MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, JULY 11, 2019

The following individuals attended the meeting:
Ray Celeste, CCFC Chair (arrived after item 4 below)
Dick Shea, CCFC Vice Chair
Dan Ogg, CCFC Recording Secretary
Brendan Hanlon, CCFC Member
John Burton, CCFC Member
Karen Soles, CMC Management, Manager
Todd Branson, contractor to CMC
Sanchesh Risal, American Pool, Regional VP
Alek Kostic, American Pool, Supervisor
Tameka Green, American Pool, Lifeguard
PsyniiGianni Scott, ProFIT Fitness Center Manager/Activities Director

The following individuals were absent:
Jon Dellaria, BODs Representative to the CCFC

1. The Cameron Club Facilities Committee meeting was called to order by Dick Shea at 7:02 p.m.

2. Dick Shea noted an addition to the agenda would be the cleaning contract, in agenda item VIII. Also we will add an item on a gym complaint to New Business. Dan Ogg made a motion to approve the meeting agenda. The motion was seconded by John Burton and it passed unanimously.

3. Residents’ Open Forum: No residents attended.

4. John Burton made a motion to approve the CCFC’s meeting minutes for June. The motion was seconded by Brendan Hanlon and it passed unanimously.

5. Community Pool Status. Sanchesh Risal and Tameka Green provided the update.

   a) American Pools is recommending three proposals for upgrading pool equipment and they provided quotes for all three:

   1) An automated pool chemical controller system, which would be mounted in the pump room next to the pool. This system would maintain a more consistent chemical concentration in the pool and would save on annual chemical usage. The CCFC asked American Pools to provide an estimate of the chemical savings that could be achieved by using the automated system.

   2) An automatic (robot) pool vacuum system. The system would operate during the night and significantly reduce the cleaning time required by the lifeguards.
3) A battery-operated chair lift to assist persons in and out of the pool. This is recommended by American Pool, but not required at our pool.

The CCFC will consider these proposals and take any required action at the next CCFC meeting.

b) Two Lap lane dividers have been ordered and will arrive soon.

6. BOD’s Update. Ray Celeste provided the BOD update.

a) Ray Celeste raised to the BOD the issue of the lack of civility exhibited by some community residents. The Board discussed the issue.

b) Ray mentioned that John Burton will brief the BOD on the ID card system during their July meeting and on the CCFC’s motion to increase the cost of replacement ID cards.

7. FY 2020 Operating Budget Recommendations.

a) Dick Shea noted that there are six line-items in the Cameron Station annual budget that fall under the category of Cameron Club Maintenance and Operations but are not included in the portfolio of line items that the CCFC monitors. Some examples are “HVAC Maintenance” and “Cleaning Contract”. Dick suggested that the six line-items be added to the CCFC portfolio. However after further discussion, the CCFC decided that recommended funding levels for these types of items are best handled by CMC Management.

b) CCFC operating budget line item review and recommendations.

1) Safety & Security (GL 6440) – recommend $5,500.00 up from $3,000.00 in FY 2019, to accommodate operations of new security equipment expected to be installed in FY 2019 and FY 2020.

2) Fire Suppression (GL 6500) – recommend $6,000.00, same as FY 2019.

3) Building Repair and Maintenance (GL 6515) – recommend $14,000, same as FY 2019.

4) Community Center Improvements (GL 6525) – recommend $2,000.00, same as FY 2019

5) Fitness Equipment Repair and Maintenance (GL 6570) – recommend $12,000.00; up from $9,500.00 in FY 2019, in order enter a new contract with Heartline Fitness for more frequent preventive maintenance and to ensure quicker turnaround on equipment repair and maintenance.
6) Fitness Center Supplies (GL 6575) – recommend $6,000.00, down from $6,500.00 in FY 2019.

7) Access System Supplies (GL 6590) – recommend $4,500.00, same as FY 2019.

8) Access System Repairs (GL 6595) – recommend $2,000.00, up from $1,000.00 in FY 2019, for optimization of the current system.

9) Pool Repair and Maintenance (GL 6700) – recommend $4,000.00, same as FY 2019.

10) Pool Supplies (GL 6710) – recommend $5,000.00, same as FY 2019.

11) Pool Management (GL 6438) – (contract signed and fixed for FY 2020 – no change). The expense in FY 2019 was $63,700.00.

12) Health Club Management (GL 5318) – (contract signed and fixed for FY 2020 – no change). The expense in FY 2019 was $165,111.48.

13) Recreation equipment (GL 9934) – recommend $4,000.00, same as FY 2019.

Dick Shea made a motion to present to the Board of Directors the recommended CCFC Operating budget for FY 2020, as delineated above in item 7.b. John Burton seconded the motion and it passed unanimously.


a) CMC Management provided several quotes for the basketball court floor replacement from five companies. CMC also provided a comparison chart of the key features of each bid.

