

ROUNTREY

Committee Meeting Minutes

Committee Name	Clubhouse Committee
Date	July 18, 2024
Time	7:30pm EST
Location	RounTrey Clubhouse
Meeting Attendees	Kristal Heiry, Chung Chee Tai, Sam Smith, Erin Roe, Vicky Richards and Laura Early

Meeting Agenda:

1. General clubhouse updates
 - a. AEDs installed in hallways of both clubhouses
 - b. Counter stools purchased and added at RounTrey clubhouse for additional seating
2. Private rental updates
3. Incidents with unsupervised kids in RounTrey clubhouse - All kids have been identified and we have video footage of both incidents. One occurred in the main clubhouse on a weekday when no event was taking place. The second incident involved kids under the age of 16 years in wet bathing suits playing on the gym equipment.

Outcome of discussion: Unanimous agreement that we need to be more direct because the cordial all community reminders aren't preventing these incidents from reoccurring. These actions are inappropriate and there will be consequences if this happens again. For the safety of our community, everyone needs to follow the clubhouse rules.

- a. Committee voted to notify the parents/guardians and issue warnings
 - i. Immediate communication (Phone calls ahead of letters) - Committee members will call parents to make them aware of the incident, answer questions, let them know they will be receiving a certified letter as a warning.

- ii. Certified letters will be sent and addressed to parents/guardians and include the name of the child involved in each incident. The purpose of the letter is to issue a warning.
 - b. Community-wide reminder in the HOA Newsletter and Facebook Post: Assure the community that we've addressed the recent incidents and appreciate concerned neighbors looking out for everyone's safety. This is a collective amenity that we all want to protect and maintain. If you see something, say something. Anybody found in the clubhouse without permission may be suspended and/or fined.
 - c. Install a security camera inside the commons area of the main clubhouse - it will be turned off for privacy during events but runs when the building is sitting empty
- 4. Neighborhood clubs - Weekday use of the clubhouses will be permitted for resident-only clubs and interest groups for a nominal fee. We'll establish a policy for clubs and each club must designate a member as the primary contact and person responsible for their meetings/events. Once the policy is defined, we'll make an announcement in the HOA Newsletter.
- 5. Project updates
 - a. Shed at NewMarket - Reviewed estimate and voted - APPROVED
 - b. Barn doors at NewMarket - partially fixed; hardware ordered for additional tracks
 - c. Electrical work at RounTrey (gym fans, additional outlets, etc) - need two more estimates
 - d. Storage cabinets for bathroom at NewMarket - on hold until interior painting is complete this fall after pool season
 - e. Security camera purchase/install plan - Reviewed proposed plan for additional cameras outside at both clubhouses. APPROVED purchase of additional Ring cameras so everything is on the same system.
 - f. New tablets and WiFi/Audio equipment issues
 - i. Lifeguards should be able to control the Spotify account from outside and can choose the device; One Spotify account can be shared with the clubhouse; Sam will create an instruction sheet
 - ii. Tablets at both clubhouses are old generations that are malfunctioning. Rather than buy new tablets, guests can use bluetooth with their own device for music for inside the clubhouse. Sam will create instructions for how to connect to bluetooth.
 - g. Updated main clubhouse photos for website - photographer selected; new photos will be sent to the Digital Committee once ready
 - h. Online rental contracts and payments - ACS West has recommended we use Membersplash for this purpose; Committee agreed that we need a demo and overview of the software before making this decision. Bekki will provide more information in August.
- 6. 2025 Budget Planning - Items under consideration
 - a. Motion sensor faucets for bathrooms
 - b. New digital keypads for front doors - wifi enabled
 - c. Exterior painting at main clubhouse - get multiple estimates

- d. Replace battery operated security cameras
 - e. Gym equipment upgrades/replacements
 - f. New rug for main clubhouse
 - g. Appliance replacements - fridges starting to show their age
 - h. New sliding barn door in NewMarket
 - i. Wall lockbox for NewMarket
 - j. Security camera subscription service with Amazon (Ring) - \$100/month; may need separate account for NewMarket
7. Other items
- a. Host an appreciation party for all committee volunteers who've served this year; Need to identify costs and budget; Possibly schedule for November or December

Action Items:

1. Post a sign on the hallway door stating the door is to remain locked at all times unless there is an active event. Entry is permitted only for neighborhood sponsored or private events.
2. Notify Bekki that contractors are repeatedly leaving the hallway door open after completing their services. Ask her to hold them accountable for leaving the property in the condition they found it - doors locked and closed.
3. Post new sign to gym entrance - No one unaccompanied under age 16 years allowed. Use of this gym means acceptance of the rules and guidelines. Rules are posted.
4. Finalize plan for ordering and installing additional security cameras.