

**Summary and Action Items from  
December 4, 2019, Safety and Security Committee Meeting**

**Safety and security projects—Topics discussed and action items:**

1. **Limited common area trees/shrubs overhanging, damaging or threatening damage to common-area structures, public facilities:** Committee recommendations for notice sent Oct. 30 to property manager; per board, property manager will handle notices and compliance. To date, no action reported; committee will request update from Equus property manager. Include information in January 2020 newsletter?
2. **Notice of violation and fine without time to cure:** New language (re: 1b) submitted Nov. 17 to board for addition to rewrite of existing violation policy; board to submit all for legal review. To date, no action reported; committee will request update from board. Must add to Rules and Regulations with 30-days notice.
3. **Fine schedule:** Schedule using \$25, \$50, \$100 sent Oct. 30 to property manager; full language re amounts and guidelines submitted Nov. 17 to board. To date, no action reported; committee will request update from Equus property manager. Must add to Rules and Regulations with 30-days notice.
4. **Trip and fall hazards in community: upraised/uneven concrete hazards (liability risks for HOA and homeowners).** Board approved annual survey and work; interim requests from homeowners will be handled as needed. RFP should be on July 2020 board meeting agenda. Committee will announce in January 2020 newsletter.
5. **Recent security incidents—stolen vehicle and prowler:** Board approved: coordinate communications procedures with Equus and Tim York for web sites, emails. Committee will follow up with parties. Announce in January 2020 newsletter?

**Parking rules project—Topics discussed and action items:**

1. **Parking permits for vehicles parked in Parkwood:** Board agrees with committee that all vehicles parked in Parkwood must display a parking permit; number of permits per unit/address will remain at two.
2. **Street parking, guest parking and other parking outside garages:** To reduce the number of vehicles parked outside of garages, committee proposes that residents use their two parking permits for parking vehicles on streets, in driveways, on garage aprons and/or for guest parking. This rule recognizes homeowner concerns that many vehicles being parked on streets is detrimental to Parkwood's appearance and home values, and may invite crime. This new provision will be added to draft of new parking rules.
3. **Towing:** To assure board and homeowners/residents understand procedures for, and financial implications of, towing vehicles, Milne will be invited to present information and hold a Q&A at the February 2020 board meeting. Committee will request update from Equus property manager re: signed agreement; invite to Milne, Milne response. Milne policy and procedures will be added to draft of new parking rules.
4. **Results of homeowner poll about parking concerns:** Committee drafted and approved cover letter to accompany summary of poll results to be distributed to homeowners/residents. Committee will submit to board for approval to distribute as soon as possible.
5. **Response to homeowner concern:** Board approved drafting of new rule(s) to prohibit unsightly vehicles and vehicles carrying/displaying unsightly contents; rule should also facilitate enforcement. Committee will draft new rule and include in draft of new parking rules.
6. **Draft of new/revised parking rules:** Committee is working on draft of new parking rules, including those in response to recent parking survey, for January or February board meeting.

**Ongoing projects—updates:**

1. **Installations of battery-powered, motion-activated lights in dark common-area walkways/paths between rear patios and at ends of streets:** If homeowners see dark common areas that may benefit from motion-activated lights, please submit a work order to Maintenance Department for consideration.
2. **Replace yellow lights with brighter, white carriage lights on garage exteriors and entryways:** Ongoing via homeowner requests; to-date, approximately two-thirds has been replaced.
3. **Fire code compliance:** Millbrook fire-lane paint touch-up ongoing per maintenance priorities/workload.

**Tabled/On Hold:** For information and details, see prior agendas and summaries.

**The next committee meeting is scheduled for 3:30 pm on Friday, January 3, 2020, in the clubhouse. An agenda will be posted prior to the meeting.**