

SWHOA Board of Director Meeting  
January 16, 2016

**1. Called to Order- 10am**

**2. Attendees-** Melissa Martinez-Carrasco, Angela M. Casas, Martin Salazar, Hoppie Cantwell, Valerie Watson & husband, Samantha West, Paul Vautier & Monica Moreno

**3. Status of Gate Operations**

- Melissa Martinez-Carrasco clarified that gate was closed after two repairs from being hit twice in September 2015.
- Monica Moreno, Property Manager, reported that month later, October 2015, 4 in the morning somebody pulls up to the gate, jumped over entry side of gate, pushed the exit open; enough for a small car to come through exit gate and then pushed the gate even further to allow for a 2<sup>nd</sup> vehicle to come through the exit gate. The camera is too far to see and it is in black and white.
  - When the gate is open, the gate still picks up transponders that pass through the gate.
  - Monica thinks they are adults that vandalized the gate in October 2015
  - 1<sup>st</sup> (incident of damage) was a teen, no insurance
  - Owner, \$340 of damages incurred
- “So instead of putting more into the gate..it came to stop”
- Melissa Martinez- Carrasco interjected we could not recover damages.
- Angela M. Casas interjected, in summation what’s important is that we are on the hook for \$6,000 (Monica corrected amount, \$7,000; they haven’t paid. Monica reported that she cited \$7,500 on the letter). Asked for clarification, attendee clarified approx. \$7,900.
  - Monica Moreno- I took all the cost that the insurance paid and what the HOA paid; only one maintenance cost of \$150.
  - Melissa Martinez- Carrasco - what was the amount of damage that they cost the HOA?
  - Angela Casas discussed lessons learned-
    - Reeducation about the gate
    - Gate is almost 9 years
    - The loops were updated for a higher grade loop, more sensitive because people were complaining at that time that it was taking to long for loops to identify vehicle and activating the gates to open
    - Identified that we probably should had some (education ) of process changes
      - Identify area where the vehicle needs to sit, referenced new stripping
      - Signage when the gate is operational be it because of damage or being maintenance
      - Updating the camera system
        - Temperature compromised the old security camera system
        - Old set up was sufficient to get the gate up and running, it worked at the time
        - But equipment took beating (from temperature)

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- For a long time it was reliable, able to be self-maintenance by the HOA but started to become a liability because it was turning on, turning off.
- When we had a big revamp of the Board, I don't think they necessarily understand all the logistics and infrastructure of why we (prior Board) set it up the way we did:
  - 1. One of it was for cost
  - 2. For a non-server option we put a lot of cameras in strategic places to capture the license plates and we got away from that so we are dealing with one camera (like Monica was talking about) which then you aren't able to zero in on license plate number so irrespective of whether it is black or white or color you should you be able to pick up a license plate.
  - Monica Moreno- so I will go back (so) when Karen and I came on, \$15,000 was the bill for a new camera system. It seemed like a ridiculous amount. We opted for a \$1000 camera system that has failed (water leaks). Membership approved it. It works in the day time but not useful at night. If you unplug it you lose data.
  - Angela M. Casas- interjected that the old system had a data backup system.
- Melissa Martinez-Carrasco- HOA has only had one (incident) that was HOA liable to due to nature cause of the weather in which somebody vandalized the motor, took all these parts out, it made the gate completely swing open so when a resident came it swung on the resident.
- Angela M. Casas- after assessing all the gate damages it has been determined that all incidents (gate failure) have been precipitated by misuse of the gate by the person who is activated the gate (or vandalism).
- Melissa Martinez- Carrasco- (gate) takes 1.2 seconds for it to catch a car; somebody speeding and does not stay on that loop for 1.2 seconds and all the maintenance and every time they have come out.
- Monica Moreno- we can see it in the camera and slow it down to an 1/8 time and you can see the time that they (drivers) are going
- Homeowner (Valerie) - interjected. Rush hour traffic. You can get stuck out with your butt out in traffic.
- Angela M. Casas- the original agreement that we need to be careful out was that the gate was suppose to be open to rush traffic hours. 4-6pm
- Monica Moreno- back up traffic is because residents do not have transponders. Confirmed that gate is open between 4-6pm. Back up traffic also occurs at 7pm.
- Angela M. Casas- we need to address that the gate is not operating because cause people continue to damage it. So it is unreliable.
- Mr. Watson- you want homeowner and renters to use the proper procedures. Recommends that we put up a big sign that says the procedures.
- Melissa-Martinez-Carrasco- asked if signage has already been ordered
- Monica Moreno- replied no.

