

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
February 11, 2019

1) CALL TO ORDER

- a) Meeting Called to Order at 7:05 PM.
- b) Attendees: Andrade-Salgado, Barrie, Borda, Bour, Brock, Francke, Stracka (PMP), Neelley (PMP)

2) COMMITTEE ADMINISTRATION

- a) Minutes of the November meeting were approved with 5 votes (one abstention).
- b) Don Brock appointed alternate chair; unanimous vote.

3) GUEST & RESIDENT PARTICIPATION

- a) None this period.

4) WAVES ISSUES

- a) None this period.

5) TITAN AND POOL ISSUES

- a) FAC reviewed suggestions for preseason requirement for Titan pools.
- b) FAC reviewed Titan's sample Daily Work Check List.
- c) FAC confirmed that the 19th annual pool safety picnic will be held at the Lindenwood pool on May 18, 2019.

6) PROJECT LIST & BUDGET

- a) 2019 Project List reviewed. PMP was directed to add more detail to the line descriptions for future meetings.
- b) 2019 Budget reviewed.
- c) FAC discussed the results of the leak testing of the Parkway wading pool. Questions still remain about whether the leak is the result of improper winterization procedures; PMP to prepare RFP package for necessary repairs.
- d) Titan has recommended that the Parkway main pool needs to be re-whitecoated this year; PMP to prepare RFP for bids.

7) OLD BUSINESS

- a) A copy of the 2019 spring pool repair list was reviewed; the task list will be reviewed at each meeting to ensure progress is being made.
- b) PMP has completed the installation of the combination locks on the cabinets in the Parkway kitchen; combinations were provided to the Waves and Women's Club.
- c) FAC again discussed options for electrical box covers; PMP to purchase 1-2 containers (per Adriana's recommendations) for pilot adaptation and installation. Committee will review installed samples at the next meeting.

- d) FAC reviewed sample handle and hinge options for the replacement shower doors in the women's restrooms. PMP (Stracka) to continue to search for alternative locks and hinges to match the FAC's requested specifications.
- e) PMP is contacting vendors to investigate the ongoing leaks around the dormers at the Cromwell pool; updates to be provided when available.

8) NEW BUSINESS

- a) FAC discussed the damaged drain on the pool fill water line at Cromwell, which resulted in an erroneous \$700+ water bill for the winter quarter. There were outstanding questions about what repairs are required and whether Loudoun Water bears any responsibility. PMP committed to providing greater clarity on a more detailed description of the problem and on recommendations for repairs.
- b) Discussed the temporary failure of the HVAC system in the meeting room side of the Parkway clubhouse and the efforts to adjust the heat flow in the kitchen ceiling vent (damper to be installed).
- c) PMP reported on the ceiling damage resulting from a frozen water line previously above insulation at Parkway (over the snack bar), and the necessary repairs.
- d) FAC members asked to review the draft 2019 Pool Rules and Regulations before the next meeting and submit suggested changes. M. Stracka will issue a revised draft incorporating M. Borda's submitted suggestions.
- e) FAC members asked to review the draft 2019 Meeting room rental rules and regulations for suggested changes.
- f) FAC discussed the impact of careless sledding on the fencing around the maintenance yard, and the advisability of posting warning signs for residents.
- g) FAC reviewed a proposal from LTA Tennis Academy to provide tennis lessons in 2019. Based on the potential impact on residents' use of the tennis courts, the FAC recommends that we decline the proposal. PMP was also requested to send a copy of the last tennis agreement to the members for review.
- h) PMP was directed to contact local HOA's to inquire if they use pool covers and if their use has shown any demonstrable returns on their investment. PMP to report results at the next meeting.
- i) PMP was directed to prepare and publish the following articles in the next edition of the Courier:
 - i) Sledding safety near the fence around the shop compound.
 - ii) Being respectful of common area property (Vandalism at Little Free Library)
 - iii) Notice of the availability of the Parkway Meeting Room for rentals.

9) INFORMATIONAL ITEMS

- a) We are currently monitoring camera 2 at the Lindenwood pool as it appears there may be an intermittent failure of the camera. PMP was directed to buy a spare camera for the pools to hold if needed for replacement.

10) ADJOURN

- a) Meeting adjourned at 9:24 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **March 14, 2019** at the **Parkway meeting room.**

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
March 14, 2019**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00 PM.
- b) Attendees: Andrade-Salgado, Barrie, Bour, Brock, Francke, Stracka (PMP), Phillips (Titan)
- c) Absent: Borda

2) COMMITTEE ADMINISTRATION

- a) Minutes of the February meeting approved unanimously.

