

West Farms Joint Recreation Committee
Meeting Minutes
April 7, 2015
Amended 5/5/15

Members Present:

West Farms 1 – Jordan Kratter, Alan Desmaris, Alvin Butler (guest Board member - Chris Rossignol)
West Farms 2 – Pam DeWitt, Daron Callahan, Pam DeWitt has written and signed proxy from Bob Roch
West Farms 3 – Joani Moiger, Melanie Smith, Liza Andrews

Sheila Duncan represented Imagineers.

The business meeting was called to order at 6:04.

Unit Owner Forum

Barbara Walton, Unit 111E: Function held 3/20 or 3/21 - vacuum cleaner not working; yellow substance outside, upstairs; building not cleaned following a party. Ms. Duncan has already followed up with owners that held the function and will determine if they are responsible for paying cleaning, repair, or replacement costs. She will post a check-off list for event attendants to ensure that the building is properly cleaned following a function.

Minutes Review/Approval:

Mr. Callahan made a motion to accept the minutes of the 3/3/15 meeting. Ms. Moiger seconded the motion. The minutes were unanimously accepted.

Financial Statement:

Members reviewed the financial statements. Members discussed a credit received from AT&T for phone bill; nursing home rents side parking lot and is currently behind on rental fee owed to Joint Recreation Committee – Ms. Duncan confirmed that they are catching up and are currently two months behind. Ms. Duncan confirmed that two payments owed to reserve account have been made. She reported that the \$5,000 taken from reserves was to pay the retainer for the attorney working with the Committee on the new joint management agreement. Mr. Kratter inquired about garbage removal/water/sewer costs being over budget – Ms. Duncan noted that garbage removal charges are for three months; water/sewer charges are for six months. Mr. Kratter inquired about two payments of \$517 under landscaping – Ms. Duncan noted that they are January and February snow removal payments and they need to be reclassified from the landscaping line item to the snow removal line item.

Ms. Andrews made a motion to accept the financials. Ms. Moiger seconded the motion. Ms. DeWitt, Mr. Roch, Mr. Callahan, Ms. Smith, Ms. Moiger, Ms. Andrews, Mr. Kratter, Mr. Butler voted in favor of the motion. Mr. Desmaris opposed the motion. The financials were accepted.

Old Business:

A. Maintenance Logs

Members reviewed the maintenance logs. Ms. Moiger questioned the length of time to deliver and stock materials. Ms. Duncan will look into it and confirm the acceptable intervals of billing time (e.g. 15 minutes, 30 minutes, 1 hour, etc.).

B. Pool Opening

The Committee is currently in the second year of a two year contact with SAVOL for pool opening/closing services. Pool will open Memorial Day weekend. Upon the opening of the pool, should additional, unexpected work be required to make any repairs, Ms. Duncan will send any

proposals for such work electronically to the Committee for a vote. Ms. Duncan will request a fully executed copy of the existing contract from SAVOL.

Ms. Moiger inquired as to who would assist with distribution of pool passes on May 21st and 22nd. This will be on the agenda at the May meeting.

Mr. Kratter requested that the Committee discuss guest pool passes as there are owners in WFV1 who have requested these. Following discussion, Mr. Kratter made a motion to institute a Family Pass with the stipulations listed below. Mr. Butler seconded the motion. Ms. DeWitt, Mr. Roch, Mr. Callahan, Ms. Smith, Ms. Andrews, Mr. Kratter, Mr. Desmaris, and Mr. Butler voted in favor of the motion. Ms. Moiger opposed the motion. The motion was accepted.

Family Pass stipulations:

1. Cost = \$50
2. Up to four adults may be listed on the Family Pass; they must be listed on the Family Pass at the time of purchase
3. All adults presenting the Family Pass for entrance to the pool must be listed on the Family Pass and will be required to show picture ID at time of entrance
4. At least one individual over the age of 18 listed on the Family Pass must be present at all times
5. Up to eight children can accompany the adult(s) listed on the Family Pass
6. All individuals attending the pool under the Family Pass must adhere to existing pool rules
7. One incident that requires removal from the pool will result in the revocation of the Family Pass with no refund
8. The unit owner who purchases the Family Pass is responsible for any and all damage caused by anyone using their unit's Family Pass
9. A Family Pass can only be purchased by completing the required form and mailing it to Imagineers, along with a check for \$50 payable to West Farms Recreation

Ms. Duncan will develop a purchase form and distribution plan for the Family Pass for review at the May meeting.

C. Outdoor Furniture

Ms. Moiger reported that there are currently enough tables, umbrellas and straight back chairs available for the season; however, additional lounge chairs are needed. The cheapest lounge chair found is solid plastic and the cost is \$103; a plastic slatted chair is \$144. Mr. Desmaris made a motion to allow Ms. Moiger to spend up to \$650 on pool furniture for the season as needed and as she see fits. Mr. Kratter seconded the motion. The motion was unanimously accepted.

D. Playground Area

Ms. Duncan provided a playground safety handbook from Bouvier Insurance. Mr. Desmaris noted that the playground does not meet the safety standards noted in the handbook. Ms. Andrews made a motion to tear down the playground. Ms. Moiger seconded the motion. On discussion, Mr. Kratter noted that an inspection is likely to find that the playground does not meet safety guidelines and he favors tearing it down. Ms. Moiger noted that the majority of people using the playground do not live within the three Associations. Mr. Butler noted that he is in favor of tearing the playground down. The motion was accepted unanimously.

E. Insurance Carrier Safety Inspection

Mr. Desmaris requested an inspection of the HVAC system and the tennis courts. Mr. Desmaris made a motion to have Bouvier contact the boiler machinery carrier to do an inspection of the HVAC system and to have Bouvier contact the liability insurance carrier to do a safety inspection of the

tennis court. A second to the motion was not received from any Committee member. The motion failed.

F. Workers Compensation Employee Coverage

Ms. Duncan reviewed the correspondence from Bouvier confirming that the worker's compensation policy does cover employees who are also Board members.

New Business:

A. Pool Manager/Attendant Job Descriptions

Mr. Desmaris requested that the job descriptions be rewritten. Ms. Duncan will draft revised job descriptions for both positions for review at the May meeting. Ms. Duncan will ensure that Workers Compensation notices will be properly posted on the property as required by law.

B. Data Gathering

Mr. Desmaris requested the 2014 data of pool attendance; Ms. Duncan distributed available data. Members discussed Mr. Desmaris' request for a breakdown of data by Association and unit owner versus the aggregate data currently supplied by the pool manager. Mr. Kratter made a motion to table the issue of data gathering until later in the pool season. Mr. Callahan seconded the motion. The motion was accepted unanimously.

C. Pool Pass Notification/Rules

Ms. Duncan will make revisions to the form and rules for review at the May meeting. Revisions will include, at a minimum, the following: add utility bill to acceptable forms of ID to obtain pool pass; change all dates. Ms. Duncan will include on the May meeting agenda the issue of obtaining pool passes when a unit is in arrears with their individual Association.

Ms. Moiger made a motion to adjourn the regular meeting at 8:24. Ms. Andrews seconded the motion and it was accepted unanimously.

Executive Session:

Members met in executive session from 8:25 until 8:49. Mr. Desmaris recused himself from the executive session.

Mr. Callahan made a motion to adjourn the executive session at 8:49. Mr. Butler seconded the motion and it was unanimously accepted.

Next Meeting – May 5, 2015 at 6:00pm

Respectfully submitted by Liza Andrews