

KWGCHOA Parking And Security Committee Meeting
Thursday, April 4, 2024, 6:00 pm EDT

Attendees:

Committee Members: Orsuré Francis, Trevor Martineau, Bryce Tyner, Rod Manson

Via Zoom: Joe Brown, Nicole Guenauer, Fran McCormack, Carol Panco, Marilyn Brew, Guy Gross, Jay Hall, Robin Mitchell, Susan Bosak

In person: Pat Labrada, Thomas Siburg, Katee Martineau, Dan Keefe

Agenda:

1. Call to Order
 - In absence of a selected committee chair, Pat called the meeting to order at 6:04 pm EDT.
2. Determination of quorum
 - Quorum determined. All four Parking and Security Committee members present for the meeting.
3. Proof of notice of meeting
 - Proof of notice provided. Notice displayed and emailed.
4. Approval of agenda
 - Agenda approved by all committee members.
5. Approval of prior minutes (N/A)
6. Discussion of Topics:
 - A. Selection of Chair
 - Orsuré was unanimously selected as the 2024 committee chair by the committee members; Bryce was designated as the notetaker for all committee meetings and responsible for drafting all meeting minutes to be submitted for approval.
 - B. Future Regular Meetings Date & Time
 - The committee unanimously decided that the first Thursday of the month at 6:00 pm EST/EDT would be the designated regular meeting date and time for the committee.
 - C. 2024 Budget for Parking/Security
 - Sandra (Board Treasurer) was unavailable to attend the meeting. However, Pat provided 2023/2024 budget numbers relevant to the parking and security meeting. It was unanimously agreed that any official decisions that pertained to the budget would be tabled to future meetings (i.e. until consulting with Sandra).
 - Pat briefed that so far, while the Security Payroll is under budget for the year, this was directly correlated to how the pay periods fell at the end of 2023 and into 2024 (i.e. an additional pay

period in 2023 relative to 2024). He emphasized that this would “catch up” by the end of the year, with no surplus in these funds.

- Pat emphasized that the previous board and finance committee from 2023 wanted to cut the budget as much as possible (in response to the unexpected expenses related to the lift station costs in 2023). Pat provided the committee with a security staff schedule, which highlighted single staffing from 12 am-8 pm, 4 days per week (Fridays, Saturdays, Tuesdays, and Wednesdays) to help accommodate these requested budget cuts. The committee unanimously agreed to put re-implementation of double staffing at all times as a priority for 2024 committee action items (should budget reallocation permit). Prior to the meeting, Dexter from the security staff, acknowledged strong support for reimplementation of this double coverage at all times. Options will be discussed at the next committee meeting.
- Marilyn (Finance Committee member) asked Pat for an explanation on several budget items. It was determined that a \$9,600 increase YOY for line item “Security Maintenance and Supplies” could be attributed to funds dedicated to the purchase of a new golf cart for the community. There was no explanation for the item “Security Patrol” (i.e. separate from “Security Payroll”, and budgeted for \$2,400 for 2024). Marilyn is going to reach out to Dave Hubbert (former board treasurer) for an explanation on this budgeted line item.

D. Parking passes, QuickPass, and Registration/Decals

- Orsuré spoke to Dexter, who emphasized the need for all passes to be updated, with no expired passes to be accepted as soon as possible.
- Trevor expressed a concern that contractors are not always registering with the gate. The committee unanimously agreed that future committee efforts need to be made that all contractors be registered with the security, proper parking passes be given, and contractors park in designated guest parking spaces. Katee from the ARC committee expressed strong support for all projects that go through the ARC committee to have documentation regarding contractor logistics. A priority will be made to make sure the homeowner will be held accountable for any contractors working on their property with regard to both security and parking. All contractors and vendors need to be registered in QuickPass by the resident in advance of arrival; this will be a priority for implementation in 2024.
- The committee agreed that 100% compliance needs to be achieved as soon as possible with regards to proper printed out day passes for all non-residents and long-term rentals.
- The committee agreed that June 1st, 2024 will be the scheduled deadline for all residents to convert over to the new (American Flag, round) decals that were implemented in 2023. An email blast will be sent to residents, emphasizing the reason behind the enforcement (parking challenges for all residents in the community). Two Saturday events in May to be held at the small community pool will also take place, so that residents who are unavailable during normal business hours can still easily acquire permits. The email will also mention that special accommodations will be made to any resident unable to get a pass in normal business hours or on the two Saturday events. A supplemental (more strongly-worded) email will be sent closer towards the June 1st deadline, where transponders will be advertised to be discontinued for any resident at some future determined date that still does not have a valid new permit. The goal will be implementation of new passes after this year (once budget permits) that will have an expiration date, requiring residents to acquire a new pass in a timely fashion each year. The board discussed potential future expiration dates falling in line when most “snow birds” are in town to facilitate an easy transition annually to new passes.

- Dan mentioned in the open discussion that the primary challenges for parking are on Spoonbill and the Sanctuary. He also mentioned that in the Sanctuary, most of guest parking is continually occupied/reserved by Sanctuary residents. He suggested that moving forward, guest parking be reserved to non-residents. Given the long-duration of this organizational meeting, the committee unanimously agreed to table this to potential future meetings.
- Trevor brought up a concern of derelict scooters throughout the committee in valid spots, but may be abandoned.. As the board is currently in discussion of enforcement and fines for HOA rules violations, the committee unanimously agreed to table how to deal with this to potential future meetings.

E. Neighborhood Survey

- The committee members unanimously agreed on the development and distribution of a resident survey to express potential concerns and suggestions for improvement both in terms of parking and security. This survey will take the form of both a Google Form as well as a paper survey to ensure maximum participation. A draft of the survey will be produced before the next committee meeting for approval prior to implementation.

7. Member Input

- Several members brought up the need for speeding enforcement throughout the community. Robin mentioned that enforcing is tough, as previous outreach to both Key West Police Department and parking enforcement were not very successful. The committee unanimously agreed to put at the top of priorities for 2024 any potential deterrence for speeding in the community (particularly an issue on Golf Club Drive).

8. Adjournment

- Meeting adjourned at 8:03 pm EDT. The next meeting is scheduled for Thursday, May 2nd at 6:00 pm EDT.