

CLUBHOUSE COMMITTEE MEETING MINUTES
Wednesday, November 14, 2018

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 |

INTRODUCTION:

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

MINUTES:

The minutes from the October 15, 2018 meeting were previously sent out to the members prior to tonight's meeting. Kathy Boyd moved that the minutes be approved, and Charlie Harvey seconded. The minutes were approved.

| <u>OLD BUSINESS</u> | <u>FOLLOW-UP</u> |
|---|---|
| <p>OUTDOOR ACTIVITIES GAMES/STORAGE CHEST Jim Gillin reported that Sara Conrad was in touch with him regarding 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. Plan: the decision was made to hold off on making a purchase commitment for the rubber storage chest until spring.</p> | Deferred to Spring 2019 |
| <p>ELECTRICAL OUTLET CONCERNS Jim Gillin reported that we were moving forward with updating electrical outlets in the library and clubhouse front. Specifically updating 2 existing outlets by doubling their capacity, adding a new outlet on the opposite wall, and connecting and making operational the front outside outlet. Plan: the electrician is scheduled to do this work on Friday, November 30, 2018.</p> | Frank Himpler |
| <p>CLUBHOUSE FRONT ENTRY REPAIRS The front door requires replacement; there should be ramps leading up to the door; there are cracks in the concrete pad; and, decaying front columns. Jim Gillin, Frank Himpler, and Sal Zisa met with 2 Beazer representatives to discuss these issues. Although there were no firm commitments, it is hopeful that we will get a substantial part repaired/replaced, as requested. Plan: await Beazer response.</p> | Jim Gillin Frank Himpler Sal Zisa |

CLUBHOUSE KEY CARDS

Key cards were found not working after 8 PM. This needs to be re-addressed with Seascope; Clubhouse Chair and Board should have 24/7 access. The committee discussed this, as well as the complexities with residents' cards in that some are not trackable due to inability to identify card holders (lacking numbers; 1 versus 2 numbers). **Plan: Frank Himpler will continue to discuss with the Board. It will require more extensive discussion and planning through Seascope.**

Frank Himpler

BATHROOM UPDATES

We are awaiting 2019 budget to see what monies exist to move forward with other bathroom updates (replacing mirrors, lights, and faucets). **Plan: await news from Board. Discuss next meeting.**

Committee

CLUBHOUSE INSPECTION/MAINTENANCE CHECKLIST

Jeff DiBella presented on his development of a semi-annual and annual maintenance/activity log to assist members with clubhouse inspections. Members were given a copy of this work. **Plan: members to review the checklist, and will discuss next meeting.**

Jeff DiBella

OPERATING MANUAL

Cindy and Frank Himpler presented on their development of an operations manual which was compiled after 3 meetings with Jim Gillin, Frank Himpler, and Sal Zisa. The intent of this manual is to document the status on: surveillance, security card access, keys/list of people having keys, security shut offs, medical emergency equipment, emergency lighting, appliances, and pool issues. **Plan: this operating manual will continue to be updated/revised as needed.**

Cindy Himpler

KEY BOX

As part of old business, the committee continued to discuss the status of keys, who holds them, storage, etc. This is now documented in the operating manual. The members further looked at mounting a key box to hold all the clubhouse master keys in one of the kitchen cabinets. **Plan: Jim Gillin to purchase a key box.**

Jim Gillin

POOL ACTIVITIES/RULES

The committee briefly discussed pool concerns/violations as they impact on safety and risk. It was decided that this topic will require a separate meeting specific to the issue. The committee is considering reaching out to several other communities to see how their rules, and how they handle their issues. This will provide us with a benchmark. **Plan: Frank Himpler will begin to contact 3 other local community HOA boards to obtain a member contact who can share information on how they handle this (and other) matters.**

Frank Himpler

LIFESTYLE COMMITTEE REQUEST FOR CHAIR DOLLIES AND PLASTIC SLIDERS

Kathy Boyd previously discussed this request. Jim Gillin has purchased the sliders which can help volunteers move the tables. After further discussion, the decision was made wait on purchasing chair dollies. It is unclear if they are needed. **Plan: Kathy Boyd to discuss further with the Lifestyle Committee.**

Kathy Boyd

2019 CLUBHOUSE COMMITTEE EXPENSE MONEY

We are awaiting the approval of operating budget money to cover small clubhouse expenses (for paint, repairs, etc.). The 2019 budget was approved for \$2500. **Plan: monies available in 2019.**

No follow-up

EXERCISE EQUIPMENT

The committee was advised that the elliptical was serviced/repaired. A service contract is in place for routine checks and maintenance.

