The following individuals attended the meeting:
Ray Celeste, Chair
Dick Shea, Vice Chair
Deirdre Baldino, CMC Assistant Manager
Rich Mandley, ProFIT President
PsyniiGianni Scott, ProFIT Fitness Center Manager/Activities Director
Ben Rogers, Cameron Station Pool Manager, Community Pool Services (CPS)
Brandon Sollars, Regional Manager, Community Pool Services
Amel Habibovic, Guardian Aquatics
John Burton, Resident
Olivia Sheldon, Self-Defense/Yoga instructor
Andrew Yang, Chair, Cameron Station Events Committee

Absent: Susana Carrillo, CCFC Member, Dan Ogg, CCFC Recording Secretary; Jon Dellaria, BODs Liaison Representative

1. The Facilities Committee meeting was called to order by Ray Celeste at 7:06 p.m.

2. The motion was made by Dick Shea and seconded by Brendan Hanlon to approve the CCFC’s meeting minutes for October. The motion passed unanimously.

3. Residents Open Forum: John Burton and Olivia Sheldon attended the residents’ open forum.

   a) Mr. Burton addresses the committee and expressed interest in joining the committee.

   b) **Motion for the BODs:** Dick Shea made a motion to recommend Mr. Burton to for consideration by the BODs. Brendan Hanlon seconded the motion. The motion passed without objection.

   c) Ms. Sheldon gave a presentation regarding services she provides in the form of Women’s Self Defense classes. The cost of the course is $700. See further action below under New Business.

4. Pool Update:

   a) At the direction of the Board of Directors, the CCFC was asked to evaluate and make a recommendation on one of two pool management companies that had previously been down-selected by the BOD. The two companies under consideration were Community Pool Services and Guardian Aquatics. The BODs extended invitations to both companies to attend the CCFC meeting and make presentations.

   b) Following these presentations, the CCFC went into executive session to consider the merits of each company. At 8:05 pm, Ray Celeste made the motion to move into Executive Session. It was seconded by Dick Shea and passed unanimously.
c) At 8:30 pm, Ray Celeste made the motion to exit the Executive Session. Dick Shea seconded the motion and it passed unanimously. After discussion and evaluation, the CCFC drafted a resolution to recommend executing a contract as noted below. The committee used information presented by the two contractors as well as the contractor analysis and the pool survey analysis as part of their evaluation. (See attached).

d) **Motion for the BODs:** The CCFC recommends the BOD execute a contract for pool services with Community Pool Services in the amounts of $63,700 ($61,700+$2,000) and $67,950 ($65,950+$2,000) for the years 2019 and 2020 respectively. Ray Celeste made the motion and Dick Shea seconded the motion. The motion passed unanimously.

5. BOD’s Update:

   a) Dick Shea attended the previous BOD meeting and advised the Board approved the spending authority of the CCFC up to $2,500.

6. CMC Management report: Deirdre Baldino proved the update.

   a) The updated FY 2019 Budget has been approved.

   b) The community has a temporary maintenance person for two days per week until the open maintenance position is filled full time.

   c) The heating system in the administration section of the Cameron Club broke down and required urgent attention. The BOD approved the expense and the work has been completed.

7. ProFIT Report:

   a) Psy Scott provided the ProFIT monthly report. Attendance in October was 5,682 (176 per day), compared to September’s attendance of 6,613.

   b) Psy Scott stated that all equipment in the gym is currently fully functional.

   c) A solution to secure the power cables for the treadmills and other equipment to the floor to reduce the tripping hazard is still being sought.

8. New Business:

   a) The CCFC discussed the presentation made by Ms. Sheldon for a Women’s self-defense class. Mr. Andrew Yang, Chair, Cameron Station Events Committee suggested the expense would be covered under the Events Committee budget. The CCFC assisted in drafting a resolution for the events committee to act on and Mr. Yang will secure the necessary approvals. Once he does, he will coordinate with Psy Scott to schedule the class on Saturday 15 December 2018.

