

January 30, 2018

1. MEETING ROLL CALL & CALL TO ORDER

Clubhouse Committee Attendees:

Ormary Aponte, Chair
Tricia Gustin
Heather Vaughn (not present)
Jennifer Munson
Marlee Herman
Beth Valdrighi
Tammi Tribble (not present)

Resident Attendees:

Jack Sidari

2. AGENDA ITEMS

A. Clubhouse Coordinator Responsibilities

PRIOR TO EVENT:

RENTER submits online request form.

Action Items: Tricia to create coordinator email address & Beth will handle incoming rental requests, payment, etc.; Tricia investigate sending link via email & if fee is refunded for deposits returned.

CLUBHOUSE CHAIR emails request details to RENTER, including COORDINATOR'S email/name (indicating they are contact going forward for this event)

COORDINATOR handles payment, security check, and contract receipt from RENTER

COORDINATOR puts paperwork into appropriate folder in clubhouse filing box

COORDINATOR handles any follow-on communications from RENTER

DAY OF EVENT:

COORDINATOR meets RENTER to unlock & disarm clubhouse and conduct pre-rental checklist (key may be provided the day before the event if needed)

COORDINATOR meets RENTER to conduct post-rental checklist, lock and re-arm clubhouse, and return key (this may occur the following morning for late night events)

POST-EVENT:

COORDINATOR emails CLUBHOUSE CHAIR with summary of event (we can use a Google form, but this step indicates any issues & if security deposit gets returned)

Action Items: Tricia to create Google form.

COORDINATOR submits check request to MARTHA

B. Coordinator Schedule for Q1 2018

Use Google calendar to schedule through March 30. Completed. Coordinator schedule is viewable via Google calendar link on HOA website.

C. Clubhouse Rental Rates

After feedback from the annual meeting we discussed changing rates for some of the less popular days, most notably Sunday night, to include the “Resident Only” rate of \$50 for 4 hours + \$15 each additional hour. All other conditions remain. Vote: *All agreed*.

Reviewed rental contract for any other rental rate changes. There was discussion during the BOD meeting about raising rates, but it was decided to get more time and experience under our belts before raising rates. Rental requests are coming in 2-3 per week, and the concern is that a higher fee may discourage rentals. No other changes identified; will keep existing structure.

Action Item: *Tricia will add \$150 cleaning option to contract; this is an easy way for renters to handle cleaning and reduces the awkward moments when the coordinator has to tell the renter they didn't do a sufficient job cleaning and may risk losing their \$200 security deposit.*

D. Social Calendar

Tricia updated the Google calendar with all Social Committee planned events, and she will be updating the HOA site tonight with the same information by EOD Jan 31. Social Committee events at the pool will NOT prohibit paying rentals from occurring. We will be communicating this schedule this week.

Cadence for socializing events & news remains:

1. Website Admin posts to HOA website,
2. Website Admin posts to HOA Facebook page
3. Either Website Admin OR Social Committee posts to unofficial Neighbors page

Social Committee is currently seeking a Newsletter Admin; frequency and necessity of proposed social emails is uncertain. However, this role needs to coordinate with Website Admin and adhere to social media cadence (above) to ensure consistency and completeness of messaging and thorough distribution. Discussed the fact that if more than one person is handling messaging, it would over complicate things and communications will likely get impacted. Previously, the Advisory Board decided an HOA newsletter would NOT be published. Also discussed website updates and “pushing” residents to find all HOA, social, clubhouse, etc. information on the HOA website; while this is not necessarily a clubhouse responsibility, Tricia primarily handles the website updates and many communications. Each HOA committee needs to submit their updates, information, news, minutes, meeting dates, etc. to the Website Admin (currently Tricia) in a timely fashion. Turnaround time for website updates is 48 hours.

