

**West Farms Joint Recreation Committee**  
**Meeting Minutes**  
**July 27, 2015**

**Members Present:**

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

Sheila Duncan represented Imagineers.

**The business meeting was called to order at 6:05 PM.**

**Unit Owner Forum**

**Dale Cohen, Unit 160G:** Asked why there are two checking accounts; Ms. Duncan has looked into this and determined that the TD Bank account was used in the past exclusively for payroll. She will ask the Committee later in the meeting for approval to close this account and move the funds into the Webster Bank checking account. Dale noted that although new chairs have been purchased, some other chairs have broken. She asked whether there were plans to replace these. Ms. DeWitt responded that the Committee was aware of the need for additional chairs and would discuss and determine whether they could be replaced later in the meeting. Dale asked why the purchase of a socket wrench and handles appears in the June Check Disbursement Report as a payment to Imagineers. Ms. Duncan responded that she would look into this. Dale stated that she is concerned that no definite plans have been made to save money to replace the clubhouse HVAC system. Pam responded that we have received bids (in the \$90 to \$110 thousand dollar range) to replace the system and that this remains on the list of needed capital improvements.

**Minutes Review/Approval:**

Ms. DeWitt asked whether there were any questions regarding the May 5th meeting minutes. There were none. Mr. Basiel moved that the 5/5/15 minutes be accepted. Ms. Moiger seconded the motion. The minutes were unanimously accepted.

**Financial Statement:**

Members reviewed the financial statements. Mr. Basiel also noted the two checking accounts. Sheila asked the Committee whether they would approve closing this account (which has not been accessed since last year) and moving the funds into the Webster Bank operating account. Ms. DeWitt made a motion to do as Ms. Duncan suggests; Ms. Moiger seconded the motion and the Committee voted unanimously to close the TD account. Mr. Butler asked for an explanation of the Clubhouse Attendant and Clubhouse Rental income items on the Income Statement Report. Ms. Duncan explained that homeowners submit two checks to Imagineers to pay for clubhouse rental and attendant fees separately. Mr. Butler asked for an explanation as to why Maintenance/Materials/Supplies expense items are significantly higher than budgeted on a Year-to-Date basis. Ms. DeWitt noted that costs for the playground demolition and replacement of the pool chlorinator were significant unanticipated expenditures. Dale Cohen noted that the purchase of chairs was coded into the Maintenance/Materials/Supplies category rather than under the category for Pool Furniture/Fixtures. Ms. Duncan stated that this would be corrected. Ms. DeWitt noted that a \$65 cut-off saw was rented for Imagineers in order to cut metal associated with the playground demolition. Mr. Kratter asked for a breakdown of HVAC Maintenance expenses. Ms. Duncan described all of these which were payable to B.T. Lindsay during both heating and cooling seasons. Mr. Kratter asked Ms. Duncan to look into detail associated with Maintenance/Materials/Supplies expenses. Ms. Duncan stated that she would do this and follow up with an email to Mr. Kratter. Mr. Roch made a motion to accept Financial Statements for June. Mr. Butler seconded the motion. The financials were unanimously accepted.

## **Old Business:**

### **A. Maintenance Logs**

Members reviewed the maintenance logs.

### **B. Retaining Wall**

Ms. Duncan has talked with the contractor (Pineledge); construction should start within the next two weeks. Members asked how long the construction would take and also expressed concern about the period during which part of the fence around the pool might have to be removed. Ms. Duncan stated that she would contact Pineledge and ask for a timeframe; she will also request that a temporary fence or other measure be put in place to replace fencing that has to be removed temporarily during the job.

### **C. Reserve Study**

Two bids have been received to conduct such a study. Such a study is expected to be conducted once every 5 years. \$3000 for such a study will be included in the 2015-2016 recreation budget.

### **D. Pool Issues**

Ms. Moiger updated the committee on seasonal pool-area break-ins that continue to occur and have occurred for a good number of years. A history of measures considered to minimize break ins including guard dogs, video cameras, motion detectors, etc. was presented by Ms. DeWitt. Members discussed issues associated with non-issuance of pool passes to unit owners with delinquent monthly association fees and issuance of passes to unit owners who become delinquent after passes are distributed. It may be necessary going forward to the individual associations to send certified letters to delinquent unit owners notifying them in advance that they will not be eligible to receive pool passes until they are no longer delinquent. Ms. Duncan will bring this up again in 2016 prior to pool pass distribution time. Ms. Moiger noted three days [August 27<sup>th</sup>, September 1<sup>st</sup> and September 3<sup>rd</sup>] when there will not be pool attendants available between 10AM and 3:30PM each day. She mentioned the name of a unit owner who is willing to serve as attendant at these times. The Committee authorized Ms. Moiger to offer attendant duties to this person in order to cover these periods. The Committee discussed opening the pool between 11AM and 6PM the two weekends after Labor Day. There are funds in the Payroll budget to do this. The Committee voted unanimously to open the pool September 12th-13th and 19th-20<sup>th</sup> this year. Ms. DeWitt initiated discussion on the possibility of purchasing 2 new chairs between now and the end of pool season. Funds are available to do this as a result of \$300 of Family Pass income earned this year. The Committee authorized Ms. Duncan to purchase two such chairs from Amazon.

## **New Business:**

### **A. Parking Issues**

Members discussed parking issues in areas not very clearly marked as No Parking. It was agreed to provide Ms. Moiger with yellow paint to paint "No Parking" identification in these areas.

### **B. Committee Positions**

Members decided to keep current positions (with Marty Basiel assuming the role of Rec Treasurer and Bob Roch the role of Secretary) for the remainder of 2015. Going forward, the managing entity of Recreation facilities may take another form such as a Limited Liability Corporation Board of Managing Directors or as a Joint Management Committee. Roles within these will be identified once the entity form is determined.

**C. 2015-2016 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 own budgets with fiscal years beginning October 1<sup>st</sup>. Marty Basiel and Sheila Duncan worked together to create the proposed Recreation budget making line item estimates based on prior year expenses, applying expected increases and adding a once-every-5 year Reserve Study line item this year. An additional Family Pass income item will be added as well. Members discussed budget draft changes to several line items. Ms. Duncan will add these, update the worksheet and distribute the revised budget to the 3 associations for their approval.

**D. Clubhouse Rental Emergency Contact Number**

Members discussed the necessity of having an Emergency contact phone number clearly shown to Clubhouse Rental forms for renters to use at any time if needed. Ms. Duncan agreed to add the phone number of Imagineers to the forms.

Mr. Roch made a motion to adjourn the regular meeting at 7:50PM. Ms. Moiger seconded the motion and it was unanimously accepted.

**Executive Session:**

Members met in executive session from 7:55PM until 8:20PM.

Mr. Roch made a motion to adjourn the executive session at 8:20PM. Ms. DeWitt seconded the motion and it was unanimously accepted.

**Next Meeting – Date To Be Determined based on availability of Ms. Duncan and Committee members**

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Respectfully submitted by Bob Roch