

CLUBHOUSE COMMITTEE MEETING MINUTES
Wednesday, January 9, 2019

Committee Members:

Jim Gillin, Chair	Charlie Harvey
Cindy Himpler, Secretary	Frank Himpler, Board Representative
Kathy Boyd	Phil Johnston
Colin Conrad	Frank Perito
Sara Conrad	Barry Phillips
Jeff DiBella	James Sherard
Bruce Hackett	Sal Zisa, Security

INTRODUCTION:

The meeting began at 6:00 PM. The members present were Jim Gillin, Chair, Cindy Himpler, Secretary, Kathy Boyd, Jeff DiBella, Bruce Hackett, Charlie Harvey, Frank Himpler, Board Representative, Phil Johnston, James Sherard, and Sal Zisa. Absent were Colin and Sara Conrad, and Barry Phillips.

MINUTES:

The minutes from the November 14, 2018 meeting were previously sent out to the members prior to tonight's meeting. Kathy Boyd moved that the minutes be approved, and Phil Johnston seconded. The minutes were approved.

<u>OLD BUSINESS</u>	<u>FOLLOW-UP</u>
<p>OUTDOOR ACTIVITIES GAMES/STORAGE CHEST The committee previously received a quote on the purchase of a rubber storage chest for outside of the clubhouse, intended to store future purchases of any games, or possibly to store other pool items (noodles, etc.). The cost is expected to be around \$125-135. No decision to move forward with this item was made.</p>	None
<p>ELECTRICAL OUTLET CONCERNS The electrician has completed work on updating electrical outlets in the library and clubhouse front. Specifically 2 existing outlets were updated, which doubled their capacity, and a new outlet on the opposite wall was connected, making the front outside outlet operational.</p>	None
<p>CLUBHOUSE FRONT ENTRY REPAIRS Beazer has nearly completed work to the front entry of the clubhouse. A new concrete porch was laid, creating an elevation to the front door, making it more handicap accessible. Beazer offered to provide a similar replacement door; however, that was felt unnecessary, as it was in good shape. A higher grade steel door would have cost over \$5,000. The community would also have to incur additional installation costs. Beazer plans to return to replace siding that runs along the front bottom of the clubhouse. A volunteer project to paint the door black, as well as touch up the light fixtures and exterior numbers will be done in the spring. Jim Gillin has replaced the door handles and locks which were corroded over time. He also</p>	Jim Gillin Frank Himpler Sal Zisa

made sure that the door hinges were tamper resistant, which improved clubhouse security. A lock smith will need to return to fix the locks to the front and back doors which will make them identical. It was discussed that when Beazer picked up the old concrete porch, there was a considerable amount of water underneath it, likely due to residual from the drip irrigation. The community is considering replacing the drip irrigation with misters. The committee members acknowledged the volunteers for their efforts in getting this project done. **Plan: need to get lock smith to change locks to front/back doors, painting project in the spring (front door, light fixtures, and clubhouse numbers), need to replace front irrigation system with misters, and need to confirm that Beazer replaces the siding.**

CLUBHOUSE KEY CARDS

The committee again reviewed key card accessibility and monitoring. It was felt that the Clubhouse Chair and Board should have 24/7 access. Tracking/monitoring residents through the card system remains problematic due to lack of recording of numbers by the previous management company (Wright). The monitoring of cards, including the ability to de-activate them, requires additional specific software, which will come as an expensive to the community. **Plan: Frank Himpler will continue to discuss with the Board. It will require more extensive planning through Seascope.**

Frank Himpler – Ongoing

BATHROOM UPDATES

The clubhouse was given an operating budget of \$2,500. The plan to update the bathrooms with new mirrors, lights, faucets does not appear to be costly. However, before proceeding will need to see what other projects may take priority. **Plan: continue to discuss; issue will be put on Projects List.**

None

CLUBHOUSE INSPECTION/MAINTENANCE CHECKLIST

Jeff DiBella again discussed his development of a semi-annual and annual maintenance/activity log to assist members with clubhouse inspections. Members were previously given a copy of this work. Jeff is requesting a list of the standing community contracts so that he can check it against and incorporate relevant items into his maintenance log. The Board (Charlie Baker) is working with Seascope to get a list of the community contracts, and have a better understanding of their fees, schedules, and work. **Plan: Frank Himpler to obtain copies of relevant contract**

Jeff DiBella
Frank Himpler

OPERATING MANUAL

Cindy Himpler reported that the creation of a clubhouse operating manual is pending. Contents would include such things as: surveillance, security card access, keys/list of people having keys, security shut offs, medical emergency equipment, emergency lighting, appliances, and pool issues. This operating manual would need to be updated/revised as needed. **Plan: Cindy and Frank Himpler to begin work on this project.**

Cindy and Frank Himpler

KEY BOX

Jim Gillin reported that one of the kitchen cabinets now houses a secured/locked box which holds all of the clubhouse keys, which are tagged/identified. For now, a master key is held by Jim Gillin and Frank Himpler.

