

Dollar Point Association
Access Control Committee Meeting
Dollar Hill Professional Building
3000 North Lake Blvd., Suite 4, Tahoe City, CA
February 21, 2019 1:00PM
Agenda & Meeting Minutes

Mission

“To optimize the membership’s enjoyment of DPA’s facilities by controlling access to the beach, pool and tennis courts.”

Purpose of Meeting:

- 1) Update committee on access control survey
- 2) Capture committee’s feedback on first draft of access rules (see attachment)

Agenda 1:00pm - 3:00pm

- Open the meeting, review the agenda and answer any questions (5 minutes)
- Quick update on status of access control survey (15 minutes)
- Discuss draft access rules; develop consensus and areas needing more attention (90 minutes)
 - **Member** – Lot owner (as defined by DPA bylaws).
 - **Family** – Lot owner, spouse, parents of lot owner and spouse, children and children’s children.
 - **Accompanied Guest** – A guest(s) accompanied by an authorized member or member’s family.
 - **Unaccompanied Guest** – A guest(s) not accompanied by an authorized member or member’s family.
 - **Short Term Renter** – A person (or persons) who rents a Dollar Point house for a period less than 30 days.
 - **Long Term Renter** – A person (or persons) who rents a Dollar Point house for a period greater than 30 days.
 - **Allowed User** – Person (or persons) who apply for and are granted permission to use Dollar Point recreational facilities by the DPA Board or Manager, whereby we may or may not receive compensation.
 - **Employees and Contractors** – Workers who receive permission by the DPA Manager to enter DPA’s facilities to do work authorized by the Dollar Point Association.
 - **Non-Authorized User** – A person (or persons) that enters the DPA recreational facilities that does not fit into any of the above categories.
 - **Miscellaneous (see draft)**
- Agree upon next steps, assignments and next meeting date (10 minutes)

Meeting Minutes

1. Will Cogswell, Access Control Committee Director, called the meeting to order at 1:00pm. Committee Members present were Board Members: Will Cogswell, Debbie Nicholson, Pat Cala, John Casaudoumecq and Steve Owles. Dean Headley, Legal Counsel was also present. Board Member, Dave Manovich, was in attendance by phone. Sara Barnes, Association Manager, took minutes of the meeting.
2. Will reviewed the agenda with the group and no changes were requested.
3. Sara gave an update on the Access Control Survey that was sent to the membership. 459 members were sent the survey via Survey Monkey between 2/19/19 and 2/21/19. The survey will also be sent by USPS to the 70 members that we do not have an email address for. There was no deadline set for the survey to be completed.
4. There was a discussion of how the “Access Rules” would be publicized to the membership and where they would reside. Other than direct communications from the President or the Board of Directors it was agreed that the current “Dollar Point Association, Dues Structure, Membership Rules and Regulations – 2018” would be revised.
5. Due to Pat Tweedy being absent, Will referenced her feedback of the first draft of Access Rules and handed out copies of her comments to those present.
6. The Committee discussed the first draft of the proposed Access Rules based on previous meeting notes:

Definitions

Member – Lot owner (as defined by DPA bylaws).

There would be two cards for each lot. Two cards is the same as today and allows a family to split their group for the beach and pool at the same time. Each card would have a picture of either the member or a family member and would be tied to a lot. Each member card would allow six (6) members/family/guests, for a total of 12 maximum per day per lot. There would be a restriction limit of five (5) guests per card. Picture on the card strictly authenticates that the card is tied to a person and a lot. This would also assist staff members identifying suspect abuse at time of entry.

- *There was consensus on the proposed rules for Member. The use of two picture cards was acceptable to all. Instead of card +5 guests the focus would be on maximum number (12) per lot. In other words, a member could use one card to bring in 7 guests and a family member could use another card to bring in 2 guests. Just so the total did not exceed the 12-person maximum.*

Family – Lot owner, spouse, parents of lot owner and spouse, children and children’s children.

If a member wanted member cards to be used by family members the family must be registered into the access control system. Family member would have the same rights to use the two cards to admit six (6) members/family/guests for a total of 12 maximum per day per lot. If there are 14 family members, they could all be listed on the member’s card/account. In this case, if they all showed at the facilities at one time, they would be given an exception to the 12-person max. rule).

