

Safety and Security Committee Meeting on January 14, 2018

Summary and Action Items

We briefly listed updates on completed and outstanding projects:

1. Purchase and installation of Lorex video surveillance system using 4K, 2K and HD cameras approved at January 9 board meeting
2. Installation of new fence for RV scheduled for January 25.
3. Upgrade of street-facing carriage lights on garage exteriors being implemented by Maintenance
4. Maintenance pursuing second estimate for new electronic gates for Millbrook entrances
5. Advice recently sent to homeowners to turn on garage and entry lights at night
6. Battery backup being tested as possible solution for solar-powered lighting in common areas lacking adequate, year-round sunlight
7. Maintenance looking at fire doors to replace interior-grade side doors for garages
8. Monthly board meetings include safety and security information, project updates

With no other specific items to discuss, we discussed some “new” ideas that would help to further improve safety and security in Parkwood. Better lighting in common areas was discussed, and one of the results was unanimous agreement that installation of lights in certain very dark common areas should be a priority, not only for the safety and comfort of homeowners and residents but also to reduce risks of association liability for personal injury or loss, especially where lighting issues were known but not addressed. There was also unanimous agreement that while there is no perfect protection against injury or loss, the association should still do everything possible to address lighting issues; for the present, within parameters of relatively low cost and ease of installation.

The following improvements in common area lighting will be submitted to the board for consideration:

1. Allow more light to illuminate streets and walkways by reducing height and/or width of bushes and shrubs near street-facing carriage lights on garages. Where there are junipers or holly, remove and replace with appropriate bushes or shrubs.
2. Increase lighting on streets by completing recently introduced plan to replace old, yellowish carriage lights with white carriage lights on garage exteriors facing streets.
3. Install battery powered, motion-activated LED lights in dark common areas; for example but not all inclusive: at the end of Rose Garden; between Rose Garden and Octavia; and the path between the fenced rear patios of homes on Ruth and Bluegrass.

Two other safety/security-related ideas were discussed and will also be submitted to the board for consideration:

1. Create accountability for unauthorized use of the pool (and club house) by installing card-key readers or other access system that tracks use of “keys” assigned to each unit or homeowner.
2. Determine whether the Safety and Security Committee should commit further time and research efforts toward reinstalling electronic security gates at the north and south entrances to Millbrook: Take an informal, non-binding poll to determine general interest of homeowners.

The next committee meeting is scheduled for 4 pm, Sunday, February 25, in the club house.

Safety and Security Committee Meeting on February 25, 2018

Summary and Action Items

We briefly reviewed outstanding and recently completed projects:

1. Lorex video surveillance system with 4K, 2K and HD cameras purchased and awaiting installation.
2. New fence for RV lot was installed late January.
3. Upgrades of street-facing carriage lights—replacing yellowish lights with white light—on garage exteriors ongoing
4. Bushes/shrubs blocking street-facing lights will be trimmed back for better illumination of streets; where junipers or holly are blocking street-facing lights, Maintenance will work with homeowners to remove and replant with more suitable greenery.
5. Motion-activated, battery-powered LED lights to be tested in very dark common areas; e.g., the path between fenced rear patios of homes on Ruth and Bluegrass; area between Marigene and Loraine.
6. New entry/access system for pool under consideration; card reader for user accountability may be too costly; lower-cost alternative—new keys and locks—being considered and on agenda for April board meeting.
7. Questionnaire to poll homeowners' interest in Parkwood as a gated community—via installation of electronic security gates at Millbrook entrances—on agenda for April board meeting.
8. Steel doors being considered (\$119 each) to replace interior-grade side garage doors, which may be too vulnerable to break-in.

New ideas and suggestions to further improve and security were discussed:

1. Increase security surveillance by hiring a security patrol service to walk and/or drive through the community on differing days and at different times in the evening/early morning. Providers that already patrol nearby businesses or residential areas might offer attractive rates to add Parkwood to their scheduled routes. Proposed next steps: contact security patrol services providers to determine available range of services and associated costs; prepare summary report for board consideration.
2. Make safety and security information more accessible by posting meeting agendas, meeting summaries and other notices on the bulletin board in the entry of the clubhouse. This new information site, in addition to Parkwood's Web site, could be regularly announced in the monthly activities calendar. Proposed next steps: post most recent committee meeting agenda and summary on club house bulletin board and announce in next monthly activities calendar.
3. Send to homeowners an advisory that lighting and video surveillance improvements, including alarm systems, should be considered for limited common areas, especially rear patios and decks that face dark areas or are adjacent to areas outside Parkwood. Limited common areas are the responsibility of homeowners, but the notice could list security systems providers as a courtesy (and not as an endorsement or recommendation by the board). ADT and other security providers could be contacted to see if group/community discounts are available to Parkwood homeowners. Proposed next steps: contact security systems providers to obtain product and pricing sheets and availability of community discounts; prepare summary report for board consideration; draft advisory for board consideration.

