

West Farms Joint Recreation Committee
Meeting Minutes
March 3, 2015

Members Present:

West Farms 1 – Jordan Kratter, Alan Desmaris
West Farms 2 – Bob Roch, Pam DeWitt, Daron Callahan
West Farms 3 – Joani Moiger, Melanie Smith, Liza Andrews

Sheila Duncan represented Imagineers.

The business meeting was called to order at 6:03.

Minutes Review/Approval:

Mr. Callahan made a motion to accept the minutes of the 9/24/14 meeting. Ms. Moiger seconded the motion. Mr. Roch, Ms. DeWitt, Mr. Callahan, Ms. Moiger, Ms. Andrews and Mr. Kratter voted in the affirmative. Mr. Desmaris abstained.

Financial Statement:

Members reviewed the financial statements. Members discussed the phone costs, which are currently over-budget, but a credit is still expected to be applied to the account. Ms. Duncan will follow up with AT&T. Members discussed the “bags” on check disbursement, which are for garbage bags for the clubhouse. Mr. Kratter requested a copy of the snow removal contract; Ms. Duncan will email it to the committee.

Mr. Roch made a motion to accept the financials as of January 31, 2015. Ms. Andrews seconded the motion and the financials were unanimously accepted.

Old Business:

A. Maintenance Logs

Members reviewed the maintenance logs. Mr. Callahan requested that the Property Manager include all completed work orders in future meeting packets for review by the committee.

B. Audited Financial Statements

Members reviewed the joint recreation committee financial review. Mr. Desmaris noted that the review does not include a substantial amount of capital projects (e.g. HVAC system, kitchen, etc.) that need to be completed on the property so it is his belief that the review misrepresents the financial position of the committee. Mr. Callahan suggested that a reserve study be completed as part of a full audit that the committee is considering prior to closing out the existing joint recreation account within the next few months. Once that is completed, we could then request that the review be updated to include the findings of the reserve study. Mr. Kratter noted that the review does not include mention of the remaining useful life of the basketball court and requests that the 11 year estimate for the tennis court be revised as that is unlikely not an accurate reflection of its condition. Ms. Duncan will secure 3 bids each for a reserve study and a full audit.

Make a motion to accept the financial review without including page 10/supplemental information. Mr. Callahan seconded the motion and the financial review was accepted unanimously.

C. Capital Projects

Mr. Callahan explained past efforts related to capital projects. The committee agreed that the reserve study should be completed prior to completing any further capital projects. Mr. Kratter noted that the playground, tennis court and basketball court should all be included.

D. Agenda

Mr. Roch requested that the agenda always include a “unit owner forum.” Ms. Duncan will include it moving forward.

New Business:

A. Pool Opening

Ms. Duncan will seek 3 bids for opening the pool. Mr. Desmaris would like to discuss reinstating a “guest pass” for pool use. Ms. Moiger explained that unit owners can bring as many guests as they want but the unit owner is required to be present while their guests are at the pool; in the past the “guest pass” was misused. The pool rules need to be updated to ensure that the guest policy is clear – unit owners are not limited in the number of guests that they bring to the pool. Ms. Duncan will include the pool rules on the April meeting agenda so that the committee can consider further revisions. Mr. Desmaris requested a report regarding pool attendance – how are attendees counted, units that obtain pool passes, etc. Ms. Duncan will check for statistics submitted to Imagineers at the end of the last pool season.

B. Hiring Additional Pool Attendants

Ms. Moiger noted that she and at least 2 additional pool attendants have already committed for the coming season. The committee agreed to move forward with establishing employment agreements with attendants. Ms. Moiger will communicate appropriate salaries for specific attendants to Ms. Duncan. Ms. Duncan will arrange paperwork for hires.

C. Pool Furniture

Ms. Moiger and Ms. DeWitt noted a need for 10 lounge chairs. Ms. Duncan will secure cost estimates.

D. Playground Area/Property Inspection

Ms. Desmaris requested that the liability carrier to do an inspection of the playground and tennis court for safety purposes. Ms. Duncan noted that a property inspection is commonly done when insurance renews. There is a boiler & machinery rider on insurance so the HVAC system should also be inspected.

Playground area/property inspection to be placed on April meeting agenda for April for further discussion.

E. Workers Compensation Coverage

Mr. Desmaris inquired if the buyer of workers compensation coverage can also be covered by it. Ms. Duncan believes that it is acceptable, but will request an official opinion from insurance carrier.

F. Steering Committee Update

Members discussed Attorney Piecuch, the attorney the Steering Committee is recommended by retained for assistance in determining ownership of the joint recreation property and the development of a new joint management agreement. Attorney Piecuch requires a \$5,000 retainer. Members agreed that, as they are received, bills related to this work will be paid out of existing joint recreation committee reserves for ease of billing and payment; however, upon project completion the committee will determine if each association should be billed based on percentage ownership.

Mr. Roch made a motion to endorse the proposal of Attorney Piecuch for consideration by the 3 member Association boards. Mr. Kratter seconded the motion and it was accepted unanimously.

Members agreed that each of the 3 member Association boards will vote and then communicate to Mr. Roch of acceptance by Thursday, March 12, 2015. Upon approval by all boards, Mr. Roch will secure signatures of each board president on the agreement with Attorney Piecuch.

Ms. Andrews made a motion to adjourn the regular meeting at 7:28. Mr. Callahan seconded the motion and it was accepted unanimously.

Executive Session:

Members met in executive session from 7:29 until 7:55. Mr. Desmaris recused himself from the executive session.

Ms. DeWitt made a motion to adjourn the executive session at 7:55. Mr. Kratter seconded the motion and it was unanimously accepted.

Next Meeting – April 7, 2015 at 6:00pm

Respectfully submitted by Liza Andrews