

FACILITIES COMMITTEE MINUTES
February 11, 2016

- 1) CALL TO ORDER
 - a) Meeting Called to Order at 7:00 P.M.
 - b) Attendees: Andrade-Salgado, Borda, Bour, Brock, Hennessey, McGraw, Stracka (PMP)
 - c) Absent: Vergel
- 2) COMMITTEE ADMINISTRATION
 - a) Minutes of November 2015 meeting – Previously approved electronically. The Committee unanimously approved the November 2015 minutes.
- 3) GUEST & RESIDENT PARTICIPATION
 - a) No residents attended
- 4) WAVES ISSUES
 - a) None this period
- 5) TITAN & POOL ISSUES
 - a) Discussed lesson learned last season regarding a noisy pump, and recommendation that Titan Maintenance Manager (in addition to the lifeguards) inspect all three pump rooms at least bi-weekly to prevent small problems from becoming big ones.
 - b) Discussed other pool policy related items
- 6) PROJECT LIST & BUDGET
 - a) Reviewed the 2016 Project List and discussed a few of the projects
 - i) Discussed the replacement of PW pool furniture this year. FAC desires to engage with the same vendor and purchase the same product line acquired two years ago for CW and LW.
 - ii) Discussed replacement of the large shed in the maintenance compound
 - b) Reviewed the BoD-Approved 2016 Budget
 - c) Reviewed the color options previously selected by the FAC for the CW and LW pool bathhouse exteriors
 - i) FAC voted unanimously to install Stratford Blue siding at LW with Aspen White trim.
 - ii) FAC voted 3 (for red) :2 (for green) to install Lighthouse Red siding at CW with Aspen White trim.
- 7) OLD BUSINESS
 - a) None this period

8) NEW BUSINESS

- a) Discussed the bids received for the replacement of the siding, windows, doors and trims as needed for Cromwell and Lindenwood. The FAC voted unanimously to recommend to the BoD that the contract for CW and LW exterior renovations be awarded to Gutterman Services for a cost NTE \$70,000. Cost to be applied to GL's 9805 and 9817.
- b) Discussed proposed revisions for the 2016 Pool Rules and Regulations for 2016. The FAC approved a revision to the Lap Lane policy. FAC recommended the NAC review the policy and provide their inputs to the FAC for consideration.
- c) Discussed the Meeting Room and Pool Rental forms for 2016. No new revisions were required.
- d) Discussion regarding the early opening pool. Unless events dictate otherwise, the FAC expects to open LW one week early this year (weekend that begins Sat, 21 May). All pools will be open as of Memorial Day weekend (which begins Sat, 28 May).
- e) Discussed lessons learned regarding personnel and equipment experiences during recent Winter Storm Jonas

9) INFORMATIONAL ITEMS

- a) Fire Extinguisher inspections are tentatively scheduled to be completed the week of February 22, 2016

10) ADJOURN

- a) Meeting Adjourned at 9:00 P.M.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, March 10, 2016 at the Parkway meeting room.

FACILITIES COMMITTEE MINUTES
March 10, 2016

1. CALL TO ORDER

- a) Meeting Called to Order at 7:02 P.M.
- b) Attendees: Andrade-Salgado, Borda, Bour, Brock, Stracka (PMP), Phillips (Titan)
- c) Absent: Hennessey, McGraw, Vergel

2. COMMITTEE ADMINISTRATION

- a) Minutes of February meeting – Previously approved electronically. The Committee unanimously approved the February 2016 minutes.

3. GUEST & RESIDENT PARTICIPATION

- a) No residents attended

4. WAVES ISSUES

- a) The FAC reviewed and unanimously approved the Waves seasonal pool and meeting room reservation requests with the usual caveat of accommodating the BoD and committee meetings that are scheduled to simultaneously occur.

