CAMERON STATION COMMUNITY ASSOCIATION
CAMERON CLUB FACILITIES COMMITTEE MEETING
MAY 8, 2014, 7:00 P.M., HENDERSON ROOM

Attendance.

The following individuals attended the meeting:

- Martin Menez, Vice Chair
- Kittie Messman, Recording Secretary
- Dick Meyer, Member
- Teri Vickery, Member
- Alvin Boone, Board Liaison
- Kevin Horner, Fitness Director
- Kevin Taylor, CMC Assistant Manager

The following individual was absent:

- Ray Celeste, Chair

I. Call to Order. The meeting was called to order at 7:03 p.m. by the Vice Chair, Mr. Menez.

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 provided the following information.

   a. The Board approved the Motion to proceed with Option 3 of the Audio Architects and Keypoints Systems audiovisual equipment proposal for $10,463.10, for the Victoria Hebert Room, with an additional $2,500 for ancillary electrical and dry wall work.

   b. There was discussion among the Board Members concerning Committee execution of budgeted funds. The issue is still being reviewed and will continue to be discussed at the future Board meetings.

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

   a. During April 2014, there were 6,117 resident scans compared to 5,162 scans during April 2013. This was the busiest month tracked since the Club began keeping records of scans.
b. Clubhouse Improvement Plan.

  (1) Work is complete in the locker rooms and upstairs bathroom.

  (2) Countertops/Sinks.

    (a) FA Design Build provided estimates to install cherry wood frames on the mirrors and skirts under the sinks. To install mirror frames and skirts, the total cost is estimated at $8,502 for materials and labor ($6,300 for materials only). To install mirror frames only, cost is $2,425 for labor and materials ($2100 materials only); to install skirts only, cost is $5,777 for labor and materials ($4,200 materials only).

    (b) Members noted that currently, the trim around the mirrors is wood, painted to match the walls. Members agreed the mirrors looked good and that a cherry wood frame, while very nice, was not needed. Members were concerned over the high cost of the skirts, however, since it was agreed that little more was required than to have some type of wood skirt painted to match the walls. Members then noted that the estimate was for a skirt finish that would mimic that of the Fitness Center lobby desk and the proposed cherry mirror frames. Members agreed that since cherry frames were no longer required, a simple painted skirt would suffice. Mr. Menez will request that Mr. Celeste get another estimate from FA Design Build for a simpler model of sink skirts.

    (c) Soap Dispensers. Mr. Horner reported that two of the four free-standing soap dispensers have already disappeared. As noted in last month’s minutes, Members were concerned this type of soap dispenser could lead to pilferage. Members agreed a wall-anchored dispenser should replace the free-standing model. Mr. Taylor will research various wall models and provide the Committee with his results.

c. Resident Input. Guest Policy: Members agreed some flexibility was needed in the policy that requires residents accompany their guests to the Fitness Center and pool. It was agreed that a modification should be included in the Club rules to allow for exceptions.

    MOTION: Ms. Vickery presented, and Members agreed to recommend that the Cameron Club Operating Rules & Procedures Policy Resolution No. 2012-02 be modified to add the following paragraph on Guest Pass Exceptions, after the section on Guest Passes:

    **Guest Pass Policy Exceptions.** Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows. The request must be in writing and be submitted to management no later than 48 hours prior to the date for which the exception is requested; the request must include the name of the resident; name(s) of the guest(s), and date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). If granted, the same rules pertaining to age restrictions, numbers of guests, and the number of days the
pass is valid will apply. If capacity levels are reached in the Fitness Center or pool, residents will have priority over guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

d. Snow Policy. Members discussed the current policy as written and agreed the verbiage was sufficient. The implementation of the policy and publication of notices, however, needs to be clearer. Mr. Boone will clarify this with the Board, and point out the need for coordination with Management on case-by-case judgments in closing the Cameron Club.

e. Club Usage Measurement.

(1) Members discussed the current Cameron Club Rules policy on access and agreed that although it was sufficient, it could be clearer in defining “facilities”; i.e., explain that the term refers to the Fitness Center, pool, and gymnasium. It also could be clearer in explaining which “facilities” are linked to use of the resident ID card.

(2) Mr. Menez mentioned the lack of security during the day when people can easily come into the Club using the main door (not the Fitness Center lobby door), with no way to track them. He suggested the possibility of having residents scan every time they come into the Club for any reason: Fitness Center, pool, gymnasium, and meetings. Members discussed the issue and determined that having all residents scan each time they came into the Club would preclude tracking the number of scans related to use of the fitness-related facilities, only. These numbers are used to determine usage levels and as such, there would be no way to break out fitness-related use from the total number of scans collected from residents entering the building for any reason.

(3) Members agreed that the current policy for scans should continue, but that procedures should be implemented for better security. Mr. Menez will recommend that Management lock the main door during the business day and install a sign directing anyone desiring to enter the building to use the Fitness Center lobby entryway.

e. Other Items. Mr. Horner reiterated several initiatives within the Cameron Club during May: meet the trainer day (17 May); chair massage (24 May); resident orientation (24 May); and announcement of the next group exercise session (27 May).

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

a. Window tinting. Proposals for tinting were submitted from Nova Tint, Action Window Tinting, and Windows Plus, LLC. Two quotes from each were submitted: to install tinting on all windows in the Club (114 panels), and for replacing only the damaged windows. Both Nova and Action Window provide lifetime warranties; Window Plus provides a manufacturer warranty and will provide a labor warranty for 3 years only on a full installation.

c. Members agreed that replacing all the windows would result in a consistent look throughout the Club and that all tinting would then have the same life expectancy.

MOTION: Ms. Vickery presented, and Members agreed to a motion to recommend the Board approve the proposal submitted by Action Window Tinting to install tinting on all windows in the Cameron Club (114 panels), subject to CMC verifying reviews and references.

VIII. Unfinished Business.


b. Picture Plan. The contest has concluded and pictures are undergoing review for selection and placement within the Club.

c. Access/Security System, Phase 2. Mr. Menez and Mr. Taylor discussed the features that will be provided by Setec with respect to ground intrusion detection, the door lock system, remote access, and the pool swipe access. Mr. Menez requested Mr. Taylor reconcile the proposed Setec systems with the Bertel system that is in place within the Club. Members then discussed the pool swipe feature and agreed that such a feature would not ensure monitoring of the numbers of residents within the pool area, to avoid exceeding capacity levels. Without that assurance from additional swiping, Members felt there was no purpose to the pool swipe and agreed to table the pool swipe feature, until the advantage was more fully articulated.

d. A/V System. Audio Architects and Keypoints Systems will proceed with the installation of additions for the Great Room on or about 19 May 2014.

e. WTS Contract. The contract for the Cameron Club Fitness Facility Management Company, WTS, will be re-competed over the summer.

X. New Business. Mr. Boone recommended Members begin to think about the way ahead for the pool and its surrounding area, given that the process to effect changes can take up to 5 years. Members agreed it was prudent to begin discussions in the fall, once the budget is completed.

XI. Adjournment. The Committee adjourned at 9:02 p.m.