None

LIFESTYLE COMMITTEE REQUEST FOR PLASTIC SLIDERS

Kathy Boyd discussed that the Lifestyle Committee have received the plastic sliders to help them move tables. Chair dollies were not necessary.

None

2019 CLUBHOUSE COMMITTEE EXPENSE MONEY

The committee acknowledged that it was awarded a \$2,500 operating budget. It will continue to evaluate how this money can be used for intended projects.

None

POOL

The committee continued with its discussion on pool issues. Some feedback from the community, including from the annual HOA meeting, were reviewed. It is acknowledged that there may be differences as to what HOA community members feel are appropriate rules (i.e., on behaviors, guests, etc.). Additionally, it was discussed that our community rules list "No Pets" (which includes dogs, cats, or an animals). There was a discussion regarding approving "therapy pets"; and this will be looked at in more depth. Should this be allowed, the community member would have to have provide advanced written notification to the Clubhouse Committee of this intent to have a pet at the pool, including a brief note from their therapist/doctor that it is necessary. Frank Himpler has contacted Seascape to get names/numbers of 3 similar community HOAs to discuss their rules. This will provide us a benchmark. Additionally, Cindy Himpler has visited at least 1 community, "Love Creek", and can see their rules are almost identical to ours. From a risk perspective, and for the entire safety of the community, the committee feels the existing rules are fair and reasonable. Sal Zisa asked the committee/community to consider hiring a pool monitor on holidays, which are the times when the pool is most used and could benefit by over-site. He also endorsed communicating pool issues/concerns to the community through a separate e-mail blast. Along with Cindy Himpler, Kathy Boyd volunteered to help with this project.

Cindy Himpler
Kathy Boyd
Frank Himpler

Plan: Cindy Himpler will present next meeting on the Love Creek pool rules. Frank Himpler will get from Seascape contacts of 3 community HOA boards. Kathy Boyd and Cindy Himpler to eventually plan for the e-mail blast regarding the pool.

PATIO FURNITURE/PERGOLAS

The committee also discussed purchasing protective covers for the pergolas which can extend their life. It was believed the cost was about \$400 each. **Plan: Jim Gillin to call local business to get a quote. The furniture wrap will be removed prior to pool season; that will need to be inspected. Frank Himpler to check with Board regarding status of reserve fund for expected replacement of furniture.**

Jim Gillin
Frank Himpler

PROJECTOR/SCREEN

The purchase of a projector/screen was previously requested by Lifestyle Committee. It was deemed of significant value, as it could be used by various committees and board/community meetings presentations. A portable screen is located in the clubhouse, housed in the HOA board closet. One would need to go through either Jim Gillin, Frank Himpler, or Sal Zisa for the key. Sal Zisa indicated that he previously looked at the purchase of an electronically operated screen which could be mounted in the new addition area, above the windows. That area is already equipped with electrical outlets. He estimates the cost would be \$400-500. A really good projector would be costly, and he recommends going through Seascope to use their projector, when needed. **Plan: Sal Zisa will get a quote for the purchase electronically operated screen.**

Sal Zisa

PLUMBING ISSUES/KITCHEN SINK

It was reported that the kitchen sink was not draining properly. Jim DiBella inspected the sink and utilized a drain cleaner. The unit appears fixed; no plumber is needed. The committee thanked him for his work. **Plan: continue to monitor.**

None

SECURITY CAMERAS

The committee continued to discuss the status of the security cameras. Sal Zisa acknowledged that our current system has quality limitations, especially given its initial cost and age. The purchase of an upgraded security system would likely cost over \$5,000. For now, Sal Zisa is able to monitor the clubhouse through his app; and another community member who is an electrician serves as an administrator (able to download the video surveillance – which is stored for a 7 day period). However, this individual is now selling his home and won't be a resident of the Ridings. Clubhouse members raised concerns: 1. What exactly is needed to download video surveillance, and, can this be handled by another community member; and 2. What other people should have access to monitor the clubhouse? Jeff DiBella suggested that this community member/electrician come to our meeting to present on what he exactly does. It was also noted that Sal Zisa has 2 other cameras, intended to be mounted (likely in the library area, and the other in the open space of the clubhouse (looking out exiting the front door). **Plan: Sal Zisa and committee to continue to discuss.**

Sal Zisa
On-going

2018 ANNUAL HOA BOARD MEETING

Jim Gillin was unable to attend/present; and Cindy Himpler presented on the committee's involvement over the past year, emphasizing the cost savings of our all-volunteer committee. We acknowledged our committee members, and thanked them for all their hard work. It was well received.

