

May 15, 2010  
CBCIA Security Committee Report  
Bridget Brennan

### **Gate Update**

Our new gate has now been in operation since April 17<sup>th</sup>. The following items address issues, concerns, and questions that have arisen since the gate's closure.

#### **Gate Card Distribution:**

- If you do not yet have gate cards, please fill out the necessary paperwork as soon as possible. The paperwork can be found on [www.cbcia.org](http://www.cbcia.org) and can be mailed to 1510 Calloway Drive. Please note that you may be asked to provide supporting documents to accompany your gate forms.
- Please do not expect that you will be able to have your application processed and your cards distributed to you immediately if you stop by my house. In-person, immediate card distribution took place for two months in January and February on fixed dates and is not ongoing.
- You can receive cards one of two ways: we can drop off the cards in your Columbia Beach mailbox or you can provide us with a self-addressed and stamped envelope (with two stamps) and we can mail them to you. Gate cards are not available for "pickup."
- Cards will not be processed immediately. You should allow one week for card processing, so please plan accordingly. We started the process of card distribution four months ago, so that people would have adequate time to receive their cards before the gate closed.

#### **Short-term access codes:**

- Directions for entering codes. If you are providing a code to a contractor, real estate agent, etc. please provide him/her with the following directions:
  - Push the pound (#) key and then the four digit number in quick succession (don't take a prolonged pause between pushing the pound key and entering the numbers. Do not wait for any tones to sound). The numbers will not appear on the screen as you push them in, so do not wait for a number to appear before you push the next one. You simply need to push the pound key and then the numbers.
  - **We ask that you provide us with at least one week's notice when requesting a code.**
  - Code request should be accompanied with Form B, which can be found at [cbcia.org](http://cbcia.org). This form can be submitted by email or mail.
  - To prevent the distribution of codes to unauthorized visitors, we monitor the frequency and times of the codes being used. If we

suspect that a code is being abused, the homeowner will be notified and the code will be deactivated or a new code will be issued.

### **Long-Distance Phone Numbers and Cell Phone Numbers**

- Currently, the gate phone line does not have long distance service. If you wish to change the number in the system from a long distance number to a local number, please email us at [security@cbcia.org](mailto:security@cbcia.org) with the new number.
- Please remember that cell reception is often spotty in our area. If you chose to have us enter a cell phone number into the gate system, please be aware that if your cell phone does not have service, you will not be able to buzz a guest in.

### **Community Cooperation**

- In order to get the most out of the gate, we ask for your assistance. If you get a call from someone you don't know asking to be let through the gate, please do not buzz him/her in. We also ask that you do not swipe your card to allow people you do not know into the neighborhood. If they have a legitimate reason for being here, they will be able to gain access without a stranger's assistance.

### **Vendors**

- We have made every effort to make sure that emergency services and vendors have access to the community. However, if you know of a vendor/company that needs access to the community and does not currently have access, please send his/her contact information to [security@cbcia.org](mailto:security@cbcia.org).

### **Current Known Issues with the Gate:**

- We are aware that the gate is not closing if a car pulls up to the keypad shortly after the gate has opened for a car in front of it (allowing for "tailgating" through the gate) .We have spoken to the company installed the gate and they are going to rectify the problem.

If you have questions or concerns about the gate not covered by the material above, please let us know by emailing us at [security@cbcia.org](mailto:security@cbcia.org).

### **Additional Security Measures Being Taken**

- Thanks to Georgia Rittmeyer, the Security Committee was made aware of a meeting that is being organized by the Southern District Police in response to local communities' "requests for police assistance during the summer at [their] waterfront parks and properties due to trespassing and gathering of uninvited visitors late at night." At this meeting, the police will discuss strategies for helping us deal with this issue. I will be representing Columbia Beach at this meeting.