Attendance.

The following individuals attended the meeting:

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

I. Call to Order. The meeting was called to order at 7:12 p.m. by the Chair, Mr. Celeste.

II. Agenda. Members approved the agenda with one modification: V., Board Update, item a. (2): Fitness Center: mirrors, painting, and other items, was moved to X., New Business.

III. Residents’ Forum. Mr. Dick Shea attended and provided comments regarding security in the Fitness Center. Mr. Shea is concerned that there could be instances where residents are injured or someone might misuse equipment and no one would know. Since the manager’s office was removed from the facility, no one is present in the facility on a regular basis. WTS staff members that man the desk on the first floor conduct facility checks every 20 or 30 minutes; however, their primary duties are at the front desk. Mr. Shea recommended security cameras be installed throughout the facility with video feed capability on the computer at the front desk, so WTS staff can monitor activities in the facility.

IV. Approval of Minutes. Members approved the minutes from the last meeting.

V. Board Update. Mr. Boone provided an update of the renovation.

   a. Renovations continue in the Cameron Club with completion not expected until mid-February, as various issues still require resolution.

      (1) There is a hold-up at the manufacturer for the lighting that will go into the Great Room and Henderson Room.

      (2) As a result of the Fire Marshall’s inspection, the sprinkler heads need to be lowered so the decorative beams do not interfere with the spray pattern of the sprinkler system. The extension will be disguised by cone shape.
b. Mr. Boone expects construction to be completed by the end of January, with furniture delivery completed by mid-February. The facility should be completely operational at that time.

c. The renovation continues to be under budget by approximately $47,000. There is some erosion of this amount, as things are discovered that need to be done or resolved with respect to the renovation.

VI. WTS Report. Mr. Horner provided the following update.

a. Summary Report. There were 4,559 resident scans during December 2012, compared to 4,696 in December 2011. The total for 2012 was 69,496 scans; this was the second busiest year after 2011, when there were 76,625 scans. Considering the facility was closed for a month, the difference of 3,156 scans likely would have been met or exceeded during 2012.

b. Equipment Replacement. All planned replacements have been completed, and no more replacements are scheduled. All but two units are under warranty, should repairs be necessary. Mr. Horner will prepare a long-term equipment replacement plan so future acquisitions can be included in the budget.

c. Resident Comments. Mr. Horner continues to receive positive comments about the renovated Fitness Center. However, residents have asked for a table and/or other storage capability for storage of personal items when they are using the facility.

d. Floor Design Plan.

(1) Mr. Horner said they are still looking for a stretching bar to place in the stretching area, as well as suitable posters to display exercises that can be done on the Functional Training System (FTS).

(2) Ms. Ryan said residents have commented to her that they are concerned about the placement of the rowing machine. Currently, it is in the stretching area, which takes away space for stretching. Mr. Horner will consider other options for placement of the rower as remaining improvements are made to the facility.

e. Basketball (BB) Court Reservations.

(1) Management received a resident request to reserve the BB court for a children’s party. The Committee discussed the possibility and while it is feasible, there are issues that make it logistically difficult. Specifically, there is the issue of floor protection, cleaning, hiring personnel to lay and take up the floor protection, and restricting residents’ use of a community asset on a generally continuing and spontaneous basis, much like use of the Fitness Center and swimming pool.
(2) Members acknowledged that certain events are held in the BB court outside of physical fitness activities, for instance, Halloween and Christmas parties and elections; but they noted those events are community-wide events. Members likened use of the BB court for private functions to use of the swimming pool, in that it would prevent use of a community asset by residents. Finally, Members noted that the Great Room is designed to hold such parties on a regular basis, while the BB court is not. Allowing these events to be held in the BB court would set precedent for other similar events.

**MOTION:** Members agreed to a motion presented by Mr. Celeste that the current policy for restricted use of the basketball court for activities other than physical fitness remains in place.

f. Other Items: Mr. Horner is obtaining price quotes for equipment that would allow residents to use headphones on the cardio equipment to listen to the TVs.

**VII. CMC Management Issues.** Sub-association work space.

a. CMC reports that there is enough space in the renovated space to accommodate three condominium sub-associations, represented by one manager.

b. Benefits. Locating sub-associations on-site provide benefits to residents such as ready access to an association representative; quicker response time for maintenance issues; and the ability to have master keys or key fobs on-site.

**MOTION:** Members agreed to a motion presented by Mr. Celeste to recommend that CMC provide a single work space for three condominium sub-associations: Carlton Place, Oakland Hall, and Woodland Hall, all represented by one manager, for a nominal monthly fee.

**IX. Unfinished Business.** The Audiovisual (A/V) System Concept of Operations will be an agenda item at the next Board of Directors meeting on 22 January 2013.

**X. New Business.** Fitness Center: mirrors, painting, and other items. Mr. Menez is tracking potential improvements for the Fitness Center that will be considered or completed once the renovation is finished.

**XI. Adjournment.** The Committee adjourned at 8:53 p.m.