



August 12, 2023

8:30 am

Pool Building

Meeting Type: Special Meeting

Meeting called to order: 8:30 AM

Note Taker: Brittany McCallister

Attendees: Stephanie Miller (Treasurer), Pete Courchene (President), Brittany McCallister (Secretary), Scott Pedigo (Board Member 5), Jim Kelly and Jennifer Pedigo

ITEM 1: Need for Special Meeting and Distribution of Materials

- In anticipation of the new Cellgate System Upgrade being complete on Monday, August 14, 2023, the board and those assisting with this special project identified a need to meet and further their planning to work towards a successful rollout of the new system. In addition, some expenditures needed to be discussed and voted on to move forward.
- At the board meeting on August 8, 2023, RFID tags, security codes and instructions were prepared and handed out to all residents present. Any resident not present at the meeting to receive their materials has been contacted by the board to setup a time to receive them or has been mailed if the resident is out of town.

ITEM 2: Review of Rollout Success and Identification of Issues

- We have received notification from approximately 15 residents to date stating they are unable to login because of an incorrect user ID/Email address preventing them from accessing the online system. During the meeting admin users worked on a solution.
 - Anyone having this issue should send an email to president-mh@outlook.com to verify the email on file so any corrections can be made and the issue resolved.
 - In addition, the board is working on an email to send to those who have reached out to verify the correct information is obtained and the issue is resolved.
- Alternate emails can be added to the system.
- All residents/users needing access to the app should utilize the same primary email and password.
- Additional phone numbers can be added (up to 3) to the system.
- The new system has a camera feature that will snap a photo of the person/vehicle in front of the keypad as soon as a button is pushed. The board is researching the ability to have an additional camera view to gather information such as license plate numbers and better vehicle identification.

ITEM 3: Cellgate Helpline

- A Cellgate Helpline will be active starting Monday, August 14, 2023. Managed by the board, a number will be provided at the gate for anyone who is having issues gaining access to the community. This will be active 24 hrs./day, 7 days a week, for the period of two weeks.

- A scheduling plan and script were developed for whomever answers the hotline number to help those needing immediate access to get the assistance they need and research the problem and reach resolution to prevent it from happening again.
- After the Cellgate rollout is complete, the board discussed keeping the number active for the community association with voicemail capability, and a decision will be made at a later date whether or not to do so.

ITEM 4: Distribution of Materials and Access for Others

- Contractors, delivery drivers, real estate agents and guests.
 - Any real estate agent that has requested and paid for RFID tags for entry into the neighborhood will be provided with instructions, tags, and a contract to be signed specifically geared towards realtor access with a set of rules to be followed. They will be mailed their materials.
 - For vendors, contractors, delivery drivers and emergency personnel needing frequent or daily access, a code will be provided to them and special parameters will be assigned to each of them as a group to ensure proper access to our community. These codes will be distributed to residents to include with delivery instructions whenever possible.
 - Board will ensure that EMS will be notified immediately with their access code.
 - In the future, anyone needing a temporary code for access to the community can utilize a web based form that will be created and available in PayHoa for residents and online on the Misty Harbor website for non-residents.
 - Temporary codes will be designated by an admin user and will be completed by the board or gate/security committee member upon request.
 - Jim Kelly and Jennifer Pedigo we assigned as Gate/Security committee members. Mr. Kelly has an extensive background in security administration and Mrs. Pedigo is trained and familiar with the current gate access operating system.

ITEM 5: Expenditure Approval

- At 10:15 am a motion was made by board president, Pete Courchene to approve a quote from Coastal Greenery in the amount of \$2289.69 to perform repairs to irrigation zones at the front gate to get them operational again. Once operational, Coastal Greenery will then be able to perform the necessary pesticide and herbicide treatments and place plants as outlined in our landscaping contract.
 - The vote was seconded by treasurer, Stephanie Miller and approved unanimously by the board.
 - This approval will aid in the completion of step two of the project. The first step was to get the irrigation pumps working; that work has been completed.
 - There is a possibility that some electrical work will need to be done to the wiring, in which case an electrician will be contacted for proper execution of the repairs needed.

- A motion was made by board president, Pete Courchene to approve a quote from Russell O'Quin in the amount of \$1582.00 to perform repairs to the irrigation pump and bladder tank for the system in the back of the neighborhood. Currently, the pump is too big and the bladder tank is too small. Installing a bigger bladder tank as part of this quoted work will prevent the pump from shutting off unnecessarily and allow the system to work properly.
 - The vote was seconded by treasurer, Stephanie Miller and approved unanimously by the board.

- A motion was made by board president, Pete Courchene to approve a quote from Country Living Land Clearing in the amount of \$2450.00 to perform the removal of trees/limbs in contact with the chain link fence surrounding the storage area and/or within a vertical height of approximately 15ft from the ground overhanging the fence line and the removal of trees/limbs located along the fence line inside the storage area.
 - The vote was seconded by secretary, Brittany McCallister and approved unanimously by the board.
 - This work will now be scheduled, likely for some time in the remaining month of August. A notification with a date and instructions for residents that utilize the storage yard to move their belongings away from the fence will be distributed in advance. Everyone is expected to comply to not prevent the completion of work.

Meeting adjourned at 10:42 AM