Action Item: *Need to discuss Newsletter Admin role/revisit newsletter with Advisory Board; also, consider simple teaser emails linking to HOA website instead of a full newsletter (recommendation by Jack).*

Discussed Social Committee’s request to move furniture Feb 10 event. Decision: *The Social Committee will be responsible for moving furniture and moving it back for any Social Committee sponsored events held at the clubhouse – similar to any paid rental. Clubhouse Committee will arrange for cleaning service post event, as requested.* Action Item: *Tricia will email the Social Committee this week to set this expectation.*

E. Clubhouse Needs & Requests

The following items need to be investigated for requirements and pricing:

1. Blinds for front windows & gym. Assigned to: *Ormary to contact Budget Blinds and A Shade Above by March 31*
2. Fix broken bar stool – need a welder. Reach out to RounTrey residents for help. Assigned to: *Tricia by March 31*

F. Gym Needs & Requests

1. New security system / fob entry system – needs requirements & evaluation, then recommendation to BOD. Jack made some good recommendations about requirements, including enabling fob to disarm security system, blocking access to delinquent HOA fees. Schlage (Tim Chrisman of Security Lock Service 804-640-9826 – does clubhouses in VA market) makes a simple system that uses wireless control. Possibly include tennis courts. Assigned to: *Beth by March 15 (Jack offered to help).*
2. Investigate & procure regular maintenance.*
3. Fans.*
4. Barbell & weights.*
5. Waivers need to printed.*

* Assigned to: *Tricia by February 28 (Jack has LifeFitness contact)*

G. Meeting with Billy Sowers to Review Punch List Items

Currently planning; Michelle Calloway will be in attendance. Needs to occur before one-year anniversary (April). Punch list items below.

- Caulking stairs, ceiling trim, and throughout the clubhouse
- Painting on trim under loft rails
- Painting & caulking on bench in loft
- Fix siding on pool side & any other exterior siding/window issues
- Kitchen door stopper (completed)
- Lock for gym A/C thermostat
- Sensors for hallway and bathroom lights *
- Dimmers for clubhouse main room *

** Billy said not his responsibility; we will investigate – these are inexpensive, but possibly a code requirement.*

Assigned to: Ormary to coordinate meeting and investigate code requirements.

H. New Cleaning Service

Ormary & Tricia interviewed Dawn Caldwell mid-January. She does have Workman’s Comp (HOA requirement), and provided a quote of \$150 per cleaning, plus has flexibility to clean ad hoc. She also provided references, including some in neighborhood. Tricia asked one and she seemed pleased with

Dawn. We need to discuss with Martha process of letting current cleaning lady go and hiring Dawn on a trial basis. Assigned to: Ormary (will handle after 02/10)

I. Verizon Update

Per Marlee we may be able to negotiate a slightly smaller rate, but since we are set up as a commercial establishment, we are charged commercial rates. A splitter is still an option. Martha may be the one who needs to call to arrange / investigate this (need to determine). Account “owner” needs to manage this; does not appear that we have a contract. Don’t seem to be a lot of options to reduce due to the “public viewing.” Since not under contract, can potentially cancel and renegotiate. Currently paying about \$6000 per year. Investigate DISH or DirectTV. Any changes need BOD approval. Assigned to: Ormary will talk to Martha.

J. Spring Market

All agreed the Holiday Market was a great success, not only in terms of generating significant mid-week clubhouse revenue, but also for vendor exposure and resident enjoyment. Everybody wins! Tricia proposed a Spring Market to be managed in a similar fashion. First step will be to survey Holiday Market vendors to gauge interest. If there is enough interest from vendors, the committee determined a good timeframe would be the week before Mother’s Day (ideally the Thursday prior). Capitalize on Mother’s Day, graduations, end of school teacher’s gifts, weddings, Father’s Day, etc. Action Items: Tricia will investigate by February 28

3. RESIDENT VOICE

Jack has some items to discuss with Grounds Committee. He will contact them.

4. MEETING ADJOURN

Next meeting: Tuesday, April 3 - 7pm at the clubhouse