The next committee meeting is scheduled for 5 pm, Monday, April 16, in the club house; an agenda for the meeting will be posted a few days prior but after the board meeting, at which the above items will be briefly discussed as to further action.

Summary and Action Items

Safety and Security Committee Meeting April 16, 2018

Status of recent projects:

1. Completed: Lorex 8-camera video surveillance system installed during March-April in club house, over pool and maintenance areas, to monitor south entrance of Millbrook.
2. Ongoing
 - a. HD video system removed from club house will be installed at north entrance of Millbrook.
 - b. Upgrade of street-facing yellowish carriage lights on garage exteriors.
 - c. Bushes/shrubs/trees blocking these lights have been identified and will be trimmed back for better illumination.
 - d. Motion-activated, battery-powered LED lights to be tested in very dark common areas; e.g., path behind rear patios of homes on Ruth and Bluegrass, behind Rose Garden, etc.
 - e. Replacement for interior-grade side doors (on certain garages) being researched due to existing, interior-grade doors too vulnerable to break-in; possible option: steel doors.
3. On Hold
 - a. New entry/access system for pool: tabled at April 10 board meeting due to: cost issues; unauthorized entries may be infrequent; see if new surveillance system helps to deter or identify violators for Board or RPD follow-up action.
 - b. Questionnaire to determine homeowners' interest in Parkwood as a gated community by installing electronic security gates at Millbrook entrances: tabled at April 10 board meeting due to: cost issue in light of higher monthly HOA fees, special assessment; ongoing issues with obtaining estimates; ongoing issues about how gates may be funded/financed.

New and previously discussed projects and action items:

1. Fire lane markings on certain streets are worn off or barely visible; parking in fire lanes could cause serious issues in case of fire. Suggested action: repaint when weather is drier/warmer.
2. Committee meeting agendas and summaries/action items should be available to entire community. Action: Post on club house bulletin board; already being posted on Web site.
3. Security patrol service: Board concerns: too costly; no budget; not needed if upgrades to apartments on Baker bring in different tenants; see if new surveillance system helps deter intruders or identify trespassers for RPD follow-up. Action: Committee will contact services providers for possible "bundling" with nearby customers, services/cost options.
4. Pyracantha, a thorny and hearty plant, could be a deterrent against intruders: Action: Committee will contact nurseries for information about growing characteristics, care and maintenance.
5. Advisories to homeowners may help to increase awareness of problems and how to help resolve, reduce risks. Action: Committee will draft advisory for Board consideration.

Recent incident observed at east end of Lorraine:

Three teenagers, non-residents and possibly guests of a Parkwood resident, were gathered at gate (closed, locked) to Baker, threw their bikes over the gate and then climbed over the gate to exit Parkwood. Actions violated Parkwood CC&Rs and can result in damage to association property or personal injury. Guest behavior and actions, including violations and damage, are the responsibility of the host (Parkwood resident or occupant) and, ultimately, the liability of the owner of the unit, even if not living in Parkwood. Suggested actions if same or other incidents occur: **TAKE NOTES:** date and time of incident; behavior or actions; description of individual(s); if in the company of, or associated with, a resident/occupant of Parkwood, description/name of resident/occupant or unit where individual lives; video or cell phone snapshots are always helpful; email report to Kevin Berg at EBMC KevinBerg@ebmc.com and Parkwood's board of directors board@parkwoodreno.org.

The next committee meeting is scheduled for 5 pm, Monday, May 14, in the club house. An agenda for the meeting will be posted a few days prior to the meeting but after the board meeting, at which the above action items will be discussed.

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Summary and Action Items from
Safety and Security Committee Meeting
May 14, 2018

We briefly reviewed the status of ongoing projects:

1. Safety and security reminders for the summer season will be distributed in late May.
2. Fire lane markings on certain streets (worn off or barely visible) are scheduled for repainting by Maintenance during June.
3. HD video surveillance system previously used in the club house scheduled to be moved in May to the north entrance of Millbrook and installed by Maintenance.
4. Upgrade of street-facing yellowish carriage lights on garage exteriors: ongoing.
5. Bushes/shrubs/trees blocking these lights have been identified and will be trimmed back for better illumination of streets.
6. Motion-activated, battery-powered LED light has been installed along the greenbelt between Marigene and Lorraine; others to be installed behind rear patios of homes on Ruth and Bluegrass, behind Rose Garden, etc.
7. Replacement for interior-grade side doors (on certain garages) being researched; existing, interior-grade doors too vulnerable to break-in; possible option: steel doors.

