CAMERON STATION FACILITIES COMMITTEE (CCFC) MEETING MINUTES
Thursday, 10 Sept 15

The following meeting individuals attended the meeting:

Ray Celeste, Chair
Martin Menez, Vice Chair
Dick Meyer, Member
Teri Vickery, Member, Acting Recording Secretary
Deirdre Baldino, Assistant Community Manager
Tammy Cooper, ProFIT Regional Manager
Psy Scott, ProFIT Fitness Center General Manager

The following individuals were absent:

Kathryn Kolbe, Member
Brian Sundin, Board Liaison
Rich Mandley, ProFIT Regional Manager

1. The Facilities Committee meeting was called to order by Ray Celeste at 7:04 pm on Sept 10th, 2015. The agenda was amended and approved and the previous meeting minutes were approved. The issue of the Preventative Maintenance Agreement was added as issue 4 under the ProFIT Report.

2. Martin Menez stated that there was no HOA Board Meeting in August due to a lack of a quorum. The various committees submitted off-record reports and there were informal discussions of various topics.

3. Ray Celeste reported on the August 18 Board Budget Meeting. Mr. Celeste presented CCFC’s proposed budget for 2016.

   a. The Board asked about a few line items including the Fitness Equipment & Maintenance line item.

   b. The Board said the proposed pool heater is not part of the Operating Budget. The Board stated that items 8-11 on CCFC’s proposed budget for 2016 are also not part of the Operating Budget. The Board suggested that CCFC make a list of items to purchase or do that aren’t part of the Operating Budget to discuss with the Board at a later date. Martin Menez, who arrived at 8:30 p.m., secured agreement from the Board and Management for the latter to start and keep an HOA-wide project prospective project list.

   c. Ms. Baldino informed CCFC members about informal discussions held with one vendor about the pros and cons of electric versus gas pool heaters. The initial conclusion is that electric is probably more cost effective to add some degree of heat, but gas is probably better for heating the water to higher temperatures. CMC Management
has one proposal and is waiting for two more proposals which will then be submitted to the Committee.

4. Tammy Cooper provided a ProFIT report highlighting 10,527 visits to the Cameron Club Fitness Center in the month of August.

   a. New equipment was delivered and installed on September 3 and the fitness center re-opened on September 4. Placement of various pieces was discussed including a recommendation to move the “captain’s chair” out of the stretching area and finding a place to temporarily store the Maxicam until a determination is made as to whether or not it is still needed. Ms. Vickery suggested that ProFIT provide some sessions about how to use the new equipment.

   b. ProFIT stated that the complimentary classes continue to be popular and acknowledged that attendance is much higher for complimentary classes than for paid classes. The Committee and ProFIT discussed the different types of classes currently offered and how to meet the needs of the community. One suggestion is that beginner, moderate and advanced classes be made available. Another suggestion is that complimentary classes be provided both in the morning and in the evening. ProFIT is adding a gentle yoga class on Tuesday mornings at 8:00 am. This will be the fourth free class (but fifth free session as established in the current contract). Mr. Celeste asked ProFIT to research and submit proposals to the Committee for additional classes, from one additional (evening Pilates) to three additional sessions. Each additional complimentary session over the five in the current contract will increase the management fee by $300 per month.

   c. ProFIT stated that the electronic bulletin board is up and working. They are considering getting resident approvals to show pictures of classes on the electronic bulletin board. ProFIT stated that the new signage has been put up but suggested that some additional signs about no cell phone usage be made and posted. Mr. Celeste asked Ms. Baldino to handle. The Committee and ProFIT discussed the possibility of replacing the TV audio receivers on the cardio equipment (at an estimated cost of $175 per unit or a total investment of approximately $2,000) as well as other options such as cardio machines with individual TVs or with built-in headphone plugs. Mr. Celeste asked ProFIT to research the quality and cost of second generation TV audio receivers as this would be the most cost effective option. ProFIT will submit its proposal which, if accepted by the Committee, would be a Repair and Replacement item.

   d. ProFIT submitted a recommendation to sign a Preventive Maintenance Agreement with Heartline for equipment in the fitness center which would provide for 4 visits per year at $1,008 per visit plus discounted labor for any additional visits. There is no preventive maintenance contract currently in place and ProFIT uses National Fitness for repairs as needed. Mr. Celeste asked ProFIT to get two more proposals for the Committee to review and consider. ProFIT proposed putting a storage cage behind the entry desk given problems with fitness items being stolen. This would allow for items to be checked out and monitored. ProFIT will submit a proposal for such a storage cage.
The swelling and warping of the basketball court floor has improved as the humidity has gone down. A possible solution would be to shave down the flooring. Mr. Celeste asked ProFIT to get quotes for this. Mr. Menez stated that the carpeting in the lobby is getting grungy. The Committee discussed options of cleaning the carpeting or replacing it with stored tiles. The Committee agreed to ask for a spot cleaning and then revisit. Deirdre Baldino will ensure this happens.

5. The Cameron Station Management Report was provided by Deirdre Baldino. A/V systems have been installed in the Henderson and Small Conference Rooms. Landscape and flagpole lights have arrived and have been installed. Management has one proposal and will get two more for the lobby ceiling repair and hallway repair. The issue of covers for the bathroom sink pipes is on-going.

6. Unfinished Business. The Committee discussed whether or not there should be a fee for using the new A/V equipment in the Henderson and Small Conference Rooms.

MOTION – Mr. Menez moved and Mr. Meyer seconded that the security deposit be increased from $300 to $400 if the A/V equipment is to be used in either of these rooms, which is consistent with the current policy for the Great Room.

Mr. Menez reported that there appears to be no phone line in the floor under the tables in these two rooms. This is needed in order to use the spider mike telephones. Deirdre Baldino will look into this issue. Martin Menez has already mentioned this issue to Craig Merritt. The Committee agreed that the information about the new A/V equipment should be put in the Cameron Station e-mail blast. The Committee discussed Mr. Menez’s suggestion to put a door into the entrance of the Cameron Station management area and to open up the stairwell to this area. Mr. Celeste asked Ms. Baldino to get three proposals for each proposed construction project (6 proposals total).

The meeting was adjourned at 8:42.