5. TITAN & POOL ISSUES

- a) Discussed Titan's pool preps schedule. Tentative dates for drain and clean are 18, 19 & 20 Apr.
- b) Discussed Titan's management and guard recruitment progress to date. We expect to have 6 international (European) guards this season (2 per pool).
- c) Discussed Titan's 2016 meeting room reservation requirements for LG training. FAC voted unanimously to approve the requested schedule contingent upon no existing conflicts.
- d) Discussed Titan recruiting articles requested for the Courier or website. FAC voted unanimously to approve Courier articles for Apr, May, Jun & Jul contingent upon CRC approval.
- e) Discussed Titan's recommendation to adjust end of season pool operating hours to avoid late season staffing shortages when local kids return to school on August 29th, 2016. Received Titan's proposed price reduction schedule for 1 less lifeguard at each pool for the last two weeks of the 2016 season. This will make it easier for Titan to maintain staffing at a period when guards are going back to college, local guards are going back to school and when the pools experience reduced attendance. It will save CountrySide a little money too. Postpone a vote until the next meeting so that all FAC members have a chance to review the suggestion before voting.
- f) Discussed the planning and implementation for the 16th Annual Pool Safety Day. FAC decided the event will be at Lindenwood this season on Saturday, 21 May with Sunday, 22 May as the rain date.

- g) Discussed the preferred date to complete the FAC pre-season pool inspections. The FAC will convene at Cromwell at 5:00 PM, Friday, 29 Apr, followed by Lindenwood, then Parkway. The siding project may be ongoing, but we will primarily be inspecting the readiness of the pools.
- h) Discussed the request from Algonkian Elementary to have their 5th grade graduation party at the Lindenwood pool between 3 PM and 7 PM on Monday, 6 Jun 2016. Algonkian meets all of our requirements. As in past years the FAC voted unanimously to approve the request and waive the cost of lifeguards.
- i) Kelly Phillips announced the hiring of a new VP and Regional Director, Steve Terapane. CountrySide pools will be in his region, and Steve will be representing Titan at our pre-season inspections on 29 Apr.

6. PROJECT LIST & BUDGET

- a) Reviewed the 2016 Project List
- b) Reviewed the 2016 Budget
- c) The BoD accepted the committee's recommendation to award the siding contract to Gutterman Services for a cost not to exceed \$63,200.00 to be taken from GL's 9805 and 9817. The BoD decided to invoke additional risk of project delay by reducing the Not-to-Exceed amount recommended by the FAC. If there is rotted wood that needs to be replaced, the BoD may have to vote to approve additional funds. The project will still be under budget despite this possibility.

7. OLD BUSINESS

- a) None this period

8. NEW BUSINESS

- a) Discussed the bid received for the replacement deck furniture at Parkway. FAC voted unanimously to recommend to the BoD to award the contract to purchase Mi-Lor patio furniture identical to that purchased for Cromwell and Lindenwood in 2014 from Criterion Inc. for a cost not to exceed \$22,000.00. Cost to be applied to GL 9801. The committee further requests the BoD approve an exception to the three bid requirement for the following reasons:
 - i) Criterion has been servicing the repair needs of all our deck furniture for more than 15 years. During this time, they have provided prompt and cost effective solutions for our needs, including going as far as delivering and providing free loaner furniture in 2014 when our new furniture order was delayed until after the pools were scheduled to open.
 - ii) During the last bid session in 2014, The Facilities committee reviewed different brands of furniture and decided on the Mi-Lor brand as it visibly superior, carried the best warranty and was made in the USA. Criterion's pricing on the Mi-Lor furniture was demonstrated to be the most cost effective solution of all bids considered.

- iii) Criterion is the only local authorized dealer of Mi-Lor furniture in the area.
- iv) Criterion's price includes receiving, unpacking, delivery and extended warranties beyond that of the factory that would not be available through an internet purchase.
- b) Discussed a suggestion to revise the CountrySide website to remove the suggestion of a skate park now that all of the basketball standards have been installed at the court at Parkway next to the maintenance yard. The FAC is indifferent and recommends that the BoD effect whatever website description they choose. Note that the FAC observed two young gents skate boarding by lantern light as the FAC adjourned Thursday evening.

