

Facilities and Grounds Committee Meeting Minutes
Wednesday, July 3, 10am

Call to Order: 10:02am

Attendance: Kathy Ritchel, Anne Salzmann, Mike Busby, Karen Koon, Taylor Ward, Amelia Adair, Sue Garfitt, Kimberly Kiplin, James & Bette Knight.

Approval of Agenda: Karen Koon made a motion to approve the agenda as presented. Mike Busby 2nd Vote: Unanimous

Approval of June Meeting Minutes: Kathy made a motion to approve the June meeting minutes as presented. Taylor Ward 2nd Vote: Unanimous

Operations and Facilities Manager Reports- *Mike Rogers, Thomas Stagl*

Thomas provided updates on various fronts during the meeting. Progress at the pool remains smooth, with additional chemicals being ordered to maintain optimal conditions. Preparation for tomorrow's 4th of July events is well underway, with a range of enjoyable activities across the property. Recently, horseshoe pits were successfully installed adjacent to the pool by our maintenance team. Mike Rogers shared news about security camera updates, including the resolution of an issue at the stables' gate camera, now fully operational. However, ongoing issues with vandalism and gate misuse near the handball and tennis courts persist despite efforts to secure the facilities. To address this, the committee proposes installing clear signage to encourage gate closure and exploring options such as motion-activated lights to bolster security. Kathy emphasized the importance of players not leaving equipment unattended and directing any items to the office for safekeeping. Lastly, ensuring gates remain closed for security purposes will be a focal point of communication efforts led by Team Reach and supported by VISTAs for broader outreach.

Pollinator Garden – *Sue and Karen*

Sue and Karen discussed recent weather impacts, noting benefits to plants alongside border damage being addressed today. Irrigation challenges were raised, with ongoing issues in timing and leaks despite efforts to promptly fix them, including significant leaks during the last cycle. Alejandro's team has yet to resolve these, prompting Mike to follow up today. Downspouts at the community center intended for the cactus garden have been non-operational for years due to irrigation preferences, with water now routed underground where the pump no longer works. Consideration is being given to connect these downspouts to an emergency hookup near the main backwash area. During swim season, the backwash tank is filled from a well, adequate due to reduced pool use post-summer. There's interest in reassessing the use of three deep underground tanks near the old farm for landscape needs like tree maintenance.

Questions were raised about the \$17,000 contract with the landscaping company, deemed potentially excessive compared to local youth labor costs. Concerns also emerged about tree health, specifically with a pine and juniper, which will be ongoing agenda items. The budget earmarks approximately \$20,000 for landscaping beyond tree care, prompting a review of the overall maintenance contract for efficiency and effectiveness.

Board Liaison Report – Ann Salzmann

Amelia Adair reminded everyone that tomorrow is the 4th of July, and we're preparing for a festive celebration. Residents can pick up their wristbands today at the community center to avoid lines tomorrow. Amelia brought up the community center rental policy which we'll discuss later, that is a key agenda item for the upcoming board meeting.

Dog Park Subcommittee- Mike Busby

Recently, there have been discussions with park visitors expressing concerns, with some submitting written reports at the office and others using the website's comment form. It's essential to clarify and expedite the feedback process moving forward. Kathy reviewed the website now to ensure clarity on how residents can submit comments, especially regarding policies, guidelines, and capital projects. This will streamline our response process and enhance community engagement. Reports and feedback are compiled into our board packages, streamlining communication and ensuring transparency. This method not only protects our volunteers but also maintains a clear record of all comments for the board and the F&G committee to review. Kathy noted a recent decline in receiving these comments regularly, prompting Niamh to propose monthly updates, with urgent matters like safety concerns addressed promptly. Additionally, Kathy suggested adding an incident report feature to the website's front screen, allowing residents to easily report incidents such as landscape maintenance concerns in the dog park, particularly managing weeds like hoary cress.

