

**SIERRA CANYON ASSOCIATION  
FACILITIES COMMITTEE (FC) MINUTES  
Tuesday, Dec. 4, 2018**

**MEMBERS PRESENT**

Loren Farell (Interim Chair)  
David Proehl  
Val Sutter  
Dean Nishimura

**MEMBERS ABSENT:**

Dale Stephens (non-voting Board liaison)  
Matt Mulder  
Ray Haderlie

**OTHER ATTENDEES:**

Darren Null (FSR )  
Monica Rios (FSR)  
Mariah Becker (FSR)  
Chippy Flynn (guest Board Member)  
Tom Hedger (guest Board Member)  
Joe Lasby (Chair of Finance Committee)

Owners in Attendance (sign-in-sheet on file)

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

David Proehl called the meeting to order at 10:00 am and a quorum of members was present.

**APPROVAL OF MINUTES:**

No approval as there was no quorum Oct. 31, 2018 meeting. Minutes will be approved at Jan. 2, 2019 meeting

A call was made for a chairperson nomination. Loren Farell volunteered to be the Interim Chair. A motion was made and seconded. A vote was taken and the motion was passed.

## **UNFINISHED BUSINESS:**

- 1) Update on locker room repairs (Darren Null) The contractor, Donovan, started Monday, Dec. 3 and will be completed hopefully by Dec. 30, 2018. An e-blast will be sent informing the community about avoiding the construction area and being considerate of the workers.
- 2) Update on Scope of Work (SOW) and RFP for Library enclosure (Darren Null). Due to the difficulty of getting 3 bids, Donovan will give us a bid on the Library enclosure. The FC is hoping for a bid by the January 2, 2019 FC Committee Meeting. At the January 9, 2019 BOD meeting we will look at the costs and budget constraints and decide whether to move forward with the project.
- 3) Update on relocating the Library books (Val Sutter). Val will be talking to the volunteer who is in charge of the library and the Book Group regarding relocation of the books and temporary storage so construction can begin. As soon as we have a construction date a plan can be put in place.
- 4) Inventory Storage Units both off-site and at the Aspen Lodge. (Darren Null and David Proehl). Inventory was completed and Monica will take the lead on organizing the areas.
- 5) Update on Management Office Space (Darren Null):
  - Concierge Desk: we are continuing to look at desk sizes, materials and cost so it will be aesthetically compatible (possibly moving two people instead of one to the concierge area).
  - Office Space: we are still looking for options to best utilize the space.

## **NEW BUSINESS:**

- 1) Management of office space (Darren Null). Darren will work on utilization of the space and getting bids.
- 2) Discussion of replacing appliances in the kitchen. Monica will have the appliances assessed to see if there are any problems and if they need to be fixed or replaced.

**ACTION ITEMS:**

- 1) Prepare SOW for the enclosure of the Library. (Darren Null)
- 2) Develop plan for usage of Walking Track and use of Library during construction.
- 3) Prepare SOW for Management's office changes to better utilize space. (Darren Null)

**NEXT FACILITIES MEETING:**

Scheduled for January 2, 2019 at 9:00 am in the Aspen Lodge Library.

**ADJOURNMENT:**

Loren Farell moved to adjourn and Val Sutter seconded. Motion carried unanimously.

Meeting adjourned at 11:24 am.