9. INFORMATIONAL ITEMS

- a) Fire Extinguisher inspections were completed as of 29 Feb 2016.
- b) PMP staff is planning to install an additional level of retaining timbers around the Bickel Court Tot lot to better control the mulch from spreading beyond the border into the grass.
- c) To date, we have only received one submission from residents regarding the historical picture project at Parkway. Continue to search for photos of CountrySide historical interest that could be framed and displayed in Parkway.

10. ADJOURN

- d) Meeting Adjourned at 8:37 P.M.
- e) Next FAC meeting scheduled for 7:00 PM, Thursday, **April 14, 2016** at the **Parkway meeting room.**

FACILITIES COMMITTEE MINUTES
April 14, 2016

1. CALL TO ORDER

- a) Meeting Called to Order at 7:00 P.M.
- b) Attendees: Borda, Bour, Brock, McGraw, Stracka (PMP),
Phillips (Titan), Terapane (Titan)
- c) Absent: Andrade-Salgado, Hennessey, Vergel

2. COMMITTEE ADMINISTRATION

- a) Minutes of March meeting – Previously approved electronically.
The Committee unanimously approved the March 2016 minutes.

3. GUEST & RESIDENT PARTICIPATION

- a) Courtney Freck (Waves)

4. WAVES ISSUES

- a) Discussed and resolved meeting conflicts of the Parkway Pool meeting room and the Waves pool reservation requests. The FAC previously approved the Waves seasonal pool and meeting room reservation requests at the Feb mtg.

5. TITAN & POOL ISSUES

- a) Discussed Titan's pool supply recommendations list for each pool to ready the pools for the 2016 pool season. The FAC approved the estimates for each pool as revised during discussion. Costs to be applied to GL 7520.
- b) Discussed the cracks in the wall at the shallow end of the Cromwell pool that developed over the winter. An engineering company was hired to take core samples and make a recommendation for repairs. Meanwhile the FAC is obtaining cost estimates to repair the cracks to allow the Cromwell pool to operate through the 2016 pool season until permanent repairs can be accomplished.
- c) Discussed Titan's management and guard recruitment results for the season.
- d) Discussed Titan's recommendation to adjust end of season lifeguard staffing requirements to avoid late season shortages when lifeguards return to school after 29 Aug 2016. The FAC voted unanimously to approve the recommendation and forward it to the BoD for final approval. (For residents' information: the FAC has always taken a more conservative approach to the ratio of lifeguards to swimmers. We staff at one lifeguard per 25 swimmers while LoCo mandates only one lifeguard per 50 swimmers.) Reducing by one lifeguard per pool when attendance is historically much lower will not jeopardize pool operations and is still better than the LoCo ratio.
- e) The FAC voted unanimously to approve the request from CountrySide Elementary to schedule their 5th grade graduation party at the Lindenwood pool between 3 PM and 6 PM on Thursday, 2 Jun 2016.

- f) Discussed the LoCo deck illumination/sunset closing policy with regards to our 2016 Pool operating Schedule. On those days when previously all three pools have been open until 9:00PM, the FAC voted unanimously to close the Cromwell and Lindenwood pools at 8:00 PM to comply with LoCo's sunset policy. The Parkway Pool will continue to be open until 9:00 PM on such days because it has adequate deck lighting.
- g) Confirmed that the FAC pre-season pool inspections will be conducted on Friday, 29 April, 2016. We will start at the Cromwell pool at 5 PM.

