

CLUBHOUSE COMMITTEE MEETING MINUTES
Monday, October 15, 2018

Committee Members:

Barry Phillips, Chair
Kathy Boyd, Secretary
Colin Conrad
Sara Conrad
Jeff DiBella
Jim Gillin
Bruce Hackett
Charlie Harvey

Cindy Himpler
Frank Himpler, Board Representative
Phil Johnston
Frank Perito
James Sherard

INTRODUCTION:

The meeting began at 6:30 PM. The members present were Barry Phillips, Kathy Boyd, Jeff DiBella, Jim Gillin, Bruce Hackett, Charlie Harvey, Cindy Himpler, Frank Himpler, Phil Johnston, and James Sherard. Also joining us today as a new member was Sara Conrad; she indicated that her husband, Colin Conrad, will also be joining the committee. A warm welcome and thank you for your participation.

MINUTES:

The minutes from the 6/6/2018 meeting were previously sent out to all members prior to tonight's meeting. Phil Johnston moved that the minutes be approved, and Frank Himpler seconded. The minutes were approved.

REVIEW:

Given the committee last met in June 2018, and with the expectation that there would be changes in members' roles, a more extensive review of old business was conducted.

<u>OLD BUSINESS</u>	<u>FOLLOW-UP</u>
BATHROOM/HALLWAY MATS Cost of \$736.00 approved by HOA. Purchase was coordinated through Board with installation by Seascape.	None
CLUBHOUSE DOOR FROM POOL Clubhouse door from pool was found left unlocked on several occasions. Bruce Hackett contacted Sal Zisa and coordinated installation of card reader.	None
3 OUTLETS IN CORNER OF NEW ADDITION 3 outlets were found to be not working. Electrician corrected wiring and now operational.	None
BROKEN TILE INSIDE EXIT DOOR IN NEW ADDITION Several tile were noted to be broken in new addition area; these appeared to require grouting, and was done by Frank Himpler.	None

OUTDOOR ACTIVITIES GAMES

The committee previously considered the purchase of a corn hole board game for outside the Clubhouse area. Barry Phillips reported that it would cost about \$280 for a wooden version of the game. Although it would be lacquered, it would not hold up to the outdoor elements, and require yearly replacement. He then presented the committee with another option, a plastic game: “Jumbo 4-To-Score Game Set – Giant Sizes Fun for Kids and Adults – 4 Feet Tall, Primary Colors”, costing about \$240. For housing of this or any other games, the committee considered purchasing a large Rubbermaid storage chest, which has provisions for a lock. There are safety issues that still need to be considered: 1. Limitations of where the game would be played (on lawn; outside of fence), and 2. Placement of the storage container (if located outside of fence, avoiding placement where someone can stand on it and climb over the fence). **Plan: Sara Conrad will obtain costs of purchase of a storage chest. There may be money available from the 2 Pancake Breakfast fundraisers. Will review again next meeting.**

Sara Conrad

ELECTRICAL OUTLET CONCERNS

The committee is aware that several electrical outlets continue to be not functional. These include: 1. Outlet outside of Clubhouse, right of the door; 2. Light by pool maintenance door, requiring rewiring. Kathy Boyd also provided input from the Lifestyle Committee that there are insufficient outlets available in the Clubhouse (kitchen and library) to manage what is needed for activities; especially when there are large numbers of crock pots, warming trays, etc. Electrical updates will likely require work through our electrician. **Plan: Frank Himpler will review with the Board.**

Frank Himpler

CLUBHOUSE FRONT DOOR

The front door requires replacement; cracks in the concrete; decaying front columns require repair. Sal Zisa met with Beazer representative to discuss issues; we have not yet received a reply. **Plan: Frank Himpler will review with the Board.**

Frank Himpler

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. **Plan: Frank Himpler will review with the Board.**

Frank Himpler

BATHROOM UPDATES

Shower curtains and garbage cans were replaced; trim was placed along shower stalls. Initial estimates of replacement mirrors (\$50 each; there are 2 mirrors) and faucet replacements (\$60 each; there are 4 sets). The committee felt that we should pursue the mirror and faucet replacements. For ease in placement, Jim Gillin recommended placing 2 smaller mirrors in place of 1 large mirror. There are some concerns as to what may be behind the large mirrors (unfinished wall, aging wall paper). If approved, plan to pay for this cost through 2019 budget money. Will require Clubhouse volunteer work. **Plan: Discuss next meeting when more information about budget is known.**

Review next meeting

POOL UPDATES

An outdoor clock was donated by Jan Pollack Dudley; hung on outside wall, facing pool. Mulch around pool area routinely blows through fence, and black mesh was installed to keep it out. Long term solution might be replacement with stone. End of season pool closure, stretch wrap of furniture was coordinated by Seascope. Outside chairs and tables periodically need repair, fabric replacement, etc. Will need to determine historically who was responsible to see that these items are done. How much of it will continue to be Seascope.