None

CLUBHOUSE LIGHTING

Jim Gillin reported on options for replacement of clubhouse light. This would entail replacing about 20 inefficient fluorescent pocket lights with energy efficient LEDs. Home Depot is now selling a combination light/pocket can, which is intended to be mounted as a single unit. The LUM is 850, and it can last for approximately 50,000. From a risk perspective, Bruce Hackett had 2 concerns: 1) the appropriateness of clubhouse volunteers doing it as opposed to an electrician (for a commercial building); 2) and, safety/risk considerations with volunteers using tall ladders in order to do the work. The majority of the committee members felt it was appropriate for clubhouse volunteers to do this electrical work (as it was a replacement, and not a full electrical wiring install). However, the decision was made to involve the Board and get their approval. Frank Himpler will contact the electrician to get a quote for this work.

Jim Gillin
Frank
Himpler

Kathy Boyd also commented that community members feel there is insufficient light in the front parking lot of the clubhouse. This was also a complaint made at the Annual HOA Meeting. Unfortunately, the front outside lights are motion sensitive; and as a rule, motion sensors don't always function as they should. To remedy this, we would need to replace the front outside light equipped with a dusk to dawn sensor; as well as purchasing 2 new similar lights for the front corners of the clubhouse. Jim Gillin previously estimated that cost to be about \$100 per light, with a total cost of about \$300. It is unclear whether any additional electrical work would be needed (which would be more expensive than the lights themselves). The committee will need to continue to discuss this issue and come up with a plan.

Plan: Frank Himpler to contact the electrician to get a quote for the replacement of the all the lights (inside and outside). He will then present all of the information to the Board for their consideration. The committee will need to continue to discuss the sufficiency of the outside clubhouse parking lot. The cost of this lighting update would likely need to be a capital expense.

CLUBHOUSE RENTAL ISSUES

Kathy Boyd readdressed her concern about recent clubhouse renters who used tape on the wall; and concerns that future renters may cause damage to the clubhouse if they use tape, etc. There was some confusion about what the rental form already contains, and whether omissions occurred when the form was changed. James Sherard volunteered to work on this issue, and determine if the documents contained on the Ridings Website are up to date and fully describe restrictions.

James
Sherard

Plan: James Sherard to check Ridings Website regarding the existing rental forms.

FOLLOW-UP

NEW BUSINESS

EXERCISE EQUIPMENT AND CONTRACTS

Charlie Harvey asked the committee to consider replacing the current weight bench with a newer "Universal Gym", which uses cables to manage/adjust the stacked weights. Not only is it easier for the community to use, but it also is safer than free weights. This equipment is similarly used in physical therapy/rehab settings. A new Universal Gym would cost about \$4,000, however, there are some used ones sold for \$2,500. As part of this discussion, members also questioned the cost of inspecting exercise equipment (\$2,500/year; which does not include the full repair cost/parts). It is currently being done by an agency certified in exercise equipment maintenance. On the surface it appears expensive, as that money could be used for replacement of new exercise equipment. However, without it, it could increase the community's legal/risk associated with an injury. **Plan: continue to discuss possibilities of purchasing a Universal Gym. Frank Himpler to request from Board copy of exercise equipment maintenance contract.**

Frank Himpler

COMMITTEE MEMBER'S INPUT RE: ANONYMITY

Frank Himpler asked for input from the clubhouse committee regarding any concerns they may have about their name appearing on meeting minutes. The Board recently learned that the Ridings Website Meeting Minutes (and resident names) were able to be obtained through a Google Search. No clubhouse committee members offered any concerns; they did not feel it was a breach of any confidentiality. Sal Zisa maintains the website, and will be checking into whether he can make some adjustments to his settings to eliminate this issue. **Plan: continue to follow.**

Sal Zisa

FUTURE PROJECTS

The following is a list of the committee's "to do list": 1. Power wash clubhouse; 2. Paint door, lights, exterior wood trim; 3. Update bathroom mirror, lights, fixtures

NEXT MEETING

The next meeting was scheduled for Wednesday, March 6, 2019 at 6 PM. There will be no meeting in February 2019.

ADJOURNMENT

The meeting adjourned at 8:00 PM.

Respectfully submitted,

Cindy Himpler,
Secretary