3) GUEST & RESIDENT PARTICIPATION

- a) The FAC unanimously agreed to recommend that the Board of Directors approve the request from the Algonkian Middle School to have their 5th Grade graduation pool party at the Lindenwood Pool on Tuesday, May 28, 2019 from 3 PM to 5:30 PM.

4) WAVES ISSUES

- a) None.

5) TITAN AND POOL ISSUES

- a) The FAC discussed preseason requirements for Titan pools.
- b) The FAC reviewed the revised Titan Daily Work Check List with Kelly Phillips.
- c) Kelly Phillips reported that Titan is targeting the second week in April to begin pool opening preparations.
- d) Kelly Phillips reported that Titan's management and guard recruitment was well underway, with a good percentage of returning personnel.
- e) There are currently no unresolved conflicts with Titan's 2019 meeting room reservation requirements.
- f) Titan will submit a write-up for recruiting, to be included on the CountrySide website and in the April Courier.
- g) Kelly Phillips will submit Titan's recommendation to adjust end of season pool operating hours to avoid late season staffing shortages when local students return to school.
- h) The FAC confirmed the date for Pool Safety Day (May 18th, Rain date May 19th); Kelly Phillips confirmed that Titan will deliver the standard Safety Class.
- i) The FAC will conduct pre-season pool inspections on May 3, 2019; team will meet at Cromwell at 5:30 PM. The goal is to be essentially complete on all tasks required for pool openings at the time of the inspections.

6) PROJECT LIST & BUDGET

- a) 2019 Project List was reviewed; PMP will update to clarify the Parkway whitecoat entry.
- b) 2019 Budget was reviewed.
- c) Mike Stracka presented a revised spreadsheet with the three bids received for the whitecoat at Parkway Pool. Given that the main pool whitecoat was not budgeted for 2019, the FAC discussed whether it was necessary for this year. Based on Mike's recommendation, the FAC decided to defer the whitecoat for the main pool. RFPs will be sent out post-season, so we can determine if there's a cost benefit to doing the whitecoat this fall or next spring.
- d) The RFPs sent to vendors for Parkway whitecoat included both the main and wading pools, and not all bids could be evaluated for the wading pool repairs alone. Mike will work with the vendors to refine/clarify the bids, and send the updated information out to the FAC for an e-vote on the wading pool repairs.
- e) The FAC discussed adding the Parkway basketball courts to the project list, as they are badly cracked; Mike will check the reserve study to see when those courts are scheduled for repair.

7) OLD BUSINESS

- a) The updated 2019 spring pool repair list was reviewed; PMP assures the FAC that all items can be addressed before pool opening.
- b) The FAC inspected the pilot electrical box cover installed at Parkway; the containers made from recycled tires look to be very well suited to serve as the replacement covers (Thanks again for your research, Adriana!) PMP will proceed with implementing these containers for all electrical box covers at Parkway for the 2019 season (to be completed before pre-season pool inspection on May 3rd). If the boxes prove successful this year, we plan to expand the use of the containers at the other pools next year.
- c) The FAC reviewed and approved the samples of the replacement shower door and associated hardware. Installation of the replacement doors will be completed before pool openings.
- d) PMP reported that a roofer had applied a roofing sealer to the entirety of all 4 dormers at Cromwell. This should reduce the likelihood of leaking until the roof is considered for replacement in 2020.
- e) The FAC reviewed the PMP summary regarding the plumbing leak at Cromwell. Mike Stracka informed us that Loudoun Water can be engaged, at no cost, at the end of each season to turn off the main water valve. This option will be exercised as part of future winterization procedures.
- f) The FAC reviewed and revised the 2019 Pool Rules and Regulations; Mike will distribute the revised document for final review by the FAC.
- g) The FAC reviewed and revised the Meeting Room and Pool Rental forms for 2019; Mike will distribute the revised document to the FAC for review.

8) NEW BUSINESS

- a) The design of the 2019 pool guest pass was reviewed and approved.
- b) PMP will change the combinations for the tennis court gates on or about June 1, 2019; this will align with the schedule for revoking amenities passes prior to pool openings in case of outstanding violations.

