Attendance.

The following individuals attended the meeting:

Alvin Boone, Board Liaison
Ray Celeste, Chair
Kevin Horner, Fitness Director (via teleconference)
Martin Menez, Vice Chair
Kittie Messman, Recording Secretary
Dick Meyer, Member
Teri Ryan, Member.

I. Call to Order. The meeting was called to order at 7:09 p.m. by the Chair, Mr. Celeste.

II. Agenda. Members approved the agenda with no changes.

III. Residents’ Forum. No residents were 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 attended the meeting.

   a. The Board approved the Cybex replacement plan.

   b. ID cards. Not all of the new cards have been picked up by residents, despite repeated announcements and postings on the shuttle, in newsletters, and in e-mail blasts. The Board was concerned about communication problems in relaying information to residents and what to do in instances of noncompliance. (See paragraph IX c below.)

VI. WTS Report. Mr. Horner participated via teleconference and provided members a copy of the Monthly Summary Report prior to the meeting.


      (1) During January, there were 5,943 resident scans. Data from January 2013 was not available, due to the access system being down. This January was the busiest since tracking began.

      (2) During discussion of resident scan tracking, it was discovered that staff does not require residents to scan when they are attending a class; they are required only to sign in the class registration log. Members reminded Mr. Horner that all residents using
the facility for fitness-related activities should scan. Mr. Horner will advise the staff of the requirement.

b. Quarterly Clubhouse/Fitness Center Improvement Plan. Countertops/bathroom/sinks update: during the last meeting, it was reported that the contract had been signed, when in fact it had not yet been signed. It now has been signed but the vendor requires partial payment before any materials can be purchased. Management headquarters out of state must issue the check. It is anticipated that the vendor should have the check within 1 to 2 weeks. When work begins, the locker rooms and upstairs washroom will be closed for resident use. Residents will be notified of the fact.

c. Resident input. The following were reported:

(1) The sound receiver was not working on one of the elliptical machines. The chord was ripped out and broken; a new one was ordered.

(2) The clock in the stretching area was not keeping time. The battery was changed.

(3) One of the ellipticals was making noise. A water bottle cap had dropped into the tracks of the machine. It was removed and the track was cleaned and lubricated.

d. Other Items.

(1) Delivery of the new rower is expected within 1 to 2 weeks.

(2) Baskets for the remote control devices were received. Mr. Horner solicited ideas on placement and Ms. Ryan suggested the table at the back of the room. He also asked for ideas on where to place additional coat hooks. Mr. Celeste said he would provide Mr. Horner suggestions.

(3) The implementation plan for replacement of the Cybex machines should be in place within 6 weeks.

(4) The faulty digital scale was returned to the vendor. The old balance scale will remain in place.

(5) The exhaust fans in the locker rooms were not functioning. Mr. Craig Merritt repaired the fans. This should help with odors from mustiness and moisture.

(6) A sensor photocell was installed for on/off timing of the outside lights. There was a question about which lights were on sensors – “porch” lights (lights directly outside entryways) and/or free-standing lights. Mr. Celeste will check with management about the lights.
(7) Mr. Horner is making signs to post inside the door that leads up to the Fitness Facility reminding residents to open the door slowly when they are departing the facility. A resident was almost knocked over when someone leaving opened the door too quickly and aggressively.

(8) Mr. Celeste will check with management on the due dates for installation of the second AED and the additional fire extinguishers already approved by the Board.

(9) After several periods of rain and snow, the ceiling in the Fitness Facility remains dry so Members asked Mr. Horner for a date when final repairs can be made to the ceiling. Mr. Horner will confirm a date with Mr. Merritt.

(10) Mr. Menez inquired as to the programming functionality of the thermostats. He wanted to know if the thermostats were configured with the common feature to arrive at the ordered temperature at a specified programmed time (desirable), or if the heating/cooling starts at the specified programmed time. Mr. Horner did not know if the programming included these features; he will check with Mr. Merritt on the issue.

VII. CMC Management Issues. Due to weather closure of the Club and Management offices, no CMC Management Report was provided.