John Burton made a motion for the Board to approve a contract with Weyer’s Floor Service to install a new hardwood floor in the basketball court for a cost of $28,568.00, to be paid out of the Replacement Reserve account, Item # 115, which budgeted $34,125.00. Dick Shea seconded the motion and it passed on a 3 to 1 vote, with Brendan Hanlon voting no. Brendan Hanlon preferred Option 1 from Play-on Courts for a synthetic court surface, at a cost of $32,140.00.

b) CMC provided an updated “Cameron Club Facilities Log” that lists the status of repair and maintenance action items.

c) CMC obtained two quotes for the replacement of the clubhouse audio system. The quotes include roughly the same scope of work, but the prices are very different. The CCFC asked that CMC obtain a third quote, and to ensure that all quotes include the same scope of work. CCFC requested that CMC management do a Request for Proposal (RFP) on the item.
d) Cleaning Contract. CMC management is arranging new cleaning services contract. The CCFC agreed to allow management to proceed with the contract as they normally do.

9. ProFIT Report:

a) Psy Scott provided the ProFIT monthly report. Attendance in June was 9,119 (303 per day) compared to May’s attendance of 7,078 (228 per day).

b) ProFIT started a pull-up challenge on July 6 that will end on August 3. The winner will receive two free tickets to Hoffman movie theaters.

c) Psy Scott noted again that the gym is too crowded, and ProFIT is recommending the removal of the oldest StarTrac upright bike, one recumbent bike, and the old Precor elliptical with no moving arms. The CCFC directed that ProFIT work with Heartline to have those three pieces of equipment removed as soon as possible.

d) The small table in the fitness center will be replaced by a wooden cubby storage unit.

e) The CCFC discussed offering a training course for using the Automatic External Defibrillator (AED) possibly combined with CPR training.

f) Work on designs for the locker rooms replacement is still waiting on floor plans for the locker rooms.

g) The CCFC noted that a resident has openly and defiantly challenged Psy Scott’s authority to ask for an identification card when the resident comes to the fitness center. The resident has done this four times and has made threatening body language towards Psy Scott. The resident has done this in front of his spouse who has a current resident identification card. Psy Scott expressed his concern about this resident’s lack of civility and lack of willingness to follow the Cameron Club Rules and Procedures. The CCFC advised Psy Scott to file a formal complaint against the resident. The concern of the CCFC is that this situation could result in an altercation where the authorities will have to get involved.

10. Old Business.

a) John Burton gave an update on the Cameron Club security audit. The security survey has been completed and the contractor is preparing a report, which has been delayed due to the unavailability of contractor personnel (medical issues).

Todd Branson, contractor to CMC, provided an update on the operations of the badging system and made suggestions for improving the system; including preventing the system from automatically deleting resident records because the system is at its limit for number of records. Much additional work is needed as the system is over maximum capacity (7000 names). It currently contains more than 7,200 names.
total “scrubbing” of the database needs to happen to ensure only CURRENT residents are in the system. This will be accomplished by reconciling the settlement documents of residences sold with the current occupying residents. All other residents who no longer live in Cameron Station will be deleted. This is an issue that has been identified by CMC Management and the CCFC, and the issue must be rectified to ensure only current residents have access to Cameron Station amenities such as the pool, clubhouse, fitness center, and the shuttle.

**John Burton** made a motion for the Board to approve an extra 120 hours (on the contract for Todd Branson), to continue work on the badging system for a cost of $3,600.00 to be paid out of Access System Supplies (GL 6590). GL 6590 had $3,839.00 remaining as the end of May 2019. Dick Shea seconded the motion and it passed unanimously.

b) The cover for flat screen TV in the Great Room went missing several months ago. CCFC agreed that CMC Management should purchase a new cover for the TV for a cost of approximately $750.00.

11. New Business:

a) CMC Management provided the CCFC with a copy of a complaint form filed by a resident regarding another resident who spent approximately one hour on one treadmill, even though there is a posted 30-minute time limit. When approached, the resident on the treadmill was rude and made a vulgar gesture. A resident has filed a formal complaint against the resident who displayed a total lack of civility which could have resulted in an altercation. This complaint has been forwarded to CMC Management/BODs for action.

The CCFC discussed this and other cases of residents exhibiting a lack of civility to the persons at the front desk, to the persons issuing ID cards, and to the lifeguards at the pool. CMC Management has begun taking action by adding notes about this topic to the weekly email blast. The CCFC will consider further action if the rude behavior continues.

12. Adjournment: Dan Ogg made a motion to adjourn the meeting. Dick Shea seconded the motion and it passed unanimously. The meeting was adjourned at 10:14 p.m.