

ROUNTREY

Committee Meeting Minutes

Committee Name	Clubhouse Committee
Date	September 10, 2025
Time	7:30pm EST
Location	RounTrey Clubhouse
Meeting Attendees	Committee: Kristal Heiry, Chung Chee Tai, Anna Miller and Laura Early

Agenda

1. Clubhouse Updates

- a. Board and ACS West contracted Dominion Lightworks to install permanent trim holiday lights. The Committee was not involved in the selection process and reported concerns with the installation.
 - i. Placement of electrical boxes on the front facade at RounTrey was not approved and negatively impacts the clubhouse's appearance. To mitigate this, paint the conduit green and brown to blend in against the front of the building and add two big potted topiary plants in front of the power boxes to disguise them.
 - ii. Significant issues with the installation/functionality at both clubhouses - functionality problems with the app and lights are not visible from a distance due to placement of the bulbs; underlying issue is the placement location of the lights on the soffit. Submitted formal complaint to President, ACS West and Dominion Lightworks insisting this be addressed to our satisfaction before the remaining balance be paid

- iii. Consider switching to another vendor; Source a few quotes for the annual lighting at the neighborhood entrances
- iv. Lighting policy for holidays:
 - 1. Valentines day - pink/red/purple
 - 2. St Patricks day - green
 - 3. Halloween week - orange
 - 4. Thanksgiving to New Years - white lights
 - 5. Memorial Day, Labor Day, July 4th days - red, white and blue
 - 6. Customized lighting will NOT be available for private events
- b. Dumpster signage and rules
 - i. Dumpsters are intended for trash collection from community use at the clubhouses, pools and neighborhood sponsored events. A single household should not be dumping large loads of trash into the dumpsters, including garbage from moving in/out of a home.
 - ii. **Vote (unanimous approval):** The following dumpster policy and rules will take effect as soon as new video cameras and signage are installed:
 - Dumpster Private Property**
 - Clubhouse and Pool Use Only
 - Protected by 24 Hour Video Surveillance
 - Violators will be fined
 - Dumpster Rules:**
 - All trash must be securely bagged prior to disposing in the bin.
 - No toxic or flammable materials.
 - No furniture, large appliances or personal transportation devices (i.e. bikes and scooters).
 - All boxes must be broken down.
 - Do not leave any items outside of the bin or on the ground.
 - Close dumpster lid and trash bin door completely.
 - Failure to comply with rules will warrant a violation fine.
 - iii. Communication: Include notice in the newsletter once signs are posted. Due to continued violations of dumping inappropriate items and not having enough space for trash for clubhouse use, the dumpsters are only to be used for clubhouse and pool purposes. Will include pictures of misuse to give residents an understanding of this policy change.

- c. Special Project: Switch from cable to streaming service
 - i. Reviewed NewMarket invoice
 - ii. **Vote (unanimous approval):** Initiate the process to cancel cable service, switch to digital phone service and subscribe to a streaming service (gym only)
 - iii. For private events, residents can log into their own subscription service apps to watch shows at either clubhouse
- 2. Private Rentals
 - a. Exception request for New Year's Eve rental
 - i. Revisited the Major Holiday Rental Policy. Due to liability concerns, prior property damage, policy violations, and limited volunteer availability, the current policy will remain in effect. The clubhouse is not available for rent on the following holidays: Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. No exceptions.
 - ii. Add language to rental contract and HOA website to provide further clarification on the policy
 - iii. Weekend rates with required cleaning fee applies for other major holidays: Halloween, Memorial Day, July 4th, Labor Day, St Patty's Day
 - b. Private rental feedback
- 3. 2026 Budget Proposal
 - a. Rental rates and duties
 - i. Review rental rates in light of increasing cleaning/supply/maintenance costs; operating profit margin of 15-20% is goal; Reviewed market analysis for comparable rentals in Midlothian area (average rental is \$600-900); Discussed compensation for clubhouse coordinator time and effort - has not been adjusted in 8 years
 - ii. **Vote (unanimous):** Recommend the following clubhouse rental fees and coordinator rates in 2026 to the Board:
 - 1. Weekend/holiday 6-hour rate: RounTrey - \$500; NewMarket - \$350
 - 2. No change to weekday, non-profit or resident club rental rates
 - 3. Adjust coordinator duty rate to \$75/event in 2026
 - b. Intertwined projects - security cameras, AV, access points and door keypads; Review initial quote from General Security

- c. Part-time on-site manager
 - i. Increasing demands and responsibilities of the neighborhood has resulted in an average of 10-15 hours/week of operational work for Committee Chair. Need a part-time on-site position to fill these ongoing needs and report into the Chair/Committee.
 - ii. Managing contract rentals used to be a separate position on the Committee with compensation per rental booked; This now falls to the Chair to manage
 - iii. Discuss options for filling this need: Porter service like Square Foot (<https://www.squarefootpg.com/>), contracted local vendor or community resident; Community resident would be best fit
 - iv. **Vote (unanimous approval):** Contract a local vendor/company (preferably a community resident familiar with the community's needs/residents) to fulfill operational responsibilities as outlined by the Committee - 2 half days/week. Include in the 2026 proposed budget.
 - d. Online solution for rental contracts/payments - ACS West proposing MemberSplash platform
4. Gym
- a. Review message from resident questioning the validity of our verification process for home ownership
 - i. Clarify for residents that they only need to provide proof of ownership with your name and address on a recent utility bill, mortgage statement, etc.
5. Other items
- a. Incentives for seeking new committee volunteers