VIII. Unfinished Business.

a. Great Room A/V System/Blinds. Mr. Bob Jennings, Audio Architects and Keypoints Systems, the preferred A/V vendor, reviewed as-built drawings and inspected the Great Room to determine the location of conduits and wiring, so as to develop a plan for the way ahead for the A/V system. There was some disagreement whether the conduits were there and if so, where they were or were not located. Mr. Boone plans to meet with Mr. Jennings, Mr. Menez, and Mr. Merritt to reconcile conduit locations. Next step is for the Committee to discuss required and desired attributes for the system, pricing, and recommendations with the preferred vendor. Installation of the blinds is postponed until the location of the A/V system is determined.

b. Trash Enclosure. Management will follow up on the design drawings submitted for consideration, for cost of the structure. Submitted bids must be examined to determine if the contractor(s) have included in their proposals the relocation of the landscape sprinkler pipe and associated low-voltage wiring that currently run through the structure.

c. Pool Furniture. Due to the weather closures, the vendor was unable to provide samples. Members want to see actual sample chairs before recommending a particular style or material. Mr. Celeste will request the vendor bring a sample of each type of chair to the Club for Members to inspect. He also will confirm with Management whether the FY14 budget is an authorization for the Committee to spend budget-approved amounts on Board-approved projects without again going before the Board.
IX. New Business.

a. Room Charges. Management asked the Committee to consider increasing the charge for room rentals; they have not changed since 2010. Currently, the Victoria Hebert Great Room and the Basketball Court are rented for $50 for 4 hours. The old Henderson Room was rented for $25 for 4 hours. Members discussed the old fees, the impact of the renovation on the potential for future rentals, and determined it was time to increase the rental charges. Cleaning charges would not be affected.

**MOTION:** Ms. Messman presented, and Members agreed to a motion to recommend that the Board of Directors approve the following rental charges; all charges are for a period of 4 hours:

- Victoria Hebert Great Room: $150
- Basketball Court: $100
- Henderson Room: $50
- Conference Room: $25

b. Picture Plan. Ms. Karen Diener and Ms. Jihee Kim, Renovation Design Committee, are initiating a photo contest that will be announced in the Compass, whereby residents can submit recent Cameron Station photos, and the best ones will be selected for display in the Club. Ms. Diener and Ms. Kim will judge the photos and select various photos that will be framed and hung in the club. Pictures could range from collages to individual pictures. Further details are to be determined.

c. Access/Security System. Members agreed that the completion of Phase 1 and the way forward for security and access requires that Management provide recommendations on what capabilities are desired; only then can the vendor proceed.

(1) Access.

(a) Remote Access. Members feel remote access capability is needed for emergency and other special situations. This would allow Management to remotely open the doors in special situations, without having to come to the Club or pre-program an access card for limited access. Also, it would allow Management to remotely lock the Club if necessary.

(b) ID cards. Management asked the Committee to determine a reasonable cutoff date after which the old ID cards would no longer be accepted. Members felt that the completion and issuance of the new cards has been publicized widely over the last 2 months in the shuttle bus, in the Compass, and in e-mail blasts. Therefore, members felt that old cards should no longer be accepted after 31 March 2014.

**MOTION:** Ms. Ryan presented, and Members agreed to a motion to recommend to the Board of Directors that no old cards be accepted after 31 March 2014, and to make it mandatory to use the new ID cards as of 1 April 2014.
(2) Security.

(a) Since this project began, discussions of security have run the gamut of no security to having cameras all around and within the Club. There are anecdotal instances of push-back from residents concerning cameras and Members agreed they are not always effective in identifying perpetrators. Members felt a system similar to what is used in homes would be effective. This would be an ADT-type system whereby doors and ground-level windows are alarmed after hours. If the building is broken into, an alarm sounds at the security company and police are notified.

(b) Members are concerned that whatever security features are adopted, they must align with current policies for events that take place in the Club after hours. For example, if the gym closes at 10 p.m. but a party in the Great Room is allowed until midnight, who should be there to monitor the property? If it will require overtime on the part of WTS or Management staff, will it be paid by adding a fee to the rental charge for the room? Or, will rentals be limited to the hours that staff is normally in the building? Mr. Celeste will discuss the issue with Management.

(c) Mr. Menez will check with management to see if the addition of security systems to the building will decrease the cost of property insurance.

(3) Management and WTS will provide the Committee with their recommendations on further access / security measures.

X. Adjournment. The Committee adjourned at 9:10 p.m.