

## **COUNTRYSIDE PROPRIETARY**

### **FACILITIES COMMITTEE MEETING MINUTES**

September 12, 2019

#### **1) CALL TO ORDER**

- a) Meeting Called to Order at 7:12 PM.
- b) Attendees: Andrade-Salgado, Barrie, Bour, Francke, Jackson, Rossi, Stracka (PMP)
- c) Absent: Phillips (Titan), Freck (CountrySide Waves)

#### **2) COMMITTEE ADMINISTRATION**

- a) August meeting minutes were approved unanimously.
- b) Pat Bour was elected as Second Chair to serve during Don Brock's leave of absence from FAC.

#### **3) GUEST & RESIDENT PARTICIPATION**

- a) No guests present.

#### **4) WAVES ISSUES**

- a) No representative present.

#### **5) TITAN AND POOL ISSUES**

- a) No Titan representative was able to attend. Mike will contact Kelly about a separate meeting to be held with PMP and the FAC Chair, to discuss outstanding issues and corrective actions. FAC members to submit suggestions to the team for a "stipulations" list to be presented to Titan as a prerequisite to next year's contract renewal.
- b) The FAC discussed Renata's recommendations for the Manager bonuses and Lifeguard of the month awards and made adjustments based on our review of the staff's performance. Bonus' to be awarded as follows:
  - i) Manager awards to be awarded to Renata Novotna, Patrick Connor McQuinn, Abigail Laurenson, Chris and Karl Holsomback. Cost to be applied to GL 7566.
  - ii) August lifeguard awards to be awarded to William Swarm, Sophia Payne and Quentin Sibley. Cost to be applied to GL 7564..
- c) Post-season pool inspections set for Monday, Sept 23, 2019 at 5:30 PM, starting at Cromwell Pool.

#### **6) PROJECT LIST & BUDGET**

- a) 2019 Project List was reviewed.
- b) Budget Proforma was reviewed.

## 7) OLD BUSINESS

- a) The Parkway Meeting Room Rental agreement was revised after discussion. Mike will make the changes to the Master document and post it on the Google Drive. Unless an FAC member submits further changes, the document is closed for revisions until 2020.
- b) Pool Hierarchy discussion deferred until 2020.
- c) The FAC discussed rental of the Parkway Meeting Room by Non-Profit organizations and agreed that a separate rental agreement is NOT needed; instead, the rental agreement revised above will serve as the single rental agreement for the Parkway Meeting Room. It was further agreed that the option of a fee waiver will be made upon request, but not offered automatically. The internal PMP SOP will need to be revised to reflect this policy. Mike and Penny will discuss with Catherine.
- d) The license agreements for Non-Profit organizations' use of the storage sheds on common areas will be revised to remove the obsolete "2018" date, and the forms will require PMP to enter the appropriate date and year for any new agreements. PMP will draft an addendum to be used by Non-Profit organizations to list suggested projects the organization would perform for CountrySide, as part of the "quid pro quo" understanding for use of storage space.
- e) The FAC discussed the 2020 budget project suggestions for Facilities. Mike to revise the voting sheet based on discussions and redistribute it to FAC members to allow voting by month-end. FAC also discussed approaching Bob King with the possibility of starting the request cycle for budget suggestions a month or so earlier, to allow more time for discussion in committee before the NAC votes.

## 8) NEW BUSINESS

- a) PMP will schedule a meeting with Titan to discuss our proposed stipulations for extending the Titan Agreement into the first option year.
- b) Mike advised that the replacement parts for the Rokeby Tot Lot are on back-order and will be delayed by another 6-8 weeks.
- c) Mike advised that the repairs to the Par Course are well underway. New signage will be required; with art work, this could amount to nearly \$3500. PMP was directed to see if there are any stock item sign that can be sourced and used at a lesser cost. A suggestion was made that in the future, PMP research alternative options to in-house repairs to the Par Course, as online offerings were found as low as \$6K for packages that included both signage and equipment.

## 9) INFORMATIONAL ITEMS

- a) Copies of the Titan supervisor inspection reports are available in the FAC Google Drive folder.
- b) A summary of the YTD pool guest pass sales was reviewed; with September numbers, sales are expected to equal or exceed the budgeted income.
- c) Mike advised that PMP's sample umbrella stand will not be ready for review during the FAC post season inspection, due to Par Course labor demands.

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- d) Informational copies of the 2019 Pool Rules and Regulations are available on Google Drive for review and comment before the February 13, 2020 FAC meeting for review and update.

**10) ADJOURN**

- a) Meeting Adjourned at 9:32 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **October 10, 2019** at the **Parkway meeting room**.