9. Adjournment: Dick Shea made a motion to adjourn the meeting. Brendan Hanlon seconded the motion, the motion passed, and the meeting was adjourned at 9:12 p.m.

Attachments:
1. Pool Survey Analysis dated 11/5/2018
2. Memo to CCFC with Pool Contractor Assessment (received on 11/3/2018)
We were tasked by the BOD to help assess the performance of our pool management contractor. So the survey questions were specifically targeted at areas of their contract which were performance related. We also added a question which was not a contract item, but related to having pool rules which considered everyone’s needs. This was an effort to reinforce the idea of some give and take in the rules.

We asked for responses to 5 questions using a scale of 1 to 5, with 1 being Very Dissatisfied and 5 being Very Satisfied.

There were a total of 26 respondents. Statistically, this sample size is not enough to give us a 95% confidence level. So it is something less than 95% and would take a more detailed analysis. In any case, with 3 being the mid point of the scale (neither very dissatisfied on very satisfied), the responses were generally well to the positive side of the scale.

We also asked people to give us specific comments and recommendations. Those where more than one person said essentially the same thing are noted below the statistical results.

**Statistical results** – the numbers are the average of all responses to each question.

- To what extent are you satisfied with the cleanliness of the pool deck area? 4.57
- To what extent are you satisfied with the overall professionalism of the lifeguard staff? 4.51
- To what extent are you satisfied with the response of the lifeguards to emergency situations? 4.67 (11 responded N/A to this question)
- To what extent are you satisfied with how the pool rules are balanced to consider the needs of all users? 4.5
- To what extent are you satisfied with how the pool rules are enforced? 4.32

We wanted to get some sense of the validity of the responses, so looked at usage as one way to do this by asking this question: On average, how often do you use the pool each week?

<table>
<thead>
<tr>
<th>Days</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day</td>
<td>5</td>
</tr>
<tr>
<td>2-3 days</td>
<td>17</td>
</tr>
<tr>
<td>4 days or more</td>
<td>4</td>
</tr>
</tbody>
</table>

**Comments/Recommendations:**

10 people provided written comment.

Three people specifically praised the lifeguard staff for their friendliness and efforts toward ensuring a positive pool experience.

Two people commented that the pool sometimes felt dirty and needed to be cleaned more often.

Other comments were all over the place, ranging from we need a bigger pool, to better chairs and to making sure that former residents are not allowed. These were not pool company performance issues.
Attachment 2. Contractor Assessment Memo for CCFC

CCFC members,

Here is my analysis of the two options for a pool management contractor based on a review of the proposals submitted by the two companies and some research of the two companies on-line. Some basic information is included in the table below.

<table>
<thead>
<tr>
<th>Affiliations listed on website</th>
<th>Liability Insurance</th>
<th>Rating on Facebook</th>
<th>Rating on Google Maps</th>
<th>Noted problems in the feedback/comments</th>
</tr>
</thead>
</table>
| Community Pool Service        | $22 million         | 4.3 of 5.0 (54 reviews) | 3.8 of 5.0 (19 reviews) | • Rude response on the phone from CPS management office  
• Sometimes unreliable |
| Guardian Aquatics             | $10 million         | 3.0 of 5.0 (1 review) [this is not likely an accurate assessment] | 4.1 of 5.0 (9 reviews) | • Fairly significant billing problem where the company owner refused to refund an overpayment by the community |

Overall, I do not see any information that indicates one of these companies is greatly preferable to the other. However, I understand there was some problem with CPS this year at Cameron Station where they did not provide the requested number of lifeguards. I am not fully aware of all the details associated with this issue but apparently, the issue was not big enough for the Board to eliminate CPS from consideration.

Generally, I have been happy with CPS, and my personal recommendation is to stay with CPS. One reason is the generally good feedback given to CPS on social media. My second reason is that, although there may have been some small issues with CPS, we could easily have bigger issues with a company we don’t know.