9) INFORMATIONAL ITEMS

- a) PMP has ordered 2 replacement cameras for the pools (one to replace the failing unit at Lindenwood and one as a future spare).
- b) Fire Extinguisher inspections are tentatively scheduled to be completed the week of March 18, 2019.
- c) The FAC discussed the recurring vandalism of the Parkway Little Library, and the graffiti at the gazebo. PMP will post warning signs of video surveillance at these locations.

10) ADJOURN

- a) Meeting Adjourned at 9:31 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **April 11, 2019** at the **Parkway meeting room**.

This Committee
Held No Meeting
This Month

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
May 9, 2019**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:03 PM.
- b) Attendees: Andrade-Salgado, Barrie, Borda, Bour, Brock, Francke, Rossi, Stracka (PMP), Phillips (Titan), Novatno (Titan)

2) COMMITTEE ADMINISTRATION/

- a) March meeting minutes approved unanimously.
- b) No quorum for April meeting.
- c) FAC welcomes Nicole Rossi, who was appointed to the FAC to represent the Welbourne neighborhood.

3) GUEST & RESIDENT PARTICIPATION

- a) FAC will recommend that the Board of Directors approve a request from the CountrySide Elementary School to have their 5th Grade graduation pool party at the Lindenwood Pool on Monday, June 3rd 2019 from 3:30 PM to 7:30 PM (date subject to resolution of scheduling conflicts).

4) WAVES ISSUES

- a) No Waves representative present; Waves responsible to resolve any scheduling conflicts with the Parkway Pool meeting room and pool reservation requests.
- b) Attachment provided with Waves' Pool Use Request for 2019.

5) TITAN AND POOL ISSUES

- a) Titan confirms they will be ready for pool openings.
- b) Titan reports they are expected to be at full staff for pool season, with a good percentage of returning guards. Kelly Phillips introduced Renata Novotna, Titan's Pool Coordinator for this season.
- c) FAC accepted Titan's recommendation on adjusting end-of-season pool operating hours to avoid late season staffing shortages when local kids return to school on August 22nd, 2019.
- d) Discussion of the need to replace the bearings and seals on the Lindenwood pump motor.
- e) FAC discussed the overfilling of the Cromwell Wading pool and the actions taken with Titan to ensure it does not reoccur going forward.

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- f) Confirmed the date for the 19th Annual Pool Safety Day on May 18th (Rain date May 19th), 1-4 PM.
 - i) Titan will provide demonstrations, water and ice cream sandwiches.
 - ii) PMP will provide drink tubs, tables and pizzas
- g) Doggie swim day tentatively scheduled for September 7th at Parkway Pool; Courier notices to be discussed at a later date.
- h) PMP will send a copy of FAC Meeting Minutes to Titan going forward, to ensure Titan is aware of dates, commitments, expectations, etc.

6) PROJECT LIST & BUDGET

- a) 2019 Project List reviewed.
- b) 2019 Budget reviewed.
- c) FAC ratified its prior e-vote for the repairs to the Parkway wading pool. Repairs have been completed.
- d) FAC discussed the report from Crystal Blue Aquatics regarding its opinion of the pipe damages find under the Parkway wading pool; PMP will follow up as appropriate, and will supervise winterization activities going forward.

7) OLD BUSINESS

- a) FAC reviewed the updated 2019 spring pool repair list.
 - i) Shower door installations completed.
 - ii) Pilot electrical planters at Parkway completed; THANKS again to Adrianna for her suggestions on the new containers, which look great!
- b) FAC discussed surveillance options at Little Library and vandalism-prone areas; Mike Stracka will investigate pricing for additional cameras and equipment to extend camera ranges.
- c) FAC ratified the previously made revisions to the 2019 Pool Rules and Regulations.
- d) FAC discussed and further revised the 2019 Meeting Room and Pool Rental forms.

8) NEW BUSINESS

- a) FAC unanimously approved the \$1,650.00 estimate from Titan Pools to R&R the main pool suction manifold at Cromwell.
- b) FAC agreed that further research is needed on replacement alternatives for the canopies installed at the pools; new canopies will likely be required for the 2020 pool season.
- c) No current inventory of pool umbrellas was available; PMP to forward that inventory to the FAC members as soon as possible. PMP also to advise when we will be able to construct a holder/rack for pool umbrellas while in temporary storage at pool house.

