

BIRCH BAY VILLAGE COMMUNITY CLUB

SECURITY COMMITTEE MEETING MINUTES 06-18-14

BBVCC CLUBHOUSE

MEETING CALLED TO ORDER AT 7:00PM

ROLL CALL:	Ralph Falk, Chairman	Present
	Janet Burke	Excused
	Agnes Doutre	Present
	Nancy Garlow	Present
	Ric Simons	Present
	Bob Simpson	Present
	Brenda Young	Present
	Eric Peters, Board Liaison	Present
Also Present:	Ken Hoffer, General Manager	
	Esther Matter, Office Manager	
	Barb May, Pacific Security	
	Ken Roberts, Pacific Security	

HOMEOWNER'S PRESENTATION

- o No homeowner's presentations

AGENDA

- Motion made by Agnes Doutre, seconded by Ric Simons and carried to approve the agenda.

MINUTES 03/12/14:

- Motion made by Bob Simpson, seconded by Ric Simons and carried to approve the minutes.

PACIFIC SECURITY:

- ❑ **Speeding through members lane:** Ken Hoffer will make sure a notice is put in the bulletin informing members to drive past the barcode reader slowly and wait for the arm to come all the way down before pulling forward. Barb May reported that members are speeding too quickly past the reader and it is not picking up the barcode; they are also not waiting for the arm to come down which is hard on the machine.
- ❑ **Updating license plate numbers:** Ken Hoffer will also make sure that a notice is placed in the bulletin and with the dues invoices asking members to update the office with their current license plate numbers. Barb May stated that Security relies on license plate numbers if they do not have time to check for a barcode or it is not visible.

MANAGER'S REPORT:

- ❑ **On Guard program:** Ken Hoffer handed out some pictures of the On Guard program and explained what the Security guards and office see and use for members and their guests.
- ❑ **Recent activity:**
 - **Irate members:** Security has had trouble with some irate, belligerent members and guests both at the gate and while on patrol.
 - **Injury in trailer storage yard:** A member fell off his boat in the trailer storage yard. Barb May was on scene and assisted the man and contacted his wife. The wife called and thanked Barb for her assistance as well as Mitch who called later that day to check up on them.

- **Vacant lot use:** Someone was using a vacant lot as a dog park which has a view into a neighbor's bathroom and bedroom. Ken Hoffer suggested putting up a "No Trespassing" sign.

UNFINISHED BUSINESS:

- ❑ **Dredging in August:** Marina users (especially crabbers) might have to expect launch closures or delays as well as restricted parking in August if dredging is done during that time.
- ❑ **Loud Mufflers:** A decibel survey was conducted from the front gate, motorcycles are the loudest followed by diesel trucks and some delivery vehicles, but none are in a dangerous level.
- ❑ **Break-ins:** No recent break-ins have been reported. The standard procedure if Security notices suspicious activity is to contact the gate who calls the owners and then the sheriff; the officer remains on scene until the sheriff arrives.
- ❑ **Garage doors open:** If Security notices a garage door open for an extended period of time, or in the evening, they will knock on the house door and try to call the owner.
- ❑ **Short and long term away forms:** If owners are going to be gone there is a short form to fill out informing the guards and the office. There is a different form if owners are gone for more than 90 days. On the form is an option to ask the guards to walk around the property and check windows and doors, and to inform them if someone is coming to check on the property.
- ❑ **Fire hydrant parking regulations:** There is a state law that vehicles must be parked 15 feet away from fire hydrants. After some discussion it was determined that the 15 feet was too extreme for a Birch Bay Village rule, but if the sheriff wanted to enforce it they could.

NEW BUSINESS:

- ❑ **Fire danger:** Ken Hoffer will make sure a notice is put in the bulletin, and in his distribution emails, encouraging members NOT to use a blow torch to get rid of weeds; however, if they do use one they need to have a hose nearby and after they are done immediately hose down the area. Jerry Royal had to put out a fire recently caused from someone trying to burn weeds with a blow torch.
- ❑ **4th of July:** Ken Hoffer is requesting two extra patrol guards and one extra gate guard for the 4th of July. In the past one guard has been located at the two beach parks and an extra guard has been at the gate to help with the increased traffic (it is the busiest traffic day of the year).
- ❑ **Skateboards and sharing the road:** Ken Hoffer will put something in his email distribution, and in the bulletin, reminding people to share the roads. Skateboarders and walkers will sometimes be in the middle of the road, especially children, which is dangerous.

OTHER BUSINESS:

- ❑ **Updating Guest Cards:** Ken Hoffer will make sure a reminder is put in the two annual member packets on a colored sheet requesting members to check and/or update their Guest Cards. Something will also be put on the reader board, and maybe with the dues invoice.

NEXT MEETING:

- ❑ The next Security Meeting will be September 10, 2014.

ADJOURNMENT:

- Motion made by Ric Simons, seconded by Brenda Young and carried to adjourn at 9:00pm.

Esther Matter
Recording Secretary: Esther Matter