

**West Farms Joint Recreation Committee**  
**Meeting Minutes**  
**April 5, 2016**

**Members Present:**

West Farms 1 – Jordan Kratter, Chris Rossignol  
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 6:07 PM.**

**Unit Owner Forum**

Dale Cohen [160 Brittany Farms Rd., Unit G] asked whether the TD Bank checking account had yet been closed. Ms. Duncan replied that the account was closed in March and that March reports will show these funds added to the Webster Bank checking account. Ms. Cohen noted a discrepancy between the expense category shown for a snow removal payment on the Check Disbursement Report versus the snow removal category shown on the Income Statement Report. Ms. Duncan noted that the payment was booked to the correct account and reported correctly on the Income Statement. Ms. Cohen noted two amounts covering two different time periods associated with the New Britain Board of Water Commissioners which appear as Accounts Payable. She asked whether either of these payments was delinquent. Ms. Duncan replied that she would check and follow up on this.

**Minutes Review/Approval:**

Ms. DeWitt asked whether there were any questions regarding the February 2nd meeting minutes. There were none. Ms. Moiger moved that the 2/2/16 minutes be approved. Mr. Basiel seconded the motion. The minutes were unanimously approved.

**HVAC Presentation**

Mike Piteau of Degree HVAC and Mechanical Services of West Simsbury presented his recommendations and proposal for replacement of the 40 year old 20-ton clubhouse HVAC systems. Mike recommended that existing systems be replaced with several ductless heat pumps installed on the first floor. Degree HVAC's bid is for installation of four 2-ton 24,000 BTU Fujitsu heat pumps on each side of the main gathering room plus one 1-ton 12,000 BTU Fujitsu heat pump in or adjacent to the kitchen area. In addition, a 75 gallon chimney vented natural gas water heater for domestic use would be installed. The bid of \$33,000 includes removal of the existing 20-ton air handler, condensers and boiler but does not include electrical work which Mike estimated at \$2000. Committee members asked whether recommended systems would heat and cool the first floor office area. Mike stated that they probably would not and that installation of an additional 1-ton heat pump to heat and cool this area would probably cost an additional \$5000. The Committee thanked Mr. Piteau for his time and will consider his recommendations for the future. Ms. Duncan will seek additional bids for the same type of units and share them with the Committee.

**Financial Statements:**

The committee reviewed the February 29, 2016 financial statements. Mr. Basiel stated that he had no questions and that reserves amounts were at levels they were expected to be. Mr. Roch asked for an explanation as to why the amount shown in the Balance Sheet Report for the Webster Bank Money Market did not agree with the amount shown under Replacement Reserves (line item 3200). Ms. Duncan replied that she would check with the Imagineers accounting department and get back to the Committee with an explanation. Ms. Duncan also noted that a new Clubhouse Cleaning expense line item is being created and should appear in March financial reports as well. Mr. Roch made a motion to

accept the February financials; Mr. Rode seconded the motion. The financials were unanimously approved.

### **Old Business:**

#### **A. Maintenance Logs**

Members reviewed the maintenance logs. Ms. Moiger noted that a new supply of paper towels has been received and purchased by Imagineers after the Committee decided at the February meeting to have her purchase such items at a potentially lower cost from Costco. Ms. Duncan said that she would follow-up and make sure that routine clubhouse supplies are purchased by Ms. Moiger.

#### **B. Reserve Study**

Discussion of this subject will be carried forward to a future meeting.

#### **C. Pool Issues**

Members discussed the possible need for Savol to provide services of pumping out the main pool, cleaning out debris, power washing and refilling it this year because Ms. Moiger and pool staff will be unable to do so. Savol's bid to provide these services is \$1,786.68. Mr. Rode made a motion to accept the bid; Ms. Moiger seconded the motion. All members voted in favor; none opposed. The Committee reviewed the Pool Attendant Job description and made several changes which will be included in an advertisement for summer pool attendants. The Committee reviewed and updated the "Pool Passes, Rules and Cars Parked at Clubhouse" letter that will be sent to unit owners in early May. Family Passes and rules associated with them were discussed. It was decided that one Family Pass will be distributed to a given unit and that the unit will be responsible for distributing the pass to all family members listed in the family pass registration. Imagineers will collect fees for and distribute Family Passes. The Committee then reviewed options for pool area chaise lounge chairs. Mr. Rode made and Mr. Rossignol seconded a motion to purchase 5 Garden Treasures Pagosa Springs chairs at \$98.00 each as well as 3 seven foot diagonal crank up umbrellas for \$48 each from Lowes.

#### **D. Independent Accountant's Review Report**

Members voted on approval of the final version of the Independent Accountant's Review Report that was reviewed, discussed and approved in draft form at the February 2<sup>nd</sup> meeting. Ms. Moiger made a motion to approve the final version; Mr. Rode seconded the motion. The final version of the report was unanimously approved.

### **New Business:**

#### **A. Clubhouse Painting**

The committee reviewed bids obtained from Prime Touch (\$14,315) and New Look Painting (\$13,200) to paint the remaining two sides of the Clubhouse as well as the cabana. Mr. Kratter presented and described a bid from SOK Construction LLC (a vendor currently installing siding at West Farms Village I). The Committee discussed the bid for \$23,295 in detail as well as the possible donation of 12 sq of excess siding that has been purchased but will not be used by WFVI. Mr. Kratter will look into the possibility of purchasing siding for the clubhouse that is one gauge less in thickness than currently used by WFVI which could cost less. Bids will be sought for work to be done around or to the railing around the side clubhouse deck. In order to accept this bid and work from this contractor it is likely that the work would have to be approved and 1-2 week job completed no later than the end of June, 2016. It was decided that Committee members would share and review updated information through email, obtain final bids and get them reviewed and approved by Boards of Directors of the 3 associations as soon as possible.

Mr. Roch made a motion to adjourn the regular meeting at 8:15PM. Ms. Moiger seconded the motion and it was unanimously accepted.

**Executive Session:**

Members met in executive session from 8:16PM until 8:30PM.

Mr. Roch made a motion to adjourn the executive session at 8:30PM. Mr. Kratter seconded the motion and it was unanimously accepted.

**Next Meeting – May 3, 2016**

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Respectfully submitted by Bob Roch