

**COUNTRYSIDE PROPRIETARY**  
**FACILITIES COMMITTEE MEETING MINUTES**  
June 13, 2024

**1) CALL TO ORDER**

- a) Meeting Called to Order via GoToMeeting at 7:03PM.
- b) Attendees: Penny Francke (Chair), Pat Bour (Rokeby), Amanda Boone (Oakridge), Tommy Jackson (Belmont), Scott Simon (Foxfield), Tres Bassett (Morven), Tim Pope (PMP), American Pools Representatives: Jeremy Fish, Austin Woodard, Herlan Marin, Neely ? (Staffing Director).
- c) Guests: Lauren Donaldson (Waves), Anne Klein, Christina Goodrich, Meredith and Tim Smeds.

**2) COMMITTEE ADMINISTRATION**

- a) Amanda moved for approval of the June 13, 2024 Agenda; Pat seconded. Approved unanimously.
- b) Amanda moved for approval of the May 9, 2024 Meeting Minutes; Pat seconded. Approved unanimously.
- c) Pat moved for approval of the May 21, 2024 Special Meeting Minutes; Scott seconded. Approved unanimously.
- d) The FAC agreed to reschedule the August FAC Meeting to August 15, 2024.

**3) GUEST & RESIDENT PARTICIPATION**

- a) Anne Klein addressed the FAC about concerns that CountrySide lifeguards were encountering multiple scheduling issues with American Pool: scheduling/time-off requests, or requests for part-time (versus full days) being ignored, short notice being given to guards, the lack of a manager on duty to oversee staff and help resolve issues, excessive hours being scheduled on weekends, etc. American Pool has promised to address these and other issues raised by CountrySide.
- b) Lauren Donaldson also expressed concerns about American Pool's management of CountrySide pools, mostly from the perspective of the Waves Swim Team. Of greatest concern, Lauren cited two occasions where injuries occurred at the pools and the AP staff refused to fill out an Incident Report. Penny informed Jeremy Fish and the entire AP team that this was absolutely unacceptable, and that an Incident Report **must** be completed any time an injury occurs, no matter how minor; PMP must be informed of any incidents, and completed Incident Reports must be turned in to the PMP Office as soon as possible. Lauren also reported ongoing issues with AP assigning more lifeguard staff than requested or required by Waves; she reported that Waves and AP had yet to sign a contract between them directly.
- c) Christina Goodrich addressed the FAC about a fence she wants to install at her property; since her property is adjacent to the Rokeby tot lot, there are specific restrictions on what type and configuration of fence can be installed. Pat Bour has offered to work with Ms. Goodrich to offer the Rokeby NAC perspective on what type/extent of fencing might be acceptable to NAC and DRC, but any revised application for the fence will still be subject to review by DRC, NAC, and the FAC (as it affects the existing tot lot fence), and possibly Grounds (if the area adjacent to common land outside the tot lot is impacted).

#### 4) POOL ISSUES

- a) American Pools Update: Jeremy Fish and the American Pool team assured the FAC that they'd taken note of our concerns and that they were working hard to address the issues we'd reported. They committed to a change in pool managers within the following 1-2 weeks. Tim Pope will work with AP to ensure new staff is properly trained in CountrySide rules and policies.
- b) The FAC emphasized to AP representatives that CountrySide calls for a **10**-minute break at the end of each pool operating hour (with the exception of the last hour of the day), rather than the 15-minute break that AP lifeguards had been calling.
- c) Pat moved to approve two changes in the 2024 Pool Rules and Regulations: "Water Walking" is a permissible exercise during the 10-minute break period, and the pool houses will close promptly at closing time, with all pool patrons required to vacate the building at or before closing time. Amanda seconded the motion. Approved unanimously.
- d) Tim reviewed Repairs and Replacements that had been required at the pools.

#### 5) WAVES ISSUES

- a) See above.

#### 6) PROJECT LIST & BUDGET

- a) 2024 Project List was reviewed.
- b) Monthly Financial Reports were reviewed.

#### 7) OLD BUSINESS

- a) FAC reviewed Tim's work to date on the bids for tot lot replacements for the Haxall and Bickel tot lots. Tim will finalize the information on the bid summary spreadsheet and distribute the information to FAC as soon as it's available. FAC will try to finalize the vendor selection via e-vote, since there are substantial savings to be realized if we can place the order by the end of June.
- b) Tim advised the FAC that each window vendor he contacted on the Cromwell Pool Window Repair/Replacements had indicated that they supply and install windows only, and any repair of damaged/rotted drywall or wood framing would be outside their scope of services. Tim will contact general contracting/repair work vendors to get quotes for this. The work will be scheduled to be completed after pool season.

#### 8) NEW BUSINESS

- a) Peyton Rd. Fence Application – Tot-Lot Adjacent: See above discussion.

**9) INFORMATIONAL ITEMS**

- a) None discussed.

**10) ADJOURN**

- a) Amanda moved to adjourn; Pat seconded the motion. Approved unanimously. Meeting adjourned at 9:39 PM. Next regular FAC meeting is scheduled to be conducted remotely at **7:00 PM on Thursday, July11, 2024.**