On Hold

1. New entry/access system for pool: tabled at April 10 board meeting due to: cost issues; unauthorized entries may be infrequent; new surveillance system may help to deter or identify violators for board or RPD follow-up action.
2. Questionnaire to determine homeowners' interest in Parkwood as a gated community by installing electronic security gates at Millbrook entrances: tabled at April 10 board meeting due to: cost issue in light of higher monthly HOA fees, special assessment; ongoing issues with obtaining estimates; ongoing issues about how gates may be funded/financed.

Topics discussed and follow-up:

1. Security patrol services: Three providers--ESI; Comstock, Securitas—will be contacted again for informal, ballpark estimates for the following services: two nightly visits between 9 am and 6 am; visits at different times each night; approximately 15 minutes per visit; observed issues relating to specific unit—e.g., garage door open—will result in knock on door of unit; person(s) observed may be approached to determine legitimacy of presence/activities.
2. Spiny/thorny shrubs as deterrent against intruders: Pyracantha, barberry and holly are shrubs with spines/thorns or spiny foliage that warrant “special consideration” by gardeners. Suitability for common areas is considered low due, among other things, to possible injuries to painters, landscapers, etc. However, for limited common areas (rear decks, patios, lawns) the deterrent and decorative benefits of these shrubs may outweigh their disadvantages. The committee will prepare a report containing more information about these shrubs, including pros and cons for homeowners to consider.
3. Traffic/driving safety on Parkwood streets: Our streets are relatively narrow, and drivers entering their garages usually need at least two-thirds of the street's width to make their turns. If you are following—or approaching—a car making a turn into a garage, please wait until the car is in the garage before proceeding; attempting to pass while a driver is turning may cause an accident that could have been avoided.
4. The pool is now open. A reminder about the rules for using the pool will be prepared and submitted to the board for approval and distribution to all homeowners.
5. Crimes in Parkwood: premeditated or opportunistic? In reviewing crimes reported by Parkwood residents, the committee saw a common factor: perpetrators appear to have taken advantage of circumstances favorable for their unlawful purposes: an open garage door; an open/unlocked car door; no lights on inside the home for several nights in a row; car usually parked outside and no lights on over porch or garage door. The opportunistic nature of these incidents leads to the conclusion that if such convenient situations had not existed, more than likely the perpetrators would have gone elsewhere. Please keep this in mind during your daily and nightly activities.

**The next committee meeting is scheduled for 5 pm on Monday, June 18, in the clubhouse.
The meeting agenda will be posted after the June 12 board meeting.**

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Summary and Action Items from
Safety and Security Committee Meeting
June 18, 2018

Review of Projects:

1. Safety and security reminders were distributed in late May.
2. Driving safety hints—turning into garages on narrow streets: see May 14 meeting summary.
3. HD video system was installed at north entrance of Millbrook; this completes the HD upgrade of Parkwood's video surveillance systems for Millbrook entrances and major common area facilities.
4. Motion-activated, battery-powered LED light was installed as test along greenbelt between Marigene and Lorraine; other dark common area locations to be tested: Clyde; Rose Garden; walkway between rear patios of homes on Ruth and Bluegrass, etc.
5. Yellowish street-facing carriage lights on garage exteriors continue to be upgraded to white lights.
6. Shrubs and trees blocking garage carriage lights are being trimmed back for better illumination; junipers have been removed and will be replaced with suitable new shrubs.
7. Options for interior-grade side doors (on certain garages) being evaluated; existing, interior-grade doors too vulnerable to break-in; possible option: steel doors.
8. Red fire lane curbs along Millbrook are being repainted as a June/July priority. **(See agenda item 4)**

On Hold (See prior meeting summaries for details.)

1. New entry/access system for pool: tabled at April 10 board meeting.
2. Questionnaire to determine homeowners' interest in Parkwood as a gated community by installing electronic security gates at Millbrook entrances: tabled at April 10 board meeting.

