

RounTrey Pool Committee Minutes

06/27/2017

6:30pm

RounTrey Clubhouse

Meeting called by: Chad Dally – Chairman

Type of meeting: Mid-Year Meeting

Facilitator: Chad Dally – Chairman

Note taker: Chad Dally

Attendees: Chad Dally
Carolyn Smith
Marlee Baird Herman
Peggy Taylor

Did Not Attend: Dan Maze
Sarah Nelson
Shannon Baltz
Andi Minor
Dave Bigelow

Please read: RounTrey Pool Committee Agenda 20170627v2

Please bring: RounTrey Pool Committee Agenda 20170627v2

Minutes

Agenda item: Call to Order, Roll Call, Proxy Announcements

Presenter: Chad Dally

Discussion:

Brief discussion as to agenda and time for public comment. Announced proxy votes for those absent.

Conclusions:

- Chad Dally is Dan Maze Proxy
- Marlee Herman is Andi Minor Proxy
- No Other Proxies Submitted
- We have a quorum to vote

Action items

Person responsible

Deadline

Follow Up on Sarah Nelson Committee Status

Chad Dally

6/30/17

Agenda item: Approval of minutes from last meeting **Presenter:** Chad Dally

Discussion:

Quick vote to approve minutes from prior meeting that were posted on HOA page

Conclusions:

- Minutes Approved

Action items	Person responsible	Deadline
<input type="checkbox"/> No Action Items		

Agenda item: Committee Charter Review and Vote to Accept **Presenter:** Chad Dally

Discussion:

Presented the Pool Committee Charter and discussed line items that designate the authority and scope of the committee. Brief discussion for clarity. Voted

Conclusions:

- Unanimous vote to approve charter

Action items	Person responsible	Deadline
<input type="checkbox"/> Send Charter to Board, ACS West, and Post to HOA Page	Chad Dally	7/15/17

Agenda item: Committee Members, Roles, and Elections **Presenter:** Chad Dally

Discussion:

Discussed assigning duties to committee members to spread the workload across the committee. Assigning duties also helps create single points of contact to address types of questions or issues. Discussed the committee size of 10 members and that we need 2 additional members and at least a representative from Graythorne and New Market. Discussed the one nominee, Joe Ham, for committee.

Conclusions:

- Tabled vote on Joe Ham until we share need for New Market and Graythorne representation.

Action items	Person responsible	Deadline
<input type="checkbox"/> Share Request for Nominations	Chad Dally	6/30/17

Agenda item: Updates to Date

Presenter: Chad Dally

Discussion:

- Keys - Opening weekend the pool was not accessible to pool staff or committee. Committee had contacted several times and got no response from developer to transition keys. The committee was successfully able to break into the lock box and open the pool as planned. No response has been received from developer to date and we are operating using the keys we obtained. A set is with lifeguard staff and a set is with committee. Lowe's and Home Depot are unable to duplicate these keys as the blank shape is unique.
- Bathroom Floor – Committee was made aware on 5/27/17, that 2 children had slipped on the floor and had minor injuries. No hospital care was needed and no incident reports were filed. A committee member also slipped on 5/27/17 near the sink. Rubber mats were quickly ordered and installed by Monday and committee chairman was reimbursed. A formal request to get all orders approved by board was received to the committee for going forward.
- Clubhouse and Pool Audio – Committee and pool staff have not been trained on the audio system prior to opening. Pool committee chair learned the system, had the volume controls labeled, and put a process in place for lifeguards to enter the clubhouse with a personal code to turn on system and turn it off each night. Pool committee recommends a dedicated pool house system for the pool usage to eliminate need for lifeguard access to clubhouse and to limit the residual volume in the clubhouse during events. This also eliminates potential false alarm calls (>20 to date). A cost of \$1100 will cover pool house sound install and is recommended to the board.
- Changing Tables – Changing tables were ordered by a pool committee chairman and installed in the pool house bathrooms to ensure proper accessibility for families. Clubhouse bathrooms are kept locked unless we reach capacity that requires their opening. Committee chairman has been reimbursed.
- Recycling and Trash – Additional cans were placed by County Waste behind the screen. Four recycling cans were ordered and two placed at the clubhouse corners and one at the pool house. The fourth had a broken part and is being replaced. They appear to be getting adequate use.
- Clocks – Committee was notified by lifeguard staff they need a clock to safely control breaks for children and lifeguard rotations. Clocks were installed. Clocks were later damaged by weather or removed. Replacements have been ordered on 6/26/17 and should be installed no later than 6/30/17.
- Phone – Lifeguards require a landline for clock in and clock out. A cordless phone was installed in the clubhouse by pool committee chairman. 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.
- Kiddie Pool Toys – Chad Dally purchased a bin and donated dozens of small toys. Any lost and found toys are also placed in this bin.
- Lost and Found – A lost and found bin is placed at the Pool Check In. It is going to be emptied every Friday AM and the old items held for 1 week. After that they will be thrown away.
- Registration System – Neighbors are quickly getting registered, have access, and caregiver/grandchild/guest passes are successfully being processed. We are working through last minute holiday requests and residents that have not submitted the required information. A committee member or two needs to take ownership of all registration and we assign that duty full time to them. Having everyone help is creating duplicate requests or uncertainty of what is worked. Folder items should only be items where we need to take action. Once responded, whether registration is completed or not, the email should be archived. Some concerns over lifeguard utilization and enforcement. See below issues for discussion on lifeguard concerns.
- Additional Seating – A formal request for additional seating was tabled by the board until a full assessment with Advisory Committee can be completed. A recommended layout and plan needs to be drawn up.
- Toilet Paper – The size of the stalls combined with open toilet paper is causing all paper to become wet, creating a mess on the floor, and a constant source of complaints from neighbors. We have found a stainless steel