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- d) FAC discussed an inquiry from a resident about rental of the Parkway Meeting Room, agreeing that the current rental rates were already priced with non-profit groups in mind. PMP is to forward the newly revised and ratified Meeting Room Rules/agreement to the resident in question.
- e) P. Francke presented information on recycling containers available on loan from Loudoun County; she will follow up with the County to arrange for a season-long loan of recycling set-ups to be used at the pools and at community events.
- f) FAC agreed to continue its policy that private swim lessons at CountrySide pools would be offered only through the Waves organization.

9) INFORMATIONAL ITEMS

- a) We have received the 2 replacement cameras for the pools. One has been used to replace the failing unit at Lindenwood and one will be held as a future spare.
- b) Fire Extinguisher inspections were completed the week of March 18, 2019.
- c) The preseason FAC pool inspections were conducted on Wednesday, May 8th.
- d) The combinations for the tennis court gates will be changed effective June 3, 2019.
- e) The BOD had approved a resident request to use the Cromwell pool facility on off hours in an effort to capture a wayward stray dog; unfortunately, the capture attempts were unsuccessful.
- f) FAC would like to offer a huge heartfelt **THANKS!** To Maria Borda for years of service with the FAC. We'll miss you, Maria, and we wish you Happy Trails on your adventures!

10) ADJOURN

- a) Meeting Adjourned at 9:17 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **June 13, 2019** at the Parkway meeting room.

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
June 14, 2018

1) CALL TO ORDER

- a) Meeting Called to Order at 7:02 PM.
- b) Attendees: Barrie, Borda, Bour, Brock, Francke, Powell, Stracka (PMP), Petrin (Titan), Brown (Titan), Freck (Waves)
- c) Absent: Andrade-Salgado

2) COMMITTEE ADMINISTRATION

- a) Minutes of May meeting – approved unanimously

3) GUEST & RESIDENT PARTICIPATION

- a) FAC members reviewed the size and location of the pilot Parkway shade sail; the committee agrees that larger sails should be considered for future purchases, depending on how this pilot sail is received this season. PMP (Stracka) confirmed plans to paint the shade sail support poles black to match the pool fence.
- b) FAC members unanimously confirmed the previous E-vote regarding CountrySide Elementary School's request to use the Lindenwood pool on June 11, 2018 for the 5th grade graduation party, and to waive usage fees.
- c) A June 9th incident at Lindenwood Pool was reviewed by the FAC, with input from Sally Buckley, Titan guard/witness. The FAC voted to suspend pool privileges for 1 week for each of the two residents cited in the incident report. Titan was reminded to submit ALL incident reports to PMP as soon as possible after write-up.

4) WAVES ISSUES

- a) Courtney Freck provided an update on swim lessons and swim team season preparations.
- b) We discussed several scheduling and housekeeping issues when Waves events are scheduled on the same nights as HOA committee events.
- c) Courtney reported a lack of Titan guards for several Waves events; Waves and Titan will coordinate on staffing and billing issues, and Waves will alert the FAC of any ongoing issues.

5) TITAN ISSUES

- a) Titan to confirm, in writing, its commitment to full-season staffing; Titan will provide the FAC with a list of all lifeguards hired to date, with pool schedule assignments.
- b) Titan to investigate, and report to FAC, on why no safety demonstrations were performed at the Pool Safety Picnic.
- c) The FAC requested that Titan speak to all CountrySide pool staff to review our pool policies and procedures, with retraining as required to address problem areas reported over the last several weeks. Particular areas of concern include:
 - i) CountrySide policy on accepting/issuing Amenities and Guest Passes; use of PMP List
 - ii) Need for detailed and thorough completion of incident reports, and for timely submission of all incident reports to PMP office
 - iii) Procedures for properly handling trash for timely collection
 - iv) Lap lane procedures (On demand and swim lessons)
 - v) Break Schedules
 - vi) Off duty guard recreation activities
- d) Titan to submit written recommendation on late-season pool operating hours (i.e., whether reduced hours are necessary after August 23rd, due to staffing issues).
- e) Titan to investigate, and respond to FAC, on whether it is feasible to have Titan staff close FunBrellas in the event of stormy weather.

6) PROJECT UPDATE

- a) Titan found and repaired a stuck hydrostat at the Parkway wading pool. However, it still appears the pool is still losing water and we are awaiting the results of the pressure test.
- b) Puritan expects to begin work on the Cromwell wading pool the week of June 25; target is to have the wading pool open by the 4th of July Holiday.

7) OLD BUSINESS

- a) None this period.

