

APPROVED

VILLEBOIS COMMUNITY CENTER ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 28, 2017
PAGE 1 OF 6

MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE VILLEBOIS COMMUNITY CENTER ASSOCIATION HELD ON FEBRUARY 28, 2017 AT 6:30 PM AT THE VILLEBOIS COMMUNITY CENTER.

PRESENT: Victor Buccieri – President
Bill Jacob – Vice President
Jonathan Nelson - Treasurer
Julie Dailey – Director
Patricia Zimmerman – Director

ABSENT: Jacob Adams – Secretary
Ruth McClurg – Director

BY INVITATION: Daniel Kent, Community Manager
COMMUNITY MANAGEMENT INC., AAMC

OWNERS AS INDICATED ON SIGN-IN SHEET

I. CALL TO ORDER

The meeting was called to order at 6:33 PM. A quorum of the Board was present.

II. APPROVAL OR AMENDMENT OF AGENDA

AGREED: The agenda was approved by unanimous consent.

III. APPROVAL OF JANUARY 24, 2017 MINUTES

The Board discussed the minutes of the previous meeting.

AGREED: The minutes of the meeting were approved by unanimous consent

IV. OWNERS' FORUM

There were no items brought from the floor.

V. MANAGERS' REPORT

Daniel Kent provided the managers' report. Victor Buccieri went over the items on the manager's report.

VI. COMMITTEE REPORTS

a. Communications Committee – Patricia Zimmerman reported for the committee.

- The committee requested the dates for the upcoming Board meetings in order to post on the OurVillebois.com website for homeowners to see in advance.

b. Advisory Committee – Sue Kost reported for the committee on their handout.

- There was discussion over the creation of a condensed reservation form for the small conference room.

- Sue Kost suggested installing a permanent bulletin board on the side of the kitchen wall in the large community room, to put up the cleanup checklist for all reserving parties.
AGREED: The Board approved the addition of this bulletin board which Sue Kost will purchase and be reimbursed for.
- There was discussion over the business and commercial usage of the large community room regarding reservations. Sue Kost provided the committee's recommendation that only non-profit groups be eligible; along with the desire to have these groups help give back to the Community Center. John Danahy mentioned the American Legion's recurring monthly reservations and their previous volunteering help in and around the Center. Discussion over political groups and putting up signs. Bill Jacob recommended leaving the current policy in place.
- There was discussion over non-profit usage of the large community room.
- There was discussion over dogs, children, and cell phones being used in the exercise room. Sue Kost recommended leaving gym users with service animals alone. Reiterated the existing rule of children requiring the supervision of an adult at least 18 years of age at all times. Sue Kost discussed the excessively loud cell phone conversation noise of some gym users; and recommended having them be used outside of the exercise room. John Danahy recommended sending a letter to the community asking if this would be okay.
AGREED: Victor Buccieri will create and put up a note asking all exercise room users to be courteous and quiet.
- There was discussion over what to do with the smaller game room. Sue Kost recommended putting the foosball table in the game room, and looking into moving the ping pong table in a more public area. John Danahy recommended removing the broken chairs currently in the room.
AGREED: Victor Buccieri confirmed the chairs will be removed; while Patricia Zimmerman will ask Larry Wittmayer to see if the American Legion can help do this.
- There was discussion over who should be on the advisory committee. Sue Kost said there is current representation on the committee from each of the HOA's except Polygon.
AGREED: The Board requested CMI to contact Jessica Gardiner to let Polygon homeowners know of the advisory committee's interest in adding members from their HOA.
- There was discussion over the Al-Anon reservation, along with their inquiry about posting advertising in the Community Center. Jonathan Nelson said their group already has a website; recommended not permitting community center location to be advertised on there. Victor Buccieri clarified that commercial and non-profit activities will be restricted for advertising purposes to the OurVillebois.com website or the VCCA bulletin board. No electronic posting or flyers around the community center will be permitted.

AGREED: Moved by Patricia Zimmerman to accept recommendations with modifications discussed by Victor Buccieri, while checking with Sue Kost. The motion was seconded and carried unanimously

c. Pool Committee – Bill Jacob and John Danahy reported for the committee.

- Bill Jacob and John Danahy explained CMI can't provide pool monitors due to insurance restrictions. Daniel Kent discussed insurance part. Bill Jacob said pool doesn't require lifeguards.
- John Danahy provided background for last 3 years of pool monitoring. Temp agency was used before, and CMI will check with them about hiring qualified high school individuals with lifeguard training from the local YMCA and high school; current scope of work designed by the pool committee will be shared with the temp agency if they can provide these services. CMI will work with the pool committee on monitors.
- The pool committee said they will gather as much information as possible before the next meeting. Victor Buccieri and Patricia Zimmerman discussed not wanting to subcontract out, as the VCCA did not want the responsibility of employees.
- Discussion over upcoming commercial pool seminar on April 19, 2017. Bill Jacob explained the importance of this for the continued knowledge and training.

AGREED: The Board authorized Bill Jacob to attend the commercial pool seminar with one other individual, at a combined total cost of \$118.

d. Activities Committee – Julie Dailey reported for the committee.