commercial dual roll holder for \$40 each that will solve the issue. Total cost of less than \$500 for these holders. Board has not yet responded to recommendation by committee and builder to approve these for order.

- Adult Swim – After feedback the time was reduced to 10 mins every hour. This time is required for the kids to have a break for safety.
- Pool Signage – Pool Rule signs have been installed and are properly displayed
- Pool Pump – Pumps tripped the breakers several times in the opening week. This disabled proper filtration, slide, and fountains. Committee has met with builder and electrician. Adjustments were made to pumps to lower the initial amp draw, and the issue appears to be resolved.
- Lap Lanes – These are not provided by the developer or builder and we are required to select the Swim Team colors and order our own. Builder has indicated he would order one for installation. Swim Team colors need to be selected or use the colors we select to order the lane. Recommend a committee member take the lead and begin process for a 2018 swim team.
- Formal Communication – www.rountreyHOA.com will be used for all formal communication and updates. We will choose to share the updates, minutes, etc. to social media as needed.
- Movie Nights – Committee has allowed movie nights and extended hours of operation. Voted how many this summer.
- Adult Swim – Committee has been approached for adult only swim nights. Voted if and how many.
- Masters AM Swim – Committee has been approached for adult only AM lap swim. Voted if, when, and how many.
- Lifeguard Daily Checklist – We have created a google form and document for daily completion by the lifeguard staff. A printed copy needs to be placed at lifeguard desk and modification of the form needs completed after meeting with Swim Club.

Conclusions:

- Unanimous vote to approve bi-weekly Movie Nights at the pool for remainder of summer
- Unanimous vote to approve up to two days a week Masters AM Swim
- Unanimous vote to approve Adult Swim nights bi-weekly
- Meeting with Swim Club is needed to provide updates to lifeguards

Action items	Person responsible	Deadline
<input type="checkbox"/> Meet with Social Committee to Schedule Movie Nights	Chad Dally	7/15/17
<input type="checkbox"/> Meet with Jeremy McKenna to schedule Masters AM Swim and process	Chad Dally	7/1/17
<input type="checkbox"/> Create Printed Daily Checklist and Update Google Form	Peggy Taylor / Andi Minor	7/15/17
<input type="checkbox"/> Schedule Adult Swim nights	Chad Dally	7/15/17
<input type="checkbox"/> Create Formal Requests for Advisory Committee and HOA Board for next Advisory Committee Meeting	Chad Dally	7/15/17
<input type="checkbox"/> Determine Swim Team Colors	Carolyn Smith	7/15/17
<input type="checkbox"/> Update www.RounTreyHOA.com with events	Chad Dally	7/15/17

Discussion:

