**Technology Task Team**

**April 22, 2018**

Technology Task Team was appointed to make recommendations to the VGEM Board of Trustees on long term (3-5 years) plans for technology.

The following recommendations focus on the clubhouse, the common grounds and on communication and record storage. The goal was to enhance operational efficiency of the HOA, in areas of finance, governance, communications, document storage and retrieval, and systems monitoring. Additionally, the recommendations consider optimization of the VGEM resident’s daily “experience” living within the community.

Community members were surveyed and all had an opportunity to provide input on this topic. The recommendations made by this team take into consideration the views of the residents of VGEM.

Following the recommendations is an appendix of information gathered by this team that might be beneficial to future clubs and committees tasked with carrying out the recommendations.

Respectfully submitted by

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## See appendix for collated survey results

### Movie Nights

Recommendations: Committee recommends the board ask interested community residents to form a Movie Night Club that is self funded. Seed money for initial licensing fees should be provided.

See Appendix for more information on resources and costs.

### Live Music

Recommendations: Committee recommends the board ask interested community members to form a live entertainment club. Seed money for initial licensing fees should be provided.

See Appendix for more information on resources and costs.

### Website

Recommendations: Committee recommends the board create a committee to research and implement.

NOTE – This item received the highest positive response on the community survey.

See Appendix for more information on resources and costs.

### WIFI throughout the clubhouse and pool area

Recommendations: Committee recommends further research to determine methodology to enhance service.

### Board Room Monitor

As part of the survey response the community is not in favor of a Board Room TV. It could be because the question was phrased incorrectly and referred to a TV rather than a monitor for the Board Room.

Recommendations: Board decision.

### Other TV Locations

Recommendations: The committee does not recommend additional TVs be placed in the clubhouse.

1. **Exercise Room**

Recommendations: The committee recommends that the board appoint a committee to further research options such as updated or new exercise equipment and TV’s (new, larger, etc.)

### Other Items from Survey

**See Tabulated survey in the Appendix for individual additional suggestions.**

# Items Not Included In Survey:

## Grande Room TV

It has been noted that individual community members could potentially utilize this equipment to show movies. Without proper licensure, this puts the HOA at risk.

Recommendations: Committee recommends Board consider options to secure the TV/DVD equipment if appropriate licensure not obtained (per recommendation 1).

## Security Cameras

Cameras can be placed at the clubhouse and or on the street community entrance/ exit points.

Recommendations: The committee recommends the board approve installation of a camera at the front entrance of the clubhouse to enable the Community manger to view individuals ringing the doorbell.

## Motion Based Security Lighting

Motion based security lighting is different from constant lighting because some studies suggest that a motion lighting system will deter trespassers more often than constant lighting. Currently there is motion based security lighting in the outdoor pool area.

Recommendations: None

## Grande Room Sound System

Recommendations: The committee recommends the board grant permission to move the CD player and amplifier to the top of the credenza for easier access and to circumvent safety issues related to overheating.

### Wireless Speakers

Recommendation: The committee recommends that the Board approve the purchase of self powered, wireless speakers to replace the current speakers in the ballroom. This will improve the sound experience and the visual aesthetics of the ballroom sound system.

### Replacement Cables and TV Connection

Recommendations: The committee recommends the Board approve the purchase of the listed cables and converters needed to replace damaged items for the Ballroom TV set up.

See appendix for specific information.

## Music Service

Recommendation: The committee recommends the Board approves the purchase of Satellite Music service to improve the music experience in the clubhouse. The recommended service is Sirius XM. Comcast does not offer a music service option for commercial customers.

## Security System and Fire Alarm System

The security and fire alarm systems have been recently upgraded. They each use a dedicated telephone line. The issue is if the telephone lines are cut, a typical scenario, the alarms will become ineffective. This needs further investigation to determine what insurance requires and why the current approach was proposed by the current alarm company.

Recommendations: When fire and security system contracts are up for renewal or equipment needs to be replaced, the committee recommends that bids be obtained to replace the current land line option with a cellular option.

## Smart Thermostats

Issues noted with many individuals attempting to set thermostats in the clubhouse. This is leading to excessive wear on equipment such as fans and possible increased utility costs.

Recommendations: The committee recommends the Board approve transition to “Smart” thermostats.

## HOA Data

This involves ensuring that HOA data is always available regardless of management companies, equipment failure, or disaster scenarios. It includes: Document storage and Retrieval, Converting Owner Files to - electronic Media, Community Data Bases.

Recommendations: Establishing a website may address all the issues except for Converting Owner Files to - electronic Media

## The following items were considered, but are not recommended by the committee at this time:

## Portable Sound System

This involves purchasing a reasonable quality Bluetooth player that can be used in the game rooms or pool areas. It is a floating player available on a first come first serve basis.

Recommendations: Rejected.

## Coordination of Grande Room and Building Sound Systems

This involves integrating the clubhouse sound system with the Grande Room sound system. The implication is that FM radio would be available in the Grande Room and any music or Microphone activity in the Grande Room would be available in the clubhouse.

Recommendations: Rejected.

## Laptop / Computer for Public Access

This involves providing one or more computers in the clubhouse for public access. The issue is maintenance, who will take care of the computer(s). Also it is assumed that every household now has access to a personal computer. It has become a standard appliance.

Recommendations: Rejected.

## Laptop / Computer in Board Room

This involves providing a computer for official Board access. It would be used to store HOA records and provide a website maintenance area. It could be located in the locked office area or the reception desk area.

Recommendations: Rejected.

## Server Based Network

This involves installing a server in the clubhouse to support official Board access. It would also be linked to the management company computer and allow for seamless file transfers.

Recommendations: Rejected.

## Facebook / Social Media

This involves establishing a mechanism to monitor social media for adverse information about the community. It may also include establishing a social media presence.

Recommendations: Rejected.

## Photo-Gallery

This involves maintaining an electronic photo gallery of events and members in various social settings. The primary issue is privacy especially as the years click by and people leave the community.

Recommendations: Rejected.

## Connectivity of homes to Clubhouse Network

This allows homeowners to connect to a VGEM computer network infrastructure not unlike what exists in a work setting. The approach could be a dedicated server or a cloud service like Office365.

Recommendations: Rejected.

## Telephone

The telephone lines were investigated. There are currently 6 lines. The goals is to reduce the number if lines. The issue is dedicated lines are needed for each pool (2), fire and security alarms (2), management company (1), HOA Board Use (1).

Recommendations: The number of phone lines is appropriate for the current needs.

## 

1. **Smart Lighting**

Smart lighting turns on and off based on activity. There are issues with these systems where the lights turn off when least expected.

Recommendations: Rejected

## Smart Locks

This involves placing smart locks on the outdoor pool area and tennis courts. There are suggestions to consider expansion of use of card access to other areas such as supply rooms and equipment storage areas.

Recommendations: Continue investigation.

## Technology Training for Membership

This involves allowing for technology training in the community.

Recommendation: The committee recognizes that individuals may have an interest in providing instruction to residents on topics related to technology and computer use. In those cases, with Board approval, an individual could use their own laptop in conjunction with the TV system in the Ballroom.