

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MINUTES
January 13, 2022**

1) CALL TO ORDER

- a) Meeting Called to Order via GoToMeeting at 7:03 PM
- b) Attendees: Boone, Fitzel, Jackson, Rayome, Wallin, Wilson, Stracka (PMP), Kashinov (HSP), Grajkowski (HSP), Green (HSP)
- c) Absent: Bour

2) COMMITTEE ADMINISTRATION

- a) Discussion and assignment of an alternate committee chair. Tommy Jackson volunteered and was unanimously approved as the alternate Chair.
- b) Approval of the November 2021 meeting minutes. Unanimously approved as drafted.

3) GUEST & RESIDENT PARTICIPATION

- a) None this period.

4) WAVES ISSUES

- a) None this period.

5) POOL ISSUES

- a) Discussion with HSP regarding their proposal to remove one skimmer to further diagnose the water leak at the Lindenwood Main Pool, the damaged main drain sump and two returns in the Lindenwood Wading Pool. The members discussed the possible causes and recommendations from HSP regarding the repair options for the leak. The committee has requested that HSP forward a revised proposal for repairs that anticipate options and additional charges as are likely to be experienced.

6) PROJECT LIST & BUDGET

- a) 2022 Draft project list and review of deliverables. Reviewed. Sam will discuss with Penny the suggestion that the Kubota replacement and purchase decision be made by GRNDS as its primary use is in support of their operations. PMP was also advised to make some formatting changes regarding the LW repairs and canopies.
- b) 2022 Budget - Reviewed
- c) We have not been able to locate another brand of UTV with a hydrostatic transmission to use to compare with the bids received from Kubota and John Deere. Bobcat did previously make a comparable unit, but it has been discontinued and there are no units left in inventory.
- d) Discussion of the draft SOW for the renovation of the Lindenwood Main pool that is assumed to begin at the end of the 2022 Pool season. Members reviewed an outline of the SOP and suggested minor revisions. Members were also

encouraged to review and send comments to Mike by 1/19/22. PMP will target getting the RFP assembled and out to as many vendors as possible by 1/21/22, with bids due back by 2/16/22. The FAC also agreed to postpone the February meeting to 2/24/22 to allow time for the bids to be reviewed and vendor recommendations discussed.

7) OLD BUSINESS

- a) None this period.

8) NEW BUSINESS

- a) None this period.

9) INFORMATIONAL ITEMS

- a) Informational copies of the 2021 Pool R&R's, Meeting Room rental documents, pool rental documents, and the shop shed agreements are available on Google Drive for member review and comment for revisions necessary for 2022. Please send all recommended revisions to Mike prior to February 2 for compilation and incorporation in the February meeting package.
- b) We have continued the monthly reset of the tennis court lock combinations and will continue the process of changing the combinations monthly going forward.
- c) We ordered and received the new pool deck umbrellas as discussed and finalized last year. We ordered additional guard chair umbrellas but have received notice they are no longer available and that our order has been credited. We will order alternates to offset the credit so they will still be applied to the 2021 operating budget.

10) ADJOURN

- a) Meeting Adjourned at _____.
- b) Next regular FAC meeting is tentatively scheduled to be conducted remotely at **7:00 PM on Thursday, February 24, 2022.**

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE AGENDA
February 24, 2022**

1) CALL TO ORDER

- a) Meeting Called to Order via GoToMeeting at 7:03 PM
- b) Attendees: Boone, Bour, Jackson, Kiser, Rayome, Wallin, Wilson, Stracka (PMP)
- c) Absent: Fitzel, Kashinov (HSP)

2) COMMITTEE ADMINISTRATION

- a) Approval of the January 2022 meeting minutes. Approved unanimously

3) GUEST & RESIDENT PARTICIPATION

- a) 7:45 PM: Discussion with a representative of Tennis DNA regarding the offering of tennis lessons again for the 2022 season.

4) WAVES ISSUES

- a) None Anticipated.

5) POOL ISSUES

- a) Discussion with HSP regarding their recruiting and staffing planning for the season. Krasi not available. Next meeting.
- b) Discussion regarding the option to open one pool one weekend early on May 21-22. Not budgeted and not scheduled.
- c) Discussion regarding the planning for the Pool Safety Day event. Table for next meeting.

6) PROJECT LIST & BUDGET

- a) 2022 Draft project list. Reviewed with no issues.
- b) 2022 Budget. Reviewed with no issues.
- c) Discussion regarding the bids received to remove skimmers to further diagnose the water leak at the Lindenwood Main Pool. FAC voted unanimously The Facilities Committee unanimously recommends the BoD award the bid to High Sierra Pools for the removal and replacement of up to two (2) skimmers at the Lindenwood Pool to isolate and repair the source of the water leak in the skimmer system for a total cost NTE \$15,100.00. This work will include the approval of Phase 1, removal of the first skimmer and pressure testing at a cost of \$1,550.00 and a fee of not more than \$6,000.00 for the repair of the leak and replacement of the skimmer. If this testing shows additional leaking, then a maximum of one additional skimmer would be approved by the Facilities Committee under Phase 2, to be removed and replaced at the same unit cost as the first skimmer to address the additional leak. This work will be scheduled in advance, to occur on a date and time when members of the FAC and PMP staff can be present during the excavation to see the damage as it is exposed and

agree on the cause of the damage and parties responsible for payment of the work. Cost for these repairs will be applied to reserve GL 9892.

- d) Discussion of the bids received for the renovation of the Lindenwood Main pool. Bid are all much higher than reserve projections and will need to be considered as we go forward.
- e) We are still researching alternative options and bids for the UTV replacement now that it has been confirmed the Kubota model is the only brand to offer a Hydrostatic transmission. We have expanded the search criteria to ensure enough bids to compare for the replacement to include the Bobcat, Polaris and Kawasaki brands with continuously variable transmissions (CVT).