Plan: Define responsibilities in Clubhouse Operating Manual (Jeff DiBella)

Jeff DiBella

OTHER CLUBHOUSE VOLUNTEER PROJECTS

Ceilings in weight room, TV room, and kitchen were painted by committee volunteers. Hot water heater sensor was replaced. Outdoor bird nest remediation was done.

Plan: Define responsibilities in Clubhouse Operating Manual (Jeff DiBella). Jim Gillin, Frank Himpler, and Cindy Himpler will also meet separately to do an on-site walk through.

Jeff DiBella
Jim Gillin
Cindy and Frank
Himpler

PANCAKE BREAKFASTS FUND RAISING

2 activities were coordinated by Barry Phillips and committee volunteers. One was in 2017 with proceeds of \$257.88, and another in 2018 (estimated to be about \$500). Barry Phillips reported that all of the monies were given to Seascope, marked as Pancake Breakfast Fund Raising.

Plan: Frank Himpler to discuss with Seascope.

Frank
Himpler

NEW BUSINESS

CLUBHOUSE BREAK-IN

A TV stolen from the exercise room in July; Lewes Police were notified. This thief also stole items from other local community businesses; he was identified on the clubhouse surveillance video. The TV was replaced, mounted and secured.

None

EXERCISE EQUIPMENT

Service contract maintenance was conducted on October 5, 2018. Elliptical requires replacement of rollers and tracks, cost of \$512.48. Board approved this expense for repair. Seascope to coordinate.

None

CLUBHOUSE OPERATING MANUAL

The committee discussed the value and importance of starting to draft a Clubhouse Operating Manual. It would outline maintenance items which need to be done (including pool), equipment service intervals, routine volunteer projects (power washing, painting), monitoring of the janitor, who has keys to the Clubhouse, who has 24/7 access to the Clubhouse, etc.

Plan: Jeff DiBella has agreed to start working on this project, which will be updated over time.

Jeff DiBella

POOL VIOLATIONS

There were various community complaints regarding smoking, dogs being brought to the pool area, people jumping into pool or throwing balls. Seascape sent out a community letter regarding pool rules reminders, which appeared to helpful. Given this, the decision was made to develop a "Community Pool News" blast, which can be put into the weekly community activities e-mail. In it can be things like: when the pool plans to open, any changes to the Clubhouse Pool area, reminder about rules, responsibilities and safety. Additionally, the committee agreed that separate/distinct signs should be mounted regarding "NO SMOKING" (2 at each of the pergola sitting areas); and "NO PETS" (1 on the pool door entrance).

Plan: Jim Gillin to look into purchase and placement of these signs. Cindy Himpler to explore how to get our "Community Pool News" placed into the weekly community letter for next year.

Jim Gillin and Cindy Himpler

LIFESTYLE COMMITTEE REPORT

Kathy Boyd reported on the following requests from the Lifestyle Committee: 1. Over time replacing the hard structured chairs with folding chairs (which are easier to move); 2. Purchasing large plastic sliders (about 8 of them, 12 inches in length), to help their members move furniture around during activities; 3. Purchasing a projection screen, projector, possibly a microphone and speakers (which can be used during presentations); 4. Finding a solution to their challenge of not having enough electrical outlets during social activities (possibly some outlets are located behind bookcases).

Plan: As a start, Jim Gillin to check into purchasing chair dollies and plastic sliders for use by the Lifestyle Committee; expect payment through 2019 budget monies. Continue to discuss.

Jim Gillin

2019 CLUBHOUSE COMMITTEE EXPENSE MONEY

There is the potential for the Clubhouse Committee to receive monies from the Board for costs/expenses outside of the capital budget. The following request was developed: total budget of \$1500; with the amount targeted for: 1. Partial renovation and update of both restrooms (mirror, faucet, and light replacement); 2. Additional signs at poolside (No Smoking, No Pets); 3. Chair dollies and table sliders for efficient event set-up and storage; and 4. Incidental supplies for installation of restroom fixtures, poolside weed control, mulch containment, touchup wall paint. These projects are planned for completion solely with volunteer labor and are outside of the items covered by the capital reserve.

Plan: Frank Himpler to e-mail the 2019 expense request to Joanne Salzburg.

Frank Himpler

CLUBHOUSE COMMITTEE MEMBER CHANGES

Cindy Himpler to act as secretary for the committee; Kathy Boyd to remain as a member. She is also secretary for several other committees. Thank you Kathy for all your hard work and dedication. Barry Phillips has announced his resignation as chair. Thank you Barry for all your time and talent in chairing the Clubhouse Committee, fund raising, and leading the momentum for the new addition. He will continue on as a member of this committee. Jim Gillin has graciously agreed to serve as Chair of the Clubhouse Committee. Thank you very much Jim, and we welcome you into this new role. Barry Phillips moved that these changes be approved. Kathy Boyd seconded.

None

NEXT MEETING

The next meeting was scheduled for Wednesday, November 14, 2018 at 6 PM.

ADJOURNMENT

The meeting adjourned at 8:00 PM.

Respectfully submitted,

Cindy Himpler,
Secretary

