

**West Farms Joint Recreation Committee  
Meeting Minutes  
September 29, 2015**

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

**Unit Owner Forum**

**Dale Cohen, 160 Brittany Farms Road Unit G:** Asked why there are still two checking accounts since the Committee voted at the July meeting to close one of the accounts; Ms. Duncan will look into this and make sure that the TD account is closed with funds moved to the Webster Bank checking account. Dale noted in August financials that year-to-date electricity expenses are more than \$500 over the amount budgeted; she suggested that we check-out rates for alternate suppliers in addition to Eversource. Sheila said that she would look into this. Dale asked whether a pool cover has been purchased and if so why it wasn't in place. Joani Moiger responded that the pool is still in the process of being winterized and that the cover will be put in place after winterization has been completed. Dale asked for an explanation of the Income from Reserve Appropriations line item. Sheila explained that this is where funds from reserves are placed prior to being paid out to vendors.

**Kim Jackson, 135 Brittany Farms Road:** Kim expressed concern over the scattered arrangement of chairs around the pool on several visits this summer and questioned whether furniture placement/arrangement were included as responsibilities for pool attendants. Pam DeWitt responded that to the best of her knowledge these were not currently included but that the committee would consider adding them in the future. Pam asked Sheila to have a copy of current Pool Attendant responsibilities sent to Kim. Kim also expressed concern over what appears to be mold on several older white chairs.

**Barbara Walton, 111 Brittany Farms Road:** Barbara asked for the committee's approval on several pieces of rented children's activity equipment to be used at an upcoming indoor clubhouse event. The committee discussed these and did not have a problem with them. The equipment for the event was approved.

**Roxanne Amaio, 235 Brittany Farms Road Unit B and 165 Brittany Farms Road Unit D:** Roxanne expressed concern over the unattractive appearance of the clubhouse interior. She related that in the past she had addressed the Joint Rec Committee and volunteered to contribute art work and a community book lending library to the clubhouse. At the time the committee did not accept her offers. She would still be willing to contribute materials for shelving and books for inclusion in a lending library. The committee discussed this and brought up concerns about lack of resident access to the clubhouse except during private rented events and board meetings. Roxanne asked for information about the current Recreation budget. Sheila Duncan said that she would mail a copy of the budget to her. Roxanne suggested that the Committee look into the possibility of purchasing and installing ceiling fans which would improve air circulation in the main room. The Committee asked Sheila to look into this and to obtain quotes.

### **Minutes Review/Approval:**

Ms. DeWitt asked whether there were any questions regarding the July 27th meeting minutes. There were none. Mr. Kratter moved that the 7/27/15 minutes be approved. Mr. Roch seconded the motion. The minutes were unanimously approved.

### **Financial Statements:**

Members reviewed the financial statements. Mr. Basiel noted discrepancies between clubhouse attendant income and clubhouse attendant expenses over several months and assumed that these should balance out. Sheila Duncan agreed and stated that she thought miscoding between clubhouse rental income and clubhouse attendant income might have been the reason for this; she will investigate. Marty also noted significant differences between actual and budgeted pool attendant payroll expenses. Sheila explained that a number of condominium associations have seen this in 2015. Budgets are set assuming a given number of good weather pool days. This summer was exceptionally sunny and the pool was open more days than anticipated in the budget. Jordan noted a significantly higher than budgeted electrical expense in August. Sheila said that she would look into this. Mr. Roch made a motion to accept the August financials; Ms. Moiger seconded the motion. The financials were unanimously approved.

### **Old Business:**

#### **A. Maintenance Logs**

Members reviewed the maintenance logs.

#### **B. Reserve Study**

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

#### **C. Pool Issues**

Ms. Moiger shared pool attendance statistics for July, August and September. Attendance was significant in July and August; very few people attended the pool in September including the two weekends after Labor Day. Ms. Moiger recommended that next year the Committee revisit the subject of post-Labor Day weekend openings as well as fine-tuning the process of issuing family passes.

#### **D. 2015-2016 West Farms Recreation Budget**

The 2015-2016 Recreation Budget was approved by all three associations in July.

### **New Business:**

#### **A. Expense Cutting and Purchases**

Mr. Kratter urged the committee to consider ways to cut back on future costs [such as eliminating post-Labor Day pool openings] and utilize resulting savings and available funds to purchase much-needed items such as pool furniture.

#### **B. Teleconferencing Options**

Mr. Kratter recommended that the committee consider options to make it possible for recreation committee members to attend meetings remotely by calling-in. Sheila Duncan stated that she thought this could be accomplished by purchasing and attaching a speaker system to her laptop or cell phone for use during the meetings. She will check out options and get back to the committee.

**C. Miscellaneous**

The committee asked Sheila to obtain quotes for clubhouse carpet cleaning as well as for the purchase of a new vacuum cleaner. Consideration of a central or shop vacuum will be given as well. The quotes will be emailed to and voted on by committee members. Ms. Moiger made a motion to move forward with these items; Mr. Kratter seconded the motion. The committee unanimously approved the motion.

Ms. Moiger made a motion to adjourn the regular meeting at 7:17PM. Mr. Basiel seconded the motion and it was unanimously accepted.

**Executive Session:**

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

Mr. Kratter made a motion to adjourn the executive session at 7:55PM. Ms. Moiger seconded the motion and it was unanimously accepted.

**Next Meeting – Date to Be Determined in early 2016.**

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Respectfully submitted by Bob Roch