

# ROUNTREY

## Committee Meeting Minutes

Committee Name	Clubhouse Committee
Date	September 5, 2024
Time	7:30pm EST
Location	RounTrey Clubhouse
Meeting Attendees	Committee: Kristal Heiry, Chung Chee Tai, Sam Smith, Erin Roe, Vicky Richards, Anna Miller and Laura Early Residents: Toni Alamo (Social Committee)

### Meeting Agenda:

1. Clubhouse Updates
  - a. Incidents with kids in clubhouse/gym - Certified letters delivered; Notice posted in this week's HOA newsletter; Confirmed kids are gaining access via the hallway door not being shut
    - i. Maintenance will adjust the plate on the door to get it to close tightly
  - b. Maintenance issues - First Class scheduled to address quarterly list, including nails sticking out of barn doors at NewMarket and cedar shingles missing from RounTrey clubhouse due to recent storms
2. Private Rental Updates - Experiencing an increase in late rental requests (inside of two weeks of event date). Doing our best to accommodate them but volunteer coordinators need to check the clubhouse rental scheduler more often when on duty.
3. Special Projects
  - a. Shed at NewMarket - Contract signed and moving forward with scheduling
  - b. Security camera purchase/install plan

- i. Voted to order solar cameras - simplified maintenance and lower install costs
    - ii. Sam will provide a final plan of where cameras are to be installed. We'll get several quotes for installation costs.
  - c. Electrical work at RounTrey (gym fans, additional outlets, etc)
    - i. **Vote: Reviewed 3 estimates and chose electrician for the outlet installation; Estimated cost is \$400**
    - ii. Repurpose the battery operated cameras inside the common areas of each clubhouse for when not in use; Turn off for private events
  - d. Painting interior of New Market
    - i. Scheduled for September 23 - October 6 (rental calendar blocked)
    - ii. **Vote: Reviewed 3 estimates and selected painter for the job; Total estimate is \$3750**
- 4. Appreciation Party for Committee Volunteers
  - a. Subcommittee to plan/manage: Vicky Richards + Laura Early
  - b. Date options - First choice - Nov 8th; Second choice - Nov 1st
  - c. Need committee rosters for headcount and to send invitations
  - d. Budget considerations
    - i. Catered (BBQ company that came for Father's Day event - Deep Run Roadhouse)
    - ii. Name tags - color-coded for committees
    - iii. Appreciation gifts - ask businesses to sponsor
- 5. Other Items
  - a. Social Committee Winter Events (Toni) - Discussed concerns about 4 events scheduled in same week. If desired, there is some other availability if the Social Committee wants to switch one or two to another date.
  - b. Website redesign inquiry - It was noted that parts of the HOA website are outdated and need more than a copy update. Recommended that committees meet to discuss needs and ideas to develop a unified plan before hiring a developer to make code changes. Need to expand events page to include info, register links, and volunteer sign up