6. PROJECT LIST & BUDGET

- a) Reviewed the 2016 Project List
- b) Reviewed the 2016 Budget
- c) Gutterman Services has ordered the materials (siding, etc.) for the Cromwell and Lindenwood pool exteriors and expects to begin work next week. They expect to have all work completed by the end of April.
- d) The BoD requested additional bids for the pool furniture. After a review of the additional bids, they have e-voted to approve the bid from Criterion on Tuesday, 12 Apr. The furniture order has been placed with Criterion and we have been advised to expect delivery mid-June, after the 2016 pool season commences.

7. OLD BUSINESS

- a) None this period

8. NEW BUSINESS

- a) Discussed suggestions for revisions to the next Pool Management RFP due to be released next month. Revised language pertaining to the snack bars and the annual pool safety picnics.

9. INFORMATIONAL ITEMS

- a) The 2007 Colorado pickup failed emissions inspection this month and required \$932.34 of repairs to correct the issue.
- b) The 2012 Ford pickup needed a brake job and a new master cylinder this month requiring \$1,327.65 of repairs.

10. ADJOURN

- c) Meeting Adjourned at 8:25 P.M.
- d) Next FAC meeting scheduled for 7:00 PM, Thursday, **May 12, 2016** at the **Parkway meeting room.**

FACILITIES COMMITTEE MINUTES

June 9, 2016

1) CALL TO ORDER

- a) Meeting Called to Order at 7:04 P.M.
- b) Attendees: Andrade-Salgado, Brock, Hennessey, McGraw, Barrie, Stracka (PMP), Terapane (Titan)
- c) Absent: Bour and Borda.

2) COMMITTEE ADMINISTRATION

- a) Minutes of April meeting – Approved Electronically. The Committee unanimously voted to approve the minutes of the April meeting.
- b) No May meeting was held due to lack of Quorum

3) GUEST & RESIDENT PARTICIPATION

- a) No residents attended.

4) WAVES ISSUES

- a) Update and status of the swim lessons and swim team season preparations. Courtney Freck stated the enrollment numbers of the Tide were slightly below average, while the number of Ripples enrolled were above average with children moving up from the Tide..
- b) Discussion of the Wave's request for access to the Parkway Wi-Fi for swim meets. The Committee agreed to the request. Mike will set this up the home swim meets and disconnect after the last swim meet.
- c) Courtney stated there are no issues with Titan and everything is working well with the Pools, from the Waves' perspective

5) TITAN and POOL ISSUES

- a) All three CountrySide pools passed their Loudoun County Health Department inspections on the first attempt. This is no accident and is a result of the hard work by our PMP staff (Mike, Bobby and Carlos) and the expectations the FAC and PMP place upon our pool management company, Titan. Good work everyone and also thanks for maintaining CountrySide's superb reputation with LCHD.
- b) Discussion of Titan's management and guard recruitment results for the season. Titan indicated no operational issues and no issues at the Pools. Titan is completing their requirement to get up to full staffing.
- c) Discussion of the pool openings and any issues experienced during the early season operations. No issues reported by Titan and the Committee agreed.
- d) Discussion of the status of the pre-season pool repair list. Mike reviewed the list with the Committee. He expects to complete the list by June17. Only some interior painting will remain and will be done after the Pools close.

- e) Discussion of the doggie swim day schedule and when the article should be placed in the Courier. The Committee agreed to Saturday, September 10th for the doggie swim day at Parkway. This will be published in the August Courier.

6) PROJECT LIST & BUDGET

- a) 2016 Project List Draft- The Committee reviewed the project list.
- b) Approved 2016 Budget- The Committee reviewed the 2016 budget.
- c) Gutterman Services has completed all work at the pools except for a few persistent punchlist items remaining at Lindenwood (Door locks and snack bar window counter). We are holding the 10% retainage until these issues are satisfactorily completed.
- d) The Chairs and tables ordered for Parkway were delivered prior to opening by Criterion. The chaise lounges are still on order and are expected later this month. We are planning to inspect all the old tables and chairs removed from Parkway and will use them to replace any of the older chairs and tables at Lindenwood and Cromwell.
- e) The Lifeguard umbrellas were discussed. Some of them appear to be in disrepair. The FAC directed PMP to replace any that were unserviceable.
- f) Discussion of the draft specifications for the replacement shop building. Mike will keep the Committee informed of his progress on this project.