- *There was consensus on the proposed rules for Family.*
- *Areas of additional attention:*
 - *How should we treat family’s who, by our definition, exceed 12 family members and all want to use the facilities on a given day?*
 - *Should there be special rules or restrictions for local family members who live outside Dollar Point but use the facilities?*

Accompanied Guest – A guest(s) accompanied by an authorized member or member’s family. Member or family member would use the two (2) member cards to admit accompanied guests up to the maximum allowed per day.

- *There was consensus on the proposed rules for Accompanied Guest.*

Unaccompanied Guest – A guest(s) not accompanied by an authorized member or member’s family.

Unaccompanied guests would be registered by the member/family member with the DPA office, who would update the access control system. Unaccompanied guest would use one of the two (2) member cards, present at entry and access control system would show the unaccompanied guest was registered and member has given permission to access.

- *There was consensus on the proposed rules for Unaccompanied Guest, but the agreement that “Unaccompanied Guest” would be changed to “Unaccompanied Houseguest.” The consensus was a member should not have the right to invite unaccompanied friends of theirs to use the facilities if they weren’t current houseguests of the member. Registration by the member of the houseguests to the DPA office was agreed upon.*
- *Area of additional attention:*
 - *Whether Unaccompanied Houseguest rules should be like a short-term renter OR family member. If the former, they would report to the DPA office to pick up wrist bands and would be subject to pay for use OR the latter, would use one of the two members cards to enter the facilities.*

Short Term Renter – A person (or persons) who rents a Dollar Point house for a period less than 30 days.

Each member has the right to purchase a Short-Term Rental card for \$300 for the season. This issued card would be kept at the house for use by the renters and identified as a “Short-Term Renters Card.” The member would register the renters’ family with the DPA office to identify them as legitimate renters. Each day the guest/renter would present the card to the DPA office to pick up daily wristbands for use for that day by the renter’s family. By centralizing the distribution of wristbands at the DPA office it makes it much easier and faster to identify and allow access to renters at the pool and beach gates. This allows a more fluid gate for members, guests and renters.

Short Term Renter – Additional notes on proposed rules:

As Sara has stated, other associations have had difficulty “training their members” to advance register renters. We would use 2019 to “train” our members. If a renting family showed up with the “Short-Term Rental Card” and was not registered, we would still dole out wrist bands and communicate with the member their need to advance register their renters. Centralization at the pool office also allows us to change the means of payment (either daily use by renting family or centralized credit card debit to member) in future years if we want to change. But the process of registering, using a Short-Term Rental card and daily wrist bands remains the same.

Why a one-time “renter” payment for 2019?

- 1) It begins the process of trying to control and identify renters entering our facilities.*
 - 2) It allows us to implement long term processes but begin charging immediately.*
 - 3) Starting out with a Short-term rental card would have minimal impact to our staff.*
 - 4) It minimizes the monetary impact on current reservations by members who rent their homes because they are unable to change agreed upon contracts. (For example: Cogswell’s have a week rental to a family of 8 people this summer for \$2450. By implementing a \$10 per day/per person fee after I have already signed a contract, I will be forfeiting \$560 or 23% of the revenue for the stay. I believe it is unfair to the members who do rent their homes that they were not given notice to include this fee in their agreements for the 2019 summer season.) We can change this in future years.*
 - 5) Very easy to implement now and to change to a renter direct pay or member credit card pay in the future.*
- Before the discussion on short-term renters, Steve announced he had to leave to drive down to the Bay Area. Before he left, he gave a passionate caution, that we should only charge when we know that the cards, rules, systems all work. He was concerned about the effects of a failed start when instituting major rules changes and charging.*
 - There was consensus around the concept of a separate “Rental” card that would be purchased by members for the use of short-term renters. There was consensus that short term renters would check in to the DPA office to receive daily wristbands to access facilities. There was also consensus that wristbands were a good way to differentiate members/families/guests from short-term renters at the facilities. There was also consensus that a “daily use fee” was the only way that charging would impact congestion at the beach and the pool (the question is the timing of this charge).*
 - There was also general agreement by the Committee members that registering short-term renters with the DPA office was a good way to help control the number of renters being allowed access. Sara was not in agreement, citing experience of other Associations in “training” owners to make the call and staff time to make the entry into the system.*
 - Areas of additional attention:*
 - Do we charge a “daily use fee” in Summer 2019 or announce the seasonal rental card for 2019 and the intention to begin a “daily use fee” in 2020, when members can properly notify prospective renters?*
 - Do we set up “daily use fees” by charging the member or the renter?*
 - How much do we charge? Both for the Rental card and the daily use fee?*
 - Do we register each individual short-term renter with the DPA office?*
 - Do we restrict short-term renters during busy times of the summer?*
 - Do we reduce the maximum number of people allowed for short-term renters (<12)?*

