

West Farms Joint Recreation Committee
Meeting Minutes
June 23, 2016

Members Present:

West Farms 1 – Jordan Kratter, Barbara Walton
West Farms 2 – Pam DeWitt, Marty Basiel, Bob Roch
West Farms 3 – Joani Moiger, Kurt Rode, Jonathan Perugini

Sheila Duncan represented Imagineers.

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

Unit Owner Forum

Rita Kirby [281 Brittany Farms Road, Unit B] expressed concern that Family Pool Pass rules did not state that only one pass would be distributed to each family rather than one pass to each family member. Sheila Duncan reviewed the rules document and noted that distribution of one pass only (with unit owner responsible for distributing it to family members) is stated in boldface. She explained that the reason for this is to provide better control over the pass distribution and monitoring process. Ms. Kirby stated that she would review the rules with her family and let the Rec Committee know if her family no longer wanted to have a family pass. The Committee agreed to refund Family Pass fees if the pass was returned.

Minutes Review/Approval:

Ms. DeWitt asked whether there were any questions regarding the May meeting minutes. There were none. Ms. Moiger moved that the 5/3/16 minutes be approved. Mr. Roch seconded the motion. The minutes were unanimously approved.

Financial Statements:

The committee reviewed the May 31, 2016 financial statements. Mr. Basiel noted that Administrative/Office expense category 5308 was \$923 over budget YTD as asked why this was the case. Ms. Duncan explained that about \$200 was associated with the purchase of a new meeting conference phone. The conference phone will be left in the Clubhouse office for use at Recreation Committee meetings as well as individual association meetings. Additional pool and clubhouse-related items not associated with the Administrative/Office category appear to have been miscoded; Ms. Duncan will check with the Imagineers accounting department and have them coded correctly. Mr. Kratter noted that the May reserve contribution was not reflected in the Money Market balance on the Balance Sheet report. Ms. Duncan said that she would have this corrected. Mr. Roch made a motion to accept the March financials; Mr. Perugini seconded the motion. The financials were unanimously approved.

Old Business:

A. Maintenance Logs

Members reviewed the maintenance logs. Ms. Duncan reported that she checked on the March 1st repair expense for holes in the men's room wall and had the charge deleted because the repairs were not made. Mr. Basiel noted a \$26 (1/2 hour) May 10th charge for Imagineers staff member Steve to pick up trash around clubhouse property. Mr. Basiel expressed concern over the amount of time and money charged for this work which was not requested by the committee or Imagineers. Ms. Duncan recommended that all future work by Imagineers staff in or around the clubhouse be associated with an Imagineers work order. The committee unanimously agreed and this will be the practice going forward.

B. Reserve Study

Discussion of this subject will be carried forward to a future meeting. Funds budgeted this year for doing such a study will be included in the 2016-2017 budget as well.

C. Pool Issues

Ms. Moiger mentioned that she noticed that some sand and gravel at the bottom of the kiddie pool was coming loose. Ms. Duncan will check the situation out to determine its seriousness and contact Savol to send the Committee a bid for necessary repairs as soon as possible. Members noted compliments received from pool goers regarding new pool furniture and picnic tables purchased this year.

New Business:

A. Clubhouse Painting and Siding

Mr. Kratter provided an update on costs associated with siding the clubhouse and cabana. Workers currently finishing siding work at West Farms Village I will be available to do siding work at the clubhouse in July. Information received on approaches and work done to the railing around the clubhouse side deck points to different options that still need to be fleshed out. In addition, the stairwell adjacent to the deck may have to be replaced which could be dealt with separately from siding and railing work. Mr. Kratter recommended taking a multi-stage approach with siding, railing and stair work approved and completed separately. The Committee agreed with this approach and that siding should be addressed and completed first. Mr. Kratter made a motion to accept the bid of SOK Construction, LLC to side the clubhouse for \$18,411 and pool house for \$2550 for a total of \$22,511. Mr. Rode seconded the motion. All members present voted to accept the motion; Committee member Alvin Butler from WFVI voted to accept the motion via text message to Mr. Kratter.

B. Clubhouse Carpet Burn Marks/Cleaning

The committee discussed carpet burns discussed at the May meeting Ms. Duncan reported on repair options which would involve replacing the whole carpet because replacement or repair of burn areas-only are not possible. Committee members noted that the carpet looked like it required cleaning. Ms. Duncan will schedule having this done.

C. Clubhouse Rental

Mr. Basiel suggested that a communication be sent to all homeowners reminding them that the clubhouse can be rented and describing space and features that the clubhouse has available as well as the prices and process for renting. Doing so would promote the clubhouse and could increase rental income received. The committee agreed. Ms. Duncan stated that she would draft a communication and include it with materials for the next meeting. Committee members then discussed the importance of having homeowners or board members who rent the clubhouse be physically present at events that they have rented the clubhouse for. Several instances where this has not been the case have occurred over the last few weeks. Ms. Duncan will make sure that these requirements are made clear as part of the clubhouse rental process.

D. 2016-2017 West Farms Recreation Budget

Mr. Roch explained the timing of budget creation and necessity of having a new Recreation budget approved before West Farms 1 and West Farms 2 can create and have unit owners approve their

respective budgets with fiscal years beginning October 1st. Marty Basiel and Sheila Duncan will work together to create a proposed recreation budget making line item estimates based on prior year expenses, applying expected increases and adding the Reserve Study line item carried over from this year. The proposal will be sent to committee members for comment and approval followed by approval by the three individual associations no later than the end of July.

E. Clubhouse Attendant Backup

The committee discussed situations where the clubhouse has been rented for a function and the assigned attendant is unable to attend for some unforeseen reason. The committee decided that in these rare cases, renters should contact Imagineers who would in turn contact one of the nine Recreation Committee board members and ask them to open the clubhouse and serve as attendant for the function if necessary.

Mr. Rode made a motion to adjourn the meeting at 7:30PM. Mr. Perugini seconded the motion and it was unanimously accepted.

Executive Session:

Members did not meet in Executive Session.

Next Meeting – September 5, 2016

Respectfully submitted by Bob Roch