conservation District (TSWCD), the grant awarding agency. Congratulations to Jo Anne and LSC.

Jo Anne reported that money is not budgeted for a proposed connector path between the present path leading around the south side of the Club House and the steps leading up to the back patio. The proposal will be kept in abeyance.

Tom requested that dead plants to the right of the freight elevator of B1 be leveled by DeSantis. He also requested that Jo Anne remind Bartlett tree removers to grind stumps out of removed trees to prevent regrowth and eliminate unsightly and unsafe tripping hazards.

6. New Business - Jo Anne

Thanks go out to Pat Rusina and Tron Stadelman for putting in the new flowers in the planters around the Club House. Lovely additions.

Jo Anne will be working on another TWIG grant application for a second bioswale installation for the next downspout east of the present one at the back of B1. It will be submitted to TSWCD in October.

Jo Anne reported that we will be using our salvaged river rock in a pilot project designed to help reduce soil erosion run-off in the parking lots of B3 and B4. This will provide "proof of concept" information by placing the rocks in existing trenches around the edges of the parking lots followed by observation of the results. If it works to prevent or mitigate soil run-off, DeSantis may be asked to do trench digging and more rock placement.

The LSC is recommending a long-term (30 year) tree plan for the Quintet. It would be a multi-year project, and involve seeking three to four estimates. Initially, it would apply only to the managed curated areas of the Quintet landscape. The initial focus will be on trees growing close to the buildings. Jo Anne has discussed this idea with Kin Living (KL). She will bring this idea to the Quintet Board, and ask KL to seek bids for the tree assessment, the first step in constructing a tree plan.

Jo Anne received a letter from Tyler Pedersen, Invasive Species Program Coordinator for TSWCD. He wanted to inform us about the hazard presented by the garlic mustard invasive species that is growing in limited areas of the Quintet landscape. Seeds can be easily spread about by work boots. Tyler will give us special brushes to help control this, and some spraying will be done along the creek. Margaret has volunteered to attend a Weed Watchers Workshop that Tyler has recommended.

7. Board Actions Needed:

Request that Kin Living be authorized to seek at least two more estimates for tree assessments in addition to the one we have from Bartlett Tree Service.

8. A motion was made to adjourn and seconded (Margaret/David) at 6:30 pm. It was passed unanimously.

9. Our next LSC meeting - Tuesday, July 12, 2022 at 6:00 pm

Meeting Minutes
Reserve Committee Meeting
April 13, 2022

Attending: John Gilchrist (Chair), Mary Faupel, Elva Kopacz, Dwight Lockwood, Ken Rinehart
Meeting called to order 6:05 pm.

1. Minutes of Jan 13, 2022 meeting reviewed and approved.
2. Old Business
 - a. Installation of clean out valves in all 46 stacks complete
 - b. Draining of garage overheads scheduled April 25 – May 11
 - c. Hydro-jetting of drain stacks: Committee agreed clarification of terminology is needed to better understand our drain system. Committee Chair has for action.
3. New Business
 - a. 2022 Reserve projects reviewed. Chair to liaise with Property Manager to identify vendors, obtain timeline and scope of work for each project.
 - b. RDH Envelope Study discussed – the HOA is still awaiting RDH’s response to our request for them to prioritize the recommendations. Committee members feel they are not qualified to do so. If RDH does not provide the recommendations, committee agreed to take Schwindt’s advice to hire a consultant to review and help prioritize the recommendations.
 - c. Schwindt Reserve Study – committee discussed various options to adjust the Maintenance Plan and how those adjustments would affect property maintenance and HOA dues. No decision reached. The HOA is awaiting the prioritization of RDH recommendations.
Reserves Committee hopes to present an in-depth presentation at May 23, 2022 HOA meeting.
 - d. Solar panels – Ken Rinehart presented an idea to install solar panels on Clubhouse roof when the roof is renewed in 2026. Plan presented by Elemental Energy estimated to reduce our annual electric bill by \$4,000.
The \$97,000 up front cost could potentially be largely offset by state and federal rebates, resulting in a net cost to the HOA of approximately \$23,000.
Committee agreed this idea is worth pursuing. More to follow.
4. For action to Property Manager
 - a. identify vendors, provide timeline, and scope of work for 2022 Reserves projects.
 - b. obtain bid for consultant to review and help prioritize RDH recommendations
 - c. follow up with Miller Paint vendor to arrange on site visit (to provide additional background on our painting cycle for residential buildings)
 - d. determine specifications and costs for installation of roof anchors on both low slope roofs and sloped, glazed tile roofs
5. For Board action
 - a. authorize KL to obtain updated construction specifications for glass block windows
 - b. authorize KL to hire consultant to review and help prioritize the RDH recommendations

Meeting adjourned 7:45 pm.