Long Term Renter – A person (or persons) who rents a Dollar Point house for a period greater than 30 days.

Long term renter would be given own “picture card” after lease provided to DPA office to denote the timeframe of lease. Another condition of issuing card would be to temporarily deactivate the members cards for the period of the lease. No “double dipping.”

- *There was consensus on the proposed rules for Long Term Renter.*

Allowed User – Person (or persons) who apply for and are granted permission to use Dollar Point recreational facilities by the DPA Board or Manager, whereby we may or may not receive compensation.

On the date and time of the party, all invited guests must check into the DPA office and receive wristbands that will be good for that day for the length of the party. This gives access and exit to the party-goer and a way for the staff to identify easily those in the party.

- *There was consensus on the proposed rules for Allowed User. The only change that was agreed upon was check-in would be at the gate location where the party was to occur (pool or beach).*

Employees and Contractors – Workers who receive permission by the DPA Manager to enter DPA’s facilities to do work authorized by the Dollar Point Association.

Workers are given a “Worker Card” with their picture on it. Contractors are given a “Contractor Card” with information in the system what their work is on DPA’s property. The access control system would be monitored regularly by DPA staff to ensure there wasn’t abuse in using the facilities for personal use by either group (ie. If a pool landscaper is entering the beach we would be able to catch that and educate the offender of the proper use of a “Worker Card”).

- *There was consensus on the proposed rules for Employees and Contractors.*

Non-Authorized User – A person (or persons) that enters the DPA recreational facilities that does not fit into any of the above categories.

Sorry! No can come in!

- *There was consensus on the proposed rules for Non-Authorized Users.*

Miscellaneous

Re-entry Wristbands – *Other than for renters, we would use them at both the pool and the beach if someone leaves and wants to reenter later that day. The wristband would only be good for that day. This would prevent having to check in again, using up valuable staff time, keeping the gates more fluid.*

- *There was consensus of using re-entry wristbands to identify members/family/guests who use more than one facility in a given day, whereby their use may make them exceed the 12-person maximum. By receiving a wristband upon leaving at the beach, they would not be counted (against the maximum) when entering the pool or playing tennis.*

Abuse Penalties – Stated in the rules, if found a member has abused the rules or loaned their card out inappropriately, they are subject to a two-week pass deactivation by the Dollar Point Board. Repeated offenses would have a more severe penalty, up to revocation of cards for the season for a particular member/lot.

- *There was consensus of abuse penalties.*
- *Area of additional attention:*
 - *Just what those penalties would be*

12-Person Rule – Keep the current rule in place for this summer to minimize these initial changes to members.

- *There was consensus of 12-person rule but needing additional attention.*
- *Area of additional attention:*
 - *Should there be flexibility in member/family bringing in more than the 12-person maximum?*
 - *Based upon discretion of staff member? (during non-crowded times?)*
 - *If so, should there be a special fee imposed on those greater than 12?*

Parties – No large parties July 1-8 or on all Saturday's in July and first half of August.

- *There was consensus of large party restrictions. There was discussion whether it was necessary for Saturday's to be restricted and Sara stated those were the most crowded days of the summer season.*

LLC's or Multiple Owners – Potentially set up different restrictions to protect the 12-person maximum per day.

- *Area of additional attention:*
 - *Work with Dean Headley to determine how to adjust our rules to legally conform to these types of ownerships.*