8) NEW BUSINESS

- a) An update on suggested covers for the electrical boxes around the pool perimeters was deferred to the July meeting.
- b) The FAC discussed several possible ways to adapt the issuance of amenities passes for children (ages 8-11 and over 12) to comply with new policy for unattended children at pools, including the possibility of grandfathering the

passes for those children under 12 who currently hold picture ID passes.
Further discussion is necessary, but was deferred to the July meeting.

9) INFORMATIONAL ITEMS

- a) Cascades Tennis will be discussing possible program extensions for 2019 with the Board of Directors.

10) ADJOURN

- a) Meeting Adjourned at 10:05 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **July 12, 2018** at the **Parkway meeting room.**

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
July 25, 2019**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:04 PM.
- b) Attendees: Andrade-Salgado, Barrie, Bour, Brock, Francke, Jackson, Rossi, Stracka (PMP), Novotna (Titan), Phillips (Titan)

2) COMMITTEE ADMINISTRATION

- a) June meeting minutes approved.
- b) FAC voted unanimously to appoint Tommy Jackson to represent Belmont on the Facilities Committee. Welcome, Tommy!

3) GUEST & RESIDENT PARTICIPATION

- a) FAC approved a request from the CountrySide Women's Club for the use of the Parkway pool meeting room for their monthly meetings over the 2019-2020 season.
- b) FAC discussed a resident request to reinstall the door to the multipurpose court in Foxfield. M. Stracka explained that the previously installed door had required frequent maintenance/repair. The committee decided not to reinstall the door at this time, so as not to discourage use of the multi-purpose courts; however, the area will be monitored for signs of misuse by residents. PMP was directed to install a laminated sign at the court entrance requesting users to police their trash and to avoid disturbing their neighbors.
- c) FAC reviewed and unanimously approved a request to waive the rental fee and room deposit for Cub Scout Pack 405's use of the Parkway meeting room on August 18, 2019.

4) WAVES ISSUES

- a) No Waves representatives were present; discussion of the shed maintenance was deferred to the next FAC meeting.

5) TITAN AND POOL ISSUES

- a) K. Phillips and R. Novotna responded to several resident reports regarding lifeguard behavior and lack of attention while on duty at both Cromwell and Lindenwood pools. As a result, guards were suspended, and others were transferred to other pools. Upon review of the basketball incident, the FAC found that the Cromwell pool manager acted entirely appropriately; he was, however, transferred to another pool at his own request. All Titan personnel have attended in service training and been reminded of the need for diligence and attention to duty.
- b) K. Phillips attended this (and last month's) meeting specifically to address a resident's e-mails concerning lifeguard and pool manager behavior at Cromwell Pool; unfortunately, the resident did not attend either meeting. M. Stracka will again invite the resident to attend the next FAC meeting to discuss both the resident's and the FAC's concerns.

- c) There was an incident of vandalism at the Parkway pool overnight on July 9-10. One of the main drain covers was forcibly removed from the floor of the pool. Titan repaired the cover on a temporary basis until a new cover could be delivered but the temporary fix failed, and the pool was closed until the new cover was installed and the pool was reopened on Friday, July 12. There were also guard chairs thrown in the pool that were removed by the swim team and guards before they could practice. There was also minor damage to a canopy cover (since repaired).
- d) It was also discovered that the Wi-fi and Security DVR for the camera system were inoperable after the vandalism incident. The failures appear to be the result of a lightning strike that burned out the cable modem, Wi-Fi router and DVR. PMP has ordered a 16-camera input replacement DVR and will install the DVR when it arrives.

6) PROJECT LIST & BUDGET

- a) 2019 Project List was reviewed.
- b) Budget Proforma was reviewed.
- c) FAC agreed that PMP should install an additional camera to monitor the Gazebo now that we will have a DVR with extra available camera inputs.

7) OLD BUSINESS

- a) FAC members were asked to review the relevant forms and PMP internal SOP regarding the meeting room rental for residents or other interested parties; forms to be reviewed as a group at the next FAC meeting.