**Quintet Security Committee MINUTES (edited) – to review
March 28, 2022**

PRESENT Via Zoom:
<p>Chair: Jennifer Whybra-Ucar Facilitator: Kathryn Richer Secretary: Nancy Martin Board Liaisons: Tom Cherry, Phil Wu Committee Members: Susan Morningstar Q-Community Members:</p>
TOPIC: Vote to Accept 2/28/2022 AND 3/21/2022 Security Meeting Minutes
<p>2:05-2:10pm (5 mins.) Desired outcome: Committee approval of prior meeting's minutes</p>
<p>Presentation: Nancy to lead vote Discussion: (No meetings 3/7 or 3/14) Action Items: 2/28 AND 3/21 Minutes sent to Committee for review Status: in process</p>
OLD BUSINESS
TOPIC: Office Security - Updates
<p>2:15-2:25pm (10 mins.) Desired outcome: Committee hear updates and decide next steps</p>
<p>Presentation:</p> <ul style="list-style-type: none"> • Jennifer to provide updates / recommendations since 2/28 Meeting; • Jimmy getting ala carte Security Camera speaker/monitor 24/7 system quotes for April Board Meeting • External hard drive for Maria is being purchased <p>Discussion: none Action Items: in process</p> <ul style="list-style-type: none"> • JW confirm Jimmy will provide Security quote to Security Committee before Board • JW confirm how often building doors are being checked
TOPIC: SHARING COMMITTEE MINUTES/RECORDINGS ON KL WEBSITE
<p>2:35-2:40pm (5 mins.) Desired outcome: Get guidance from HOA Board on what info is appropriate to share</p>
<p>Presentation: Tom to report HOA Board's recommendation/s about postings in KIN LIVING site since 2/28 Meeting Discussion: Action Items: Security Committee agreed to provide residents separate, high level updates via KL website and email blasts instead. Status: COMPLETE</p> <p>a</p>
TOPIC: Continuation of Discussions of Other Security Committee Items
<p>2:40-3:00pm (20 mins.) Desired outcome: Prioritize Remaining Items</p>

**Quintet Security Committee MINUTES (edited) – to review
March 28, 2022**

Presentation: Jennifer has consolidated recommendations from both Rob Clemensen and Detective Hermann on the list of topics

Discussion:

- Clubhouse Keyfob reader for utility and emergency – RECOMMENDED by Committee and APPROVED by Board
- New Realtor Lockbox Policy – Jennifer will work with Bob Harrington on this
- Package Delivery Protocol – Split into two parts:
 - a. Add Package Delivery best practices from Sherriff's Dept & other resources to Security Communication Flyers
 - b. Formalize in Neighborhood Watch
- Gate Issue 1 – keeping open – CLOSED GATE IS A DETERRENT (per Washington Co Sheriff) to unwanted visitors who may be casing property for future crime activity; see New Business.
- Gate Issue 2 – replace gate for one car at a time entry – TABLED
 - Jimmy getting bid from Metro to fortify gate boxes on mechanical arms to deter intruders from opening manually (stopgap measure while look at possible new one-car at a time gate)
 - Sec. Committee still researching long-term solution
- Iron Scaffolding-access deterrent – TABLED
 - a. Security Chair moves that we table this for now in lieu of other more pressing and effective security measures per Detective's recommendation
 - b. Add best practices via Security Communications FAQ - residents report occurrences to Security committee to track frequency, timing, etc. and assess if needs to be addressed in future
- Garage Safety/more cameras – Jimmy getting ala carte Security Camera speaker/monitor 24/7 system quotes for April Board Meeting
- Gate/Garage doors open during ice / snow – TABLED; see New Business
- KR Suggested signs on doors to remind residents to keep closed, do not prop open else alarm will sound. (after 10 mins?) – see New Business
- License Plate Scanning Cameras – JW to get recommendations from Sheriff and a neighbor who has installed such lighting
- Access Cameras on Barnes – Security Chair moves that we remove this item per Detective's recommendation: Security Committee agreed to remove
 - a. ODOT owns.
 - b. Not always active (mostly just in bad weather)
 - c. Requires search warrant to access
 - d. Cannot be used legally to prosecute.
- Motion detector Lighting and Security Signs at entrance of our Community – Susan M
 - a. Motion detector lighting between Barnes & Gate
 - b. New permanent lighting near Barnes (where darkest)
 - c. Signs that our community is monitored by security

Action Items:

- Tom asked for clarification about leaving entrance and garage gates open when icy road conditions; he will take this to the HOA Board.

Status: IN PROCESS

**Quintet Security Committee MINUTES (edited) – to review
March 28, 2022**

NEW BUSINESS

TOPIC: Security Communications to All Q-Community

(TBD mins.)