7) OLD BUSINESS

- a) None this period.

8) NEW BUSINESS

- a) Review and discussion of the following draft 2022 documents:
 - i) Pool Rules and Regulations
 - ii) Parkway Meeting Room rental documents
 - iii) Pool rental documents
 - iv) Shop shed agreement
- b) Discussion of the replacement of the pool identification signs at the entrance of each pool's parking lot. PMP will get pricing along with another project in progress with GRNDS and order under present at a later meeting.

9) INFORMATIONAL ITEMS

- a) Informational copy of the post-season pool repair list from 2021 that staff is using to begin seasonal preparations for 2022. This work is being completed as weather and staff schedule allow.
- b) We have continued the monthly reset of the tennis court lock combinations and will continue the process of changing the combinations monthly going forward.

10) ADJOURN

- a) Meeting Adjourned at 8:57 PM.
- b) Next regular FAC meeting is scheduled to be conducted remotely at **7:00 PM on Thursday, March 10, 2022.**

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MINUTES
March 22, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via GoToMeeting at 7:03 PM
- b) Attendees: Boone, Bour, Fitzel, Kiser, Rayome, Wallin, Wilson, Stracka (PMP), Kashinov (HSP)
- c) Absent: Jackson

2) COMMITTEE ADMINISTRATION

- a) Approval of the February 2022 meeting minutes. Approved unanimously as drafted.

3) GUEST & RESIDENT PARTICIPATION

- a) None this period.

4) WAVES ISSUES

- a) Discussion of any conflicts of the Parkway Pool meeting room and pool reservation requests. Committee tentatively approved the schedules with the expectation that the Waves will continue to make parking spaces available and keep noise to a minimum in the event any in person meetings are scheduled during a Waves event.

5) POOL ISSUES

- a) Discussion of HSP's pool opening schedule. HSP is on schedule and anticipates beginning the drain and clean of the Lindenwood pool the first week of April, followed by the Parkway and Cromwell pools.
- b) Discussion of HSP's management and guard recruitment results for the season. HSP reported that they expect to have complete access to international guards this season. They are also recruiting locally and have 3 or 4 already and are hoping to get 5 to 6 more candidates to fill out the roster.
- c) Discussion of any HSP recruiting articles requested for the April Courier or website. PMP will forward articles to Erin to be included in the Courier.
- d) Discussion of the planning & implementation for pool safety day. HSP requested that the picnic be scheduled for the second opening weekend to avoid confusion and congestion during the opening Memorial Day weekend. Picnic will be scheduled for June 4th with a rain date of June 5th.
- e) Discussion of the preferred date to complete the FAC pre-season pool inspections. Committee scheduled inspections to begin at Cromwell at 5:30 PM on Thursday, May 5th, 2022.

6) PROJECT LIST & BUDGET

- a) 2022 Project list. Reviewed and discussed.
- b) 2022 Budget Proforma. Reviewed and discussed
- c) Discussion regarding the bids received to replace the windows on the dormers at the Lindenwood Pool. The committee prefers to see quotes for the full replacement of the windows and wrapping of the trim. PMP will obtain revised bids to present at the next meeting.

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- d) Discussion of the bids received for the replacement of the diving board and stand at Cromwell. No vendors responded to the bid solicitation. PMP will research other vendors to present at next meeting.
- e) Discussion of the bids and features of the options to replace the Kubota UTV. The committee voted unanimously to recommend the BoD accept the bid from Browning Equipment to purchase a Kubota RTV X900WL-H for a cost NTE \$30,000.00. Cost to be applied to Reserve GL 9551.
- f) Discussion of the results of the PMP Tot Lot inspections and recommendations for repairs and replacements in 2022. Members were requested to review the tot lots in their neighborhoods to ensure the PMP suggested repairs or replacement options are agreeable for the tot lots as recommended. PMP will compile members suggestions to present a final repair and replacement list at the next meeting.
- g) Discussion regarding the PMP pool deck furniture inspections and recommendations for repairs and replacements in 2022. PMP will research table replacement options and pricing for the last set of replacement ordered for discussion at the next meeting.

7) OLD BUSINESS

- a) Review and discussion of the following draft 2022 documents:

- i) Pool Rules and Regulations
- ii) Parkway Meeting Room rental documents
- iii) Pool rental documents

Committee members reviewed documents and made suggestions for revisions. PMP will make revisions and will present revised versions for approval at the next meeting.

- iv) The committee reviewed and unanimously recommended the BoD accept the shop shed agreement for 2022.

8) NEW BUSINESS

- i) None this period.

9) INFORMATIONAL ITEMS

- a) We are scheduled to complete the inspection of the fire extinguishers in the pools and the vehicles the week of March 28th.

10) We have continued the monthly reset of the tennis court lock combinations and will continue the process of changing the combinations monthly going forward. **ADJOURN**

- a) Meeting Adjourned at 8:51 PM.
- b) Next regular FAC meeting is scheduled to be conducted remotely at **7:00 PM on Thursday, April 14, 2022.**

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MINUTES
April 14, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via GoToMeeting at 7:06 PM
- b) Attendees: Boone, Bour, Fitzel, Rayome, Wallin, Wilson, Stracka (PMP), Kashinov (HSP), Green, (HSP)
- c) Absent: Jackson, Kiser

2) COMMITTEE ADMINISTRATION

- a) Approval of the March 2022 meeting minutes. Approved unanimously as drafted.

3) GUEST & RESIDENT PARTICIPATION

- a) None Anticipated.

