

# ROUNTREY

## Committee Meeting Minutes

Committee Name	Clubhouse Committee
Date	January 20, 2026
Time	7:45pm EST
Location	NewMarket Clubhouse
Meeting Attendees	Clubhouse Committee: Kristal Heiry, Vicky Richards, Anna Miller, Erin Roe Finance Committee: Drew Harrison

### Agenda

1. Meet-n-Greet for potential new members - next step is opportunity to shadow rental process
2. Finance discussion
  - a. 2026 budget review and funding for AV/security camera/access projects
    - i. Reserve funds to address broken issues
      1. Doors - NewMarket fob is partially installed and causing frequent access issues; people locked in the hallway at RounTrey; Gym door malfunctions
      2. AV system at RounTrey doesn't work
      3. Johnson & Johnson cameras are malfunctioning - not saving videos; outdated technology
    - b. Services contract for operational/rental management responsibilities
      - i. Estimate about \$9000/year (budget)
      - ii. Draft SOW - Finance recommended Midlothian Handyman and will share SOW; Clubhouse Committee will finalize SOW and vendor selection
      - iii. ACS West contract for our HOA - despite past requests, has yet to be shared with Committee; need clarity on roles and responsibilities; Finance will request a copy and share with Clubhouse Committee

- c. Frequent delayed payments to vendors and committee members - Send emails/history to Finance Committee to investigate
    - i. Urbanex - frequently incurring late fees
    - ii. Proper Painters - outstanding balance of \$20k is 10 months past due
    - iii. Coordinator duty payments - history of check delays - ACS West claims checks are mailed but volunteers do not receive them; often issue second checks 4+ weeks after initial request
  - d. Third party issuing payments - Only some checks are received by this party; What is the rationale? Are we incurring additional fees for this service?
  - e. Revisit HOA credit card account - recurring subscription fees; large budgeted purchases
  - f. Financial report visibility - Lacking comprehensive financial reports for Clubhouse budget; Only receive discretionary fund report - need visibility into ALL Clubhouse expense categories; Chairs of Clubhouse and Finance to exchange financial reports on a regular basis
2. Maintenance/Improvements
- a. RounTrey roof leak
    - i. Unexplained delays in receiving update/fix from ACS West and roofing company
    - ii. Safety concerns due to water at the bottom of the stairs and doorway
    - iii. Block rental calendar for maintenance until leak fixed
    - iv. Verify whether there is also a leak in the gym
    - v. ACS West sent communication to President notifying of continued roof maintenance and suggested we consider replacing the roof; President decided to repair the roof at this time; Committee not consulted in this discussion
  - b. Broken furniture - two chairs; one damaged from rook leak
  - c. Rug cleanings
    - i. Need to disinfect the large rug - see if cleaning company can provide this service
    - ii. Replace the 5 x 7 rug at the front door
  - d. Bathroom sanitation
    - i. Three incidents in past month of severe sanitation issues in women's restroom at RounTrey; Due to timing, volunteers had to clean the mess
    - ii. Pull video footage from last 24 hours
    - iii. Add signage, gloves and cleaning supplies in a cabinet in the women's restroom for self-service when accidents happen; Neighborhood communication - Please be respectful of our property. Your volunteers are not responsible for cleaning up your bathroom accidents.
  - e. Door shades for RounTrey pool deck doors ordered; installation expected by end of the month
  - f. Holiday decor disassembly - group effort after snowstorm and sometime before February 8th at RounTrey; Chair will put away decor at NewMarket
  - g. Dumpster issues

- i. NewMarket - trash and large items overflowing from top, sides and into parking lot; Looks atrocious
    - ii. Midlothian Handyman is going to clean the outside of the NewMarket; Garbage company will not empty dumpster if trash is in the way of the gate
    - iii. Inquire as to when a smaller dumpster was installed; Replace with larger dumpster
    - iv. Shave bottom of left gate at RounTrey that is getting stuck on the curb
    - v. Custom signage ordered - expected delivery next week
  - h. Permanent trim light installation (Dominion Lightworks) - Claim the app had some bugs that were causing malfunction with programmed light schedules. Will ask for an update on their conversations with their vendor. Will also follow up on getting resolution in place for correcting the install.
  - i. WiFi router replacements ordered from Verizon; Waiting for technicians to schedule install
  - j. Cable replaced with streaming service; Streaming service is only available in the gym
3. Neighborhood events
- a. **(Vote: unanimous approval)** Club request: Mah Jong club approved to use the RounTrey clubhouse once per month provided they agree to the club terms and contract. Ensure they know there are only 3 tables in the clubhouse and may need to provide their own additional tables.
  - b. Social Committee - NYE event feedback
    - i. Kids party - Concerns were raised regarding unsupervised children dropped off by parents, resulting in behavioral issues throughout the event. During the balloon drop, disorderly conduct created a chaotic environment that distressed younger children and prompted multiple families to leave early.
    - ii. Adult party - Concerns were noted regarding event management practices for the New Year's Eve adult neighborhood party. A "special early invitation" was distributed via text to select individuals approximately 10 days prior to the official registration opening. Attendance was capped at 75 guests despite the clubhouse's higher capacity. Neighbors reported that the registration process was inequitable, as the event was nearly full by the time the sign-up was made publicly available. Additional concerns included rule violations with decor attached to the walls, misuse of privileges, and failure to uphold fiduciary responsibilities.
    - iii. **(Vote: Unanimous approval)** Reinstate the policy that the clubhouses are not available for New Years Eve events - including events hosted by the Social Committee.
4. Private rentals
- a. New fees effective as soon as website information is updated
  - b. New fire tablets to replace Kindle and iPod player for music at events