7) OLD BUSINESS

- a) The RFP for pool management services was published to the vendors and bids are due June 10. The five companies bidding are:
 - i) Titan Pools
 - ii) Reinoso Pool Management
 - iii) American Pool
 - iv) High Sierra Pools
 - v) Patriot Pool Management.
- b) Mike will send a time line and the bid summary to the FAC the week of June 13.

8) NEW BUSINESS

- a) Discussion of the e-vote conducted to order a new cover for the FunBrella at Cromwell. The Committee voted 3 Yes 1 No. Mike has ordered the new cover.
- b) Discussion of the potential need for replacement covers at Parkway and Lindenwood as well. Mike will check the pricing and advise the Committee.
- c) Discussion of the disposition of the old slide removed from Cromwell. The Committee directed Mike to dispose of the old slide.

9) INFORMATIONAL ITEMS

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- a) None this period.

10) ADJOURN

- a) Meeting Adjourned at 8:05 P.M.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, July 14, 2016 at the Parkway meeting room.

FACILITIES COMMITTEE
MEETING MINUTES
July 14, 2016

1) CALL TO ORDER

- a) Meeting Called to Order at 7:06 P.M.
- b) Attendees: Andrade-Salgado, Barrie, Brock, Borda, Stracka (PMP), Prompovitch (Titan)
- c) Absent: Bour, Hennessey and McGraw.

2) COMMITTEE ADMINISTRATION

- a) Minutes of June meeting – Approved Electronically. The Committee unanimously approved the minutes of the June Meeting.

3) GUEST & RESIDENT PARTICIPATION

- a) No residents attended.

4) WAVES ISSUES

- a) Update and status of the swim lessons and swim team season operations. No one from Waves attended the meeting. No update or status provided.

5) TITAN and POOL ISSUES

- a) Pool Coordinator Report – Alex Prompovitch
 - i) Discussion of the report that Cromwell pool was open on July 7 with only 1 guard on site. In depth discussion about responsibilities and safety. The committee decided that this behavior would never be tolerated again, and directed specific actions including closing a pool to balance the remaining guards. The committee directed specific actions of who to notify and what actions to take to ensure the safety of our residents.
 - ii) Discussion of Alex's recommendations for the June Guard of the Month awards. The Committee unanimously approved the awards to Cromwell - Brennen Leresche; Lindenwood - Denys Ovchynnikov; Parkway - Lucie Michalkova. Cost to be applied to GL 7564.
 - iii) Discussion of the cleaning frequency of the bathhouse restrooms. A new checklist for the Guards will cover this concern
 - iv) Discussion of the repair of the underwater lights at the Parkway pool. This appears to be an on-going issue. PMP will have our electrician investigate the issue.
 - v) Discussion of the results of the new "on demand" lap lanes. Working very well.
 - vi) Discussion of the trash collection schedules and when cans need to be put out and returned. Review of the trash days with Alex, which he will re-enforce with the Managers of the Pools.

- b) Guest Pass totals to date and comparison to last 3 years.

6) PROJECT LIST & BUDGET

- a) 2016 Project List- On schedule to complete in 2016.
- b) Pro-Forma Budget- Under budget, as of this meeting.
- c) Gutterman Services could not locate the locking hardware for the Lindenwood doors. We are going to purchase replacements and will deduct the cost from their 10% retainage.
- d) All of the new furniture has been delivered and installed at Parkway. We have taken the best of the old chairs at Parkway and used those to replace some of the older more worn chairs at Cromwell and Lindenwood. Maria discussed an issue with Mike, about chairs in Cromwell. PMP will investigate and advise.
- e) Discussion of the initial bids received for the replacement shop building. The Committee unanimously voted to recommend the BoD approve the bid from Stolfus Structures to supply the replacement shop building and foundation for a cost not to exceed \$35,000.00. Cost to be applied to GL 9560.

