

**FACILITIES COMMITTEE MINUTES (DRAFT)  
TUESDAY JANUARY 2, 2019**

**MEMBERS PRESENT:** Dale Stephens (Interim Chair)  
David Proehl  
Matt Mulder  
Val Sutter  
Dean Nishimura

**MEMBERS ABSENT:** Ray Haderlie

**OTHER ATTENDEES:**

Darren Null (First Services Residential)  
Ray Lee (guest Board Member)  
Chippy Flynn (guest Board Member)

**Owners in attendance** – Sign in sheet on file

**CALL TO ORDER / ESTABLISHMENT OF QUORUM:**

David Proehl called the meeting to order at 9:00 A.M. and a quorum of Members was present.

A call was made to nominate a Chairperson. Dale Stephens was nominated and seconded as the “Interim Chair” for this meeting. Nomination was passed unanimously.

**APPROVAL OF MINUTES:**

The approval of the October 31, 2018 minutes was carried over until the February FC meeting so that revisions can be made.

A motion was made by Dean Nishimura to approve the December 2, 2018 Facilities Committee minutes, Val Sutter seconded; motion carried unanimously.

**BRIEFS OF ITEMS DISCUSSED:**

**Unfinished Business:**

- 1) Update on Locker Room Repairs:** Darren Null
  - Construction update – work was to be done by the end of the year, but will require about 2 more days. Work should be completed by January 4, 2019. The job came in under budget.

- An evaluation of the Locker Room repairs will be done by Darren Null upon completion. A report will be available by the next FC Committee meeting.

## 2) Update on Library Enclosure: Darren Null

- Library enclosure SOW review – RFP was sent to contractors and only one was received and opened at the December BoD meeting. A second bid/proposal was received the morning after last meeting, but timely. The second bid will be opened at the January 9, 2019 Board Meeting and a vote will be taken.
- Monica Rios is gathering data on usage of Library as a **Library** and as a **Meeting Space**.
- The plan for usage of Walking Track and of the Library during construction will be tabled until a decision has been made regarding moving forward with the Library enclosure.

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- Validate Project Plan:
  - December 7 – SOW / RFP to be sent to contractors - Done
  - December 14 – Site visits for contractors-Done
  - December 28 – Contractors’ proposals due back at SCA- Done
  - January 2, 2019 – At FC committee meeting (see item #2 ) it was reported that one bid was opened at December BoD meeting and the second will be opened at the January 9 BoD meeting.
  - Depending on costs and budget constraints, Board will decide whether or not work can proceed in 2019

## 3) Update on involvement of Book Club in relocating Library books during construction: Val Sutter

- The person in charge of the **Library Volunteers** is Diane Fix. Val will contact her if/when the project is approved and we have a start date.
- The **Women’s Book Group** has new administrators starting January 1, 2019. They are Laurel Lipkin and Gloria Geil. Since Val is a member of the Group, she will ask for volunteers to help with our needs as soon as we have approval and a start date. There are over 50 members of this Group.

#### **4) Inventory of storage units both offsite and within Aspen Lodge:**

Monica Rios

- The goal is to remove items from Lodge that are “in the way” to achieve a less crowded look.
- **Discussion on how to better utilize storage space (off-site and in Aspen Lodge):**
  - Monica and Darren are looking at the available space in off-site storage and what can be moved from Lodge storage to off-site storage. Darren will report at the next FC meeting.
  - Monica and designated staff are looking at available space in Lodge storage. They are considering reorganization of items as well as items no longer needed.
  - David Proehl has completed a survey of storage space in cabinets on the second story walking track area. Whether or not the Library enclosure is approved, the management team will move ahead with efforts to better utilize storage space throughout the Lodge.
  - Darren had the appliances checked in the Kitchen to see if/when they may need replacement and is looking at creating more space in the Kitchen for storage.
  - All of these issues will be addressed in more detail based on the approval of the Library Project.

#### **5) Update on Optimization of Management’s office space:** Darren Null

- Darren reported that phone and computer hook-ups and any necessary modifications to existing facility have been done to accommodate a Concierge desk near front entrance of the Aspen Lodge.
- Computer Desks have been researched, but nothing has been decided at this point. Further research needs to be done regarding cost and size of desk.
- The SOW for Management’s office has been put on hold at this time.

#### **New Business:**

- Regarding Groups’ utilization of spaces, the minimum number of people required for a Group is 12. The Library can be used for small group activities and for small meetings. If it is enclosed, it will be quieter and provide a better meeting space.

**Action Items:**

The Facilities Committee will focus on the following;

- Enclosure of the Library.
- Creation of Concierge desk at the entrance to the Aspen Lodge.
- Gathering information and research on how the storage areas (lodge and off-site) can be better utilized to make more efficient use of the space we have.
- Darren is to research the costs of a new freezer an/or new refrigerator/freezer.

**SC Residents' Comments / Questions:**

- Addressing Community Concerns:
  - Regarding Lodge Pool issues, Darren will send info he has gathered to Loren to add to his Presidents Letter, then send out an e-blast next week with the full info.
  - FC committee continues to research and gather information regarding space issues in the Lodge.

**Next Facilities Committee Meeting:**

Scheduled for February 12, 2019 at 9:00 A.M. in Aspen Lodge Library, rescheduled from February 5 (there will be no business conducted at the February 13, 2019 BoD meeting as it is election night).

**Adjournment:**

Motion to adjourn was made by Val and seconded by Matt. Motion carried unanimously.

**Meeting adjourned at 10.00 A.M.**