4) WAVES ISSUES

- a) Discussion of any conflicts of the updated Parkway Pool meeting room and pool reservation requests. None noted.

5) POOL ISSUES

- a) Discussion of HSP's pool opening schedule. Lindenwood has been drained and cleaned. HSP has set up sprinklers to occasionally wet the pool while it is drained for repairs. Parkway is in process of draining and cleaning and Cromwell is targeted for the week of 4/18.
- b) Discussion of HSP's management and guard recruitment results for the season. HSP confirmed international staff recruiting and travel is on schedule and no concerns are noted. Local recruiting is continuing and on target for opening.
- c) Discussion of any HSP recruiting articles requested for the May Courier or website. Requested to continue running current articles in May and June.
- d) Discussion of the planning & implementation for pool safety day (June 4th, Rain date June 5th). On target as projected.
- e) Confirmation the FAC pre-season pool inspections are scheduled to be conducted on 5/5, beginning at 5:30 PM at the Cromwell Pool.

6) PROJECT LIST & BUDGET

- a) 2022 Project list
- b) 2022 Budget Proforma
- c) Discussion of the findings of the skimmer leak investigation at Lindenwood. Committee discussed HSP's sounding efforts conducted on 4/4 and 4/12 and concurred with HSP's phase two recommendations and directed to proceed with the services recommended as part of the previously approved scope of work. It is anticipated that this phase will allow identification of the source of the major suspected leak. Alternative measures were discussed and will be considered pending the result of the phase 2 investigation. HSP was also asked to generate and submit bid pricing for the replacement of the entire loop of skimmer plumbing for consideration of alternative options.

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- d) Discussion regarding the bids received to replace the windows and trim on the dormers at the Lindenwood Pool. The committee unanimously voted to award the work to Discount Window Repair for an amount NTE \$4,000.00, contingent upon the vendor confirming a warranty period on the materials and workmanship of not less than 1 year. Cost to be applied to the Contingency Reserve Allowance GL.
- e) Discussion of the alternative options and pricing for the replacement of the diving board and stand at Cromwell. PMP presented an option to replace the board in house utilizing a concrete sub-contractor, but the committee expressed concern regarding insurance and liability concerns. PMP was directed to locate other vendors to bid and to again approach HSP to reconsider their decision to not bid on these services.
- f) Discussion of the planning for the Tot Lot repairs and replacements in 2022. All members have reviewed and approved the repair lists for the tot lots in their neighborhoods. PMP was directed to contact the local approved vendors for each brand of equipment in each of the tot lots to get them to submit bids for the repairs necessary at each of their tot lots and to also bid on the design and replacement of the equipment at the tot lots in Welbourne and on CountrySide Blvd. These bids should be presented to the Committee for consideration at the next meeting.
- g) Discussion regarding the deck table replacement options. Tabled for discussion at a later meeting.

7) OLD BUSINESS

- a) Review and discussion of the following revised draft 2022 documents:
 - i) Pool Rules and Regulations. The committee discussed the recent update in language recommended for compliance with federal guidelines. The committee received and approved all suggested changes to the documents with the exception of the following language:
 - (1) Revisions necessary for compliance with Federal FHA guidelines regarding safety and health restriction language as it related to the age or development of the patrons.
 - (2) Confirmation of legal counsel direction regarding the restrictions recommended regarding alcohol use at the facilities.
 - ii) Parkway Meeting Room rental documents. Tabled for discussion at a later meeting.
 - iii) Pool rental documents. Tabled for discussion at a later meeting.

8) NEW BUSINESS

- a) Discussion of available canopy shade options for the Lindenwood pool for 2022. Tabled for later discussion.

9) INFORMATIONAL ITEMS

- a) We completed the 2022 inspection of the fire extinguishers in the pools and the vehicles. We will need to replace 3 extinguishers that are over 12 years old and have aged out.
- b) We have continued the monthly reset of the tennis court lock combinations and will continue the process of changing the combinations monthly going forward.

c) ADJOURN

- d) Meeting Adjourned at 9:06 PM.
- e) Next regular FAC meeting is scheduled to be conducted remotely at **7:00 PM on Thursday, May 12, 2022.**

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MINUTES
May 12, 2022**

1) CALL TO ORDER

- a) Meeting Called to Order via GoToMeeting at 7:01 PM
- b) Attendees: Boone, Bour, Jackson, Rayome, Wallin, Stracka (PMP), Kashinov (HSP), Green (HSP)
- c) Absent: Fitzel, Kiser, Wilson

2) COMMITTEE ADMINISTRATION

- a) Approval of the April 2022 meeting minutes. Approved unanimously as drafted.
- b) Confirmation in session vote of the “Action Out of Meeting” approval of the 2022 Pool Rules and Regulations. Voted and approved unanimously.

3) GUEST & RESIDENT PARTICIPATION

- a) None Anticipated.

4) WAVES ISSUES

- a) Update and status of the swim lessons and swim team season preparations. Courtney Freck and Lauren Donaldson in attendance. Courtney announced Lauren Donaldson will assume the Waves position of president next season. 125 kids signed up for the swim team with the ripples at full membership with a waiting list. Waves have completed the transfer of the lap lane to the new reel and PMP will remove and dispose of the old reel

5) POOL ISSUES

- a) Discussion of HSP’s pool opening schedule. Cromwell and Parkway have passed their LCHD inspections and are on target to be ready to open on time.
- b) Discussion of HSP’s management and guard recruitment results for the season. International guards arriving within 2 weeks and all positions are full with ongoing recruiting for alternate and overflow staff.
- c) Discussion of the planning & implementation for pool safety day (June 4th, Rain date June 5th).
 - i) HSP will provide demonstrations and bottled water.
 - ii) PMP will provide drink tubs, tables and pizzas
- d) Discussion of the results of the FAC pre-season pool inspections conducted on May 5th. Pat discussed her observations with the committee and that the pools are nearly ready for opening, with minor repairs to still be completed.
- e) Discussion with HSP of the ongoing observations of the sand filters at Cromwell. HSP is continuing to monitor the filters with no need for action at this time.