8) NEW BUSINESS

- a) The draft 2020 budget preparation timeline was reviewed, and FAC members were asked to submit suggestions for 2020 FAC budget items as soon as possible, for discussion as a group next meeting.
- b) FAC discussed the pool demand hierarchy for usage for the pools for regular operations and during maintenance or other unanticipated need for closure of one or more pools. A formal policy on hierarchy will be documented for the 2020 pool season.
- c) FAC members were asked to review the documents (available on the Google Drive) regarding the license agreement for Non-Profit organizations for the rental of the Parkway meeting room and the use of the storage sheds on common areas; forms to be reviewed as a group at the next FAC meeting.
- d) A Mid-season Pool Inspection was scheduled for Tuesday, July 30, 2019. FAC members who are interested and able to attend should meet at Cromwell at 5:30 PM.

9) INFORMATIONAL ITEMS

- a) Copies of the Titan supervisor inspection reports are available in the FAC Google Drive folder.

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- b) The Lindenwood and Cromwell pools were closed between 11:30 AM and 2:30 PM on Wednesday, July 17, 2019 due to the failure of the telephones at each pool. Titan was able to open and operate the Parkway pool at 1 PM to 3 PM on an emergency basis while the other two pool were closed. The failure appears to have repaired itself and the responding Verizon technician could not find any problems when they arrived to repair the phones at 10:30 AM on Thursday.
- c) The Loudoun County Fire Marshal was investigating a report of fireworks usage outside the Lindenwood pool on July 5th. There was no damage to common property from the incident, but it was not captured on cameras as it occurred outside of the pool enclosure.

10) ADJOURN

- a) Meeting Adjourned at 9:16 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **August 8, 2019** at the **Parkway meeting room**.

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
August 8, 2019

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00 PM.
- b) Attendees: Barrie, Bour, Brock, Francke, Jackson, Rossi, Stracka (PMP), Novotna (Titan), Freck (Waves)
- c) Absent: Andrade-Salgado

2) COMMITTEE ADMINISTRATION

- a) July meeting minutes were approved unanimously.

3) GUEST & RESIDENT PARTICIPATION

- a) The FAC discussed with Titan the continuing reports of lifeguard inattention at Cromwell Pool. Titan reported that personnel changes had been made to address the situation (including one termination, and a new manager being assigned to Cromwell). Both Titan and FAC will continue to monitor the management efforts at all three CountrySide pools.
- b) The FAC and Titan also discussed in some detail an issue reported by a resident between the former Cromwell pool manager and several CountrySide residents who refused to follow the Titan manager's directions on leaving the pool and on use of an unauthorized basketball. The FAC is confident that the Titan pool manager acted appropriately. The resident who reported the issue did not attend the FAC meeting; he has not responded to several invitations to discuss his concerns with the FAC as a group.
- c) The FAC declined to refund a non-resident for pool passes purchased in 2015.

4) WAVES ISSUES

- a) Courtney Freck reported on a highly successful Waves season. Congratulations, Waves!
- b) Courtney agreed to see to the removal of Waves posters and banners from the Parkway Pool front desk and walls in early September.
- c) Courtney will be investigating repair/replacement options for the Waves shed at Parkway, and she will liaise with Mike Stracka to ensure the Waves' chosen option is compatible with CountrySide and pool guidelines. PMP will submit a copy of the shed rental form to the Waves for completion for the upcoming season.
- d) The FAC reviewed with Courtney the policy on private swim lessons at CountrySide pools (to be conducted by Waves swim instructors only); Courtney will clarify the policy with instructors, and make sure the instructors know to identify themselves as affiliated with the Waves.

5) TITAN AND POOL ISSUES

- a) The FAC accepted Renata's recommendations for the Lifeguard of the month awards.

6) PROJECT LIST & BUDGET

- a) 2019 Project List reviewed without issues.
- b) Budget Proforma reviewed without issues.

7) OLD BUSINESS

- a) The FAC deferred further discussion and review of the forms and PMP internal SOP regarding the meeting room rental for residents or other interested parties.
- b) The FAC briefly discussed establishment of a “pool demand hierarchy” for usage for the pools for regular operations and during maintenance or other unanticipated need for closures; the subject was deferred for further discussion at February 2020’s FAC meeting.
- c) The FAC deferred further discussion regarding the adoption of the license agreement for Non-Profit organizations for the rental of the Parkway meeting room and the use of the storage sheds on common areas.

8) NEW BUSINESS

- a) A copy of the draft RFP for the whitecoat at the Parkway main pool and the Cromwell wading pool was reviewed and approved; PMP will submit for bids as soon as possible. Vendors will be asked if there is any price advantage to completing some/all of the work in 2019, versus pre-season 2020.
- b) The FAC reviewed the findings of the mid-season pool inspections (performed 7/30/19 for Lindenwood and Cromwell pools, and 8/8/19 for Parkway).
- c) The FAC reviewed the list of FAC recommended projects for the 2020 budget submissions to date. Members were reminded to submit additional suggestions by the August 31st deadline.