Agenda items discussed and follow up:

1. **Spiny/thorny shrubs for limited common areas as deterrent against intruders:** The committee recommends that an information sheet outlining the characteristics and pros and cons of spiny/thorny shrubs be prepared and sent to homeowners to allow them to decide and choose for themselves. A draft will be prepared and submitted to the board for consideration.
2. **Security patrol services for common areas:** Committee recommends that—since most crimes reported in Parkwood have been crimes of opportunity—a better alternative would be homeowner awareness, action to avoid “inviting” situations, creation of deterrents, and installing security cameras and/or lighting in limited common areas. Therefore, security patrol services will be tabled.
3. **Enforcement of pool rules:** A range of ideas was discussed, but no practical or cost-effective option was agreed upon. Adding enforcement responsibilities to a new property management contract will be considered. For now, the committee recommends that enforcement, although after the fact, should consist of reporting information about the incident to Parkwood's maintenance staff, which could then check video surveillance footage and report findings to the board for appropriate action. Should this process be adopted, surveillance warning signs might have to be posted in the pool area.
4. **Fire lanes:** A walk-through with a Reno Fire Department fire prevention inspector resulted in a number of fire and administrative code issues involving fire lanes on Parkwood's main and side streets and fire hydrants. Due to the risk of fines at next inspection and potential issues with insurance and HOA liability, these fire code issues should be resolved as soon as possible. A follow-up report will detail which streets need what changes or improvements to become compliant, and this report will be submitted to the board for further action.
5. **Other item discussed:** Prepare and distribute to homeowners informational flyers about: 1) easy-to-install security products (video and lighting) available at local retailers; and 2) pool rules and how to report violations. Drafts will be prepared and submitted to the board for further action.

The next meeting is scheduled for 5:00 pm, Monday, July 16, 2018, in the clubhouse. The meeting agenda will be posted after the July 10 board meeting.

Summary and Action Items from
Safety and Security Committee Meeting
July 16, 2018

Project Updates:

1. Fire lanes: Millbrook being repainted as priority for July; side streets also to be updated for fire code compliance. **See Topics Discussed item 1.**
2. Informational flyers being prepared for improving security in limited common areas via spiny/thorny shrubs and easy-to-install security products at local retailers. **See Topics Discussed item 3.**
3. Upgrade of street-facing yellowish carriage lights on garage exteriors: ongoing.
4. Bushes/shrubs/trees blocking these lights have been located and will be trimmed to allow more light in front of garages and streets.
5. Motion-activated, battery-powered LED lights to be tested in other dark common areas; e.g., path between rear patios of homes on Ruth and Bluegrass, behind Rose Garden, etc.
6. Replacement for interior-grade side doors (on certain garages) being researched due to existing, interior-grade doors too vulnerable to break-in; possible option: steel doors.

On Hold/Tabled:

1. New entry/access system for pool: tabled at April 10 board meeting.
2. Questionnaire to determine homeowners' interest in Parkwood as a gated community by installing electronic security gates at Millbrook entrances: tabled at April 10 board meeting.
3. Security patrol services: tabled at June 18 committee meeting.

Topics Discussed and planned follow-up:

1. **Fire lanes:** A detailed list of "to do" tasks for side streets was discussed and will be forwarded to the board for review and discussion at the next board meeting. The committee proposes that this list be adopted as Parkwood's plan to accomplish the work needed for fire code compliance. When this work is near completion, a homeowner "FYI" notice regarding the updated fire lanes, parking restrictions and enforcement will be drafted and submitted to the board for approval.
2. **Pool rules: reporting violations and enforcement:** The committee remains unanimous that a well-defined process is needed for enforcing pool rules; otherwise, the rules are worthless. Various past objections to rules enforcement--violations are infrequent, when violators move out there is less need, homeowners present when violations occur can remind violators about the rules--were discussed and found unacceptable. Taking notes of dates, times and other information about violations, and then checking security cameras, has some merit but would be "after the fact." It was noted that section 11.1.7 of our Rules and Regulations states that the board, maintenance personnel and property manager are "empowered" to enforce the rules. A proposed process will be drafted and submitted to the board for consideration and further action.
3. **Communications for improved security in limited common areas:** The committee concluded that homeowners should have the benefit of information about spiny/thorny bushes and inexpensive, easy-to-install security cameras and lighting to improve security in limited common areas: patios, decks and yards at the rear of their homes. Homeowners could then decide for themselves whether such additions suit their needs. Drafts will be prepared and submitted to the board for approval for distribution to homeowners.
4. **Communication/follow-up when safety or security incidents occur:** The committee discussed ideas for making sure that when incidents are observed they are: A) Reported to appropriate parties; B) Follow-up occurs that contributes to timely resolution; and, if needed, C) Enforcement steps may be taken by board of directors or, when appropriate, law enforcement including Reno police or Reno fire department. The committee will draft a proposed reporting and follow-up process and submit it to the board for consideration and further action.
5. **The next committee meeting is scheduled for 5:00 pm on Monday, August 20, in the club house. The meeting agenda will be posted after the August 14 board meeting.**

