

**COUNTRYSIDE PROPRIETARY**  
**FACILITIES COMMITTEE MEETING MINUTES**  
August 9, 2018

**1) CALL TO ORDER**

- a) Meeting Called to Order at 7:01 PM.
- b) Attendees: Andrade-Salgado, Barrie, Borda, Brock, Francke, Stracka (PMP), Petrin (Titan), Brown (Titan)
- c) Absent: Bour

**2) COMMITTEE ADMINISTRATION**

- a) Minutes of the July meeting approved unanimously.

**3) GUEST & RESIDENT PARTICIPATION**

- a) The FAC unanimously approved a request from the CountrySide Women's Club to use the Parkway Meeting room for their meetings over the upcoming season (agreement to be updated to reflect appropriate dates).
- b) The FAC discussed a resident's concerns about traffic to and from the pool on Lindenwood Court. PMP has suggested the resident contact VDOT for further actions, since the street in question is outside of CountrySide's jurisdiction.

**4) WAVES ISSUES**

- a) No Waves representative present.

**5) TITAN ISSUES**

- a) A resident submitted e-mail complaints regarding unsatisfactory lifeguard performance at Cromwell Pool on two separate occasions; the resident was unable to attend the FAC meeting. The issue has been presented to Titan, who have taken steps to correct the situation. FAC observation at Cromwell Pool has confirmed an improvement in lifeguard behavior.
- b) A July 19th Incident Report regarding a pool patron's interactions with Titan staff was discussed; the pool patron was unable to attend. A remedial course of action was approved by the FAC.
- c) The FAC stressed to Titan the need for continued diligence in improving guard performance at all CountrySide pools. Titan informed us that all current full-time and part-time CountrySide guards have taken and passed the quiz on our pool rules, regulations, and policies.
- d) The FAC confirmed to Titan our intention to follow a pool operating schedule that has one pool/day open on weekdays after August 23<sup>rd</sup>. We also confirmed the need for lifeguard coverage at both the Doggie Swim Day on September 8<sup>th</sup> (one guard) and at Lindenwood Pool for the weekend of September 8-9 (standard guard staffing).
- e) Reviewed an Incident Report regarding a save at Parkway Pool on July 26th.
- f) Reviewed Lindenwood "incident" and parent's thank you e-mail (no Incident Report received; date/time discrepancies made further investigation difficult).

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- g) Discussed the July 26<sup>th</sup> save at Parkway pool by lifeguards Connor McQuinn and Grace Dykes. Well done to Titan and pass our thanks to the guards for their professionalism.
- h) The FAC reviewed the criteria for filing an Incident Report with Titan. In brief, the FAC stressed the need for an Incident Report to be completed whenever any bodily injury is sustained or suspected. An Incident Report should also be completed whenever an ice pack is issued to a pool patron, or whenever guards are required to provide proactive attention/first aid to patrons.
- i) The FAC requested that Titan compile recommended “Check Lists” for the daily operation of the pools; PMP and the FAC will review and amend those lists, with the goal of establishing standards for pool operations that are consistent season-to-season.

### 6) PROJECT LIST & BUDGET

- a) 2018 Project List reviewed.
- b) Budget Proforma reviewed.
- c) Titan found and reported a leak between the Parkway wading pool and the pump room; the leak will be addressed post-season.
- d) The FAC reviewed the three bids received for replacement of the four main filters and the wading pool filter at Lindenwood Pool. FAC voted 4 Yes, 1 Abstain to recommend the BoD award the contract to NVblu at a cost not to exceed \$12,000. Cost to be applied to GL 9807.
- e) Cromwell wading pool repairs are expected to be completed during the week of August 13<sup>th</sup>.

### 7) OLD BUSINESS

- a) Electrical box cover options to be explored post-pool season.
- b) Discussion regarding the creation of new amenities passes for children (ages 8-11 and over 12) deferred to a future meeting.
- c) The FAC reviewed the response from CountrySide’s attorney regarding the use of the Cromwell Pool by the High Kicks Academy, confirming that the current arrangements are compliant with CountrySide Pool Rules and Regulations. P. Francke will follow up with High Kicks.
- d) The results of the mid-season Pool Inspection were discussed. PMP shall manage the list dividing it into tasks to be completed by Titan and those by PMP, and report back to the FAC
- e) The FAC discussed the advisability of hiring an outside cleaning service for more thorough cleaning of the pool houses on a periodic basis; suggestions to be submitted as part of the 2019 budget cycle.
- f) FAC chair requested that PMP submit suggestions for umbrella storage, so that our current inventory can be safely stored and maintained.

## 8) NEW BUSINESS

- a) The FAC confirmed the July 28<sup>th</sup> e-vote for approval of the purchase from Titan for a replacement pump for Parkway Pool. Thank you again to a dedicated and extremely responsive FAC team for approving this purchase in record time on a Saturday!
- b) PMP will convey the FAC's request to both Waves and the CountrySide Women's Club to review their usage of cabinet storage space in the Parkway Pool kitchen, and to submit any requests for additional/revised storage space to the FAC as soon as possible. Once all storage space requests are confirmed, the cabinets will be re-allocated, if necessary, and combination locks will be installed by PMP (PMP to inform the Women's Club of the impending lock changes). PMP will also inform the Women's Club and Waves of the FAC's request to refrain from leaving any food or supplies outside of their assigned cabinets—i.e., no items should be left out on countertops at any time, and all food items should be properly wrapped and stored. This request is made to improve the overall cleanliness and appearance of the kitchen area for use by all groups and rentals.
- c) The FAC discussed the operational status of the camera systems at all three pools and the need for PMP to ensure the systems stay operational. PMP will advise on estimated expenditures, if required, to make necessary repairs or additions to those systems.
- d) FAC members were requested to submit their budget suggestions to Melanie Tilghman at PMP as soon as possible. Mike will distribute those suggestions to the FAC via e-mail, so we can begin e-mail discussions of items before voting at the September FAC meeting.

## 9) INFORMATIONAL ITEMS

- a) None this period.

## 10) ADJOURN

- a) Meeting Adjourned at 9:30 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **September 13, 2018** at the **Parkway meeting room**.