

Facilities and Grounds Committee Meeting Minutes
Wednesday, September 4th, 10am

Call to Order: at 10:02am

Attendance: Kathy Ritchel, Mike Busby, Taylor Ward, Kim Kiplin, Karen Koon, Sue Garfitt, Annie Hall, Anne Salzmann, Amelia Adair, Allison Bale, Mike Rogers, Thomas Stagl, and Niamh Walsh.

Guests: Lynsey Bernard, Doug Fairfield, Leah Sanchez, and Gijs Van Oort.

Approval of Agenda and August Meeting Minutes: The agenda and August meeting minutes were approved as presented.

General Manager Report- Allison Bale

- Reserve Study- in process
- Pickleball Court space; Amenity card data for DP, tennis and basketball courts

The reserve study has been completed and is currently under review by the Finance Committee, with plans to present it at the next meeting. The committee is evaluating four options for Pickleball courts and will continue to review cost estimates and proposals, aiming for a full discussion after the town hall. Allison and Annie will send an email by Friday to solicit suggestions for Pickleball court locations, with a submission deadline of September 19th via the website or office. Mike and Allison will assess the viability of all options, including new suggestions, and prepare a summary of feedback and cost analyses for the November meeting. Additionally, options will be considered for including a notice in the VISTAs publication or using other communication methods such as e-blogs and the marquee.

Pollinator Garden – Sue Garfitt and Karen Koon

- Maintenance schedule
- Adopt a Bed

The Adopt-a-Bed event was a success, with 17 out of 33 beds adopted. Jennifer Benson and Karen have volunteered as weeders for the interim areas between the beds. Karen requested a maintenance schedule of two men working for one hour weekly, plus occasional gravel and mulch pickup, with timings adjusted seasonally. Plans are underway for a late fall event, potentially a seed exchange, where seeds from the garden and from participants' homes can be swapped. Sue's handouts in the pollinator garden have been very popular. The idea of memorial benches in the garden was suggested and will be discussed further at next month's meeting, with Allison tasked to gather sample bench pictures. Additionally, there is a need for signs to prevent dogs from roaming and defecating in the garden; a low barrier or rope is being considered as a potential solution to delineate the garden's perimeter without creating an exclusionary feel.

Facility Master Plan – Russell Winslow

- Deferred until October

The committee has not convened recently as they are awaiting the architecture plan. This matter has been deferred until the next meeting, when Russell returns. At that time, we will collaborate with him to advance the facility master plan.

Board Liaison Report – Ann Salzmann

Amelia informed the committee that the deadline for submitting petitions to join the board was August 30th, but no submissions were received. During a recent committee chair meeting, three primary goals were established based on homeowner feedback, including providing amenities and services that promote active lifestyles and recreational opportunities. To address these goals, Amelia considered scheduling a strategic planning session after the town hall to refine the committee's objectives and functions. This strategic planning session will be added to next month's agenda to discuss next steps and enhance the committee's role as an advisory body to the board and staff.

Dog Park Subcommittee- Mike Busby

The card readers at the dog park frequently require multiple attempts for access, with similar issues observed, though less frequently, at the pool. Additionally, the dog park gate is often found propped open, raising security and usage tracking concerns. Data indicates that amenities like pickleball and basketball courts are used significantly more than tennis courts. To address these issues, we will follow up with the vendor to resolve card reader problems, assess the suitability of the hardware, and ensure proper gate function. We will also explore options for improving safety, such as adding emergency exit buttons. Monthly data reports will be analyzed for accuracy, including dates and times, and a reminder about the importance of using access cards will be included in the VISTAs newsletter. A strategic session to discuss these issues and potential improvements will be scheduled for the next meeting.

New Business:

- Strategic Planning for 2025
 - Fall Townhall
 - EOY amenities survey results

The town hall is scheduled for November 14th at 6 p.m. in the Classroom at the Community Center. The date and details will be announced in October to provide the community with ample notice. The committee must decide on the format—whether hybrid or Zoom-only—and communicate this decision to the community. Additionally, the committee needs to develop and finalize the agenda for the town hall. The results from the town hall and end-of-year survey data will be used to inform the upcoming strategic planning sessions.

- Motions:
 - Accept the resignation of Kathy Ritschel as Chair
 - Recommend the appointment of Kim Klipin as replacement Chair

The committee recommends that the board accept Kathy Ritchel's resignation as Chair. Kathy will continue to serve as a committee member. This recommendation was approved unanimously by the committee.

Sue Garfitt made a motion to recommend to the Board that Kim Kiplin be appointed to the chair of the F&G committee. Mike Busby 2nd. Vote: Unanimous.

Open Forum: Opportunity for residents to address the committee

No comments

Committee Comments: Anne suggested allocating a specific time on the agenda for public comments and adhering strictly to the agenda to accommodate residents who may need to take time off work to participate, given the high level of interest.

Adjournment: 11:32am

Next Meeting: Wednesday, October 2, 10AM on Zoom