

**West Farms Joint Recreation Committee**  
**Meeting Minutes**  
**February 2, 2016**

**Members Present:**

West Farms 1 – Jordan Kratter, Alvin Butler  
West Farms 2 – Pam DeWitt, Marty Basiel, Bob Roch  
West Farms 3 – Joani Moiger, Kurt Rode

Sheila Duncan represented Imagineers.

**The meeting was called to order at 6:03 PM.**

**Unit Owner Forum**

No forum was held as no Unit Owners were present.

**Minutes Review/Approval:**

Ms. DeWitt asked whether there were any questions regarding the September 29th meeting minutes. There were none. Ms. Moiger moved that the 9/29/15 minutes be approved. Mr. Basiel seconded the motion. The minutes were unanimously approved.

**Financial Statements:**

Members reviewed the draft of the Independent Accountant's Review Report of West Farms Recreation Association September 30, 2015 financial statements. Mr. Kratter asked why annual electricity expenses were as high as they were. Ms. Duncan explained that most of the expenses are associated with running pool pumps and filtering equipment. Mr. Basiel made a motion to accept the Review Report as written. Mr. Rode seconded the motion. All members voted in favor of the motion and the Review Report was approved. The committee then reviewed the December 31, 2015 financial statements. Mr. Basiel asked why the TD Bank checking account had not yet been closed with its funds moved to the Webster Bank checking account as had been requested at the September, 2015 meeting. Ms. Duncan explained that she had requested to have this done by Imagineers' former bookkeeper who left at the beginning of October. When it was recently noted that this was not done, Ms. Duncan asked Imagineers' current bookkeeper to have it done; the closing of the TD account and movement of funds should be complete within a few business days. In response to questions at the last meeting which inquired about differences between clubhouse attendant income and clubhouse attendant expenses over several months, Ms. Duncan explained that one reason is that attendant income is booked when clubhouse reservations are made but not expensed until the attendant is paid following the event which could run into different fiscal years. Another reason is that other expenses such as clubhouse cleaning are currently put into this expense category. We can add an additional expense line item for clubhouse cleaning going forward and budget and track expenses for cleaning separately. Members unanimously agreed that this was the way to proceed. Ms. Duncan also noted that members had inquired about whether electrical generation suppliers other than Eversource had been considered. Eversource has been competitive until recently but other suppliers are more competitive now and can possibly lock in rates for set periods of time going forward. Ms. Duncan will look into alternative suppliers and share her findings with committee members. Mr. Kratter asked what the Prepaid Fees balance sheet liability line item 2200 refers to. Ms. Duncan replied that it appeared to be an adjustment account but would check with the bookkeeper for clarification. The committee reviewed and discussed CT Common Interest Ownership Act requirements for any condominium association which has portions of it in a flood zone (such as the stream that runs through clubhouse property to West Farms Village I) to have flood insurance. Mr. Roch made a motion to accept the December financials; Mr. Butler seconded the motion. The financials were unanimously approved.

## **Old Business:**

### **A. Maintenance Logs**

Members reviewed the maintenance logs. Questions arose regarding costs associated with routine clubhouse supplies such as paper towels and toilet paper which are usually purchased through Amazon, shipped to Imagineers and brought to the clubhouse by Steve from Imagineers who is paid by the hour for his services. It was suggested that the committee look into the possibility of purchasing some of these types of things from Costco with a committee member purchasing them and picking them up. Ms. Moiger said that she would look into this and report back to the committee.

### **B. Reserve Study**

Two bids have been received to conduct such a study. A reserve study is expected to be conducted once every 5 years. \$3000 for a study is included in the 2015-2016 recreation budget. The study will be initiated in 2016. The committee agreed to table this subject until a future committee meeting at which point the associations should have a better idea as to what form of management entity will oversee shared clubhouse and recreational facilities.

### **C. Pool Issues**

Members discussed the need for additional chairs for the pool area including whether a larger number of less expensive chairs should be purchased or fewer more expensive chairs (which could last longer). Additional research will be conducted and the subject will be revisited at the April meeting. Ms. Moiger stated that additional pool attendants will have to be hired this year to cover times when she is not available to work at the pool. Ms. Duncan will draw up a job description and position requirements for discussion and approval at the next meeting.

## **New Business:**

### **A. Ceiling Fans and HVAC Replacement Options**

Ceiling fan size and installation requirements were discussed as were bids and approaches for replacing the clubhouse HVAC system. Ms. Duncan will ask to have bids itemized and invite one contractor (who presented an HVAC approach significantly different from the current system) to attend the April meeting. The ceiling fan subject will be revisited as part of future discussions on which types of HVAC replacement systems are being considered.

### **B. Teleconferencing Options**

Sheila Duncan shared Bluetooth speaker and teleconferencing device options with the committee. The committee agreed to pursue the purchase of an integrated teleconferencing device similar to a Polycom which can connect to the existing Clubhouse telephone landline. Ms. Duncan will review the options and share them with committee members.

### **C. Clubhouse Painting**

The committee discussed the bid obtained last year from Prime Touch to paint the remaining two sides of the Clubhouse as well as the cabana. Sheila will ask for an updated bid from them as well as bids from other firms to do the same job. In addition, prices for siding rather than painting the clubhouse will be sought for review and discussion at the next meeting.

Mr. Roch made a motion to adjourn the regular meeting at 7:06PM. Ms. Moiger seconded the motion and it was unanimously accepted.

**Executive Session:**

Members met in executive session from 7:08PM until 7:25PM.

Mr. Roch made a motion to adjourn the executive session at 7:25PM. Mr. Kratter seconded the motion and it was unanimously accepted.

**Next Meeting – April 5, 2016**

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Respectfully submitted by Bob Roch