

West Farms Joint Recreation Committee
Meeting Minutes
February 7, 2017

Members Present:

West Farms 1 – Jordan Kratter, Barbara Walton
West Farms 2 – Bob Roch, Marty Basiel, Cathy Pavalock
West Farms 3 – Joani Moiger, Kurt Rode, Nina Balkum

Sheila Duncan represented Imagineers.

The meeting was called to order by Joani Moiger at 6:02 PM.

Unit Owner Forum

Dale Cohen [160 Brittany Farms Road, Unit G] noted the significant number of times shown on maintenance logs that Steve (the Imagineers maintenance person) came to the clubhouse to deliver supplies, perform maintenance, etc. She recommended that the cost-saving maintenance trip consolidating approach that West Farms Village II has undertaken be considered by the committee. She also noticed that large quantities of trash bags, paper towels and similar supplies that have been ordered regularly. Ms. Cohen noted that Clubhouse Cleaning and Supplies and Maintenance Materials and Supplies categories were expensed separately on financial reports. Dale observed that the committee signed a contract with Savol Pools for pool opening and asked whether other bids were obtained. Ms. Duncan replied that the committee solicited several bids last year and that Savol was the least expensive. Ms. Cohen expressed concern that in recent years a number of cosmetic improvements such as replacing carpeting, painting, replacing pool furniture and siding the clubhouse have been undertaken but the 45 year old HVAC system has not yet been replaced. Ms. Duncan stated that several HVAC bids were obtained and that HVAC replacement remains on the list of clubhouse capital improvements. Jordan Kratter explained that the committee discussed HVAC replacement last year but decided to take advantage of a one-time opportunity to side the clubhouse at an excellent price. Mr. Kratter added that an HVAC contractor provided a presentation and bid to the committee last year. The recommended heat-pump type system is significantly less expensive than replacing the current HVAC system with a similar traditional system. Jordan noted that HVAC replacement is on the list of projects to be worked on this year. He has been in touch with the contractor and is discussing whether the project can be undertaken in several phases in order to take advantage of currently available funding.

Minutes Review/Approval:

Ms. Moiger asked whether there were questions regarding the October meeting minutes. There were none. Mr. Basiel moved that the 10/4/16 minutes be approved. Ms. Pavalock seconded the motion. The minutes were unanimously approved.

Financial Statements:

The committee reviewed the December 31, 2016 financial statements. Mr. Basiel stated that reserves are at a level they are expected to be given that funds were withdrawn to pay for the siding project last year. He noted that expenses shown for the siding project on the Income Statement are higher than the amount of the approved siding bid. Ms. Duncan explained that project management fees plus expenses associated with the purchase of additional siding and trim are included in statement numbers. Ms. Balkum asked the committee for an explanation of how supplies such as trash bags and paper towels are ordered. Ms. Duncan explained the process of ordering supplies through Amazon and having Steve deliver them. The committee then discussed concerns regarding the security of supplies left in the unlocked clubhouse office. It was decided that the office will be locked with keys given to event attendants and committee members. An "Office" sign will be purchased and put on the door of the office. Additional keys will be obtained for clubhouse bathrooms. Mr. Basiel made a motion to accept

the December, 2016 financials; Mr. Roch 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 for a reserve study are included in the 2016-2017 budget.

C. HVAC System

The committee discussed the pros and cons associated with heat pump systems versus traditional central forced hot air systems. It also discussed undertaking the HVAC project in phases.

D. Clubhouse Siding Project

Committee members noted that the siding project is completed and commented on how good the job looks. Mr. Kratter provided a breakdown of unanticipated costs including purchase of additional siding material for the cabanas.

E. Clubhouse Utilization and Rentals

The Committee discussed the clubhouse and functions it provides to the three associations. These include providing a cost-effective and convenient location for meetings as well as providing a facility that homeowners can rent for functions at a reasonable cost. The committee noted instances where clubhouse rentals are undertaken for non-resident functions by homeowners. It was decided that such situations will be identified, brought to the committee's attention and addressed on case-by-case bases.

New Business:

A. Pool Opening

Ms. Moiger stated that the pool will open on Saturday, May 27th. She noted for purpose of expense tracking that the CT minimum wage has been increased to \$10.10 per hour. A new pool vacuum head has been purchased. A new longer vacuum hose and two small round tables to accommodate umbrellas will be purchased as we get closer to the season. Ms. Moiger has updated the Recreation Facility Agreement Form and will give it to Sheila Duncan for copying. She also stated that the cost of having Savol clean-out and balance water in the pool versus having Steve from Imagineers and pool staff do it would be looked into. Prices for as-needed tiling of the large pool and removing algae stains from the kiddie pool will be obtained and brought to the committee for consideration. Pool passes will be handed out to unit owners on Thursday and Friday May 25th and 26th. At the next meeting a layout of the pool area and furniture placement will be reviewed by the committee in hopes of coming up with a process for keeping furniture where it belongs when the pool is open.

B. Pool Attendant Responsibilities

Mr. Basiel noted that the committee had considered having Pool Attendants paint deck areas a color similar to that of the new clubhouse siding. He suggested that the committee also consider adding tasks for attendants such as re-arranging moved furniture and picking up litter near the pool area and around the clubhouse.

C. Deck Railings and Stairs

Mr. Kratter explained that existing deck railings and stair guard rails will not work with the recently installed siding. Replacing the railings with reasonably priced white vinyl railings should be considered. Replacement of three deck stair boards with new composite materials should be done at the same time. Ms. Duncan will obtain prices for this work and share them with the committee.

D. Signs

Replacement of the roadside sign in front of the clubhouse was discussed at the October, 2016 meeting. Mr. Kratter explained that West Farms Village I is soliciting bids to replace signage and that it might be cost effective to add an additional sign for the clubhouse to that project. Two different vendors have recommended two different sign material approaches. WFVI is currently evaluating these and will share results and provide bids to the recreation committee for its consideration.

E. Audited Financial Statements

Recreation Committee Treasurer Marty Basiel stated that he had reviewed the statements and that they look fine. Mr. Roch made a motion to approve the statements; Mr. Kratter seconded the motion. All committee members voted in favor and the audited financial statements were approved.

F. Recreation Facility Webpage

Mr. Kratter noted that West Farms Village I is in the process of developing a web site and could easily build a page for the Recreational facilities that could be shared by the 3 associations. Meeting minutes, agendas and schedules as well as recreation financial statements, clubhouse and pool rules and similar things could be accessed there. The possibility of having clubhouse rental and other forms available for printing from the site could be considered as well.

G. Clubhouse Trash Removal Contract

Ms. Duncan has received a bid for a 5 year contract with no price increase from All Waste, the current refuse removal contractor. The committee discussed the bid; committee members felt that the multi-year price was reasonable. Ms. Pavalock made a motion to accept the All Waste 5 year bid; Mr. Basiel seconded the motion. All committee members voted in favor and the 5 year contract with All Waste was approved.

H. West Farms Meadow

Mr. Kratter stated that he met the president of West Farms Meadow who expressed an interest in considering joining the recreation facilities as an additional association member. Such an undertaking would involve a vote by West Farms Meadow owners, the development of a legal agreement between the 4 associations stipulating percentage ownership, responsibilities of each association etc. as well as inclusion of all four associations in the a new Joint Management Agreement. The committee discussed this and was in favor of looking further into the subject.

Mr. Basiel made a motion to adjourn the meeting at 7:25PM. Mr. Kratter seconded the motion; the motion was unanimously accepted.

Executive Session:

Members met in Executive Session.

Next Meeting – April 4, 2017

Respectfully submitted by Bob Roch