7) OLD BUSINESS

- a) Discussion and confirmation of the e-vote results regarding the RFP for pool management services. The Committee decided to delay this vote until the next Facilities meeting. PMP was directed to obtain a BAFO from Titan and High Sierra Pools.

8) NEW BUSINESS

- a) None this period.

9) INFORMATIONAL ITEMS

- a) Titan replaced the Lindenwood Main Pool chlorinator this month due to failure of the old unit.
- b) Thanks to Pat Bour's kind donation, all three pools now have a microwave oven.
- c) We are still awaiting delivery of the new cover for the FunBrella at Cromwell.
- d) Titan is repairing the water damage to the Lindenwood Women's Room the week of July 11. This damage occurred due to a water leak during pool opening.
- e) Copies of the weekly Supervisors Inspection Reports from Titan

10) ADJOURN

- a) Meeting Adjourned at 8:22 P.M.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, August 11, 2016 at the Parkway meeting room.

FACILITIES COMMITTEE Minutes
August 11, 2016

1) CALL TO ORDER

- a) Meeting Called to Order at 7:02 P.M.
- b) Attendees: Barrie, Borda, Bour, Brock, Stracka (PMP), Prompovitch (Titan)
- c) Absent: Andrade-Salgado, Hennessey and McGraw

2) COMMITTEE ADMINISTRATION

- a) Minutes of July meeting – Approved Electronically. The Committee unanimously approved the minutes of the July meeting.

3) GUEST & RESIDENT PARTICIPATION

- a) Discussion of a request from Cub Scout Pack 905 to waive the rental fee and deposit of the Parkway Meeting Room for a special party on Sunday, August 21st from 4 to 7 PM. The Committee agreed to waive the rental fee and deposit, with the following requirements: remind the resident to review the Pool rules about the chaperone to children rule, to clean up the room after the party, and to purchase guest passes for any non-resident attendees at the party who use the Pool.

4) WAVES ISSUES

- a) End of season update about the swim lessons and swim team season. Courtney reported a very successful year, with the Waves being undefeated champions in their division. The Waves did not hold the All-Star event this year but may hold the Division meet next year.
- b) Discussion regarding a display case at Parkway for swim team high scores. Courtney discussed the display case and the Committee suggested she submit a budget request for 2017 to the Office.
- c) Discussion regarding the installation of speakers at Parkway. Courtney discussed the speakers and the Committee suggested she submit a budget request for 2017 to the Office.

5) TITAN and POOL ISSUES

- a) Pool Coordinator Report – Alex Prompovitch
 - i) Discussion of issues experienced at the Cromwell this month. Alex has been at the opening of Cromwell every morning to ensure the procedures and issues are resolved. Monitoring reports confirm conditions there have improved.
 - ii) Discussion of Alex's recommendations for the July Guard of the Month awards. Alex nominated Matt Hartford at Lindenwood, Tereza Nemekova at Parkway and Jordan Mazza at Cromwell as guards of the month. The Committee unanimously voted to reward these guards.