- f) Discussion of the seasonal preparation equipment and repair lists for each pool. The FAC agreed to let PMP proceed with approval to HSP to order the items required for each pool and to charge the items to GL 7520.

6) PROJECT LIST & BUDGET

- a) 2022 Project list. Reviewed with no issues.
- b) 2022 Budget Proforma. Reviewed with no issues.
- c) Ongoing discussion with HSP regarding the Phase 3 testing results and recommendations regarding the skimmer leak investigation at Lindenwood. Scott Green identified the pipes that were found to be broken in the deep end for two skimmers however there was no damage to a third line in the same loop. Scott suggested that we can isolate the broken skimmers, repair the leaks found and close the floor cuts and open the pool close to, if not on time for the season. Then we can plan to look into making repairs to these broken lines and locating additional leaks after the season. The FAC unanimously approved proceeding with the temporary repairs and to plan to open the pool as close to on time as possible.
- d) Discussion of the alternative options and pricing for the replacement of the diving board and stand at Cromwell. Scott Green discussed options and recommendations and will send a quote for the repair of the existing inground hoops to review with the full replacement in the off-season.
- e) We have confirmed that Discount Windows will work with our agreement language and offer of a 1-year warranty. We are working with them to get the agreement completed and signed by both parties. Repair will be scheduled to occur as soon as the agreement is executed, and the new windows arrive (Approx. 3 weeks after execution)
- f) We have met with three vendors to get bids for the Tot Lot repairs and replacement project. We are also in contact with two additional vendors for the remaining equipment repairs and expect to be able to present vendor bids and recommendations at the June meeting.
- g) Discussion regarding the deck table replacement options. FAC prefers to get pricing for round tables to match the existing tables.

7) OLD BUSINESS

- a) Review and discussion of the following revised draft 2022 documents:
 - i) Parkway Meeting Room rental documents. Voted unanimously to approve as drafted.
 - ii) Pool rental documents. Voted unanimously to approve as drafted

8) NEW BUSINESS

- a) Discussion of available canopy shade options for the Lindenwood pool for 2022. PMP advised 2 old but new white canopy covers at the maintenance yard that will match the blue and white color scheme at Lindenwood. PMP will

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inspect the covers for staining and install them if they are in good condition. IF they are stained, to purchase new replacement covers locally.

9) INFORMATIONAL ITEMS

- a) We have continued the monthly reset of the tennis court lock combinations and will continue the process of changing the combinations monthly going forward.

10) ADJOURN

- a) Meeting Adjourned at 8:30 PM.
- b) Next regular FAC meeting is scheduled to be conducted remotely at **7:00 PM on Thursday, June 9, 2022.**

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MINUTES
June 9, 2022**

1) CALL TO ORDER

- a) Meeting Called to Order via GoToMeeting at 7:03 PM
- b) Attendees: Bour, Fitzel, Kiser, Wallin, Wilson, Stracka (PMP), Dimitrov (HSP)
- c) Absent: Boone, Jackson, Rayome

2) COMMITTEE ADMINISTRATION

- a) Approval of the May 2022 meeting minutes. Approved unanimously.
- b) Confirmation in session vote of the following “Action Out of Meeting” approvals:
 - i) Motion to make the Lindenwood pool available on first come - first served basis for the Algonkian and CountrySide elementary schools 5th grade graduation parties on a weekday when the pool is not open to residents. The cost to not exceed \$1,300.00 and to be paid from the donation budget, GL 5315. Approved unanimously.
 - ii) Motion to delay implementation of the requirement for residents to show a valid 2022 Amenities pass for the initial opening weekend of May 28 thru May 30. Approved unanimously.
 - iii) Motion to approve the HSP proposal to repair the broken diving board frame at the Cromwell pool for a cost NTE \$2,700.00. Cost to applied to the reserve GL 9806, Cromwell Pool Repairs. PMP was requested to ask our insurance broker “What impact would there on our coverage if we repair, or replace, the existing diving board stand at any of our pools?” Item tabled for discussion in July.
 - iv) Motion to recommend the BoD approve the Management Agreement between The CountrySide HOA and STM Tennis LLC. doing business as “TennisDNA”. Approved unanimously.

3) GUEST & RESIDENT PARTICIPATION

- a) None this period.

4) WAVES ISSUES

- a) Update from Courtney Freck on the status of the swim lessons and swim team season preparations. Swim lesson program doing very well with over 2 pages of signups. They have a new coach and events have been going well. A concern was expressed with the issue of the difficulty of removal of the ladders at Parkway for the meets and PMP will work with the Waves to straighten up the ladder tubes and inspect the anchor bolts and replace them as needed.

