



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

December 9, 2021, at 2:30 PM in the Club Room

The meeting was started at 2:30 PM by Dennis Brady

Members Present: Bob Cobe, Ann Bohachek, Larry Chambers, David Nicholson,
Carole Austin, Ron Carter, Charlene Roberts

Members Absent: Al Roberts (ex), Bob Youngblood (ex), Ardette Isler (ex) , Carolyn O'Neill (ex)

Management Present: Jeff Dickerson

Bob Cobe reported that we had a quorum..

The meeting agenda was approved by a show of hands

Last month's Minutes had been approved by no negative comments to the draft having been received

Old Business

Transportation

*Jeff spoke on these items; He purchased First Aid Kits plus back up supplies for each of our vehicles. A resident's suggestion to keep bottled water on our vehicles was rejected because heat spoils water in plastic bottles, and having water only for long trips or people bringing their own water produced no positive action plan.

*Jeff told us that our parent company is keeping maintenance repair records in an on-line program that will produce a complete profile using all costs involved, but he doesn't think it is up to date yet or how to access it at this time. He is currently using program by Verizon that gives him some basic information allowing him to see which car is being driven by which driver for how long and at what speed.

Security and Safety

*Ron Carter spoke about the Fire Marshall's recent visit here, especially concerning what is legal or needs to be changed to improve the access to this Club Room in which we and many other groups meet. He witnessed Siby removing the automatic door closing device and said the door now worked for him by opening safer and easier.

*Jeff told us that the new cameras covering GVT front doors are working nicely at GVT and the connection at the Front Desk camera monitors is scheduled for completion on December 12th.

*Jeff reported that only GVT buildings 5 and 10 had a "common" entry code, which if known, could allow entry into those 2 GVT buildings. However, since that code cannot be removed without destroying all individual codes in that building's system, the majority of the members present felt that leaving the "common" code alone was not much of a security threat, the decision was to move on to the next issue and leave the system "*status quo*".

*Jeff updated GVT Bldg. 5's Entry Door Malfunction on which an IT consultant and the door company's representative have been working on for several weeks. Jeff thinks that eliminating the sensor above the exit door and using the push plate to open the door like it is done in other buildings on the campus will solve the problem. He plans to meet with Siby to determine the best solution.

*Dennis reported TECO is making good progress fixing lighting outages on the boulevards and the entire campus.

*Bob Cobe will meet with Siby to discuss if changing our current loading door procedures where many repeat vendors are given their own private push button entry codes (which allows anyone knowing that code to enter our main facility at any time on any day) could be improved using 1-time codes that need a daily code change.

New Business

Bob Cobe suggested that outdoor decorations requiring electricity like those at Christmas need to use power outlets or install new ones that eliminate extension cords across roadways used by hundreds of vehicles..

Our next meeting will be January 13th at 2:30 PM in the Club Room.

Meeting was adjourned at 3:12 pm

Respectfully submitted:

Bob Cobe (filling in for Ardette Isler, Secretary)