

Type of Meeting: Mid-Year Check-In Meeting

Meeting Facilitators: Ormary Aponte & Tricia Gustin

Attendees: Ormary Aponte, Tricia Gustin, Marlee Baird Herman, Jennifer Munson

- I. Call to Order, Roll Call, Proxy Announcements
- II. Committee Charter Review and Vote to Accept ** voted yes **
- III. Committee Members, Roles, and Elections ** to defer; will draft roles for committee members and circulate via email **
- IV. Updates to Date
 - a) Clubhouse Keys – We have been able to obtain keys to the clubhouse and all other doors. Two sets have been made: one for Ormary and one for Tricia. We also have a copy of the front door key which will be the one that we provide the residents when they rent the clubhouse. A lock has been place in one of the cabinets in the bar area; we will use that cabinet to storage clubhouse-related manuals, rental contracts, signed gym waivers, and any other important document related to the clubhouse.
 - b) Security System/Alarm – The alarm has been triggered many times by contractors coming to work that know the door code, by the lifeguards using the door from the bathroom to the pool, and by others coming into the clubhouse from the bathroom door when left open. The door between the bathroom hallway and the clubhouse is supposed to remain locked except when a clubhouse event or rental is occurring. *** Requesting additional detail about quote from security/camera company. ***
 - c) Clubhouse and Pool Audio – Access to the clubhouse has been given to the Pool Committee to allow lifeguards to turn pool speakers on and off. As a result, lifeguards have been entering the clubhouse, using the refrigerators, using the clubhouse supplies in the closet, unlocking the door to the bathroom (which has caused the alarm activation multiple times), using the clubhouse bathrooms, and opening the windows in the gym to use to come in and out. This represents a security issue; boundaries and rules need to be put in place and monitored by the Pool Committee to ensure the lifeguards are not abusing their roles and their access to the clubhouse. *** Pool Committee is investigating dedicated audio equipment for pool which would likely eliminate these issues ***
 - d) Recycling and Trash – Three trash cans and three recycling cans have been place on the side of the clubhouse. The county will pick them up weekly.

- e) Phone – A cordless phone was installed in the clubhouse by a Pool Committee member. Outlets in clubhouse are not properly wired and need correction. A splitter on the modem was installed to temporarily split the line for the phone base and security. A cordless handset is located at the lifeguard check in for their use. *** Verizon still needs to come out and fix the line so the security line is not used/compromised and there is a dedicated line for the clubhouse phone. ***
- f) Gym Sign Up – Residents has been using the Rountrey HOA webpage to submit the form to request access to the gym. As today we have received 365 request. Tricia has done a great job on responding all these request so residents can get the gym code.
- g) Fitness Class: See email request from Allyson McTaggart. ***Discussed liability issues, and Allyson indicated she is covered ** ** See vote below ***
- h) Formal Communications – The official HOA website: www.rountreyHOA.com will be used for all formal communications and updates. Admins for the HOA Facebook page will post notifications of website updates, and committee chairs/members can share/link to either site to broadcast messaging (e.g., Rountrey Neighbors Facebook page). *** Open question: How is membership to the HOA and Rountrey Neighbors groups being managed? ***

V. Issues

- a) Alarm System – When alarm is activated by the door located in the bathroom area to the pool, the siren can't be heard in the pool area. We need to add a siren in the bathroom hallway and add more cameras to cover the pool entrance from the clubhouse bathroom hallway and more of the pool area. *** We have quotes for this from the security system vendor, but need additional detail/refinement ***
- b) Clubhouse Needs – 2 trash cans, 2 recycle cans, wipes for the gym, file cabinet, fans for the gym, hook for towels for the gym, blinds for the clubhouse and gym, and lock box for thermostat in the gym. *** We have investigated pricing for several alternatives for most of these items. ** ** Noticed 2 candle bulbs are missing from the interior (doors close to pool) ***
- c) Clubhouse Gym Window Left Open – A window was opened by someone and left open all night. Rain was found and potentially damaged a treadmill's usable life. Pool staff has been made aware to check the windows are shut before leaving for the day. These windows are never to be used for pool access. *** Pool Committee has spoken to the pool management company about this issue. ***
- d) Lifeguards Using Clubhouse Bathrooms – We were made aware and saw on video evidence that lifeguards were entering the clubhouse through the gym. They used the indoor restrooms and they exited the back door, causing a false alarm. They have been notified that this is all forbidden and can lead to termination.

- e) Clubhouse Second Office – Currently being used as storage by the developer. We would like to use it as an office. We do not agree that this space should be used to store the developer's propaganda. **** See vote below ****
- f) Online Form of Payment – Currently all clubhouse rental fees have been collected manually by check. This is a very labor intensive process, with a high degree of potential for lost checks. We would like to be able to have an online way for the residents to pay clubhouse rental fees. **** We will ask Martha to setup a separate Square account for clubhouse use only; no need for additional equipment. ****
- g) Resident Complaints about Rental Fees – Residents would like to be able to have events in the clubhouse that are targeted to all residents for free like Sunday football, ladies' nights out, craft beer, etc. The basic premise of these events is that they must be open to ALL RounTrey residents (e.g., no private parties), and communicated through the HOA Website and the HOA Facebook page. Otherwise the published fee structure should be in place. **** See vote below ****
- h) Clubhouse Coordinator Role – We would like to have a single clubhouse coordinator person who will receive compensation (per paid event) for handling all clubhouse rentals. **** Will need to define specific responsibilities for this role; will post as a job requisition on HOA site and HOA Facebook page; person will be interviewed and vetted; must be able to commit to most availability ** ** See vote below ****
- i) Clubhouse Punch List – Clubhouse outside lights are still not working and windows outside looking at the pool are missing vinyl material. We have called Billy Sowers and notified him of these problems. **** Would like to do a walk-through and have a punch list of builder items to take care of. ****
- j) Committee Members – We are looking for more committee member. We would like to have a total of 7. Also we would like to distribute clubhouse work among all the committee members to balance work load. **** Will be outlining specific committee member roles and reaching out to the community. ****
- k) Other Issues – Open discussion with committee.

**** Considering changing cleaning services; current provider is not meeting expectations and seems to be pricier than we should be paying; we have requirements for cleaning services from Martha. ****

**** Discussed charging cleaning fee to be paid upfront for all clubhouse rentals. ****

**** Need to understand what clubhouse operating budget is; do not want to have to continuously ask permission for small, ongoing expenses. ****

VI. Rule Changes

- a) Vote to allow events target to all residents to be free. **** vote = unanimous yes, as outlined above; include communications cadence through HOA site and identified contact person; must not be a conflicting paid rental event; event cannot be scheduled more than 2 weeks in advance****
- b) Vote to allow payment to the clubhouse coordinator. **** vote = unanimous yes for \$50 per event; responsibilities to be outlined, as stated above ****
- c) Vote to not allow the developer to use the clubhouse second office as storage **** vote = unanimous yes; agreed that space should be for the sole use of the HOA ****
- d) Vote to allow Clubhouse Committee members to use the clubhouse free of charge once a year as reward to be part of the committee. **** vote = unanimous yes; will suggest opening this benefit up to all committees to Advisory Committee****
- e) Vote to allow qualified RounTrey residents to conduct paid fitness classes outside of the clubhouse. **** vote = unanimous yes, but include insurance requirements ****

VII. Public Comment and Q&A

VIII. Adjournment