CAMERON STATION COMMUNITY ASSOCIATION
CAMERON CLUB FACILITIES COMMITTEE MEETING
October 13, 2011, 7:00 P.M., HENDERSON ROOM

Attendance.

The following individuals attended the meeting:

- Alvin Boone, Board Liaison
- Ray Celeste, Chair
- Sue Mandry, Member
- Martin Menez, Vice Chair
- Kittie Messman, Recording Secretary
- Teri Ryan, Member
- Mr. Kevin Horner, Fitness Director

I. Call to Order.

a. The meeting was called to order at 6:58 p.m. by the Chair, Mr. Ray Celeste.

b. All members were present, so there was a quorum.

II. Agenda. Members agreed to move Mr. Boone’s report to later in the meeting since he was delayed, and approved the agenda with no further changes.

III. Residents’ Forum. There were no residents present so no forum was held.

IV. Approval of Minutes. Members approved the minutes from the last meeting with no changes.

V. WTS Report.

a. Summary Report. Mr. Horner reported usage of the Fitness Facility in September was 5,324 card swipes into the facility, compared to 5,233 in 2010. Usage for the year is at 59,168. The total 2010 usage was 68,910 card swipes so we are on track to surpass 2010 by as much as much as 4,000 (if you figure we will have at least 5,000 swipes for Oct – Dec).

b. Equipment Replacement. Mr. Horner recommended replacing only 3 of the 5 ellipticals in 2011, with the remaining 2 being replaced in 2012. He will obtain three estimates on the Precor equipment to present to the Committee at the November 2011 meeting.

c. Resident Comments. None.

d. Other items.

(1) Social Media. Ms. Kelli Hagadorn and Mr. Jon Liles, WTS International, presented a proposal to create a social media page for the Fitness Facility. They and Mr. Horner believe it will generate interest in the facility, provide another means to disseminate information about upcoming
events, and if linked to the Cameron Station website, provide another means of communicating Cameron Station information.

**Motion.** The Committee unanimously approved a motion to support the proposal, provided the site be administered effectively so as to ensure coordination of information exchange between Cameron Station and the Fitness Facility.

(2) Upcoming events. On 29 October 2011 there will be an adult Halloween party and casino night in the basketball court of the Fitness Facility.

(3) Committee Member Comment. Some residents use too much of the spray disinfectant to clean equipment, leaving it too wet for the next user. Remind them to dry off the equipment.

**VI. CMC Management Issues/Unfinished Business.** Mr. Ron Kirby, Jr., CMC Engineering, Associa Community Management Corporation, attended the meeting to provide input on the assessment of proposals for repair of the roof.

a. The report previously submitted by Mr. Kirby was based on his assessment of the roof in March 2011. Several issues could be contributing to leakage: poor patch work; expansion/contraction of the rubber roof, which splits the seams; indentations in the roof, which causes ponding of water; or condensation from the HVAC system, which can result in rusting pipes and blocked lines. Mr Horner noted that there appear to be new areas of leakage.

b. Of the three proposals submitted for roof repair, Mr. Kirby said the Northern Virginia Roofing proposal was the best, as it incorporated the most in the way of repairs. However, he said none of the proposals addressed everything. Mr. Kirby said ideally, a roofing company would take on the roof repairs and an HVAC contractor would address issues with the HVAC. They can coordinate their efforts, but each should work only those areas in which they specialize.

c. Mr. Kirby said the current roof has a life of 15 to 20 years. With the 10-year warranty, the reflective coating recommended for the roof (to be applied after repairs are completed) would be a good investment.

d. The Committee asked for a follow-up report confirming whether there was new leakage, or if leakage was due to poor re-patching. Mr. Horner will coordinate with Cropp Metcalf and Mr. Kirby on this issue. Mr. Kirby will follow up with the Committee and provide recommendations for companies to repair the HVAC.

**Motion.** The Committee unanimously approved a motion to recommend Northern Virginia Roofing to repair the roof, subject to Mr. Kirby’s follow-up report. The company for repair of the HVAC is to be determined.

e. Ms. Mandry provided her verbal proxy to Mr. Celeste for future votes on this issue that may arise at the next meeting, as she will be absent.