5) POOL ISSUES

- a) Discussion of HSP's pool opening weekends. Presiyan reported that the pool opening weekend was relatively smooth with no operating issues with the pools. HSP were asked to confirm the following with all staff:
 - i) That the managers at all pools are reminded to make sure that when the pools are lightly attended, that a guard remains on duty either in a chair or on the deck.
 - ii) At closing, lap swimmers are allowed to swim during the final 10 minutes of the hour.
- b) Discussion of HSP's final management and guard recruitment results for the season. They are fully staffed but are still recruiting for additional staff to cover for absences.
- c) Discussion and clarification of the pool admittance procedures and instruction to the staff regarding residents who do not present a valid 2022 Amenities pass for admittance. There were some issues with numerous residents being confused with the admittance process and ID requirements after the opening weekend but that seems to be getting much better since the opening week. Presiyan reinforced with the guards to ensure that only residents with 2022 passes can gain admittance to the pools. Guards were also asked to make sure residents confirm they have the propped passes returned upon departure from the pools.
- d) Discussion with HSP of the ongoing observations of the sand filters at Cromwell. HSP sent a proposal to investigate the sand filters for loss of sand. PMP indicated in-house staff could perform this service and was directed to proceed and to report their findings to HSP for discussion.
- e) Discussion of the planning & implementation for the rescheduled pool safety day (June 11th, Rain date June 12th).
 - i) HSP will provide demonstrations and bottled water.
 - ii) PMP will provide drink tubs, tables and pizzasSam agreed to make himself available to support the event and to represent the members of the FAC at the event.

6) PROJECT LIST & BUDGET

- a) 2022 Project list
- b) 2022 Budget Proforma
- c) Discussion regarding the completion of the spring leak investigation and repairs at Lindenwood and the plans for additional testing, review and repairs that need to be considered next off season.
- d) We are still working with Discount Windows to finalize the agreement language and signatures. We anticipate completion of the agreement the week of June 6th and repair will be scheduled to occur as soon as the agreement is executed, and

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the new windows arrive (Approx. 3 weeks after execution). PMP was directed to make all efforts to get this agreement in place and moving forward by 6/17.

- e) We have met received initial quotes from 2 of the solicited tot lot vendors and are awaiting response from the 3 additional vendors. The bids received are available for review in the FAC Google Drive, 2022 Bids/Tot Lots folder. PMP was directed to organize the bid documents and to create a bid summary once we get the expected bids for discussion during the July meeting.

7) OLD BUSINESS

- a) None this period.

8) NEW BUSINESS

- a) None this period

9) INFORMATIONAL ITEMS

- a) We have continued the monthly reset of the tennis court lock combinations and will continue the process of changing the combinations monthly going forward.
- b) We have finally received the fabric repair kit for the damaged canopy cover at Parkway and will apply the patch the week of June 13th.

10) ADJOURN

- a) Meeting Adjourned at 8:28 PM.
- b) Next regular FAC meeting is scheduled to be conducted remotely at **7:00 PM on Thursday, July 14, 2022.**

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MINUTES
July 14, 2022**

1) CALL TO ORDER

- a) Meeting Called to Order via GoToMeeting at 7:03 PM
- b) Attendees: Boone, Fitzel, Jackson, Kiser, Rayome, Wilson, Stracka (PMP), Dimitrov (HSP)
- c) Absent: Bour, Wallin

2) COMMITTEE ADMINISTRATION

- a) Approval of the June 2022 meeting minutes. Approved unanimously as drafted.

3) GUEST & RESIDENT PARTICIPATION

- a) Erin Kauffman attend the meeting and discussed concerns that the existing deck mounted signage for the pool restrooms can be easy to miss by persons unfamiliar with the facility. The FAC directed PMP to install additional signage adjacent or on the pool deck doors to the restrooms at all three pools in locations to better identify the entrances.

4) WAVES ISSUES

- a) Discussion regarding the Waves concerns regarding the ladders at the Parkway pool, actions taken to assist, and options available to make the ladders easier to install and remove. The Waves reported they were able to get the ladder removed and discovered one of the wedges was upside down, restricting removal. PMP has straightened and polished the ladder tubes to assist in their removal and installation. We have also delivered a ratchet and socket to the pool for use by the Waves to assist in the future and will order and install two stabilizer plugs to reinforce the one ladder that does not currently have them.
- b) Discussion of the Waves donation of their old lap lanes lines from Parkway and if it is desired to make use of these lines at any of the pools. PMP staff will establish a winter project to consolidate the lap lines to remove any broken sections and reassemble into as many useable lines to use a spares for the pools.

5) POOL ISSUES

- a) Discussion of HSP's pool operations. No significant issues reported.
- b) Discussion of HSP's final management and guard recruitment results for the season. Recruitment and internationals have been successful, but HSP is still looking to hire local staff to fill in at the end of the season when the international staff have to depart.
- c) Discussion with HSP regarding the manifold leak and the of the ongoing observations of the sand filters at Cromwell. Presiyan reported they are still seeing sand in the returns of the pool, and we are awaiting the proposal for the repair of the manifold. The temporary repairs to the manifold are anticipated to last through the end of the season. PMP will review the sand filters on 7/18 to see if any particular filter is losing sand.

- d) Discussion regarding the planning for the continuing leak investigation after the season ends at Lindenwood and the plans for additional testing, review and repairs that need to be considered next off season. PMP will work with HSP to develop a proposal regarding the next steps recommended after the season ends and to present the proposal at the next meeting. It was requested the proposal include an overhead view of the pool and skimmers with the proposal to confirm the items as proposed.
- e) Discussion of the leaks found in the chemical storage vats at both Cromwell and Lindenwood and the proposal from HSP to provide replacement vats. The committee directed PMP to work with HSP to replace two vats at each of the two pools.
- f) Discussion regarding the four inoperable pool lights at Parkway and the options for repair or replacement. PMP was directed to have staff check the feed and wiring to each inoperable fixture and to determine if the fault can be repaired with a bulb replacement or if the inoperable units need replacement. PMP will investigate the issue on 7/20.