None

COMMUNITY COMMUNICATIONS REGARDING THE POOL

The committee discussed how best to communicate with the community regarding various pool issues, i.e., when it opens, safety, rules, etc. It was decided that issues need to be communicated timely, and that would best be done through the weekly community activities e-mail. The committee felt it was important to have signs posted around the pergola area with "NO SMOKING", and "NO PETS". **Plan: Jim Gillin to purchase these signs for next pool season. The committee will further discuss in the spring getting our information how to the community. The posting will also clarify that "No Pets" includes cats, dogs, or other animals.**

Jim Gillin;
deferred to
Spring 2019

PROJECTOR/SCREEN

The purchasing 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. We identified that 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 an electronically operated screen. Frank Himpler can then present to the Board as a capital expense.**

Sal Zisa
Frank
Himpler

NEW BUSINESS

PLUMBING ISSUES

It was reported that the kitchen sink was not draining properly. Unclear if a plumber will be needed. **Plan: Jim DiBella to first get drain cleaner to attempt to clear out the clogged material. If that is not helpful, will need to inform Seascope.**

Jim DiBella

PATIO FURNITURE/PERGOLAS

Seascope arranges for the pool furniture to be shrink wrapped for storage. There were concerns about damage to the pergola shades over time, as they remain exposed to the winter elements. While attending an expo, Jim Gillin met up with our patio systems installer, and learned that they custom make protective covers for our shades, at the cost of \$400 each (total of \$800). Given the cost of replacing the shades this appears to be a good investment. Pool furniture will need to be expected prior to the 2019 pool season. **Plan: Frank Himpler to present this matter to the board for their consideration.**

Frank
Himpler

SECURITY CAMERAS

Sal Zisa presented on the security system for the clubhouse. In addition to the cameras which currently exist, 2 additional ones are expected to be mounted. One 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 Jim Gillin will continue to work on these issues.**

Sal Zisa
Jim Gillin

PAINTING NEEDS

It was identified that a number of outside window wood trim is in need of repair/painting. Likely to require cleaning, sanding, primer, etc. The committee felt that volunteers could do this project. **Plan: continue to plan for this project.**

Continue to discuss

CLUBHOUSE LIGHTING

The committee discussed improving the existing lighting both in and out of the clubhouse.

Continue to discuss

1. This would entail replacing about 20 inefficient fluorescent pocket lights with energy efficient LEDs. Jim Gillin estimates replacement cost to be about \$20 per light. Total cost would be \$400. Installation would be done by the committee members.
2. Another issue was replacing 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 estimates 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).
3. In a separate communication regarding approval of the minutes, Bruce Hackett emphasized that volunteers need to use an appropriate extension ladder, one that would allow the individual to reach the light while standing no higher than the 3rd step down from the stop.

Plan: more information will be needed in order to present to the board.

CLUBHOUSE RENTAL ISSUES

Kathy Boyd brought up concern that some clubhouse renters have used tape on the wall, which would cause damage. **Plan: will need to check website to see if that form specifically identifies "DO NOT USE TAPE". If not, see how to get the form updated through Seascape.**

Kathy Boyd

2018 ANNUAL HOA BOARD MEETING

Jim Gillin unable to attend/present; and Cindy Himpler will present. The committee provided topics they felt were important to relay to community, emphasizing the cost savings of our all-volunteer committee.

Cindy
Himpler

NEXT MEETING

The next meeting was scheduled for Wednesday, January 9, 2019 at 6 PM. There will be no meeting in December 2018. Happy holidays to all!

ADJOURNMENT

The meeting adjourned at 8:00 PM.

Respectfully submitted,

Cindy Himpler,
Secretary