

Summary and Action Items from
January 29, 2020, Safety and Security Committee Meeting

Safety and security projects—Discussed items 2 and 3 (violation and fine policy) only:

1. **Limited common area trees/shrubs overhanging, damaging or threatening damage to common-area structures, public facilities:** Per Equus property manager at Jan. 17 board meeting, will prepare notice to homeowners to trim trees/shrubs. No discussion.
2. **Notice of violation and fine without time to cure:** Per board at Jan. 17 meeting: revised violation and fine policy including (1b) should be incorporated into revision of Section 9 (Fines) of Rules & Regulations and submitted for board and legal review. Committee will inquire into whether simpler terms, language is OK.
3. **Fine schedule:** Per board at Jan.17 meeting, fine schedule should be incorporated into revision of Section 9 (Fines) of Rules & Regulations and submitted for board and legal review. Committee proposes a schedule with a minimum of \$25 and a maximum of \$100 without references to specific violations to allow flexibility and avoid issues with a list of specific but not all-encompassing violations and associated fines.
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. No discussion.
5. **Recent security incidents—stolen vehicle and prowler:** Communications channels and procedures will be a joint effort with Equus, Tim York and Committee, which will follow up, and coordinate, with all parties. No discussion.

Parking rules project—Reviewed first draft of revised Section 3:

1. **Incorporated into draft of revised Section 3:** Two parking permits per unit; all parked vehicles-including guests-to display a permit; a permit is required to park in all marked parking spaces (includes tennis courts) and driveways (includes garage aprons). **Reason:** To address homeowner concerns that numerous vehicles parked outside are harmful to Parkwood's appearance and home values, may invite crime; vehicles should be parked in garages.
2. **Incorporated into draft of revised Section 3:** Parking in one/same street space limited to 72 consecutive hours. **Reason:** To address homeowner issues that vehicles should not be "stored" on streets. Issue of enforcement should be resolved once full range of tow services, including marking tires, is available.
3. **Towing:** A signed, updated services agreement is still outstanding, but Milne will present and hold Q&A at Feb. 12 board meeting to inform board and homeowners/residents about towing procedures and financial implications for vehicle owners, homeowners and HOA.
4. **Results of homeowner survey about parking concerns:** Cover letter and results of survey distributed Jan. 22-23 to inform homeowners/residents of major issues to be addressed by new/revised rules, invite further comments/suggestions and participation in future committee meetings. To date, no further input.
5. **Incorporated into draft of revised Section 3:** No parking of vehicles carrying unsightly contents. **Reason:** To address homeowner concerns that trashy/junky contents in parked vehicles are harmful to Parkwood's appearance and home values; may pose risks to health, safety and/or welfare of residents and community.
6. **Draft of revised Section 3:** Reviewed and discussed minor edits; changes to be made for further review at next committee meeting. Other than possible need to add new information from Milne's Feb. 12 presentation and Q&A, committee expects to submit draft to board by Feb. 12 board meeting.

Ongoing projects—No discussion.

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.

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

The next committee meeting is scheduled for 5 pm on Wednesday, February 5, 2020, in the clubhouse. An agenda will be posted prior to the meeting.