

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
March 14, 2019**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00 PM.
- b) Attendees: Andrade-Salgado, Barrie, Bour, Brock, Francke, Stracka (PMP), Phillips (Titan)
- c) Absent: Borda

2) COMMITTEE ADMINISTRATION

- a) Minutes of the February meeting approved unanimously.

3) GUEST & RESIDENT PARTICIPATION

- a) The FAC unanimously agreed to recommend that the Board of Directors approve the request from the Algonkian Middle School to have their 5th Grade graduation pool party at the Lindenwood Pool on Tuesday, May 28, 2019 from 3 PM to 5:30 PM.

4) WAVES ISSUES

- a) None.

5) TITAN AND POOL ISSUES

- a) The FAC discussed preseason requirements for Titan pools.
- b) The FAC reviewed the revised Titan Daily Work Check List with Kelly Phillips.
- c) Kelly Phillips reported that Titan is targeting the second week in April to begin pool opening preparations.
- d) Kelly Phillips reported that Titan's management and guard recruitment was well underway, with a good percentage of returning personnel.
- e) There are currently no unresolved conflicts with Titan's 2019 meeting room reservation requirements.
- f) Titan will submit a write-up for recruiting, to be included on the CountrySide website and in the April Courier.
- g) Kelly Phillips will submit Titan's recommendation to adjust end of season pool operating hours to avoid late season staffing shortages when local students return to school.
- h) The FAC confirmed the date for Pool Safety Day (May 18th, Rain date May 19th); Kelly Phillips confirmed that Titan will deliver the standard Safety Class.
- i) The FAC will conduct pre-season pool inspections on May 3, 2019; team will meet at Cromwell at 5:30 PM. The goal is to be essentially complete on all tasks required for pool openings at the time of the inspections.

6) PROJECT LIST & BUDGET

- a) 2019 Project List was reviewed; PMP will update to clarify the Parkway whitecoat entry.
- b) 2019 Budget was reviewed.
- c) Mike Stracka presented a revised spreadsheet with the three bids received for the whitecoat at Parkway Pool. Given that the main pool whitecoat was not budgeted for 2019, the FAC discussed whether it was necessary for this year. Based on Mike's recommendation, the FAC decided to defer the whitecoat for the main pool. RFPs will be sent out post-season, so we can determine if there's a cost benefit to doing the whitecoat this fall or next spring.
- d) The RFPs sent to vendors for Parkway whitecoat included both the main and wading pools, and not all bids could be evaluated for the wading pool repairs alone. Mike will work with the vendors to refine/clarify the bids, and send the updated information out to the FAC for an e-vote on the wading pool repairs.
- e) The FAC discussed adding the Parkway basketball courts to the project list, as they are badly cracked; Mike will check the reserve study to see when those courts are scheduled for repair.

7) OLD BUSINESS

- a) The updated 2019 spring pool repair list was reviewed; PMP assures the FAC that all items can be addressed before pool opening.
- b) The FAC inspected the pilot electrical box cover installed at Parkway; the containers made from recycled tires look to be very well suited to serve as the replacement covers (Thanks again for your research, Adriana!) PMP will proceed with implementing these containers for all electrical box covers at Parkway for the 2019 season (to be completed before pre-season pool inspection on May 3rd). If the boxes prove successful this year, we plan to expand the use of the containers at the other pools next year.
- c) The FAC reviewed and approved the samples of the replacement shower door and associated hardware. Installation of the replacement doors will be completed before pool openings.
- d) PMP reported that a roofer had applied a roofing sealer to the entirety of all 4 dormers at Cromwell. This should reduce the likelihood of leaking until the roof is considered for replacement in 2020.
- e) The FAC reviewed the PMP summary regarding the plumbing leak at Cromwell. Mike Stracka informed us that Loudoun Water can be engaged, at no cost, at the end of each season to turn off the main water valve. This option will be exercised as part of future winterization procedures.
- f) The FAC reviewed and revised the 2019 Pool Rules and Regulations; Mike will distribute the revised document for final review by the FAC.
- g) The FAC reviewed and revised the Meeting Room and Pool Rental forms for 2019; Mike will distribute the revised document to the FAC for review.

8) NEW BUSINESS

- a) The design of the 2019 pool guest pass was reviewed and approved.
- b) PMP will change the combinations for the tennis court gates on or about June 1, 2019; this will align with the schedule for revoking amenities passes prior to pool openings in case of outstanding violations.

9) INFORMATIONAL ITEMS

- a) PMP has ordered 2 replacement cameras for the pools (one to replace the failing unit at Lindenwood and one as a future spare).
- b) Fire Extinguisher inspections are tentatively scheduled to be completed the week of March 18, 2019.
- c) The FAC discussed the recurring vandalism of the Parkway Little Library, and the graffiti at the gazebo. PMP will post warning signs of video surveillance at these locations.

10) ADJOURN

- a) Meeting Adjourned at 9:31 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **April 11, 2019** at the **Parkway meeting room**.