

April 19, 2018

1. MEETING ROLL CALL & CALL TO ORDER

Clubhouse Committee Attendees:

Ormary Aponte, Chair
 Tricia Gustin
 Heather Vaughn
 Jennifer Munson
 Marlee Herman
 Beth Valdrighi

Resident Attendees:

None

2. AGENDA ITEMS

A. Coordinator Schedule for Q2 2018

Completed through July 1 using Google calendar (available on HOA site).

B. Process Review

- Keys for coordinator

Ormary and Beth discussed how the process is going (from contract submission through event end) and need for additional keys. Ormary made an extra set that will be kept in a secure central location for the coordinator; this eliminates the need to continuously exchange keys within committee members. Action Item: Investigate a secure lockbox for keys. Assigned to: Marlee

- Coordinator contact (for issues)

Need for residents to contact coordinator if they see issues with rentals. It was determined that residents need to continue to email the Clubhouse Committee (rountreyclubhouse@gmail.com) for non-urgent issues. For urgent issues (safety, noise, etc.) residents should use the police non-emergency # 804-748-1251. Action Item: Inform neighbors (HOA site, email blast, etc.) to use police non-emergency # for noise issues past midnight. Assigned to: Tricia

C. Clubhouse Rental Issues

- I. Cleaning policy after parties. There have been many issues with renters not cleaning sufficiently after parties – especially parties ending late at night. Committee discussed making the cleaning service MANDATORY for any parties ending later than 10pm. Vote: All voted yes. Action Item: Amend rental contract to include cleaning service and include what’s required of renting party (e.g., trash removal, furniture moving). Assigned to: Tricia

- II. Violation of noise ordinances and event end times (disruption to neighbors) (See B. Process Review).
- III. Walk through and post-event inspections. These can vary according to the coordinator's schedule, but the expectation should NOT be that renters can have access to the clubhouse any earlier or later than what is in the contract and paid for. Particularly during pool season, the committee members need to be very vigilant about access to the clubhouse.

D. Clubhouse Needs & Requests

- 1. Door security system (Beth) Still investigating but Honeywell quote was \$3400 per door + \$5 per fob, which would be billed to residents (fobs).
 - a. Action item: Get with Pool Committee to see what requirements they have.
Assigned to: Beth, Marlee.
- 2. Existing door codes. Access codes to clubhouse kitchen door to be changed. NOT gym door codes.
- 3. Blinds quotes (Ormary) Received 2 quotes: A Shade Above is \$1964 for manual and Budget Blinds is \$1664. Both quotes include blinds for all windows in gym, office windows, kitchen sink and pantry windows, great room pool doors. An automatic option for the pool doors is available from A Shade Above but will be more expensive. Discussed using frost paper for pool doors (vs. close to \$500 per door and eliminates cords on the doors as well as possible fire code issues since those are emergency exit doors). Committee liked this idea.
 - a. Action Item: Present to Martha the Budget Blinds quote, which will be approximately \$665. May not need Board approval. Assigned to: Ormary.
 - b. Action Item: Install frosting on pool doors. Assigned to: Tricia
- 4. Broken bar stool (Tricia) Tricia will contact Aimee Mancil about status. Update 04/24: barstool is fixed and back in place. *Many thanks to Aimee's brother!*
- 5. Verizon contract (Marlee) Martha has not gotten back to Ormary for access to account. Ormary will email Martha again.

E. Gym Needs & Requests

- 1. Regular equipment maintenance
- 2. Fans (Costco) – purchased and installed on 04/24
- 3. Barbells & weights (LifeFitness quote) concern about space requirements and liability.
Action Item: Survey neighbors to gauge interest and if willing to subsidize. Assigned to: Tricia

F. 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.

G. Spring Market Update

Planned for May 10, 6-9pm. Vendor capacity on main level is full. Tricia will be marketing to residents and contacting confirmed vendors over the next couple of weeks. Tricia to handle raffle and other logistics.

H. Clubhouse Committee member recruiting

After a year of volunteering and with too many other priorities to juggle, Tricia is stepping down; timeframe TBD. Need to recruit new members.

3. RESIDENT VOICE

Resident request for Halloween party – suggest to renter they contact Social Committee to sponsor; otherwise event will be contracted and billed as a regular event. Concerns about clubhouse capacity.

Resident request for End-of-School Ice Cream party at clubhouse (with ice cream truck). Committee agreed this is fine and won't interfere with planned Social Committee movie night.

4. MEETING ADJOURN

Next meeting: TBD at the clubhouse