**Summary and Action Items From
Safety and Security Committee Meeting**

August 20, 2018

Project Updates:

1. Information flyer re thorny shrubs as deterrents: Board approved Aug.14; distributed Aug.20.
2. Pool rules enforcement procedure: Board approved Aug.14; notice to homeowners to be drafted and submitted to board for review, approval to distribute. "Video surveillance" signs may be needed.
3. Millbrook fire lane markings: Repainting ongoing from south entrance to north entrance.
4. Fire code compliance: Task list reviewed by board Aug.14 and placed under maintenance responsibility.
See Topics Discussed and Follow Up item 1.
5. Upgrade of street-facing yellowish carriage lights on garage exteriors: ongoing.
6. Improve street lighting: Updating list of bushes/shrubs/trees blocking garage exterior lights to be trimmed; checking night time use of garage/entry lights. **See Topics Discussed and Follow Up item 3.**
7. Motion-activated, battery-powered LED lights to be tested in other dark common areas; e.g., path between rear patios of homes on Ruth and Bluegrass, behind Rose Garden, etc.
8. Replacement for interior-grade side doors (on certain garages) under consideration; existing interior-grade doors too vulnerable to break-in; possible option is steel doors.

On Hold/Tabled:

1. New entry/access system for pool: tabled at April 10 board meeting due to cost issues; trespassing may be infrequent; new video surveillance may help deter or identify violators for board or RPD follow-up.
2. Questionnaire to determine homeowners' interest in Parkwood as a gated community by installing electronic security gates at Millbrook entrances: tabled at April 10 board meeting due to: cost concerns in light of higher monthly HOA fees and special assessment; issues with obtaining current estimates; questions about funding/financing gates.
3. Security patrol service tabled by committee due to: cost; unclear effect against crimes of opportunity.

Topics Discussed and Planned Follow-Up:

1. **Fire code compliance:** Performed walk-through with Maintenance on Aug.24 as final review of list of tasks for fire code compliance. Initial priorities: trim large trees on Rose Garden and rotate fire hydrant at Lorraine and Millbrook (per fire inspector). Preliminary date for completion: TBD. Committee will draft information flyer to: inform homeowners about fire lane upgrades, parking restrictions and enforcement; draft to be submitted to board for review and approval to distribute.
2. **Informational flyers about products to improve security:** Committee will gather information and draft flyers about: a) Inexpensive, easy-to-install security cameras and lighting for rear patios, decks and yards; and b) Security systems primarily for in-home (may be used outdoors). Drafts to be submitted to board for review and approval to distribute.
3. **Improve street lighting:** Committee doing walk-throughs noting common areas between garages and driveways where trees/shrubs are blocking lights and landscapers should trim; and noting where exterior garage lights and front entry/walkway lights are not on at night and leaving board-/committee-approved flyer to remind homeowners of safety and security benefits of lighted areas, encourage to turn lights on, or submit maintenance request to fix lights and/or photo cells. Reports expected at next meeting.
4. **Outdoor heating appliances including kerosene heaters, outdoor fire pits:** Questions about use have arisen in recent months. Per fire code, outdoor fire pits "shall not be operated within 15 feet of a structure or combustible material." Outdoor heating appliances, such as kerosene-fueled heaters, "shall be located not less than 5 feet from buildings" nor "beneath or closer than 5 feet" from decorations, awnings, sunshades and other combustible attachments to buildings; and may not be used on exterior balconies. Resulting concerns: A) Use of other appliances/products that produce flames, embers or debris that increase risks of fire; B) If Association should regulate or prohibit the use of these appliances/products to reduce fire risks to our community; and C) At present, Parkwood's CC&R's and Rules and Regulations do not regulate the use of these outdoor appliances. Set for future discussion.
5. **Next meeting:** Scheduled for 5 pm on Monday, September 17, 2018, in the clubhouse.

