

**West Farms Joint Recreation Committee**  
**Meeting Minutes**  
**June 6, 2017**

**Members Present:**

West Farms 1 – Jordan Kratter, Barbara Walton, Chris Rossignol  
West Farms 2 – Pam Dewitt, Marty Basiel, Cathy Pavalock  
West Farms 3 – Joani Moiger, Nina Balkum

Sheila Duncan represented Imagineers.

**The meeting was called to order by Pam Dewitt at 6:08 PM.**

**Unit Owner Forum**

Dale Cohen [160 Brittany Farms Road, Unit G] and Joan Brownstein (105 Brittany Farms Road, Unit D)

**Minutes Review/Approval:**

Ms. Dewitt asked whether there were questions regarding the April meeting minutes. There were none. Joani moved that the April minutes be approved. Marty seconded the motion. The minutes were unanimously approved.

**Financial Statements:**

The committee reviewed the April 30, 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. Cathy made a motion to accept the April 2017 financials; Jordan seconded the motion. The financials were unanimously approved.

**Old Business:**

**A. Maintenance Logs**

Members reviewed the maintenance logs.

**B. Reserve Study**

Tangible Properties has been contracted to prepare a reserve study for West Farms Rec. This work is underway.

**C. HVAC System**

This item is tabled.

**D. Pool Opening**

Pool cover needs to be replaced. Opening took longer than usual because pool cover fell into the pool and there was an extraordinary amount of leaves in the pool that needed to be cleaned out. Pool attendant gave notice and there may be a shortage of coverage for the pool morning hours for a few days. There will be a few days at the end of August/September where coverage may be an issue as well. Proposals are needed for mens and womens bathrooms at the pool cabana.

**E. Sign**

Jordan is working on signs approved at the last meeting. Should have signs by the August meeting.

**F. Tennis Court Fence**

Jordan made a motion to approve the repairs to the tennis court fence as proposed by Morales, seconded by Marty and approved by all.

**G. Interior Painting Clubhouse**

Proposals for Interior Painting of the clubhouse were reviewed. Stephen Kallata Painting proposal included the most work for an approximate cost of \$8500. Scope of work and formal contract will be given to manager. Joani moved to accept Stephen Kallata's proposal and motion was seconded by Marty. All approved except for Jordan who abstained.

**New Business:**

**A. Rear Steps to Clubhouse Deck**

Proposal reviewed to rebuild rear stairs to clubhouse deck. Other proposals will be obtained.

**B. Painting railings**

Maintenance will be asked to match exterior paint color for the deck railings and to pick up 3 gallons of paint and supplies. Pool attendants will paint the railings.

**C. 2018 Draft Budget Discussion**

-proposals for carpet tile replacement and Armstrong vinyl flooring to be put in next year's budget  
-quotes to replace gutters and downspout left side only and quote for entire painting.

Marty made a motion to adjourn the meeting at 7:13 PM. Joani seconded the motion; the motion was unanimously accepted.

**Executive Session:**

Members met in Executive Session.

**Next Meeting – August 1, 2017**

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Respectfully submitted by Sheila Duncan