CAMERON STATION COMMUNITY ASSOCIATION
CAMERON CLUB FACILITIES COMMITTEE MEETING
November 10, 2011, 7:00 P.M., HENDERSON ROOM

Attendance.

The following individuals attended the meeting:

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

The following individuals were absent:

Ray Celeste, Chair
Sue Mandry, Member

I. Call to Order.

a. The meeting was called to order at 7:02 p.m. by the Vice Chair, Mr. Martin Menez.

b. At least 3 members were present, so there was a quorum.

II. Agenda. Members approved a motion to add the following to the agenda.


b. Added to New Business: Recommendation for a projector for the Club.

c. Added a new section: Club Renovation.

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. Board Update. Mr. Boone did not attend the last Board meeting and had no update.

VI. WTS Report.

a. Summary Report. Mr. Horner reported usage of the Fitness Facility in October was 4,450 card scans, compared to 4,444 in 2010. Usage for the year is at 63,618.
b. Equipment Replacement. Mr. Horner provided estimates from Ener-G for the replacement of 3 ellipticals. Members approved a motion to replace 2 total body dual action ellipticals and 1 elliptical fitness cross trainer. The total cost of $16,850 is already included in the budget.

c. Resident Comments.

   (1) No comment cards were submitted.

   (2) One resident commented in person that the facility was hot. Another resident complimented the facility.

   (3) At the last Board of Directors meeting, Mr. Horner was informed of resident complaints about equipment not being put away at closing, and about the inability to rearrange the TVs back to their normal positions, after being moved by users in the gym (other users are not tall enough to reach up to move the TVs). Since then, Mr. Horner has locked all of the TV brackets in place so all TVs remain stationary, preventing residents from rotating the TVs. Also, the staff is now putting equipment away at closing.

d. Club Opening Issues.

   (1) Currently, Club access is controlled through electronic key cards tied to the computer system, which triggers Club doors to open at 5:00 a.m. Last weekend there was a power outage on Saturday lasting most of the day. As a result, the electronic systems were affected and prevented normal opening the next day, as the security system defaults to keeping all doors locked when there is a power interruption.

   (2) WTS staff members were unable to open the Club with their key cards, and some cards were deactivated when WTS staff tried to use them to open the Club. The CMC staff has hard keys to physically unlock the gymnasium door, which is not controlled by the electronic system. Since WTS staff is not authorized the hard keys, staff members had to call CMC to open the facility. Over the next several days, there were intermittent instances of such problems, with CMC having to be called to open the Club.

   (3) As a short-term solution, CMC has put a combination lock box with a hard key inside the trash facility, which also has a combination lock on the outside, to be used by WTS staff in the event of another power interruption incident that prevents doors from opening. WTS feels this is an insufficient solution, given the difficulty of such access in the dark. In addition, WTS would have to call CMC to provide WTS staff members the inside combination to open the Club.

   (4) Committee members will work with CMC and WTS to arrive at a feasible solution to the problem and present the solution to the Board of Directors in November.
Additionally, the Committee will discuss with CMC ways to better communicate such outages/closures with residents.

e. Athletic Programs for Children. Initiatives to begin athletic programs for children are postponed. The instructor who would have managed such programs has taken a position elsewhere.

f. Other items.

(1) Ms. Ryan reported some residents relayed to her that they are unable to hear the stations set up to listen to the TV programs by earphone in the Fitness Facility (stations are broadcast silently). Mr. Horner was unaware of this, as no complaints had been registered, but said he would rectify the situation.

(2) Mr. Horner will ask CMC about setting up an e-mail address dedicated to comments/complaints about the Fitness Facility.

(3) Mr. Horner agreed to purchase a set of “bumper” plates (lightweight, rubber plates the size of Olympic plates), for users who requested traditional sized plates weighing less than the standard Olympic plate.

(4) The Committee will prepare a list of additional items, if any, residents have commented on that require some type of action by WTS, for submission to Mr. Horner.

VII. CMC Management Issues. No report was submitted to the Committee.

VIII. Cameron Club Renovation. The Committee inquired as to the following, regarding the renovation project.

a. What is the role of the CCFC in the renovation? Mr. Boone said there was no direct role for members, unless they volunteered for the Design Review Committee or the Interior Design Committee.

(1) The Design Review Committee will consist of Mr. Boone, a CMC representative, and two at-large members. Mr. Menez volunteered to fill one of the at-large positions and stated that Mr. John Sullivan also volunteered for a position.

(2) The Interior Design Committee has two residents who have volunteered, and will have two at-large positions. The Board requests that members of this committee have a background or some experience in interior or architectural design. Mr. Boone also will sit on this committee.

b. What are the next steps in the renovation, dates for near-term items, and requirements for the Board at their November meeting? What is the timeline and process for locking in what is in or out of scope?
(1) Mr. Boone provided input from his Project Plan, which will be provided to the Board at the November meeting.

   (a) Infrastructure wiring will be prepositioned for future requirements for the following:
   
   • security system
   • electronic bulletin board
   • WiFi
   • audiovisual

   (b) Window replacement is in scope at this point, but will be looked at to determine whether replacement of all windows is required.

   (c) Exterior of the trash enclosure. Mr. Boone will ask whether this is in scope.

   (d) Rust|Orling will do its best to incorporate storage space under the stairwells in the design plans, with consideration given to fire code requirements.

   (e) Mr. Boone will determine whether the extent of acoustics modifications needed are within scope.

(2) Mr. Menez asked for a means for the Committee to submit ideas to the design committees, as they are developed by CCFC members. Mr. Boone will keep the Committee informed as milestones approach that require Committee decisions; i.e., selection of flooring, layout of the Fitness Facility, etc. As such, the Committee will be responsible for keeping an eye on future requirements, so as to meet all milestones (i.e., forward planning).

(3) Upcoming planning meetings will determine specific phasing timelines and the project schedule. Mr. Buch will monitor the budget for renovation costs.

(4) Mr. Boone is authorized to approve Change Orders involving $50,000 or less, and to change the schedule for 15 days or less. Change Orders for higher amounts or of longer duration, and new scope items will require Board approval.

(5) Mr. Boone will discuss communications updates on the renovation progress with the Communications Committee.

(6) At the November Board meeting, the Board will determine:

   (a) How to define project completion, whether it will require the Board to tour the facility, and if they will vote to approve the project as “completed”.
(b) How to define project success, looking at these potential priorities: cost, schedule, and performance.

IX. Unfinished Business. None.

X. New Business.


(1) Premier Aquatics is one of three pool management companies submitting a proposal to manage the Cameron Club pool. Representatives gave a short presentation outlining features of their company, for consideration by the Committee.

(2) The remaining pool management companies will be brought in for interviews at a later time, to be determined.

b. A motion was approved to request CMC purchase a projector for the Club.

XI. Adjournment. The Committee adjourned at 9:21 p.m.