6) PROJECT LIST & BUDGET

- a) 2022 Project list.
- b) 2022 Budget Proforma
- c) Discount Windows did not respond to our requirement to finalize the window replacement agreement and we sent the project back out to bid to seven additional vendors. To date, two vendors have responded to our bid solicitation and PMP is working to locate additional vendors to get the necessary third bid. PMP will have all bids to present to the FAC no later than the next meeting.
- d) We have been in ongoing communication with the additional two vendors who are factory authorized to provide services to our tot lots. PMP has contacted two additional vendors to get pricing from them for the replacement of the equipment at the Welbourne and CSB tot lots. Current bids received have been summarized and noted on the attachment. Proposals will be summarized and resented to the FAC at the next meeting.
- e) Discussion of the repair option submitted by HSP for the Cromwell diving board and the RFP draft prepared to send for bidding consideration for replacement of the board with a new style base. PMP was directed to revise the RFP to include requests for pricing for both ½ meter and 1 meter stands and add/alternate pricing for railings included for both sizes. PMP will present proposals and pricing at the next meeting.
- f) PMP will get provide pricing for the replacement tables at all three pools for next meeting. It was directed that we should get 3 to 4 extra tables at Parkway to replace the picnic table that has rusted and had to be removed.

7) OLD BUSINESS

- a) None this period.

8) NEW BUSINESS

- a) Discussion regarding the current umbrella stands and the difficulty experienced in using them for umbrellas on the deck. Presiyan reported that many of the bases have cracks and do not hold water properly and PMP was directed to develop a winter project to fill all the units with cement prior to next year's pool season.

9) INFORMATIONAL ITEMS

- a) We have continued the monthly reset of the tennis court lock combinations and will continue the process of changing the combinations monthly going forward.
- b) We have applied the patch to the hole in the Parkway Canopy Cover.
- c) We are scheduled to have Huntington Electric repair the inoperative roof light at Parkway on 7/15.

10) ADJOURN

- a) Meeting Adjourned at 8:12 PM.
- b) Next regular FAC meeting is scheduled to be conducted remotely at **7:00 PM on Thursday, August 11, 2022.**

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MINUTES
August 11, 2022**

1) CALL TO ORDER

- a) Meeting Called to Order via GoToMeeting at 7:05 PM
- b) Attendees: Boone, Bour, Fitzel, Wallin, Wilson, Stracka (PMP), Kashinov (HSP), Green (HSP)
- c) Absent: Jackson, Kiser

2) COMMITTEE ADMINISTRATION

- a) Approval of the July 2022 meeting minutes. Minutes were approved as drafted with 3 yes votes and 1 abstain.

3) GUEST & RESIDENT PARTICIPATION

- a) None Anticipated.

4) WAVES ISSUES

- a) No waves representatives were present for the meeting.
- b) Discussion regarding the Waves reported issues with the roof light and underwater lights at the Parkway pool. There are two LED underwater lights in the shallow end of the pool that cannot be repaired and will need to be replaced. All of the other lights were repaired. PMP will order replacement fixtures with replaceable bulbs and install them before next season.
- c) Discussion of the Waves donation of their old lap lanes from Parkway and their request to use one of the lanes as the regular lap lane at Parkway for daily operations. We have installed the best of the old lane lines for the remainder of the season.

5) POOL ISSUES

- a) Discussion of HSP's pool operations and planning for the end of season operations. HSP reported that operations are running smoothly with no significant issues to report.
- b) Discussion of HSP's final management and guard recruitment results for the end of the season. HSP indicated they currently forecast that they will have sufficient staffing to complete the pool season but asked if the Wave's might have any guards who would like to earn some work through the end of season to give them a cushion for callouts and absences.
- c) Discussion of HSP's request for a one-time additional payment of \$1,250.00 per pool in 2022 to help offset unanticipated pricing increases in chemicals and materials due to the economy. The members considered this option and understood the challenges being faced due to the economic conditions. However, it was the opinion of the members that the amount requested appears to be higher than other pools in the area. The committee voted and unanimously approved a one time offer of \$625.00 per pool, \$1,850.00 total

payment to HSP to help offset their increases in 2022. Cost to be applied to GL 7500.

- d) Discussion with HSP regarding the proposals to repair the manifold leak and the of the sand filter at Cromwell.
 - i) The FAC unanimously approved the proposal to repair the sand filter at Cromwell for an amount NTE \$1,600.00 with the stipulation that the work is covered with a 1-year warranty on parts and labor. Cost to be applied to GL 7520. Work to be completed after the pool is closed for the season.
 - ii) The FAC unanimously recommends the BoD accept the proposal to repair the suction manifold at Cromwell for an amount NTE \$5,100.00 as 'additional services' under the pool management agreement, also with the stipulation that the work is covered with a 1-year warranty on parts and labor. Cost to be applied to GL 7520. Work to be completed after the pool is closed for the season.
- e) Discussion regarding HSP's recommendations for the continuing leak investigation after the season ends at Lindenwood. HSP recommends another phased approach to the leak detection and pipe investigation. PMP was directed to have HSP submit another phased proposal to begin the investigation with the removal of 2 skimmers to allow camera access to the skimmer plumbing. This proposal should also include subsequent additional steps and phases that are projected to be necessary to locate all the skimmer line leaks. This proposal shall be presented for approval at the next meeting.
- f) Discussion regarding the leak repair reimbursement consideration regarding the leaks at the Lindenwood Pool. Scott Green provided the following report:

