

WESTCHASE S&T COMMITTEE MEETING

Meeting Information

Date & Time: 2024-07-01 17:30:53

Location: Westchase HOA office

Attendees: Dan Haigy, Sean Lynch, Terry Boyd, Renee Wargo, Dwight Kilgore, Jack Maurer, Greg James

Absent: N/A

Other attendees: Eric Holt

Meeting Notes

Evaluation and comparison of proposals for LED lighting installation and maintenance.

Contract Duration and Adjustments

Updated the lighting proposal. It has been determined that although the contract states that FES owns the lights at the term of the contract, they will allow us to modify to where we own them.

Also, they will give us a 30-60 trial period to determine the savings/cost final numbers.

Discussion on the contract terms, specifically the 30-day adjustment period and whether it can be extended to 60 days.

1. Cost and Savings Analysis

Debate on how the initial and ongoing costs are calculated, including the use of metal halide bulbs versus LED lighting, and the expected savings.

2. Maintenance Responsibilities

Clarification on whether Duke Electric Energy will handle maintenance at no additional cost.

3. Committee Responsibilities

Discussion continued what exactly the committee's role is in making proposals and the stage at which they should hand over to BOD or legal. Renee expressed confusion on how this got so involved with our committee. Response-nobody else would do it.

4. Proposal Comparisons

Need for a standardized format to compare different proposals to make an educated decision. It was discussed that we had too little information on the Duke proposal.

5. Budget Impact

Discussion on how the different options will impact the budget, including line-by-line analysis of electricity costs.

6. Savings Calculation

Discussion on how to calculate savings from day one and the need for a simple breakdown of costs and savings for each option.

7. Scope of Work

Clarification that the bid from Duke Energy does not include every light in the facility or the swimming pool.

8. Meeting with Companies

Plan to have companies come in to speak to the board for further clarification and decision-making.

Evaluation and decision-making on lighting and maintenance proposals, with a focus on preventive maintenance and management responsibilities.

9. Legal Review Process

Discussion on the timeline for legal review, which is expected to take one to two weeks before moving to the board for a vote.

10. Lighting and Electrical Costs

Discussion on the costs associated with lighting and electrical equipment, including the proposal from FES and comparisons with other bids.

11. Comparison of Bids

The need to compare bids on an 'apples to apples' basis was emphasized to avoid inconsistencies and ensure fair evaluation.

12. FES Proposal

FES is offering free maintenance and covering various lighting areas including tennis courts, pool, and buildings.

13. Duke Energy Proposal

Discussion on obtaining more information from Duke Energy, including expanding their quote to cover the pool area. Greg James to further investigate Duke to make sure they are offering a like bid.

14. Lighting Maintenance Program

The importance of having a preventive maintenance program for lighting to ensure consistency and reduce long-term costs.

15. Preventive Maintenance

Discussion on the need for a clear preventive maintenance schedule and responsibilities, possibly involving the new management contract.

16. Lighting Analysis

FES and Duke Energy will conduct lighting analyses to ensure adequate and efficient lighting for tennis and pickleball courts.

17. Budget Considerations

Discussion on budget constraints and the need to evaluate long-term savings and costs

associated with different lighting proposals.

18. Consistency in Lighting

The need for consistent lighting types (LED vs. fluorescent) across all facilities to simplify maintenance and reduce costs. Discussion on the current lighting schedule, including adjustments for daylight savings time and the need for specific meters.

19. Board Meeting Arrangements

Arrangements for FES to present at the board meeting and the need for further discussions with Duke Energy.

Preventive Maintenance Discussion & Committee Role

The committee's role in overseeing preventive maintenance tasks and ensuring they are completed by the responsible parties.

1. RFP Process Timeline

The RFP process is nearing completion, with the final presentation to the board and voting members scheduled. This should solve most issues regarding preventative maintenance and items being ignored or not dealt with in a timely manner.

2. Contract Start Date

The new management contract is expected to start in January, with all requirements clearly outlined.

3. Overwatch Role of Committee

The committee's role as an overseer to ensure maintenance tasks are completed and to hold responsible parties accountable.

4. Facility Maintenance and Management New Management Learning Curve

Discussion about the potential learning curve for new management and how existing members can aid them.