**VII. Board Update.** Mr. Boone provided a summary of the Board of Directors meeting on 27 Sep 11.
a. Renovations to Cameron Club.

(1) There is a $900,000 budget for renovation of the Cameron Club. Currently, renovations are in the design phase of the renovation process. The Board is looking at architectural concepts to explore various options.

(2) Mr. Boone said that typically on these types of projects, there is a construction/project manager to oversee operations, coordinate actions, and act as a liaison between the various parties. Mr. Boone volunteered to fill that role.

(3) The Board is pending decisions on the various processes involved in the renovation. These include choosing design elements (carpeting, paint, colors); and determining who else should be involved (interior designers; members of this Committee). Decisions also will need to be made on the phasing of the project; whether the Fitness Center must close for a short period; and whether work will be done at night. The goal remains to have construction begin in January 2012 and finish by Memorial Day 2012.

(4) The Committee feels it is important to carefully plan and orchestrate the messaging and content that will be relayed about the renovation to residents at the Annual Meeting on 7 November 2012. The formulation of the information will depend upon the Board decisions at their meeting on 25 October 2012.

b. Security System. This was examined previously, two Boards of Directors ago, but was tabled for reasons unknown. The Committee asked that this be reintroduced, as the renovation process provides the opportune time for installation of the system.

Motion. The Committee unanimously approved a motion to ask the Board of Directors to direct CMC to look at the requirement for a security system and access control, to be included in the renovation plans.

c. Several other items need to be discussed by the Board of Directors to determine if they’re in scope. These include the security system, electronic bulletin board, audiovisual, trash enclosure, Wi-Fi, etc.

d. The Committee wants to understand the process of how recommendations and requests from the Committee are acted upon by the Financial Advisory Committee (FAC), and how they are presented to the Board of Directors for decision. Currently, there appear to be no discussions with, or questions or answers from the FAC or the Board, which results in incomplete vetting of Committee requests. Mr. Boone will follow up this for the Committee.

VIII. New Business.

a. Committee Table at the Annual Meeting. The Committee will staff a table prior to the start of the Annual Meeting on 7 November 2011, to provide residents information about the Committee’s activities. Additionally, a Board or Committee representative (to be determined) will provide
residents a presentation outlining Committee activities to date, to include the renovation plans. Mr. Boone will follow up on this and notify the Committee of any requirements for the presentation.

b. Fitness Center Management interviews. Three proposals were presented at the meeting from WTS International, Brent Locke Fitness, and ProFit.

(1) Areas considered by the Committee included previous experience in managing fitness facilities, future plans/vision for the facility, community outreach, understanding the needs of the community, and the ability to staff the facility as required.

b. Staffing. All three companies provided two options for staffing the facility, as requested in the RFP. However, WTS International provided a third option for staffing that would provide continuous coverage by WTS International personnel (instead of a mix of CMC and fitness management).

c. While all three companies provided various options for their plans for the Fitness Facility, the Committee felt that Brent Locke Fitness lacked the experience desired. ProFit did not seem to have as good a grasp on the type of community embodied in Cameron Station; hence, their vision for the facility did not seem to have the right fit. The Committee did, however, appreciate the fresh ideas they presented.

d. WTS International has been the management company for the last 10 years and outlined their achievements in managing the facility. The Committee considered their management over the years and looked at the community’s opinion of WTS International. While there is room for improvement, the community has not expressed negative opinions to the degree that would warrant a change. Additionally, the third staffing option presented by WTS International was of particular importance.

e. Based on these considerations, the Committee will recommend the Board of Directors renew the contract with WTS International, with caveats.

**Motion.** The motion was approved with 3 Ayes and 1 Nay. **Motion:** that the Board of Directors renew the contract with WTS International using option 3 (shows as WTS2 on the spreadsheet), for 1 year. Caveats: the Committee will provide WTS International a list of improvements to be made over the next year. Exercising of Option Year 1 will be contingent upon successful implementation of improvements and a reevaluation by the Committee at that time.

X. Adjournment. The Committee adjourned at 10:27 p.m.