

## **Gate Committee Charter**

01/01/2021

In accordance with our By-Laws Section 4.17, an Association Gate Committee shall be formed. The purpose of this committee will be to manage all processes of the association's gates for the benefit of our association members and their property. These actions will include but are not limited to the administration of the gate's resident and vendor support, DoorKing entry methods, Optiview DVR and camera surveillance system, MicroDrive gate operation, periodic maintenance, emergency access authentication, and initiate repair requests when required.

The Gate Committee members will establish their committee leadership and administrative process. The Committee will be required to maintain and submit meeting minutes to the board. Also, it will develop and submit budget requirements to the board, and request funding consent for all expenses outside of their approved budget.

A committee elected representative will make presentation to the board of directors or general assembly when required for policy or regulation approval.