CAMERON STATION COMMUNITY ASSOCIATION
CAMERON CLUB FACILITIES COMMITTEE MEETING
APRIL 15, 2014, 7:00 P.M., SMALL CONFERENCE ROOM

Attendance.

The following individuals attended the meeting:

Ray Celeste, Chair
Martin Menez, Vice Chair
Kittie Messman, Recording Secretary
Dick Meyer, Member
Teri Vickery, Member (formerly Teri Ryan)

Alvin Boone, Board Liaison
Kevin Horner, Fitness Director

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 one change. IX. New Business. Add subparagraph a: Fitness Center Contract.

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 briefed the Motion submitted during last month’s Committee meeting regarding the CCFC budget authorization. Although the Board agrees in principle with the Committee being able to use budgeted funds for various projects, they haven’t determined how that authority should be implemented. After discussion with other Board Members and Management, Ms. Colleen Hairston, Community Manager, will research the legal spending limits allowed without express Board approval for discrete expenditures. She also will investigate the inconsistency across Committees, most notably the Events Committee, in the practice of spending for events. The issue will continue to be discussed.

VI. WTS Report. Mr. Horner provided a copy of the Monthly Summary Report.

a. During March 2014, there were 5,386 resident scans compared to 5,143 scans during March 2013. The number of scans for March 2014 included those who forgot their cards and were entered into the system manually, as well as guests.

b. Clubhouse Improvement Plan. Work is almost complete. Due to the $25,000 cap on funds, the Committee decided to forego the addition of skirts and mirror frames in the locker rooms. However, the mirrors without the frames do not look good so an additional $2,245 was priced to add the frames. Mr. Celeste will check on the rationale for the pricing, as well as that for sink skirts as originally desired. Mr. Meyer noted that
the skirts would have to be ADA compliant. Members also noted the type of the new soap dispensers could lead to pilferage, since they are free-standing (Management favors wall-anchored). It was agreed that they would remain until they need replacing.

c. Resident Input. Two residents, Pat Sugrue and Donna Gathers, submitted e-mails requesting the guest policy be modified to allow guests to use the Fitness Facility without the resident present. They noted the difficulty of doing so when residents are at work during the day. Members discussed the issue at length. Ms. Messman and Ms. Ryan will work together to develop a potential solution/modification for submission as a motion at the next meeting.

d. Snow Policy. Members discussed the current policy, as interpreted by residents and as written, with regard to Federal Government closures and delayed arrival/delayed openings. Members were unsure that the policy extract included in their packets was the current policy, as there was discussion of a revision that may have occurred after the date of the policy extract in the packet. Mr. Horner will provide members with the current policy for further discussion and resolution.

e. Club Usage Measurement. Members discussed the issue and Mr. Menez will consult with management to determine what the current policy is for entering the Club facilities.

   e. Other Items.

      (1) The implementation plan for replacement of the Cybex machines is complete.

      (2) Mr. Meyer noted that the daily usage chart Mr. Horner provides in the WTS report doesn’t provide much useful data. Members agreed that the chart should be dropped from the packet. The monthly usage chart will continue to be provided in the WTS report.

      (3) New initiatives. Mr. Horner provided a list of upcoming events: chair massage day; meet the trainer event; resident equipment orientation; and a bod pod session. Mr. Horner noted that new residents used to receive information about a new resident orientation in their residential packets when they moved in to Cameron Station. That information was somehow dropped and will be added back to new resident information.

VII. CMC Management Issues. Management provided a copy of its report.

   a. Window tinting. Tinting is still pending. Two bids have been received; a third is needed.

   b. CMC has a new Assistant Community Manager, Mr. Kevin Taylor.
VIII. Unfinished Business.

a. Trash Enclosure. Management is waiting on a third bid. Proposals have already been received from Ventura, which provided the original drawing, and Palmer Brothers.

b. Picture Plan. The contest is ongoing through 30 April 2014.

c. Access/Security System, Phase 2. More information is needed on the software and features available for remote access of the Club. Mr. Menez will speak with the vendor and provide further information at the next meeting.

d. A/V System. Mr. Bob Jennings, Audio Architects and Keypoints Systems, provided options for potential audiovisual additions for the Great Room. One submission, Option 3, offered a flat screen TV, speakers, conference grade speaker telephone, and a pull-down screen for use by users with their own projection equipment; equipment and installation labor cost was estimated at $10,500. Option 3 offered the best combination of option features at a reasonable price. Members noted, however, that some additional electrical and drywall work might be required, but was not indicated in the proposal.

   MOTION: Mr. Menez presented, and Members agreed to a Motion to recommend the Board of Directors proceed with Option 3 of the Audio Architects and Keypoints Systems audiovisual equipment proposal for $10,500, for the Victoria Hebert Room. This proposal does not include light blocking for the windows; this proposal may require ancillary electrical and dry wall work.

e. Rugs for Cameron Club. Members agreed that now that the renovations are complete, the decorative rugs for the Club could be placed in the lobbies. Members felt it prudent to place one rug in the main lobby (for Fitness Facility) and see how it wears before adding the second rug to the Great Room entrance lobby.

X. New Business. WTS Contract. The contract for the Cameron Club Fitness Facility Management Company, WTS, will be up for renewal at the end of December. There will be a full re-competition for the contract, and Members will interview potential vendors. Members will ask Management for a list of potential vendors based on proposals submitted to Management, with interviews at the August meeting. The Committee will submit their recommendation to the Board for their consideration and decision by the Board meeting in October.

XI. Adjournment. The Committee adjourned at 9:44 p.m.