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- Angela M. Casas-believes issues are negligent absentee homeowners. We need to decide if we are going to just deal with the liable behavior of occupants or take ownership of problem and try to change governing documents where people are actually held accountable. We got a big push back when we decided to at least financially, aside from this gate issue, we were not going to allow for absentee homeowners to not abuse our administrative support to basically pad their pocket books. We instituted an administrative fee. Approach has limitations. I rather invest our time to make changes that are going to stick. We keep appeasing the situation and putting a lot of pressure on the HOA to appease everybody but there are only so many things we (HOA) can control.
- Valerie Watson- why can we not find something that is more manageable to afford to fix.
- Melissa Martinez-Carrasco- it's not too expensive. We just have to put in measures to be able to go after those damages so that we are not liable.
- Paul Vautier- asked if a study has been done to find out how many break-ins have occurred when the gate is working and when it is open.
- Angela- stressed that we need to do a campaign to get our governing documents changed.
- Paul Vautier- read some places that a gate is really a false sense of security. Prefers coming in and out and if they gate is going to cost this money.
- Martin Salazar- acknowledges that the gate is a false sense of security. I like the gate as well, even as a false sense of security.
- Valerie Watson- interjected Mr. Salazar's vehicle damage. Wanted clarification if he was reimbursed.
- Angela M. Casas- asked Monica Moreno how many times the gate has been hit or vandalized. Monica replied the exit gate gets hit every single day. A car comes through the exit gate and confuses the loops. And people exit the entrance gate.
- Mr. Watson- asked how many cars have been hit 365 days.
- Monica Moreno- answered, 2 have been reported.
- Martin Salazar- asserts the vehicles are coming in the wrong way because they do not have codes or they do not have the transponders. And one consideration we had for a long time was to install spikes.
- Monica Moreno- has identified 30 homes with no established access.
- Angela M. Casas- we have gone through more motors the last two or three years than the whole life of the gate.
- Valerie Watson- volunteered to go to every one of the 30 homes.
- Melissa Martinez-Carrasco & Monica Moreno- wanted to clarify that some of the homes in questions have tenants and that homeowners are the only ones allowed to get access accounts.
- Angela M. Casas- clarified the conditions for the closure of the gate: bring everything up to specs so that everything was working; additional stripping; sign order (recommending); upgrade of the camera (still needed); mad lock was installed.
- Samantha West- made comment that we (HOA gate) do not have siren recognition.
- Monica Moreno- clarified that we (our gate) has the lock system.
- Samantha West- reported that her husband had to go to gate and open up the gate for emergency services when they needed it (services). She said she looked it up and there is a federal regulation that requires that all gates have siren recognitions, keys, pins...whatever.
- Monica Moreno- reports that our gate company says that we are up to code.

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- Martin Salazar- asked how if we know how much it costs (to add siren recognition to gate)?
- Monica Moreno- responded like \$1100.
- Mr. Watson- (acknowledges) that some want the gate and some don't so maybe compromise and look at the times the gate is open.
- Angela Casas- Motion to do signage on the table
- Angela Casas- Motion of siren recognition
- Martin Salazar- we also have to figure out a way to not get the gate broken again. (Recommend the issuance of) newsletter.
- Monica Moreno- recommends security guard for two weeks.
- Mr. Watson- wants to know what the process is for gate entrance when system goes down.
- Angela Casas- interjected that we do need to have a failsafe. We still need to have a protocol in place where we engage membership. Before everybody was spoiled because Jesus did everything at whatever hour of the day. There is a self release and we need to train people and it needs to be on the honor system and people need to do it. We need to make the gate work for us and not against us.
- Monica Moreno- can we have a committee to take care of emergency calls?
- Melissa Martinez-Carrasco- we are getting camera installed this coming week (confirmed with Monica ). Monica clarified that it only takes pictures of the license plates coming in through the exit, not exiting. Bid is only in place to do one side. If we wanted to do the other side, the wiring will be in place.
- Martin Salazar- signage discussion. Recommending street marking identifying where cars need to stop to activate exit gate and signage on the gate regarding gate timing.
- Paul Vautier- wanted clarification as to what were the reasons for not proceeding with the spikes (approval and install).
- Melissa Martinez-Carrasco & Martin Salazar- very expensive. The quote we got was like 6 feet. It is \$14,000 both sides that are retractable.
- Monica Moreno- Also to be considered (spikes) is potential damage for Cavalier Pass residents.
- Angela Casas & Melissa Martinez-Carrasco- right now we are not in the position to consider spikes financially.
- Valerie Watson- ideas for signage. Agreed to work with Monica on verbiage, design of sign.
- Angela Casas- motion that we get signage on the exit gate and that we get a strip that clearly identifies where the loop starts with the word "STOP" in any color that is agreeable by more than one person- Hoppie Cantwell- second motion. All approved. Motion passed.
- Angela Casas- motion (to) investigate and if we are not in compliance to put in any siren or 911 features on the gate w/in financial threshold. Hoppie Cantwell & Martin Salazar- second motion. All approved. Motion passed.
- Angela Casas- the stripping on the exit loop was already determined , camera was determined, signage for the gate was already discussed pre this meeting.
- Melissa Martinez-Carrasco- we instructed the property manger to go ahead to order those signs already. Asked for status.
- Monica Moreno- reported that she is working on it.
- Melissa Martinez- Carrasco- we had already agreed with the other signage