Facility Master Plan – Russell Winslow

Russell noted that once again, there was no report on the Facility Master Plan this month because no meetings were held. Our next step hinges on the reserve study, which Mike will coordinate the timing for. The committee has already approved the draft with our updated figures. Kathy suggested aiming to present the reserve study at our upcoming meeting.

New Business:

- Capital Project Requests
 - Second Dog Park
 - Pickleball courts
- Fourth of July volunteers

We've developed two CPR requests not yet ready for public release, emphasizing our committee's role in advocating for residents and ensuring thorough due diligence on proposed projects. We've encountered feasibility challenges with past requests, such as insurance limitations for initiatives like an ice cream truck and archery range. Moving forward, rising insurance costs may impact on our ability to approve new projects, as discussed by our insurance expert. Currently, we're focusing on two thoroughly researched capital project requests. As we compile the usage data, our next step is to present a comprehensive package to the finance committee and board of directors for their informed decision-making. Both projects are open for public feedback on our website, ensuring transparency and community input throughout the process. Despite

concerns about varying cost estimates and timing issues, we're committed to refining our information gathering and addressing any inconsistencies to ensure clarity in our communications with residents. We're cautious about prematurely disclosing project costs, as these figures are preliminary and subject to change. To streamline communication and address potential misunderstandings, Kathy advised against sharing detailed CPRs until we've finalized our evaluations. All feedback should be routed through our website to ensure systematic integration into decision-making. Russel proposed several amendments: adding a 5% contingency line for unforeseen expenses, identifying low usage as a potential drawback for the dog park pending further data, and actively gathering feedback via our website and email blasts to ensure community input. Additionally, he recommended reducing asset life expectations to 25-30 years to bolster repair funds and adding a 5% contingency to address past underfunding. Once finalized, Kathy will request approval to submit CPRs to finance. For impacts, Russel suggested renaming "negative impacts" to "cost impacts" for pickable courts due to potential cost adjustments related to leveraging existing internet infrastructure for dog park cameras.

Old Business:

- Draft CC rental policy

The draft Community Center Rental Policy has been posted on the website for public feedback, and all comments received will be included in the upcoming board packet. We have advanced committee recommendations on language revisions, sustainability guidelines, and alcohol use to the board for review. Amelia is currently integrating Ken's suggestions into a redlined version, and he has requested to present these changes at the August board meeting due to his availability. During discussions, there was limited feedback on the alcohol policy, with inquiries primarily focused on total prohibition. Our efforts mainly concentrated on clarifying language for non-member rentals and distinguishing between non-profit and commercial groups. Amelia will continue refining the wording based on this input.

- F&G Charter

The committee reviewed the F&G charter, with Mike Busby suggesting amendments to accurately reflect its establishment in 2011 instead of "13 years ago." They identified a formatting issue in subsection 4.1 and questioned the adequacy of allocations in section 7.5 related to annual budget requests. Russel proposed streamlining approval for small expenditures like signage and integrating community center supplies and equipment expenses separately in the budget from repairs and maintenance. There was consensus on clarifying budgetary line items and aligning the charter with current budget practices, including investigating the relevance of section 7.5. They discussed adding an effective date to the final document and agreed that public comment wasn't necessary before finalizing, viewing it as more procedural. Plans were made to enhance website navigation training for residents and remind them of the comment procedure through articles, considering alternative strategies to recruit volunteers, such as newsletters, e-blasts, website updates, and community flyers.

Committee Comments

Russel discussed Joe Newman initiative to establish a cactus garden, funded entirely through his efforts. We explored options for supporting their work, with Sue suggesting we check feasibility with Joe, since it doesn't align with the pollinator garden's budget line. Mike raised logistical considerations, proposing the use of the landscape supplies and labor budget (GL 6310) pending receipt verification. Russell emphasized Joe's community impact, prompting further exploration of how we might contribute within our budget constraints.

Adjournment: 12:15PM

Next Meeting: Wednesday, August 7th, 10AM on Zoom