

**Dollar Point Association**  
Access Control Committee Meeting  
Dollar Hill Professional Building  
3000 North Lake Blvd., Suite 4, Tahoe City, CA  
*October 19, 2018 10:00AM*  
Agenda & Meeting Minutes

**Purpose of meeting:**

- 1) To gain consensus of the objectives, outcomes and timeline of the Committee
- 2) To provide an understanding of last year's work regarding "Access Control"
- 3) To identify what fact finding needs to take place to get started
- 4) To develop a list of actions and assignments between this meeting and next
- 5) To answer the question, "Given the objectives, do we have the right committee members?"

**Agenda:**

Review the agenda and make any revisions (10 minutes)

Individual sharing to group of expectations and concerns (30 minutes; 3 minutes each)

Comments from a legal perspective (10 minutes)

Discussion of History (30 minutes)

- Last Year's Access Control Meeting
- Pool/Beach Reports – July & August 2018 and 2017
- Membership Survey

Define the Objectives of the Committee (40 minutes)

- Then what are the successful outcomes?
- When do they need to be done?

What information do we need to get started? (25 minutes)

- Make assignments and identify deliverables

Wrap-up (5 minutes)

- Do we need anyone else on the committee?
- Set next meeting time

## Meeting Minutes

1. Will Cogswell, Access Control Committee Director, called the meeting to order at 10:00am. Committee Members present were Board Members: Will Cogswell, Pat Tweedy, Pat Cala, Debbie Nicholson, Dave Manovich. Additional Board Members in attendance by phone were: Steve Owles, John Casaudoumecq. Dean Headley, Legal Counsel, was also in attendance by phone. Sara Barnes, Association Manager, took minutes of the meeting.

It was noted that the entire Board is on the Access Control Committee because of the importance of the topic as well as many unique perspectives from all Board Members.

2. Will reviewed the agenda with the group and no changes were requested.
3. Each member shared their expectations and any initial concerns on the topic as well as of the committee. Comments noted include:
  - Importance of thinking in terms of the entire membership and not just for themselves.
  - Concern about members who rent their home might feel excluded.
  - Concern about potential lawsuits.
  - Importance of reaching out to top users as stakeholders for input.
  - Two separate issues: gates/software & renter usage.
  - A request for Membership vote on any significant changes.
  - Elimination of the term “renter”.
  - Membership has always been based on home/lot but properties don’t appear at the gates, people do.
  - Three changes requested: 1.) Define what/who is a member 2.) A photo-ID membership system to identify members. 3.) Guests be grouped as anyone that isn’t a member.
  - Identify/Define what a member and non-member is.
  - Identify/Determine rights of members vs non-member, and who can access the facilities and when.
  - Avoid separating out a member who rents their house vs a member who doesn’t.
  - A request not to overcomplicate anything and to better utilize what we currently have.
  - A note that the busy season is only a few weeks.
  - Better management of staff at the gates.
4. Dean Headley presented comments from a legal perspective on the powers of the Board and the Association. He noted that reasonableness should be measured when considering making changes.
5. Will Cogswell gave a brief history of the 2017 Access Control Committee meetings and outcomes. It was noted that there was not consensus among the group, resulting in two recommendation letters being presented to the Board.
6. Sara Barnes briefly reviewed attendance statistics that were sent to the Committee from 2017 & 2018, noting many variables on any given day affecting the accuracy of the counts from both years.

7. The Committee established a mission statement of the Access Control Committee.
  - “To optimize the membership’s enjoyment of DPA’s facilities by allowing access to the Beach, Pool and Tennis Courts only by members and their guests.”

There were several categories determined as necessary components:

- Fences & Gates
  - Membership Cards
  - Check-in Location & Procedures
  - Rules, Regulations & Enforcement
  - Security Systems
  - Staffing
8. The first assignment of the Committee will be to reach out to other Associations and Clubs to gather access control information and notes on each category. Will, Dave and Sara will draft a set of questions for each member to use when surveying.
  9. It was the consensus of the Committee that additional members might be added to the Committee in the future as stakeholders are identified within certain topics and proposed changes.
  10. The next meeting was scheduled for November 16<sup>th</sup> at 10am.