9) INFORMATIONAL ITEMS

- a) Copies of the Titan supervisor inspection reports are available in the FAC Google Drive folder.
- b) The replacement DVR has been received and installed at the Parkway pool.
- c) The requested sign regarding trash and noise has been posted at the Foxfield multipurpose court.
- d) A summary of the YTD pool guest pass sales was reviewed.

10) ADJOURN

- a) Meeting Adjourned at 9:23 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **September 12, 2019** at the **Parkway meeting room**.

COUNTRYSIDE PROPRIETARY

FACILITIES COMMITTEE MEETING MINUTES

September 12, 2019

1) CALL TO ORDER

- a) Meeting Called to Order at 7:12 PM.
- b) Attendees: Andrade-Salgado, Barrie, Bour, Francke, Jackson, Rossi, Stracka (PMP)
- c) Absent: Phillips (Titan), Freck (CountrySide Waves)

2) COMMITTEE ADMINISTRATION

- a) August meeting minutes were approved unanimously.
- b) Pat Bour was elected as Second Chair to serve during Don Brock's leave of absence from FAC.

3) GUEST & RESIDENT PARTICIPATION

- a) No guests present.

4) WAVES ISSUES

- a) No representative present.

5) TITAN AND POOL ISSUES

- a) No Titan representative was able to attend. Mike will contact Kelly about a separate meeting to be held with PMP and the FAC Chair, to discuss outstanding issues and corrective actions. FAC members to submit suggestions to the team for a "stipulations" list to be presented to Titan as a prerequisite to next year's contract renewal.
- b) The FAC discussed Renata's recommendations for the Manager bonuses and Lifeguard of the month awards and made adjustments based on our review of the staff's performance. Bonus' to be awarded as follows:
 - i) Manager awards to be awarded to Renata Novotna, Patrick Connor McQuinn, Abigail Laurenson, Chris and Karl Holsomback. Cost to be applied to GL 7566.
 - ii) August lifeguard awards to be awarded to William Swarm, Sophia Payne and Quentin Sibley. Cost to be applied to GL 7564..
- c) Post-season pool inspections set for Monday, Sept 23, 2019 at 5:30 PM, starting at Cromwell Pool.

6) PROJECT LIST & BUDGET

- a) 2019 Project List was reviewed.
- b) Budget Proforma was reviewed.

7) OLD BUSINESS

- a) The Parkway Meeting Room Rental agreement was revised after discussion. Mike will make the changes to the Master document and post it on the Google Drive. Unless an FAC member submits further changes, the document is closed for revisions until 2020.
- b) Pool Hierarchy discussion deferred until 2020.
- c) The FAC discussed rental of the Parkway Meeting Room by Non-Profit organizations and agreed that a separate rental agreement is NOT needed; instead, the rental agreement revised above will serve as the single rental agreement for the Parkway Meeting Room. It was further agreed that the option of a fee waiver will be made upon request, but not offered automatically. The internal PMP SOP will need to be revised to reflect this policy. Mike and Penny will discuss with Catherine.
- d) The license agreements for Non-Profit organizations' use of the storage sheds on common areas will be revised to remove the obsolete "2018" date, and the forms will require PMP to enter the appropriate date and year for any new agreements. PMP will draft an addendum to be used by Non-Profit organizations to list suggested projects the organization would perform for CountrySide, as part of the "quid pro quo" understanding for use of storage space.
- e) The FAC discussed the 2020 budget project suggestions for Facilities. Mike to revise the voting sheet based on discussions and redistribute it to FAC members to allow voting by month-end. FAC also discussed approaching Bob King with the possibility of starting the request cycle for budget suggestions a month or so earlier, to allow more time for discussion in committee before the NAC votes.

8) NEW BUSINESS

- a) PMP will schedule a meeting with Titan to discuss our proposed stipulations for extending the Titan Agreement into the first option year.
- b) Mike advised that the replacement parts for the Rokeby Tot Lot are on back-order and will be delayed by another 6-8 weeks.
- c) Mike advised that the repairs to the Par Course are well underway. New signage will be required; with art work, this could amount to nearly \$3500. PMP was directed to see if there are any stock item sign that can be sourced and used at a lesser cost. A suggestion was made that in the future, PMP research alternative options to in-house repairs to the Par Course, as online offerings were found as low as \$6K for packages that included both signage and equipment.