So far, we (HSP) have found several breaks, leaks in multiple locations. With two exceptions, all of the breaks we have located so far have been the results of obvious freeze damage. The only way these breaks could have occurred is if they were full of water [improperly winterized] and exposed to severe freezing temperatures in the peak of winter. Meaning, a day, or even a week of 31 degrees wouldn't do it. It would have to be several days to a week of more of 20 degrees or lower. Not counting windchill...just straight temps. Which rarely happens in this region. The 2 exceptions may be the key to the mystery. First exception was the plumbing below the 1 skimmer we removed. That was A) poor craftsmanship, and B) ground movement as that break was a "shear" break as opposed to the parallel cracking you find with typical freeze breaks. It would be relatively safe to assume that the other skimmers [there were several as memory serves] replaced by that particular contractor probably have similar issues. If they don't leak, they will, but that's true of all skimmers. They all have a limited lifetime. The second and more significant exception was the chisel hole and broken union valve we found in the main skimmer trunk line in the floor of the deep end, between the double Main Drain sumps. From what we can gather, "to the best of our knowledge" as you put it, the most likely culprit there is whomever converted your single Main Drain to "dual drains" during

the 2008 "Virginia Graeme Baker Pool and Spa Safety Act" compliance push. I'm convinced this pool has been leaking since 2008 due to this chisel strike and broken union valve [odd thing is...the union valve has no place being there...at all], as for how much it was leaking post 2008 vs now, OR WHEN the freeze breaks occurred, I don't have enough data to determine or even guess. I can with some confidence say that the freeze breaks don't look "new", the exposed edges of the cracked PVC look stained as if exposed to the clay and soil under the pool for an extended length of time. I hope this helps, and I'm sorry I can't be more conclusive. Any conclusions I could present beyond these would be conjectural at best.

The committee discussed this report with Scott, and he clarified that the breaks noted in the deep end of the pool were stained, and the discoloration present on the broken edges generally indicates they are older breaks, more than 6 months or 1 year old. It was noted that if this turns out this is a longer-term leak, this could be in contradiction of Sunset Pools statement that the lines passed a pressure test after the skimmers were replaced in 2020. PMP was directed to contact Sunset Pools to have them send their evidence and test results of the pressure test conducted after the skimmers were replaced to confirm the system was intact at that time and report at the next meeting.

- g) HSP's vendor was not able to source the replacement chemical vats needed for the Cromwell and Lindenwood pools. However, we were able to locate 2 additional old used vats from Parkway and are making use of these to get through the season. At this time there appears to be a supply line issue for these units and will research option to purchase replacements over the offseason.
- h) Discussion regarding the option of adding pool covers for the pools and the initial pricing provided by HSP's in 2021. HSP was requested to provide PMP with data necessary to develop a cost benefit analysis to compare the increased cost for spring cleaning of the pools and replacing whitecoat more frequently to compare against the purchase, installation and replacement costs of pool covers to determine if their purchase should be considered. To be present at next meeting.

6) PROJECT LIST & BUDGET

- a) 2022 Project list reviewed.
- b) 2022 Budget Proforma reviewed.
- c) Discussion and review of the bids submitted for the dormer window replacements at Lindenwood. The committee unanimously recommends that the BoD award the bid for replacement of the dormer windows at Lindenwood to Windows on Washington for a cost NTE \$7,500.00. Cost to be applied to reserve Contingency GL.
- d) Discussion of the pricing received to date for the replacement of the equipment at the Welbourne and CSB tot lots. We are working with All Recreation to get a bid from them for these replacements. Current bids received have been summarized and noted on the attachment. PMP worked with the bidding

vendors to compile pricing but the pricing and proposal from one vendor was not clear and comparable. PMP had requested a 4th vendor (All Recreation) to submit pricing on the replacements and they indicated they could not complete their bid in time for this meeting. The vendor is anticipated to submit their bid for the replacements the week of 8/15 and PMP will compile and summarize the bids and present to the members of the FAC in advance of the next meeting, with the intention of having all issues clarified to allow a vendor recommendation to be made at the next meeting.

- e) Discussion regarding the bids received from the authorized vendors for the repairs to the equipment at the remaining tot lots. PMP is still compiling the list of repair needed for the 8 remaining tot lots. Once the award is made for the tot lot replacements, we will determine the scope and intent of other repairs or replacements to be applied to the remaining reserve budget.
- f) We are still awaiting additional bids for the diving board replacement at Cromwell to compare to the bid from HSP. We are working with these vendors in an effort to get their pricing prior to the meeting. Five additional vendors solicited to provide bids for this replacement did not submit bids. PMP was directed to expand the search of vendors to include other pool management companies that also provide service repairs to ensure that we have the minimum of three bids necessary for consideration at the next meeting.

7) OLD BUSINESS

- a) None this period.

8) NEW BUSINESS

- a) Discussion of the request from Tennis DNA to extend the tennis lesson program through the fall. The FAC unanimously approved the extension of the lesson program and directed PMP to work with Tennis DNA to put notices in place on the tennis courts, pools and website announcing the extension.
- b) The FAC unanimously approved the implementation and planning to support Doggie Swim Day at Parkway pool from 1 PM to 4 PM on Saturday, September 10, 2022. PMP was directed to coordinate with CRC to get notice out to residents and HSP to support the event.

9) INFORMATIONAL ITEMS

- a) We have continued the monthly reset of the tennis court lock combinations and will continue the process of changing the combinations monthly going forward.
- b) We have ordered new rope to repair the worn and damaged “on demand” lap lanes and deep end marker ropes in use at all three pools. We expect delivery the week of 8/15.

10) ADJOURN

- a) Meeting Adjourned at 9:18 PM.

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- b) Next regular FAC meeting is scheduled to be conducted remotely at **7:00 PM on Thursday, September 8, 2022.**

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MINUTES

September 12, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via GoToMeeting at 7:01 PM.
- b) Attendees: Boone, Bour, Jackson, Wallin, Wilson, Stracka (PMP), Krasimir (HSP)
- c) Absent: Fitzel, Kiser

2) COMMITTEE ADMINISTRATION

- a) Approval of the August 2022 meeting minutes. Approved unanimously as drafted.

