

**West Farms Joint Recreation Committee  
Meeting Minutes  
October 3, 2017**

**Members Present:**

West Farms 1 – Jordan Kratter, Chris Rossignol  
West Farms 2 – Pam Dewitt, Marty Basiel, Kathy Pavolick  
West Farms 3 – Joani Moiger, Jonathan Perugini

Sheila Duncan represented Imagineers.

**The meeting was called to order by Pam Dewitt at 6:14 PM.**

**Unit Owner Forum**

None.

**Minutes Review/Approval:**

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

**Financial Statements:**

The committee reviewed the August 31, 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. Joani made a motion to accept the August 2017 financials; Marty 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 completed the reserve study. A copy was provided to all committee members. Sheila asked if any changes or corrections were needed. None were noted.

**C. HVAC System**

This item is tabled.

**D. Sign**

Sign will be completed soon.

**E. Rear Steps to Clubhouse Deck**

Imagineers has completed the work.

**F. Clubhouse Bathroom Renovations**

Sheila will work on obtaining proposals from vendors.

**New Business:**

**A. Asphalt Repairs**

Proposals were reviewed from Central Sealing, NLPC and M&S Paving. Kathy made a motion to approve the proposal from Central Sealing for \$6100 plus tax, seconded by Marty. All voted to approve.

**B. Additional Painting Clubhouse Interior**

Proposal from Stephen Kalata was approved. It was decided to move forward with cabinet painting in the great room and outlet cover proposal only at this time.

**C. Parking Lot Lease**

Board voted to approve a 5 year lease with Autumn Health Care at a cost of \$478 per month via email. Lease was signed by all 3 associations and Autumn Health Care.

**D. Insurance Renewal**

Proposal from Bouvier was reviewed. Marty made a motion to approve renewing insurance as quoted, seconded by Joani. All voted in favor to approve.

Motion made by Jonathan to adjourn the meeting at 7:08 PM. Joani seconded the motion; the motion was unanimously accepted.

**Executive Session:**

Members met in Executive Session.

**Next Meeting – February 6, 2018**

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Respectfully submitted by Sheila Duncan