

West Farms Joint Recreation Committee
Meeting Minutes
April 4, 2017

Members Present:

West Farms 1 – Jordan Kratter, Barbara Walton
West Farms 2 – Pam Dewitt, Marty Basiel, Cathy Pavalock
West Farms 3 – Joani Moiger, Kurt Rode

Sheila Duncan represented Imagineers.

The meeting was called to order by Pam Dewitt at 6:02 PM.

Unit Owner Forum

Dale Cohen [160 Brittany Farms Road, Unit G] noted that overall the financial statements look good. She questioned #5308 administrative expenses and some maintenance costs incurred. Sheila will email her the requested information.

Minutes Review/Approval:

Ms. Dewitt asked whether there were questions regarding the February meeting minutes. There were none. Dr. Rode moved that the 2/7/17 minutes be approved. Ms. Pavalock seconded the motion. The minutes were unanimously approved.

Financial Statements:

The committee reviewed the February 28, 2017 financial statements. Mr. Basiel stated that reserves are at a level they are expected and that the financial statements appear to be accurately reflected. Mr. Basiel made a motion to accept the February 2017 financials; Ms. Moiger seconded the motion. The financials were unanimously approved.

Old Business:

A. Maintenance Logs

Members reviewed the maintenance logs.

B. Reserve Study

Dr. Rode made a motion to approve the proposal from Tangible Properties and this motion was seconded by Mr. Basiel. The motion was unanimously approved.

C. HVAC System

This item is tabled.

D. Pool Opening

Pool letter being mailed to residents was reviewed. It was decided that pool tags would be distributed on May 25 and May 26 at the clubhouse. Mr. Basiel and Ms. Walton volunteers to assist Ms. Moiger with distribution. Ms. Moiger requested that 2 25 gallon garbage cans be ordered at a cost of approximately \$185 each. Sheila will order and have delivered to the pool. It was decided to purchase 4 lounge chairs and 4 regular chairs and a 50-ft. hose for the pool as well. Ms. Moiger presented a map of where pool furniture should be located. Pool attendants will be asked to make sure the pool furniture is placed where it belongs during the beginning/ending of their shift.

E. Sign

Proposals were reviewed that were included in board packet. Mr. Kratter also had a third proposal with a similar cost. Mr. Basiel motioned to permit Mr. Kratter to spend \$1600 on signs from the vendor of his choice. Ms. Pavalock seconded this motion. All voted in favor of approving.

New Business:

A. Interior Painting Clubhouse

Property Manager will work on obtaining proposals for interior painting of clubhouse. It was also requested that proposals be obtained to replace railings of deck stairs with white vinyl railing. Ms. Dewitt asked if property manager could obtain the paint color information from Prime Touch used on the exterior of the building.

B. Damage to Tennis Court Fence/Fallen Tree

Property manager reported that a large tree had fallen from the wooded area bordering the tennis courts onto the fence. The cost to remove the tree was approximately \$450. She requested a proposal to repair the fence from Eagle Fence & Guardrail.

Mr. Basiel made a motion to adjourn the meeting at 6:48 PM. Ms. Moiger seconded the motion; the motion was unanimously accepted.

Executive Session:

Members met in Executive Session.

Next Meeting – June 6, 2017

Respectfully submitted by Sheila Duncan