- iii) Discussion and confirmation of the reduced staffing for the last week of the season while schools are in session and the reduction of payment to Titan. PMP reminded Alex and the Committee of the reduction of staff for the last two weeks.
 - b) Guest Pass totals to date and comparison to last 3 years. Guest pass collection will not meet the projection for 2016.
 - c) Mike reported an electrician was required to replace a shorted out wire in the underwater pool lights at Parkway.
- 6) PROJECT LIST & BUDGET
 - a) 2016 Project List. PMP reviewed the Project list and gave further details on the basketball court and Parkway parking lot for 2016.
 - b) Pro-Forma Budget- PMP reported we are on budget.
 - c) Gutterman Services could not locate the locking hardware for the Lindenwood doors. We are going to purchase replacements and will deduct the cost from their 10% retainage.
 - d) The BoD approved the purchase of the new shop building and we are working with the vendor to finalize the agreement and to establish a timeline for the installation. Mike gave details of project.
- 7) OLD BUSINESS
 - a) Final discussion of the BAFO submission and vote and recommendations regarding the RFP for pool management services. The Committee voted unanimously to recommend that the BOD award the agreement to Titan Pools in 2017 for the amount of \$157,850.00. Cost to be applied to GL 7500.
- 8) NEW BUSINESS
 - a) None this period.
- 9) INFORMATIONAL ITEMS
 - a) Titan replaced the Lindenwood wading pool pump motor and switch this month due to failure of the old unit.
 - b) We are still awaiting delivery of the new cover for the FunBrella at Cromwell.
 - c) Copies of the weekly Supervisors Inspection Reports from Titan
- 10) ADJOURN
 - a) Meeting Adjourned at 7:55 P.M.
 - b) Next FAC meeting scheduled for 7:00 PM, Thursday, September 8, 2016 at the Parkway meeting room.

FACILITIES COMMITTEE MINUTES
September 8, 2016

1) CALL TO ORDER

- a) Meeting Called to Order at 7:07 P.M.
- b) Attendees: Barrie, Bour, Brock, Stracka (PMP), Prompovitch (Titan)
- c) Absent: Hennessey, McGraw, Borda and Andrade-Salgado.

2) COMMITTEE ADMINISTRATION

- a) Minutes of August meeting – Approved Electronically. The Committee unanimously approved the minutes of the August meeting.

3) GUEST & RESIDENT PARTICIPATION

- a) None this Period. - No residents.

4) WAVES ISSUES

- a) None this Period. - No Waves issues.

5) TITAN and POOL ISSUES

- a) Pool Coordinator Report – Alex Prompovitch

Discussion of Alex's recommendations for the August Guard of the Month awards and the manager bonus recommendations. Alex nominated Isaac Duke at Lindenwood, Cassie Diegtel at Parkway and Wes Jamison at Cromwell as guards of the month. The Committee unanimously voted to reward these guards.

- i) Discussion of the manager bonuses for the Pools. The Committee unanimously voted to reward the managers of the Pools: Isabel Sweeney at Parkway, Nate Smith at Lindenwood and Ted Hennessey at Cromwell.
- ii) Discussion of the Supervisor of the Pools. The Committee unanimously voted to reward the Supervisor of the Pools, Alex Prompovitch.
- iii) Discussion regarding support for the late open weekend at Lindenwood (9/10 & 11) and the Doggie Swim Day at Parkway (9/10).
- b) Guest Pass totals to date and comparison to last 3 years. As of August 30, we have collected over \$9,000 –exceeding our budgeted amount for 2016. This was the second best year in the dollar collections of guest passes.
- c) Schedule date preferred to complete the post season FAC inspections at the pools. The Committee agreed to meet at 5:30 P.M. on September 23rd at Cromwell for the FAC pools inspections.

6) PROJECT LIST & BUDGET

- a) 2016 Project List- The Committee reviewed the Project list. We are on schedule to complete all Facilities projects.
- b) Pro-Forma Budget- The Committee reviewed the Pro-Forma. We are projecting To be on or under budget.

- c) Gutterman Services could not locate the locking hardware for the Lindenwood doors. We have finally located a locksmith and have ordered the replacements and will deduct the cost from their 10% retainage. Mike projects resolution of this by the end of September.
- d) We have been advised by Loudoun County that we will need to submit an Overlot plat to get the building permit for the new shed. We are working with Zac Lette (CountrySide Resident who is a Landscape Architect) to determine the next steps necessary to get the plat. The Committee discussed this item. This additional cost of the lot grading plan, will be covered by the budget for this project.

