



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

September 9, 2021 at 2:31 PM in the Club Room

The meeting started at 2:32 PM by Al Roberts, filling in as chair

Members Present: Al Roberts, Bob Cobe, Ann Bohachek, , Larry Chambers, David Nicholson
Bob Youngblood, Ardette Isler, Ron Carter, Charlene Roberts

Absent: Dennis Brady (ex), Carolyn O'Neill

Opening Remarks: Al Roberts introduced our new Director, Jeff Dickerson, who spoke about his background being a great fit for Front Desk, Transportation, and Safety and Security. He also described some of his activities to date such as instituting new preventative maintenance procedures, making Tire Kingdom our new supplier of tires, replacing our "Tram" with a new Ford "Edge", promoting Vanessa to Manager of the Front Desk, and suggesting that all of our new vehicles be hybrid or electric.

Al welcomed Dave Nicholson back.

Old Business:

Transportation

1) Dave showed his innovative solution to fixing the safety bus railing he and Bob Cobe designed and installed.

Security and Safety:

- 1) Al reported on several options for delivery truck parking plus alternative solutions.
- 2) Bob Youngblood said he and Bob are working on checking the functionality on all safety devices at GVT and Plaza building, will be reporting their findings to Angie, Jeff and Siby for their use and action..
- 3) Ron Carter reported the Club room is required to have at least one door to open out so we will determine which door should be changed to accommodate safety requirements.

New Business:

General issues brought up at the meeting are listed below:

Jeff: *The duties at the Front Desk should be separated to allow better coverage of the camera monitors.

*More control is needed for vehicle and pedestrian traffic and parking around the Plaza circle.

Ardette: *Camera coverage for GVT front entrances is needed to improve security for residents.

*Signs might be helpful to control speeding in GVT especially for delivery vehicles.

*Using common 4-digit codes for entry into GVT needs to be rethought to improve security.

Bob Cobe: *Placement and size of camera monitors should be reviewed and possibly changed.

*Communication needs to be established between the Front Desk and loading doors 2 & 5,

Jeff will be following up on the asterisked (*) items above.

Al Roberts declared the meeting adjourned at 3:40 PM.

Our next meeting will be October 14 at 2:30 PM in the Club Room.

Respectfully submitted:

Ardette Isler: Secretary