Summary and Action Items from
Safety and Security Committee Meeting
September 17, 2018

Project Updates:

1. Fire code compliance: Priorities: trim large trees on Rose Garden; rotate fire hydrant at Lorraine and Millbrook; begin work on side streets. **See discussion/follow-up item 1.**
2. Millbrook fire lane markings: Repainting ongoing from south entrance toward north entrance.
3. Information re security products/systems for limited common areas and in-home: research and drafting of flyer ongoing. **See discussion/follow-up item 2.**
4. Report from walk-through has identified locations of common-area shrubs blocking exterior lights on garages and non-use of front/entry lights. **See discussion/follow-up item 3.**
5. Upgrade of street-facing yellowish carriage lights on garage exteriors: ongoing.
6. Better lighting for dark common areas: **See discussion/follow-up item 4.**
7. Replacement for interior-grade side doors (on certain garages) being researched due to existing, interior-grade doors too vulnerable to break-in; possible option: steel doors.

On Hold/Tabled:

1. New entry/access system for pool: tabled at April 10 board meeting; details in prior summaries.
2. Questionnaire about homeowners' interest in Parkwood as gated community via electronic security gates: tabled at April 10 board meeting; details in prior summaries.
3. Security patrol service: Details in prior summaries.
4. Pool rules enforcement procedures: board approved Aug. 14; pool to be closed October; flyer preparation/publication scheduled for March-April 2019 prior to pool reopening in May.

Discussion/follow-up items:

1. **Fire lanes:** Priority work to be completed by end of October. Will discuss remaining work and timeline at next committee meeting. Initial notice about fire lane compliance, parking prohibitions and enforcement to homeowners will be via newsletter.
2. **Products to improve security:** flyer being drafted for board review in Oct. or Nov:
 - a. Limited common area: inexpensive, easy-to-install security cameras and lighting devices.
 - b. In-home: inexpensive, easy-to-install in-home security systems.
3. **Increase light from common areas between garages and driveways:** Report on garage lights being obscured by shrubs being modified for trimming exceptions requested by homeowners and for use by landscaping company. Communication to homeowners will be via newsletter.
4. **Motion-activated, battery-powered LED lights for dark common areas between rear patios of homes and at ends of residential structures:** Walk-through being planned to determine specific locations and number of lights needed. Maintenance will order and install.
5. **Outdoor heating appliances including kerosene heater and outdoor fire pit:** Fire code requires five feet of clearance from structures, combustibles; from beneath roof overhangs, other combustibles. Committee recommends prohibiting open flame wood-burning appliances due to risks of flying sparks or embers setting fire to homes, fences or trees. Proposal to be drafted and submitted to board for consideration and addition to Parkwood's Rules and Regulations.
6. **Trespasser issue and safe action:** A trespassing pedestrian was observed wandering through Parkwood and falsely claimed to be a guest. Though appearing harmless, he was still trespassing. In case of future incidents Committee recommends—for safety reasons—avoiding direct contact or confrontation; instead call Reno Police Department at 775-334-2677 and then inform your neighbors. Trespassing—by vehicles and pedestrians—likely occurs more often due to lack of security gates at main entrances to Millbrook.

The next committee meeting is scheduled for 5 pm on Monday, October 22, in the clubhouse. The agenda for the meeting will be posted after the October 9 board meeting.

###

Safety and Security Committee
Summary and Action Items From
October 22, 2018, Meeting

1. Project Updates:

- a. Fire code compliance: Fire hydrants inspected and OK; tree trimming started; next: red striping on streets; on-site inspection of common structures/facilities. **See discussion and follow-up/action item 1.**
- b. Millbrook fire lane markings: red paint repainting/retouching ongoing.
- c. Products/systems to improve security in limited common areas and in-home: Information gathering and drafting ongoing. **See discussion and follow-up/action item 2.**
- d. Increase common area lighting by trimming shrubs blocking garage exterior lights: Committee walk-through and report to identify issues completed; reminders to use front lights resulting in increased usage. **See agenda item 3.**
- e. Install lighting for dark common-area walkways/paths between rear patios and at ends of streets: planning to use motion-activated, battery-powered LED lights. **See agenda item 4.**
- f. Proposal to prohibit open-flame wood-burning heating/cooking appliances: **See agenda item 5.**
- g. Upgrade of street-facing yellowish carriage lights on garage exteriors: ongoing.
- h. Replacement for garage side doors (on certain garages) being researched; existing, interior-grade doors too vulnerable to break-in. Possible option: steel doors.

2. On Hold/Tabled (For details, see prior agendas and summaries)::

- a. New entry/access system for pool: tabled at April 10 board meeting.
- b. Questionnaire about homeowners' interest in Parkwood as gated community via electronic security gates at Millbrook entrances: tabled at April 10 board meeting
- c. Security patrol service: discussion/consideration tabled by committee.
- d. Pool rules enforcement procedure: Approved by board August 14; notice tabled by committee until March/April 2019; pool reopening May 2019.