9) INFORMATIONAL ITEMS

- a) Copies of the Titan supervisor inspection reports are available in the FAC Google Drive folder.
- b) A summary of the YTD pool guest pass sales was reviewed; with September numbers, sales are expected to equal or exceed the budgeted income.
- c) Mike advised that PMP's sample umbrella stand will not be ready for review during the FAC post season inspection, due to Par Course labor demands.

Facilities Committee Meeting Minutes

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- d) Informational copies of the 2019 Pool Rules and Regulations are available on Google Drive for review and comment before the February 13, 2020 FAC meeting for review and update.

10) ADJOURN

- a) Meeting Adjourned at 9:32 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **October 10, 2019** at the **Parkway meeting room**.

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
October 24, 2019

1) CALL TO ORDER

- a) Meeting Called to Order at 7:09 PM.
- b) Attendees: Andrade-Salgado, Barrie, Bour, Francke, Rossi, Stracka (PMP)
- c) Absent: Jackson

2) COMMITTEE ADMINISTRATION

- a) September meeting minutes were approved unanimously.

3) GUEST & RESIDENT PARTICIPATION

- a) No guests or residents present.

4) WAVES ISSUES

- a) No representatives present. PMP will follow up with Courtney Freck on when the shed repairs will be completed.

5) TITAN AND POOL ISSUES

- a) FAC discussed Titan's notice that they were unable to honor the 2020 pricing they had submitted on last year's bid package. FAC agreed that alternative vendors should be evaluated for next year's contract.

6) PROJECT LIST & BUDGET

- a) 2019 Project List was reviewed.
- b) Budget Proforma was reviewed.

7) OLD BUSINESS

- a) The final FAC and NAC voting for the 2020 budget projects was reviewed.
- b) FAC discussed the Par course signage options and decided to replace only those two signs (Map/station locations and vault) which are unreadable or unrepairable. Other signage will be cleaned and repaired as necessary.
- c) The repairs to the damage from the fallen tree at the Rokeby tot lot were completed on October 17, 2019.

8) NEW BUSINESS

- a) PMP informed the committee of a possible leak at Lindenwood pool, resulting in extremely high water usage in the last months of pool season. FAC asked PMP (Stracka) to institute a program of water meter checks twice per month (at a minimum) during pool season, to discover possible leaks as early as possible.

- b) FAC reviewed the whitecoat bids received for the Parkway main pool and the Cromwell wading pool. FAC unanimously recommends the BoD award the work to Crystal Blue Aquatics at a cost NTE \$52,000. Cost to be applied to reserve GL's 9801 and 9806.
- c) FAC discussed the bids received for the 2020 – 2022 Pool management agreement. Two new possible contenders will be invited to the November FAC meeting to present their pitches and “best and final” offers. Mike will distribute interview questions used in past evaluations.
- d) M. Stracka presented a few shade options from Sunguard; FAC asked for Mike to prepare a more comprehensive summary of the shade options being discussed. Summary to include for each option: square footage of each individual installation (whether umbrella or canopy), pricing, whether installation price is included or whether installation will be done in-house, etc. FAC agreed that other options should also be investigated (e.g., teak support/metal roof structure advertised on Costco site) once the BoD funding for 2020 projects has been established.
- e) M. Stracka proposed consolidation of some of the laminated signs that are displayed at the pools. FAC asked Mike to prepare sample signs reflecting his suggestion, so the committee can better evaluate the options.

9) INFORMATIONAL ITEMS

- a) P. Bour and P. Francke inspected the pilot umbrella stand; M. Stracka said a few improvements were yet to be made, but stands will be built for umbrella storage for all three pools.
- b) PMP installed the camera at Parkway to monitor the Gazebo.
- c) An updated list of actions from the 2019 Post season pool inspections was reviewed; PMP will update the list as actions are completed.
- d) Informational copies of the 2019 Pool Rules and Regulations are available on Google Drive for review and comment before the February 13, 2020 FAC meeting for review and update.

10) ADJOURN

- a) Meeting adjourned at 9:36 PM.
- b) Next FAC meeting scheduled for 7:00 PM, Thursday, **November 14, 2019** at the **Parkway meeting room**.