

## **Roudebush Joint Pool Committee Meeting Minutes**

**May 10, 2010**

6:05PM Meeting called to order

Introduction of parties present

Roudebush Farms representatives- Bob Anderson, Sara Carrington, Janet Condry, Linda Hite, Emily Martin, Renee Reks

Roudebush Woods Representatives- Bob Hackenberg, Frank Perry, Hank Thompson (CASI), David York, Donna Zenthoefer,

Pool expenses – Hank

Farms is due a credit of half the \$380 charged for pool parties in Summer 2009

CASI works at the direction of the Roudebush Woods board. Do not do specific accounting for the pool.

Billing issues:

Insurance - \$1900 bill. Farms is billed \$950. Farms did not receive a copy of the bill, only a chargeback. Farms is requesting breakdown of Woods insurance so that Farms can understand the billing.

Late payments – Farms will be happy to pay the pool bills to assure that bills are paid on time and late fees are not an issue.

Pool management fees –

Missing receipt

Pool cards – Billed \$93.75 for 20 pool cards. Farms did not receive any of these cards.

Reconciliation of pool party expenses – Farms wants to see a reconciliation report of these expenses.

Lifeguard Hour Credits – Billed for 1700 hours. Farms has not seen a reconciliation report for lifeguard hours. According to 2009 contract, we should receive credit for unused lifeguard hours. Are we due credits from last year's contract? Per Donna, Company does not account for the hours prior to opening and after closing the pool – these are 'absorbed' by the company and 'work out' when you consider rain days when the pool is not open.

Janet provided copy of questionable expenses/charges to Hank at CASI. Janet to email Donna a copy.

#### Current pool process

Shared Expenses – Woods pays the expenses and bills them out to Farms. The shared expenses are the landscaping and the pool itself.

Current Contracts – Lifeguards and Mowing. Hank to provide copies of the contracts to Farms.

How will we account for monies fronted by Farms rather than Woods?

Pool should be set up as its own entity, with its own expense account.

Contract for 2010 – Farms didn't receive a copy of the contract until after it was already executed.

Janet asked Hank if her letter and the contract needed to be discussed further, however Hank said it did not.

Remaining 2010 expenses - Leak repairs to be completed 5/11. Estimated at \$3000. Fence repair along the parking lot side. Estimated at \$375. Health inspection still to be conducted.

Pool Committee – Donna Zenthoofer, David York, Renee Reks, Tonda Gorsuch, Linda Hite, Bob Anderson

Bidding and Quoting Policy – Pool Committee will submit bids/quotes to their Boards for voting on approval. All spending must be approved by both parties.

Scan cards – Access to pool for homeowners with past due dues. Woods allows all homeowners access regardless of dues status. Farms does not allow access to past due homeowners.

Woods has some old key cards that are still active. They request card system be deleted and start over. Farms would like to hold off since their records are complete. Farms suggested using email to collect missing card numberse.

Keys – 2 different sets of keys: 1 to chemical room and 1 to restrooms

David, Donna, Bob, Aquadocs, One in lockbox on fence for lifeguards, Linda has a key for something but not sure what, all vendors use lockbox to gain access to the pool.

Bob to get his key copied so Renee Reks will have a set.

Woods to provide Farms with a copy of all combinations to locks.

Pool rentals – Cost to rent pool is \$25 refundable deposit. 20 people or less - \$50. 21 people or more - \$75. Fridays only – 7-9pm. There is not an active pool rental form. Farms would like to have a formal rental form. This would also assist in the accounting of pool rentals at the end of the year. Farms and Woods will both keep a copy on their website. Renee suggested keeping copies in the pool room as well.

Presence of a board member is not required during the party. Donna comes at the end of the party to make sure it's clean and collect the rental fee.

Pilates at the Pool – Should these people be permitted to use the pool space without a rental fee? We will allow other activities there without a rental fee if they aren't using the actual pool itself. Emily to write a policy regarding use/rental of the pool and run use of pool for other activities by the insurance agents. Donna to create a rental form.

Meet N Greet – Pool opens May 29<sup>th</sup> at 1:00PM. Meet N Greet idea tabled for now.

Pool Letter – Rough draft is complete and ready for review. Renee Reks has reviewed it and made suggested. Emily asked that the email address [poolcard@roudebushfarms.org](mailto:poolcard@roudebushfarms.org) be added to the letter.

Emily asked if the pool hours listed on the calendar now match the hours listed in the pool contract. Donna says the hours have been adjusted to be closer to the contract hours.

Relationship between Bauserman Neighborhood Management LLC Pool and AquaDoc Poolcare LLC and Roudebush Woods Board – Farms just wants to ensure that Donna does not vote on awarding of contract. Farms would like to have a written statement regarding Donna's relationship and how contract management works.

Sound complaint letter – Pool committee to determine an acceptable sound level on the radio dial. Bob and Frank to communicate with the homeowner.

Meeting adjourned.