Attendining Members: David Lusty (VCDD Liaison), Jerry Flood, John Dabney, Carl Chorba, Denise Payton (GM), Debbie Gerickie, Boris Yoffe

Absent: Jim Allen

Discussion Topics:

A. Call to Order: Chairman Mr. Dabney called the meeting to order at 9:05 A.M. He declared that a quorum was present.

B. Additions or Deletions to the Agenda: see below

C. Approval of minutes from prior meetings in September: minutes approved as is.

D. Old Business:

1. Pool electrical/camera/lighting:
   a. Ms. Payton confirmed that she’s proceeding with quotes for solar lights without motion sensors. So far only one quote received and she is moving forward with it. No updates on electrical.

2. Entrance landscape update:
   a. Ms. Payton thinks that there is not enough budget to complete the job. One of the options considered is artificial grass. One vendor submitted an estimate but it seems to be too high. Waiting for more estimates.
   b. There is a problem with mulch and lava rock staying in place. Few options are being considered and requests for proposal communicated to potential vendors.
   c. Ms. Gerickie asked about flower pots placed on the lava rock. She suggested to put them in more visible spots.
   d. Mr. Flood noticed that there are some screws on the approaching road that once hold rubber bumps in place. He suggested that these should be removed.

3. Water leakage & monitoring:
   a. The contractor who worked on the leak problem last month could find any more leaks. But the high water usage is still remains; reports obtained from water company showed that water usage continuously increased from 2016 to 2018. Even after three leaks that found and fixed recently, the water bill is still too high. Mr. Dabney suggested to have more comprehensive check and re-seal but that option will require complete water drain from both pools. The monitoring will continue for the time being.

4. Roof:
   a. Ms. Payton called 3-4 vendors; couple of them are scheduled to come this week for estimates.
   b. All members agreed that the focus should be on problematic areas like broken and/or lose tile. Complete roof replacement is not a consideration right now.

E. Management report:
a. Budget vs Actuals:
   • Ms. Payton went through some numbers (expenses and revenue reports). Few areas were discussed in details.
   • Ms. Gerickie questioned how aggressively do we market special events? Ms. Payton is pursuing free web sources at this point. Chris will be doing more targeted marketing personally approaching some potential customers (companies) in the area. Ms. Gerickie offered her help with marketing plan.

b. Air Conditioning update:
   • Duct cleaning should be done this week. There might be some cosmetic repairs after that but most of the work should be done without any interruption to normal operations.

c. Kitchen condition:
   • Mr. Dabney made a comment about poor cosmetic condition in the kitchen. While some basic cleaning (counters, ranges, floor) is done daily by the kitchen staff, other areas (walls, not frequently used areas and tools) require more deep cleaning. Ms. Payton agreed that few months back kitchen was understaffed and had no capacity to properly address cleaning needs. Now the kitchen is fully staffed and can do better job. However, it should be done by professional team and budget should be adjusted for that.
   • Mr. Lusty made a comment about detailed checklist that should help current staff to do better job. He will try to obtain the list from other sources.
   • Ms. Payton mentioned that Icon (managing company) now has corporate executive chef that helps other communities and restaurants to do better job. She will try that approach.

d. Pool monitoring:
   • Pool monitor person seems to do good job
   • On few occasions he was able to resolve conflicts and enforce the rules. He might need to be more visible to the residents.

F. Board update:

5. Mr. Lusty confirmed that vacancies to FAC has been advertised. Few responses received and potential candidates are being interviewed.
   • Renovation project has been completed but there are still few minor things to be done. Overall cost is under the budget.
   • Pickle ball court will be discussed at the next CDD Board meeting. Rough budget is in place for that discussion. In general, pickle ball and dog park was never included in the budget but considering relatively low cost it may come out of reserve budget.
   • A/C two units are the highest priority. Others can wait 6-8 months before repair or replacement. Eventually, entire A/C system will be brought up to specs – something that was never done before.
   • Tiki bar renovation will go to the next year budget. **Motion:** to make recommendations to CDD Board to include improvement or rebuilding Tiki bar in 2019-2020

G. New business:
   • Reserve study: Ms. Payton went with the committee members over the numbers/reports of reserve study: what was done in previous years, what is still to be done in the next few years. FAC members got very good view of the many items on the list and their cost.
   • Parking lot: FAC discussed the condition of the parking lot. **Motion:** to make recommendations to CDD Board to parking lot re-seal and other improvements in 2019-2020
   • Others:
     o Mr. Flood and Mr. Yoffe completed their 2-year term on FAC. All members thanked them for the work done.
It is not clear if Mr. Lusty will remain CDD liaison to FAC the decision will be made by CDD Board and it is possible that other board supervisor will be appointed.

H. Next meeting and Adjournment:

- Next meeting on January 7, 2019.
- Meeting adjourn at 10:57 a.m.

Minutes submitted by Boris Yoffe, Secretary.