

West Farms Joint Recreation Committee
Meeting Minutes
May 3, 2016

Members Present:

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

Sheila Duncan represented Imagineers.

The meeting was called to order at 6:07 PM.

Unit Owner Forum

No unit owners chose to participate.

Minutes Review/Approval:

Ms. DeWitt asked whether there were any questions regarding the April meeting minutes. There were none. Ms. Moiger moved that the 4/5/16 minutes be approved. Mr. Basiel seconded the motion. The minutes were unanimously approved.

Financial Statements:

The committee reviewed the March 31, 2016 financial statements. Mr. Basiel noted that the reserve balance was only about \$1000 higher than it was in December and recommended that the Committee keep an eye on this as the year goes forward. Mr. Roch asked why a balance was shown for the TD Bank checking account even though the committee was told that the account was closed in March. Ms. Duncan stated that she would check on this and expects the balance to have nothing in it in April. Mr. Basiel suggested that a report be run to track Clubhouse Fee Income trends. Ms. Duncan will request and share such a report with the committee. Mr. Roch made a motion to accept the March financials; Mr. Kratter seconded the motion. The financials were unanimously approved.

Old Business:

A. Maintenance Logs

Members reviewed the maintenance logs. Mr. Basiel noted a March 1st repair expense for holes in the wall of the men's restroom and requested additional information. Ms. Duncan said that she would check on this and get back to the committee.

B. Reserve Study

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

C. Pool Issues

Members discussed the process for distributing pool passes as well as information required from the three associations in order to identify residents who are delinquent in association fees. Mr. Roch noted that the May 1st pool opening letter sent to residents showed a pass pickup time on Thursday May 26th only and not the Thursday and Friday before Memorial Day as in the past. The committee agreed on the importance of having two days for pickup. Ms. Duncan will have an updated letter sent showing pass pickup on Thursday the 26th and Friday the 27th. Ms. Moiger updated the committee on staff hired as pool attendants this year. Ms. Duncan reported that the purchase of new chairs and umbrellas has been completed and that these items have been delivered.

New Business:

A. Clubhouse Painting and Siding

Mr. Kratter will continue looking into costs associated with siding the clubhouse and cabana and share these with the committee. Bids are also being sought for work done to the railing around the clubhouse side deck. In order to obtain services of the proposed siding contractor, it is likely that work would have to be approved and job completed no later than the end of June or early July. Committee members will share 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.

B. Clubhouse Carpet Burn Marks

The committee discussed carpet burns discovered after a clubhouse event. Barbara Walton (111 Brittany Farms Rd., Unit E) served as attendant that evening and described the process she follows to determine condition of facilities before and after resident-sponsored events. The committee agreed that the process was comprehensive and requested that copies of "before" and "after" checklists be made available for use by attendants going forward. Ms. Duncan will provide checklist copies. She will also look into carpet repair approaches, obtain bids and share them with the committee. Mr. Kratter stressed the importance of keeping event attendants informed of scheduled interior and exterior work being done to the clubhouse. Ms. Duncan agreed and will keep attendants informed on an ongoing basis.

C. Pool Payroll

Bob Roch made a motion that Joani Moiger be given a \$1 per hour raise bringing her wage from \$14 to \$15 per hour. This motion was seconded by Dr. Kurt Rode. All voted unanimously to approve except for Joani Moiger who abstained from voting.

Ms. Moiger made a motion to adjourn the regular meeting at 7:05PM. Mr. Roch seconded the motion and it was unanimously accepted.

Executive Session:

Members met in executive session from 7:07PM until 7:15PM.

Mr. Roch made a motion to adjourn the executive session at 7:15PM. Mr. Kratter seconded the motion and it was unanimously accepted.

Next Meeting – July Date to be Determined

Respectfully submitted by Bob Roch