- Julie Dailey reported on the activities committee meeting from the 15th of the month. Ideas included a theme of the month for each casual coffee. Casual coffees planned for next 6 months.
- Reported the can food collection during each coffee was a big success. Ela McDaniel took the donations to the food pantry in Wilsonville.
- Julie Dailey mentioned the upcoming opening of pool potluck, the big planned event for the year.

e. Recheck Committee – Patricia Zimmerman reported for the committee.

- Patricia Zimmerman reported on conversation with recheck committee chair Ela McDaniel. Said she would like to do a walkthrough of the kitchen in the large community room along with other areas to know the conditions and items presents. Victor Buccieri recommended a Board member be there for the walkthrough, and to update the current reservation form checklist. Discussion ensued over the recheck committee list.

AGREED: Patricia Zimmerman will perform this walkthrough with Ela McDaniel in late March.

- f. **Finance Committee – Jonathan Nelson reported for the committee.**
- Jonathan Nelson provided an update on the VCCA's most recent January Financial Statement.

VII. Unfinished Business

- A. **Reservations by Organizations** – This item was previously discussed during the committee reports.
- B. **Pool Robotic Cleaner Proposals** – John Danahy and Bill Jacob reported on the robotic cleaner proposals from Maytronics and Aqua Products. These are only sourced through dealers. John Danahy reported after meeting and research that Dolphin C5 robotic cleaner is the one recommended to them; has a 2-year bumper warranty on it. Bill Jacob suggested looking at the YouTube videos of the robotic cleaner; all modern pools going to robotic cleaners. Question by Jonathan Nelson about the \$6k vs \$3k model options. John Danahy reported the \$3k model was recommended to them. Bill Jacob says this model designed for a commercial pool. John Danahy explained both companies said if bought off internet the warranty is voided. The pool committee recommended going with Maytronics C5 proposal at a cost of \$3,275. Said they are getting a \$225 discount.
AGREED: Moved by Patricia Zimmerman to purchase the Dolphin C5 robotic pool cleaner. The motion was seconded and carried unanimously.
- C. **Status of Janitorial Services** – There was discussion over the current janitorial services being provided by CMI; along with the status of the three bids that CMI had submitted previously at the Board's direction to Merry Maids, Maid Brigade, and the Maids.
- D. **Bulb Procurement and Installation** – Daniel Kent provided an update on the status of the order and delivery for the package of LEDs CMI had previously ordered, along with the extension pole to install them in the community room.
- E. **Completion of Drywall Repair in Game Room** – Daniel Kent provided an update that this repair by Charter Construction was complete.
- F. **Concrete Pathway ADA Compliant** – Daniel Kent provided an update on the previous proposal by Coast Pavement Services, after checking with them about creating an additional ADA compliant one.
- G. **Procurement of Umbrellas from Emerald Outdoor Living** – This item was previously discussed during the Manager's report.

- H. VCCA Walk Around Inspection List** – This item was previously discussed during the Manager’s report. Additional discussion about the peeling sink facing in the men’s bathroom. Daniel Kent provided CMI’s service division recommendations on the repair.
AGREED: Moved by Patricia Zimmerman to have CMISD fix the peeling sink facing piece in the men’s bathroom. The motion was seconded and carried unanimously.

VIII. New Business

- A. IHDE CPA 3-Year Engagement Proposal** – There was discussion over the 3-year CPA letter from IHDE to provide financial review services for years ending 2016, 2017, 2018, along with tax preparation. At a cost of \$1,500 per year for the financial review and \$250 per year for the tax preparation.
AGREED: Moved by Patricia Zimmerman to hire IHDE to perform a 3-year financial review and tax preparation at a total cost of \$5,250. The motion was seconded and carried unanimously.
- B. Exercise Equipment NW Maintenance Proposal (Renewal)** – There was discussion over the proposal from Exercise Equipment NW to continue their services at an increased cost of \$242 per visit, with the option to schedule up to four service visits per year.
AGREED: Moved by Bill Jacob to accept the proposal by Exercise Equipment NW for one year at a total cost of \$968 for four (4) scheduled service visits. The motion as seconded and carried unanimously.
- C. Locker Keys vs Personal Locks** – There was discussion over using the provided locker keys compared to personal locks for the men’s and women’s locker rooms. John Danahy looked and no keys are in any of the lockers currently. Daniel Kent provided an update on the other towel dispenser and toilet paper keys that would be returned by Atlas Facilities Maintenance.
- D. Ideas for Small Game Room** – This item was previously discussed during the committee reports
- E. New Schedule for Board Meetings** – There was discussion over bi-monthly meetings. Daniel Kent provided the options from CMI for this as requested by the Board. Victor Buccieri requested each committee send their reports to the Board prior to the meeting.
AGREED: The Board will meet every month, on the 4th Tuesday. Victor Buccieri will send out a note asking the committees to provide their reports to the Board in advance.

IX. NEXT MEETING DATE

The date of the next meeting will be the Annual on March 28, 2017.

APPROVED

**VILLEBOIS COMMUNITY CENTER ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 28, 2017
PAGE 6 OF 6**

X. ADJOURNMENT

There being no further discussion, the meeting was adjourned at 8:34 p.m.