Discussion and follow-up/action items:

1. **Fire code compliance priorities:** Trim trees overhanging fire lanes at street corners; begin red-striping side streets; contact fire inspector to set date for inspection of common area structures and facilities; draft notice for newsletter: fire lane parking restrictions and enforcement.
2. **Products/systems to improve security:** Gather information for distribution via newsletter:
 - a. In-home: low-priced, easy-to-install security systems.
 - b. Limited common areas: low-priced, easy-to-install security cameras and motion-activated lights.
3. **Increase light illuminating from common areas between garages and driveways:** Obtain trimming exceptions from homeowners prior to beginning work; trimming to be done by landscaping company with oversight by Maintenance.
4. **Install lighting for dark common-area walkways/paths between rear patios and at ends of streets:** Do walk-through to determine specific locations and number of lights needed; battery-powered, motion-activated lights to be ordered through Maintenance and installed by Maintenance.
5. **Proposal to regulate fuel-fired outdoor appliances for cooking and heating:** Committee discussed and unanimously agreed on prohibited and allowed appliances based on fuel source: **Prohibited:** uncovered wood, pellets, charcoal, liquid-fueled; covered liquid-fueled. **Allowed:** uncovered gas, propane; covered wood, pellets, charcoal, gas, propane. A revised proposal will be submitted to the board for consideration.
6. **Other:** Newsletter approved by board Oct.9. Objectives: keep homeowners better informed; create community; and distribute information from multiple sources through a single periodic publication.

The next committee meeting is scheduled at 5 pm, Monday, November 19, in the clubhouse. The meeting agenda will be posted prior to the meeting but after the board meeting on November 13.

###

Summary and Action Items from November 19, 2018,
Safety and Security Committee Meeting

1. Project Updates:

- a. Nov. 15 fire code compliance inspection results: Side streets passed; Millbrook fire lanes being retouched, not an issue; corrective action required for clubhouse and maintenance shop. **See discussion and follow-up/action item 1.**
- b. Information about low cost, easy-to-install products/systems for in-home security distributed to homeowners/residents Nov. 19 in newsletter. **See discussion and follow-up/action item 2.**
- c. Trim shrubs blocking garage exterior lights to increase common area lighting: work to be done by landscaping company with oversight by Maintenance. **See discussion and follow-up/action item 3.**
- d. Install lights in dark common-area walkways/paths: **See discussion and follow-up/action item 4.**
- e. Proposal to regulate outdoor cooking and heating appliances: Proposed language sent to homeowners/residents Nov. 19 via newsletter for "public comment" by Dec. 21. Comments should be emailed to proposalcomments@parkwoodreno.org. **See discussion and follow-up/action item 5.**
- f. Upgrade of street-facing yellowish carriage lights on garage exteriors: ongoing.
- g. Replacement for garage side doors (on certain garages) being researched; existing, interior-grade doors too vulnerable to break-in. Possible option: steel doors.

2. On Hold/Tabled (For details, see prior agendas and summaries)::

- a. New entry/access system for pool: tabled at April 10 board meeting.
- b. Questionnaire about homeowners' interest in Parkwood as gated community via electronic security gates at Millbrook entrances: tabled at April 10 board meeting
- c. Security patrol service: discussion/consideration tabled by committee.
- d. Pool rules enforcement procedure: Approved by board Aug. 14; notice tabled by committee until March/April 2019; pool reopening May 2019.

Discussion and follow-up/action items:

1. **Fire code compliance:** Inspection report lists eight corrective actions to be completed by Jan. 15, 2019, by Maintenance; notice of fire lane improvements and no-parking/enforcement reminders distributed to homeowners/residents Nov. 19 via newsletter.
2. **Information about low cost, easy-to-install products/systems for limited common area security:** Video surveillance cameras and battery-powered, motion-activated lights; to be compiled and sent to homeowners/residents via next newsletter.
3. **Trim shrubs blocking garage exterior lights to increase illumination of common area:** request for exceptions to trimming by landscaping company sent to homeowners/residents Nov. 19 via newsletter; homeowners with special requests must email maintenance@parkwoodreno.org or otherwise contact Maintenance as soon as possible.
4. **Install battery-powered, motion-activated lights in dark common-area walkways/paths between rear patios and at ends of streets:** Walk-through planned during week of Nov. 26-30 to identify specific locations, determine number of lights to be ordered and installed by Maintenance.
5. **Proposal to regulate fuel-fired outdoor appliances for cooking and heating:** Permitted and prohibited appliances to depend on fuel source and whether covered. Comments should be sent to proposalcomments@parkwoodreno.org; comments will be taken into account in final language to be submitted for vote at Jan. 8, 2019, board meeting and, if approved, added to Rules and Regulations.
6. **Undeveloped lot at NE corner of Baker and Redfield:** Dry grass could be fire hazard for nearby residences; city planning department thinks not. Reno Fire Dept. fire inspector to be informed.
7. **Other:** Fall 2018 issue of newsletter published and distributed Nov. 19 to homeowners and residents. Next issue being planned for publication during first quarter of 2019.