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- Angela Casas- the signage I wanted was because people were questioning and some people didn't know that it was out of service. So that whenever it is out for repair....with a chain....and say out of order..that was the sign we agreed upon.
- Monica Moreno- reported she has sent two to the sign company and will get back with her.
- Discussion on factors for gate closure.
- Melissa Martinez-Carrasco & Angela Casas- now to be considered for gate closure is acknowledging that membership also want the exit sign as well.
- Martin Salazar-irrespective of education to include visiting 30 homes with not gate access accounts. (proposed) a motion that we close the gate without the signs.
- Discussion on timeline to close gate.
- Hoppie Cantwell- motioned to close the gate NLT February 1<sup>st</sup>, 2016. Angela M. Casas- second motion. Majority approved. Motion passed.
- Martin Salazar- recommends transponder install and a mail out.
- Discussion on how to avoid having so many properties without gate/property access, interaction with non-homeowners.
- Monica Moreno- agreed to have transponder installs the week of gate closure with appointment.
- Angela Casas- clarified any new request, transponder charge will be made, and account be issued. Transponder charge is an administrative fee. It was never a choice to buy a remote. With the exception of absentee homeowners we process every sale. Most of the people who have renters have utilized the same property management companies. Monica issued all the property management companies a pin. Requested a breakdown of the membership. Doesn't believe that we (HOA) don't know who is managing the non homeowner homes. I don't think we are following through on stuff. Asked whether everyone has a pin?
- Monica Moreno- agreed to do transponder installs beginning February 1<sup>st</sup>, 2016.
- Angela Casas- wants to know what was the legal guidance on voting methods are allowed for absentee homeowners so that we can get governing documents changed; specifically membership classes.
- Melissa Martinez-Carrasco & Monica Moreno- they could do it by proxy, mail; ballots by mail.
- Discussion about pros and cons to different membership classes and different annual dues per membership classes.
- Angela Casas- we (HOA) is absorbing a lot of responsibility for different classes of membership.
- Melissa Martinez- Carrasco- asked are we going to expect to make a campaign and do this at the annual meeting.
- Angela Casas- don't think it's realistic to vote on governing documents this annual meeting. I feel we have given a lot of direction and have gotten nowhere. Motion that we set a workgroup to discuss changes (potential changes to governing documents). Workgroup that includes membership. That meets at least once a month; has one board of director. Hoppie Cantwell- second motion. All approved. Motion passed.
- Hoppie Cantwell volunteered to serve as the board of director on governing documents workgroup.
- Martin Salazar- issue brought up on Nextdoor; dark in entrance.
- Angela M. Casas- AutoZone now turns off their light.
- Martin Salazar- motion of get extra lighting in entrance to be added to existing CPS poles. Hoppie Cantwell- second motion. All approved. Motion passed.

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- Martin Salazar- motion to get a bid on what it would cost to put a (additional) light post on streets. Hoppie Cantwell- second motion. All approved. Motion passed. Mr. Watson- will look into the possibility of adding extra lighting option.
- Tentatively 2/13/16. March meeting on 3/12/16, annual meeting prep. Annual TBD; sometime in April 2016. Hoppie Cantwell offered his office. Meeting time 10:00am.
- **Meeting Adjourned** - 11:27am