Desired outcome: To Keep Community Informed

Presentation: JW moved to create Security Communications policy and process, to include package delivery protocol

Discussion:

- Monthly Security posts in bulletin boards, distributed, and KIN Living etc:
 - KR & SM will work on a series of FAQs with Washington Co. Sheriff Dept. and using other security best practices resources
 - NM will also work on separate informational issues (911; personal safety)
 - Include topics:
 - package delivery best practices
 - residents report occurrences of iron scaffolding access to Security committee to track frequency, timing, etc. and assess if needs to be addressed in future
 - Birgitta “You may want to request an Email Blast to all Homeowners reminding everyone to keep Security at a high level. I believe Maria already has this form on record.”
- JW outline / NM will draft communication to community on Security updates to date

Action Items:

- SM/NM – Draft initial Security best practice one page flyer to publish by mid-April. Add to New Owner’s packet and circulated annually
- JW outline / NM will draft communication to community on Security updates to date by next week
- KR/SM/NM – Meet to discuss/review resources

Status: in process

TOPIC: Neighborhood Watch Program

(TBD mins.)

Desired outcome: Security Committee apprised of updates

Presentation: JW moved that we research the implementation of Neighborhood Watch Program

Discussion: JW will work with Washington Co. Sheriff Dept. on this

- start working on in April/May
- formalize Package Delivery protocol
- Buddy system (help one another)
- One person per building to represent

Status: IN PROCESS

TOPIC: Continuing Issues of Q-Community Residents re: GATE ISSUE

(TBD mins.)

Desired outcome: gain clarity on what acts as deterrent to crime

**Quintet Security Committee MINUTES (edited) – to review
March 28, 2022**

Presentation: Two issues remain as concerns to Q-Community residents and both were noted by Detective Hermann to be proven crime deterrents: Each is discussed separately here.

- Open Entry Gates: Many residents have contacted Security Committee that they DO NOT want gates to remain open;

High-level results:

- ALL research states that OPEN gates INVITE intrusions, and that CLOSED gates are seen by criminals as a DETERRENT to trespassing.
- Some literature cites HOA's being held liable for assaults incurred as result of ignored or removed security measures.
- Cumulative security measures increase safety.
- Research Summary will include various other measures that are shown to decrease crime.
- Gated community status and having multiple other security measures in place **lowers HOA insurance premiums** (no gate with fewer security measures ARE associated with higher insurance premiums).

Discussions:

- With more people out shopping again, perhaps package delivery is not as much as it was the last two years...so keeping the gates closed during business days/times may not be as big of an inconvenience.
- Issue of caregivers' ability to get through gates easily was brought up....there **are currently** (and **long have been**) procedures in place for this...Maria WILL work with any resident whose caregivers have such difficulties.
- NM will prepare Survey to send to all residents (by Maria via email link to Survey Monkey)
- Comment from Jane: "Before surveys are developed on gates and unit cameras, it would be valuable to hold a community meeting to share information on these. There's been a lot of misinformation on both issues. Secondly, I recommend that statements both pro and against open gates and unit security cameras accompany the surveys. (Kind of like statements in Voters' Pamphlets.) Thirdly, the survey on the cameras last year was poorly worded. I can explain what I'm referring to."
- A later discussion decided that the SUMMARY will be sent without any meeting other than the usual Committee Meeting in order to keep everyone **focused** on the research (and to avoid discussions going off-track); the survey WILL allow for opinions to be heard.

Action Items:

- Nancy will gather research regarding effectiveness of gates as crime deterrent and distribute a summary to Committee.
- Summary will then be sent to residents before a GATE Survey is sent via email.
- Resident's expectations will also be addressed in survey.
- Research how many residents are receiving KIN Living communications
- Susan M will also work with Sheriff and Jimmy as to procedure to enter gate in emergency.

Status: IN PROCESS

TOPIC: Continuing Issues of Q-Community Residents re: RING-TYPE DOORBELLS

(TBD mins.)

Desired outcome: gain clarity on what acts as deterrent to crime

**Quintet Security Committee MINUTES (edited) – to review
March 28, 2022**

Presentation: Two issues remain as concerns to Q-Community residents and both were noted by Detective Hermann to be proven crime deterrents: Each is discussed separately here.

- **Video-type Doorbells:** The issue of residents utilizing Ring-type doorbells

Discussion:

- NM will research this and prepare separate Doorbell Survey for all residents (by Maria via email link to Survey Monkey)
- Research Summary will be presented to Committee and liasons before being sent to residents.

Action Items:

- Research summary will be distributed to residents before a DOORBELL Survey is sent.

Status: IN PROCESS

TOPIC: Quote to Digitize Large Amounts of Secure Office Documents

(TBD mins.)

Desired outcome: TBD

Presentation: Sensitive documents currently stored in the office

Discussion:

Action Items: NM will check with Maria as to volume of documents and get quote to digitize

Status: IN PROCESS

TOPIC: Quote to Digitize Large Amounts of Secure Office Documents

(TBD mins.)

Desired outcome: TBD

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**Quintet Security Committee MINUTES (edited) – to review
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Status: IN PROCESS

NEXT MEETING: Monday, April 11, 2022