- Rule Enforcement – Several rules are distractions from the lifeguards’ primary role and not enforceable. Other rules seem to be not necessary after watching pool utilization and behavior. See below for proposed rule changes. Committee will have a mid-season update meeting to discuss lifeguard enforcement issues with Swim Club
- Child Behavior – We had two instances of children misbehaving. One led to damaged property and a claim of a verbal threat. Pool Committee reviewed video cameras, spoke with both families, and spoke with lifeguards and management. The families chose to work out the issue privately and we did not engage law enforcement. Lifeguards will be made aware that children and parents do not run the pool. Escalation process is a verbal warning, temporary 1 hour break from the pool, daily suspension from the pool, escalation to pool committee, and/or contacting police. This process will be enforced and lifeguards have strict instructions to follow this process.
- 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. 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.
- 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 action is forbidden and can lead to termination.
- Lifeguard Sleeping – A lifeguard was found asleep and their management was notified.
- Floats in the pool – One instance of an adult float was documented and owner complied with removal. Several instances of infant floats have been documented and temporarily permitted. See below Rule Change Vote.
- Adult Swim – Kids are sitting on the pool edge and playing in the zero-entry area. They are to be 5ft from the waterline for safety as the lifeguards are on limited duty at that time. This will be enforced more strongly and the escalation process will be followed if disobeyed.
- Complaint on pool music – A neighbor sent a complaint that the speakers could be heard while she was outside on her porch. Our current position is that ambient noise in nearby outdoor areas is acceptable. Weekday audio is at a lower level than weekend noise due to crowd noise and ambient volume requirements. Audio heard inside or audio loud enough to disrupt a conversation outside the pool facility is too loud and would be reduced. To date this is not occurring and we have no plans to reduce volume unless we have documented complaints from several homeowners. I have stood outside several homes in the nearby area and can only tell there is music but none of it is audible or deemed a nuisance or disturbance. It is not loud enough to be heard inside. We have had several requests to increase volume, but will not be increasing any further.
- Mermaid Fins should be prohibited.

Conclusions:

- Meeting with Lifeguards and Swim Club is necessary to get better performance from lifeguard staff.
- Ensure lifeguards are enforcing the rules or have them replaced. No more than 2 residents should be on duty at any time as lifeguards as it makes enforcement of rules more difficult with fellow residents and friends
- Mermaid Fins will be added to the list of prohibited items

Action items	Person responsible	Deadline
<input type="checkbox"/> Schedule Meeting with Swim Club	Chad Dally	7/15/17
<input type="checkbox"/> Amend Rules to exclude Mermaid Fins	Chad Dally	6/30/17

Agenda item: Rule Changes

Presenter: Chad Dally

Discussion:

- Vote to allow beverages around the perimeter and in the pool within arms-reach of the perimeter. Various opinions from committee ranging from enforceability and safety.
- Vote to allow floats for infants only. These must be floats with a small basket to hold infant upright and can have shade. No larger than 3ft circle. Only for use for infants and parent must be within arms-reach of float at all times.
- Vote to change swim tests and supervision to lifeguard discretion. It is impossible to enforce and track passed residents once they pass the check in station. Committee agreed that this rule should change as long as lifeguards will enforce safe swim practices

Conclusions:

- 4 votes yes, 3 votes no to approve the beverages around the perimeter of the pool
- Unanimous vote to allow infant floats only
- Unanimous vote to change the rule to make accompanied requirement at the lifeguards' discretion for children ages 11-15.

Action items	Person responsible	Deadline
<input type="checkbox"/> Amend Rules	Chad Dally	6/30/17
<input type="checkbox"/> Send Updated Rules to HOA and Board	Chad Dally	6/30/17
<input type="checkbox"/> Update HOA webpage with new rules	Chad Dally	7/15/17
<input type="checkbox"/> Share rules with Swim Club	Chad Dally	7/15/17

Agenda item: Public Comment

Presenter: Neighbors

Discussion:

Thank you was received for all the work the committee has done. Neighbors in attendance stated that they did not realize the amount of work that is required. A neighbor also commented that the tennis court ramp was not ADA compliant. A neighbor mentioned that the foam around the perimeter of the pool needed to be removed and replaced with caulk. The water seepage will cause permanent settling and deck damage.

Conclusions:

- Share Tennis Court ramp issue with Grounds Committee, HOA, and board
- We will reach out to builder about the caulk. Pool may require 2 days of closure to remediate

Action items	Person responsible	Deadline
<input type="checkbox"/> Reach out to Grounds Committee, HOA, and Board	Chad Dally	6/30/17
<input type="checkbox"/> Reach out to Billy Sowers about Caulk	Chad Dally	7/15/17

Agenda item: Adjournment

Presenter: Chad Dally

Discussion:

Meeting was adjourned at 8:30pm

Conclusions:

Action items	Person responsible	Deadline
<input type="checkbox"/> Create Minutes for Meeting	Chad Dally	7/07/17
<input type="checkbox"/> Post Minutes on HOA Page	Chad Dally	7/15/17
<input type="checkbox"/> Send Minutes to Advisory Committee and HOA	Chad Dally	7/07/17

Other Information

Observers:

2 Neighbors

Resources:

RounTrey Clubhouse Function Room Used

Special notes:

None