



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors
FROM: Peter Kampa, General Manager
DATE: August 15, 2023
SUBJECT: 7a) Review, update and acceptance of a privacy gate operating protocol

RECOMMENDED ACTION:

This item is intended for review and to receive board input. These documents are operating procedures which are normally subject to routine update by District management and do not require formal board approval.

BACKGROUND:

Attached are four documents related to the operation of the privacy gate:

1. Gate Power Failure – This is the original document that the CSD put into policy back in 2003. It is still accurate to the procedures we use today. This document is read by every new gate attendant. They are then walked through the steps outline and then taught how to implement. Each gate attendant then signs a form stating that they know how to properly handle a power outage.
2. Privacy Officers Conduct – This policy was also drafted in 2003. This one needs to be completely redone. It is very out of date to say the least.
3. Gate Log – This is the form that the attendants use every day to log in all guest information that come through the gates.
4. Guest Access Protocol – These are the steps that all gate attendants take to grant access to all guests entering the community. This is the result of trial and error over the years on what works best with our gate house situation. The laptop was put into our protocol around the end of 2019.