

West Farms Joint Recreation Committee
Meeting Minutes
May 5, 2015

Members Present:

West Farms 1 – Jordan Kratter

West Farms 2 – Pam DeWitt, Daron Callahan, Bob Roch

West Farms 3 – Joani Moiger, Melanie Smith, Liza Andrews

Sheila Duncan represented Imagineers.

The business meeting was called to order at 6:02.

Unit Owner Forum

Dale Cohen, Unit 160G: Asked why there are two banking accounts; Ms. Duncan will look into it (it may be the old operating account that is just accruing interest). Asked if committee has requested bids for pool opening/closing; Mr. Callahan said that we had received other bids, selected SAVOL and are currently in the middle of a two year contract. Asked if CT Natural Gas was paid on time; Ms. Duncan will check to confirm that late fees were not incurred.

Minutes Review/Approval:

Mr. Roch noted that the 4th member of WF1's Board should not be counted in the votes as each Association has 3 members representing them on the Committee. All agreed that the 4/7/15 minutes would be amended to note Mr. Rossignol as a guest member of WF1 Board and remove his name from the votes. Ms. Moiger moved that the 4/7/15 minutes be accepted as amended. Mr. Callahan seconded the motion. The minutes were unanimously accepted.

Financial Statement:

Members reviewed the financial statements. Mr. Callahan noted inconsistency in charges for the phone. Last year AT&T was supposed to have switched us to a lower plan, although the change was not promptly. AT&T has since sent a refund for those months, but there appears to still be errors in the billing amount; Ms. Duncan will look into it. Members noted that there are payments for snow removal coded under landscaping and payments for cleaning under club attendant; Ms. Duncan will have those recoded.

Mr. Roch made a motion to accept the financials. Mr. Kratter seconded the motion. The financials were unanimously accepted.

Old Business:

A. Maintenance Logs

Members reviewed the maintenance logs.

B. Pool Opening, Letter & Rules

Members reviewed letters and rules. Members requested that the pool rules be amended to clarify that residents and guests must leave the pool and pool area for at least 30 minutes following a thunder/lightning storm according to NOAA.gov (make #19 and move others down). Members requested that current rule #20 be amended to remove "inappropriate behavior" to "failure to comply with the rules" and that "not including the day of the offense" be added after "penalties".

C. Outdoor Furniture

Ms. Duncan noted that shipping costs on the furniture (lounge chairs) selected was \$275. The Committee agreed to look for new furniture options that would not include a shipping cost.

D. Pool Manager/Attendant Job Description

Members requested that #s 10 and 12 (referencing a soda machine that is no longer on the property) be removed from the pool attendant job description and that #16 be moved next to #20. Ms. Duncan will purchase a first aid kit for the pool as Ms. Moiger has used her personal first aid kit at the pool for the last several years.

Ms. Moiger discussed a new sheet to track attendance. The pool attendants will complete the sheet daily and Mr. Kratter will upload the information into Excel including designating the resident section of those in attendance.

E. Pool Pass Distribution

Members discussed distribution – Mr. Kratter will assist on Thursday May 21st and Mr. Roch will assist on Friday May 22nd.

F. Retaining Wall

Members reviewed the three bids for replacement of the retaining wall/railroad tie wall next to the pool, which is currently falling down. Ms. Andrews made a motion to recommend acceptance to each of the Association Boards of the bid by Pine Ledge Landscaping for \$2,446.05 to be paid for from reserves. Mr. Callahan seconded the motion. The motion was accepted unanimously.

Members agreed that the recommendation will be taken back to the individual Boards for a vote as there are not 9 members present at tonight's meeting and the cost is over \$500. Members agreed that votes will be communicated to Ms. Duncan as soon as possible.

G. Reserve Study

Members reviewed two bids for completing a reserve study of the property. Members discussed availability of funds to complete such a study and waiting until after the new joint management agreement is in place to complete such a study. Members agreed to table to the issue until after completion of the new joint management agreement.

H. Playground

Ms. Duncan noted that she has a proposal to remove the playground from Imagineers for \$475.24. Mr. Kratter made a motion to accept the bid from Imagineers for \$475.24. Ms. Moiger seconded the motion. The motion was accepted unanimously.

New Business:

A. Joint Recreation Committee 2016 Budget

Members discussed developing joint recreation budgets and how that impacts individual Association budgets, what happens if an Association has its budget voted down by its residents, etc. Members agreed to continue discussing the issue with the attorney developing the new joint management agreement. Members will review a draft budget at the next meeting.

Mr. Callahan made a motion to adjourn the regular meeting at 7:36. Ms. Moiger seconded the motion and it was accepted unanimously.

Executive Session:

Members met in executive session from 7:37 until 8:21.

Mr. Andrews made a motion to adjourn the executive session at 8:21. Ms. Smith seconded the motion and it was unanimously accepted.

Next Meeting – July 7, 2015 at 6:00pm

Respectfully submitted by Liza Andrews