

West Farms Joint Recreation Committee
Meeting Minutes
October 4, 2016

Members Present:

West Farms 1 – Jordan Kratter, Alvin Butler, Chris Rossignol
West Farms 2 – Pam DeWitt, Marty Basiel, Bob Roch
West Farms 3 – Joani Moiger, Jonathan Perugini

Sheila Duncan represented Imagineers.

The meeting was called to order at 6:07 PM.

Unit Owner Forum

Dale Cohen [160 Brittany Farms Road, Unit G] inquired about the status of a reserve study as well as legal efforts being undertaken on behalf of the Recreation Committee. Ms. DeWitt replied that legal efforts are still underway and that the reserve study will be undertaken after legal work is complete. Ms. Cohen asked what payroll service fees were and expressed concern that specific payroll amounts for employees are not broken down in the financials. Ms. Duncan explained that a payroll company issues checks to pool employees; Mr. Basiel acknowledged Ms. Cohen's concern regarding lack of financial statement detail but questioned reasons for her request and asked what additional information would be gathered by providing such a breakdown. Ms. Cohen replied that she felt that those reviewing the financials would find the information useful. Ms. Cohen asked for explanations for several maintenance expense items. Mr. Basiel and Ms. Duncan answered her inquiries. Ms. Cohen asked why the pool was not open weekends this year after Labor Day. Mr. Basiel explained that the Committee reviewed attendance records for those weekends and determined that historically low attendance in September did not warrant keeping the pool open.

Minutes Review/Approval:

Ms. DeWitt asked whether there were questions regarding the June meeting minutes. There were none. Ms. Moiger moved that the 6/23/16 minutes be approved. Mr. Rossignol seconded the motion. The minutes were unanimously approved.

Financial Statements:

The committee reviewed the August 31, 2016 financial statements. Mr. Basiel noted that Administrative/Office expense category 5308 was \$975 over budget and asked why this was the case. Ms. Duncan explained that about \$200 is associated with the purchase of a new conference phone. Expenses for mailings and annual pool licensing fee are included in this category as well. Additional pool pass and clubhouse-related items not associated with the Administrative/Office category appear to have been miscoded; Ms. Duncan will work with the Imagineers accounting department and have them coded correctly. Mr. Basiel also noted that Pool Supplies category 5700 was significantly over budget. Ms. Duncan noted that pool opening, closing and power washing expenses were incorrectly coded here and that she would request that they be coded into correct categories. Mr. Basiel reported that overall the recreation budget and year-to-date financials were in good shape. He also stated that all three associations have approved the 2016-2017 recreation budget. Mr. Roch noted that the August reserve contribution was not reflected in the Money Market balance on the Balance Sheet report. Ms. Duncan said that she would check into this and send a report to the committee on reserve contributions and when they were made. Mr. Kratter noted that Pool Payroll expenses were \$1786 over budget YTD. Ms. Duncan explained that this was a timing issue because statement YTD budget amounts divide the annual budget by 12 months but pool related expenses are seasonal and booked when incurred. Mr. Kratter stated that it is possible that recreation-related financials will result in a positive (favorable) income statement position at the end of the year. The Committee discussed this; Mr. Kratter made a motion to

move the amount of any positive year-end variance into reserves. Mr. Basiel seconded the motion. The Committee unanimously approved the motion. Mr. Roch made a motion to accept the August financials; Mr. Perugini seconded the motion. The financials were unanimously approved.

Old Business:

A. Maintenance Logs

Members reviewed the maintenance logs.

B. Reserve Study

Discussion of this subject will be carried forward to a future meeting. Funds budgeted for doing such a study have been included in the 2016-2017 budget. Mr. Kratter suggested that costs of deck, stair and railing replacement be included in the reserve study when it is undertaken.

C. Clubhouse Painting and Siding

Members of the committee noted that clubhouse siding work is underway and commented on how good they think the job looks. Compliments have been received from homeowners as well. Mr. Kratter projected that the job would be completed in October.

D. Clubhouse Rental Communication

Ms. DeWitt recommended that a communication be sent to homeowners reminding them that the clubhouse can be rented and describing space and features that the clubhouse has available as well as the prices and process for renting. This was discussed at the June 23rd meeting as well. Doing so would promote the clubhouse and could increase rental income received. The committee agreed. Ms. Duncan stated that she would draft a communication and send it to committee members for review prior to release.

New Business:

A. Pool Area Needs

Ms. Moiger provided a list of items that should be replaced next year. These include two large garbage cans, a pool pass laminator, replacement pool vacuum hose and vacuum head, one or more small round tables, four or more straight back chairs and a longer water hose. She also recommended that the floor of the wading pool be resurfaced due to extensive algae staining that cannot be removed. Retiling of missing tiles along the top edge of the main pool should be considered as well. Ms. Duncan will solicit bids for these. Members recommended looking for end-of-season deals on additional lounge chairs and purchasing them if possible.

B. Clubhouse Window Replacement

Mr. Kratter informed committee members of the existence of incentive programs for replacement of old windows with energy efficient ones. He will send the committee information on such programs as well as information on a contractor that might provide competitive bids.

C. Clubhouse Signs

Mr. Roch recommended that bids be sought for replacement of roadside signage in front of the clubhouse as well as for the building number attached to the clubhouse. Mr. Kratter agreed and

suggested that the committee work with West Farms Village I which is currently undertaking the process of sign replacement. Ms. Duncan stated that she would solicit bids and work with Mr. Kratter on coordinating efforts.

D. Clubhouse Interior Painting and Carpet Replacement

Mr. Kratter suggested that the committee consider getting prices for having the main room of the clubhouse painted in more up-to-date colors and for replacing carpeting in that room. Ms. Duncan stated that she would obtain bids for both of these as well as for replacing flooring in back of the bar area.

E. West Farms Village I Committee Member

Mr. Kratter announced that Barbara Walton will replace Chris Rossignol as a committee member from WFVI. Members thanked Chris for his contributions to the committee.

Mr. Rossignol made a motion to adjourn the meeting at 7:10PM. Mr. Roch seconded the motion; the motion was unanimously accepted.

Executive Session:

Members met in Executive Session.

Next Meeting – February 7, 2017

Respectfully submitted by Bob Roch