3) GUEST & RESIDENT PARTICIPATION

- a) None this period.

4) WAVES ISSUES

- a) None this period.

5) POOL ISSUES

- a) Discussion of HSP's pool closing operations. HSP will begin closing down the pools the week of September 12th. Lindenwood pool is still running pending determination of services to be performed.
- b) Discussion of HSP's notification of their intention to assess a \$1,200.00 surcharge, per pool, to powerwash and clean our pools going forward since they lack pool covers. HSP provided additional information regarding the need to power, and acid wash the Lindenwood pool 3 times to clean the staining this spring, compared to the typical need to do 1 cleaning for pools with covers. They indicated that the fee would be waived, per pool, if that pool does not require extra cleaning in the spring.
- c) Discussion with HSP regarding their proposal to repair the identified skimmer line breaks under the deep end of the Lindenwood Pool. The proposal was

reviewed by the committee and determined that this work should be awarded as a combined project with item 5d below.

- d) Discussion with HSP's regarding their proposal to perform the additional leak testing and repairs of the other skimmer line leaks at the Lindenwood Pool. HSP's proposal was reviewed but does not appear to be a targeted proposal, but more of a rough estimate of what they consider to be the worst-case expenses anticipated. PMP was directed to contact HSP to get a targeted, daily expense projected cost estimate for the leak testing, similar to the proposal prepared and submitted for the repairs in the spring. This estimate should assume that the testing would be performed in conjunction with the repair work of the 2 skimmers in the deep end (Item 5c above) to allow the combination of the mobilization and equipment rental charges. The FAC requested to get the revised pricing as soon as practical and will review and vote on the approvals electronically in an effort to get this matter approved and to the BoD at their 9/28 meeting.
- e) Discussion regarding the leak repair reimbursement consideration regarding the leaks at the Lindenwood Pool and report on the information provided by Sunset pools regarding the pressure test report and winterization process. Based on the post installation pressure testing report from Sunset Pools, the committee felt that this indicates that the damages to the skimmer lines was likely a result of freeze damage over the winter of 2020-21 and they voted unanimously to request PMP reimburse the Proprietary for the costs incurred for leak testing and repairs performed to date, totaling \$13,700.00.
- f) Discussion regarding HSP's recommendations and pricing for pool covers for the pools. Discussion was tabled for discussion at the October meeting.

6) PROJECT LIST & BUDGET

- a) 2022 Project list. Reviewed with no comment

- b) 2022 Budget Proforma. Reviewed with no comment
- c) Discussion of the bids and designs received for the replacement of the equipment at the Welbourne and CSB tot lots. The FAC reviewed the bids and unanimously recommends the BoD accept and award the bid for the replacements to All Recreation for a cost not to exceed \$139,135.37, for their Option 1 design for the Welbourne location and Option 2 design for the CountrySide Blvd location. Cost to be applied to reserve GL 9897.
- d) Discussion regarding the bids received from the authorized vendors for the repairs to the equipment at the remaining tot lots. PMP will review repair options and will prepare the repair summary and prioritize repairs to utilize the remaining available reserve funds and will present recommendations at the next meeting.
- e) Discussion of the bids received for the diving board replacement at Cromwell. The FAC reviewed the bids and unanimously recommends the BoD accept and award the bid for the replacement ½ meter stand and board to NVBlu for a cost NTE \$13,000.00. Cost to be applied to reserve GL 9894.
- f) Discussion of the proposal from Criterion to re-strap and repair the damaged or stained deck furniture at all three pools. The FAC voted unanimously to recommend the BoD approve the proposal from Criterion Inc for a cost NTE \$17,198.17 to re-strap and repair the deck chairs for all three pools. Cost to be applied to reserve GL's 9819, 9819 & 9893.
- g) Discussion of the bids received for the replacement of the deck tables at all three pools. The FAC voted unanimously to recommend the BoD approve the proposal from Criterion Inc for a cost NTE \$13,110.00 for 27 replacement deck tables for all three pools. Cost to be applied to reserve GL's 9819, 9819 & 9893.

7) OLD BUSINESS

- a) Confirmation of volunteers available to support Doggie Swim Day between 1 PM and 4 PM at Parkway on Saturday, September 10, 2022. This event was

conducted as scheduled and was well attended by over 100 residents and their pets.

8) NEW BUSINESS

- a) Discussion of 2023 budget planning process and reserve projects projected for next year.
- b) Discussion regarding exercising the second option year of the pool management agreement with High Sierra Pools. The FAC voted unanimously to recommend the BoD exercise the second option year of the pool management agreement for 2023, at the agreed price of \$208,800.00, plus the proposed \$1,200.00 cleaning charge, per pool, totaling an amount NTE \$214,400.00. Cost to be applied to GL 7500.

9) INFORMATIONAL ITEMS

- a) We have continued the monthly reset of the tennis court lock combinations and will continue the process of changing the combinations monthly going forward.
- b) We have installed the new rope to repair the worn and damaged “on demand” lap lanes and deep end marker ropes in use at Lindenwood and Cromwell.
- c) We are currently reviewing a proposal from our service vendor for repairs to 2012 Ford that will be necessary to pass emissions and safety inspections due in November/December. The total of the proposed repairs exceeds \$3,600.00 and the FAC requested PMP to make as many repairs in house as possible (Shocks, tie rods, sway bar links) and to have the tires replaced and the rest of the items addressed by the repair shop to ensure the vehicle is ready to pass safety and emissions inspections before they are due.

10) ADJOURN

- a) Meeting Adjourned at 9:10 PM.
- b) Next regular FAC meeting is scheduled to be conducted remotely at 7:00 PM on Thursday, October 13, 2022