

**COUNTRYSIDE PROPRIETARY**  
**FACILITIES COMMITTEE MEETING MINUTES**  
July 25, 2019

**1) CALL TO ORDER**

- a) Meeting Called to Order at 7:04 PM.
- b) Attendees: Andrade-Salgado, Barrie, Bour, Brock, Francke, Jackson, Rossi, Stracka (PMP), Novotna (Titan), Phillips (Titan)

**2) COMMITTEE ADMINISTRATION**

- a) June meeting minutes approved.
- b) FAC voted unanimously to appoint Tommy Jackson to represent Belmont on the Facilities Committee. Welcome, Tommy!

**3) GUEST & RESIDENT PARTICIPATION**

- a) FAC approved a request from the CountrySide Women's Club for the use of the Parkway pool meeting room for their monthly meetings over the 2019-2020 season.
- b) FAC discussed a resident request to reinstall the door to the multipurpose court in Foxfield. M. Stracka explained that the previously installed door had required frequent maintenance/repair. The committee decided not to reinstall the door at this time, so as not to discourage use of the multi-purpose courts; however, the area will be monitored for signs of misuse by residents. PMP was directed to install a laminated sign at the court entrance requesting users to police their trash and to avoid disturbing their neighbors.
- c) FAC reviewed and unanimously approved a request to waive the rental fee and room deposit for Cub Scout Pack 405's use of the Parkway meeting room on August 18, 2019.

**4) WAVES ISSUES**

- a) No Waves representatives were present; discussion of the shed maintenance was deferred to the next FAC meeting.

**5) TITAN AND POOL ISSUES**

- a) K. Phillips and R. Novotna responded to several resident reports regarding lifeguard behavior and lack of attention while on duty at both Cromwell and Lindenwood pools. As a result, guards were suspended, and others were transferred to other pools. Upon review of the basketball incident, the FAC found that the Cromwell pool manager acted entirely appropriately; he was, however, transferred to another pool at his own request. All Titan personnel have attended in service training and been reminded of the need for diligence and attention to duty.
- b) K. Phillips attended this (and last month's) meeting specifically to address a resident's e-mails concerning lifeguard and pool manager behavior at Cromwell Pool; unfortunately, the resident did not attend either meeting. M. Stracka will again invite the resident to attend the next FAC meeting to discuss both the resident's and the FAC's concerns.

- c) There was an incident of vandalism at the Parkway pool overnight on July 9-10. One of the main drain covers was forcibly removed from the floor of the pool. Titan repaired the cover on a temporary basis until a new cover could be delivered but the temporary fix failed, and the pool was closed until the new cover was installed and the pool was reopened on Friday, July 12. There were also guard chairs thrown in the pool that were removed by the swim team and guards before they could practice. There was also minor damage to a canopy cover (since repaired).
- d) It was also discovered that the Wi-fi and Security DVR for the camera system were inoperable after the vandalism incident. The failures appear to be the result of a lightning strike that burned out the cable modem, Wi-Fi router and DVR. PMP has ordered a 16-camera input replacement DVR and will install the DVR when it arrives.

**6) PROJECT LIST & BUDGET**

- a) 2019 Project List was reviewed.
- b) Budget Proforma was reviewed.
- c) FAC agreed that PMP should install an additional camera to monitor the Gazebo now that we will have a DVR with extra available camera inputs.

**7) OLD BUSINESS**

- a) FAC members were asked to review the relevant forms and PMP internal SOP regarding the meeting room rental for residents or other interested parties; forms to be reviewed as a group at the next FAC meeting.

**8) NEW BUSINESS**

- a) The draft 2020 budget preparation timeline was reviewed, and FAC members were asked to submit suggestions for 2020 FAC budget items as soon as possible, for discussion as a group next meeting.
- b) FAC discussed the pool demand hierarchy for usage for the pools for regular operations and during maintenance or other unanticipated need for closure of one or more pools. A formal policy on hierarchy will be documented for the 2020 pool season.
- c) FAC members were asked to review the documents (available on the Google Drive) regarding the license agreement for Non-Profit organizations for the rental of the Parkway meeting room and the use of the storage sheds on common areas; forms to be reviewed as a group at the next FAC meeting.
- d) A Mid-season Pool Inspection was scheduled for Tuesday, July 30, 2019. FAC members who are interested and able to attend should meet at Cromwell at 5:30 PM.

**9) INFORMATIONAL ITEMS**

- a) Copies of the Titan supervisor inspection reports are available in the FAC Google Drive folder.

**Facilities Committee Meeting Minutes**

**July 25, 2019**

**Page 3 of 3**

- b) The Lindenwood and Cromwell pools were closed between 11:30 AM and 2:30 PM on Wednesday, July 17, 2019 due to the failure of the telephones at each pool. Titan was able to open and operate the Parkway pool at 1 PM to 3 PM on an emergency basis while the other two pool were closed. The failure appears to have repaired itself and the responding Verizon technician could not find any problems when they arrived to repair the phones at 10:30 AM on Thursday.
- c) The Loudoun County Fire Marshal was investigating a report of fireworks usage outside the Lindenwood pool on July 5<sup>th</sup>. There was no damage to common property from the incident, but it was not captured on cameras as it occurred outside of the pool enclosure.

**10) ADJOURN**

- a) Meeting Adjourned at 9:16 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **August 8, 2019** at the **Parkway meeting room**.