7) OLD BUSINESS

- a) We have been advised that the check for the new FunBrella cover at Cromwell was never cashed by the vendor and the order was cancelled without notice to us. Observation shows that the covers at Lindenwood and Cromwell are also showing deterioration and we are searching for alternate vendors to supply the replacements for all three FunBrellas.

8) NEW BUSINESS

- a) The committee discussed the proposal from Huntington Electric to install the electrical service for the new shop building. The committee unanimously approved the proposal for a cost NTE \$4,800.00. Cost to be applied to GL 9560.

9) INFORMATIONAL ITEMS

- a) We had to replace all 4 tires on the 2012 Ford Truck this period.
- b) Copies of the weekly Supervisors Inspection Reports from Titan are now available in the Google Drive folder.
- c) The Committee has a discussion about the 2017 FAC requests for the 2017 budget. Mike will add projected dollars, send out to the Committee and will state a required date of submission of their voting, next week.

10) ADJOURN

- a) Meeting Adjourned at 7:55 P.M.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, October 13, 2016 at the Parkway meeting room.

FACILITIES COMMITTEE
MEETING MINUTES
November 10, 2016

1) CALL TO ORDER

- a) Meeting Called to Order at 7:09 P.M.
- b) Attendees: Barrie, Borda, Bour, Stracka (PMP)
- c) Absent: Brock, Andrade-Salgado and McGraw

2) COMMITTEE ADMINISTRATION

- a) Minutes of September meeting – Approved Electronically. The Committee unanimously voted to accept the September minutes.
- b) There was no meeting held in October.

3) GUEST & RESIDENT PARTICIPATION

- a) One resident was present to observe the meeting.

4) WAVES ISSUES

- a) None this Period.

5) TITAN and POOL ISSUES

- a) All pools have been winterized and closed for the season.

6) PROJECT LIST & BUDGET

- a) 2016 Project List- The Committee reviewed the project list.
- b) Pro-Forma Budget- The Committee reviewed the Pro-Forma. We expect to be under budget for 2016.
- c) We have obtained the missing locks and closed out the project for the pool siding.
- d) We are still working with J2 Engineering to get the Overlot Plat Survey for the new shop building. We expect the documents to be submitted to the county by the end of this week and expect approval in 2 to 3 weeks. We are tentatively scheduled to begin site preparations on December 19th.

7) OLD BUSINESS

- a) Discussion and confirmation of the E-vote for the replacement of all three pool FunBrella Covers. The BoD did not approve the quotation for the replacement FunBrellas as they were not funded in 2016. The Committee had a very good discussion on this item and we will resubmit the request to the BoD in 2017 for approval.

8) NEW BUSINESS

- a) Discussion of the bid results for the repair and replacement of the pool walls at Cromwell. The Committee reviewed and discussed the three bids. Mike gave us excellent details on the pool and the bids. The Committee instructed PMP to request a best and final proposal from all the bidders. Upon receipt of the final bids, Mike will email to the Committee. David requested the Committee to review this information and send Mike your questions, in advance of our projected “special” meeting on Thursday, January 12, 2017 to decide on the bidder and submit this to the BOD for their January 25th meeting.
- b) Discussion of a suggestion raised during the BoD Budget meeting regarding increasing the fee for obtaining a replacement amenities pass from \$5.00 to \$10.00 in 2017. The Committee discussed increasing the fee and voted unanimously to increase the fee to \$10.00 in 2017.

9) INFORMATIONAL ITEMS

- a) David thanked the Committee and PMP for all their efforts and contribution to making 2016 another successful year for Facilities.

10) ADJOURN

- a) Meeting Adjourned at 7:46 P.M.
- b) Next FAC meeting is scheduled for 7:00 PM, Thursday, January 12, 2017 at the Parkway meeting room, to finalize the Cromwell Pool renovation bid and recommend a vendor to the BoD.