Next committee meeting scheduled for 5 pm, Monday, December 17 in the clubhouse. Agenda to be posted prior to meeting.

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Summary and Action Items from
December 17, 2018, Safety and Security Committee Meeting

1. Review status of projects:

- a. Fire code compliance: Millbrook fire lane touch-up ongoing; corrective actions ongoing in clubhouse and maintenance shop. **See discussion/follow-up item 1.**
- b. Low cost, easy-to-install cameras and lighting for limited common area security: information gathering ongoing. **See discussion/follow-up item 2.**
- c. Trim shrubs blocking garage exterior lights to increase common area lighting: Awaiting exceptions from homeowners; maintenance awaiting bid proposals. **See discussion/follow-up item 3.**
- d. Lighting for dark common-area walkways/paths: Property walk-through completed; estimate obtained of number and placement of battery-powered LED's. **See discussion/follow-up item 4.**
- e. Proposal to regulate outdoor cooking and heating appliances: No "public comments" received from homeowners/residents. **See discussion/follow-up item 5.**
- f. Potential fire hazard at NE corner of Baker and Redfield: no response from fire inspector about our concerns. Due to this and earlier disinterest/unconcern by city, topic is tabled.
- g. Upgrade of street-facing yellowish carriage lights on garage exteriors: ongoing.
- h. Replacement for garage side doors (on certain garages) being researched; existing, interior-grade doors too vulnerable to break-in. Possible option: steel doors.

2. On Hold/Tabled (For details, see prior agendas and summaries)::

- a. New entry/access system for pool: tabled at April 10 board meeting.
- b. Questionnaire about homeowners' interest in Parkwood as gated community via electronic security gates at Millbrook entrances: tabled at April 10 board meeting
- c. Security patrol service: discussion/consideration tabled by committee.
- d. Pool rules enforcement procedure: Approved by board Aug. 14; notice tabled by committee until March/April 2019; pool reopening May 2019.
- e. Fire hazard potential of undeveloped lot at Baker/Redfield: further discussion tabled at Dec. 17, 2018, committee meeting.

Discussion/follow-up items:

1. **Fire code compliance:** Clubhouse and maintenance shop expected to be compliant by Jan. 15, 2019, deadline. Touch-up of Millbrook fire lane ongoing: red paint on curbing worn but visible.
2. **Video surveillance cameras and battery-powered, motion-activated lights:** Draft expected by next committee meeting in January 2019; possible distribution in 1Q2019 via quarterly newsletter.
3. **Shrub trimming to clear obstructions of garage exterior lights:** bidding as a separate project avoids issues with landscaper performance and delay due to search for new provider; inadequate light in front of homes and on streets poses safety issues; removal/replacement of common-area junipers included in project due to fire safety issue.
4. **Battery-powered, motion-activated lights in dark common-area walkways/paths between rear patios and at ends of streets:** Number and placement of battery-powered LED's to be included in report for further action. Estimated cost of LED's: four for \$20; lights to be ordered and installed as maintenance responsibility.
5. **Proposal to regulate fuel-fired outdoor appliances for cooking and heating:** Committee agreed to add fuel-fired lighting appliances—e.g., "tiki" torches—to prohibited list because of high risk of accidental fire due to uncovered design, open flame and/or use of liquid fuel. Final language to be submitted to board as update at next board meeting and inclusion in Rules and Regulations.
6. **Limited common area trees with branches overhanging/touching roofs and chimneys are potential hazards (fire, roofing damage):** Agenda item for discussion at next board meeting: notification, resolution and enforcement follow-up procedures.

Next committee meeting is scheduled at 5:00 pm on Monday, January 14, in the clubhouse. An agenda will be posted prior to the meeting but after the board meeting on January 14, 2019.

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