5. RFP Discussion

Questions about whether all discussed items have been included in the RFP and the importance of maintenance. Eric Holt said the issue will be addressed at the BOD & VM meeting July 8 & 9th.

6. Maintenance Specificity

Discussion on the need for detailed maintenance schedules and accountability for asset maintenance. Sean shared his concept for ensuring accountability and assignment of tasks going forward. This may conflict with the new Management Company's area of responsibilities. It was suggested that he share his ideas with the RFP Committee.

7. Subject Matter Expert Requirement

Requirement for a subject matter expert in the RFP to ensure proper project work and

maintenance.

8. Transparency of RFP Process

Clarification that the RFP is available to anyone and the importance of informing companies about their standings.

9. Role of the Swimming Tennis Committee

The committee's role as a conduit for feedback on facility maintenance and the importance of accountability. Jack stated that his committee, the Renovations Committee, should be working in conjunction with the S&T Committee to ensure that all facilities are kept up to standards.

10. Preventative Maintenance Schedule

Discussion on who will create the preventative maintenance schedule and the importance of having one. This should be addresses by the new management contract.

11. Green Acre's Consideration

Debate on whether Green Acre should be considered for the contract given past issues. It was discussed, however, that the BOD is responsible for ensuring terms of a management contract are met and that has not been done. Not all responsibility lies at Greenacres feet.

12. Board's Responsibility

Discussion on the board's responsibility in ensuring contract terms are met and maintenance is performed.

13. Daily Contact with Management

Concerns about the lack of daily contact between the board and management, and how the RFP Committee's goal aims to resolve this.

14. Inventory and Maintenance Records

Dwight is creating a detailed inventory and maintenance records for all assets.

a. Preventative Maintenance Documentation

The need for a system to document and schedule preventative maintenance tasks.

b. Sample List of Maintenance Items

Request for a sample list of maintenance items to be reviewed at the next meeting.

15. Management of Maintenance Schedule

Clarification on whether the maintenance schedule will be managed by the board or the management company.

16. RFP Document Request

Requested to see the RFP document sent to vendors to understand the requirements. Eric said that bids were to be kept confidential until disclosed at BOD meeting next week as they are silent bids.

19. Preventative Maintenance in RFP

Discussion on whether preventative maintenance is included in the RFP requirements.

a. Evaluation of New Management

New management will evaluate existing assets and create a preventative maintenance schedule.

b. Board Meeting Presentation

Plan to present the maintenance process to the board for approval at the next meeting.

c. Matrix Review

Review of the matrix used for evaluating maintenance tasks and the need for additional check marks.

Facility Usage and Management Court Reservation System

Discussion about the submissions for the court reservation system and the timeline for compiling them. Renee is gathering issue with current system to provide to the committee to help determine where we need to go with either the current system or a new system working with Dwight.

1. Pickleball Court Opening Hours

Pam began a discussion on whether to open the pickleball courts earlier on weekends due to high demand. Discussion on the necessity of always having a court attendant present and the feasibility of reducing attendant hours during low usage times. She questioned why the tennis/pickle court time were earlier than swim.

2. Pool Opening Hours

Pam requested to open the pool earlier on weekends due to high demand and crowded conditions after 10 AM. She felt that the pool should be open sooner.

3. Data Collection for Pool and Pickleball Usage

Proposal to collect data on pool and pickleball court usage to make informed decisions about opening hours. Dwight to provide Pam with manual logs to set up some type of formalized spread sheet to try and determine usage and the most desirable hours of operations. Eric Holt said this had been analyzed in the past by the BOD and it was determined through a trial that little use was made of the facilities early in the mornings.

4. Computerized Sign-In System

Suggestion to implement a computerized sign-in system to better track attendance and usage patterns.

Conclusion

1. Submissions to be compiled by next meeting.
2. Further discussion needed with Dwight and the board.
3. No immediate changes: further review required.
4. Motion to collect data on pool usage before planning and changes.
5. Motion passed to collect data.

6. No immediate decision: further consideration required.

5. Operational Improvements and Budget Management Trial Period for Pool and Pickleball

Discussion on whether to open the pool and pickleball courts earlier for a trial period to collect data on usage. Historical data was mentioned, indicating low demand in previous trials.

6. Data Collection Methods

Debate on the best methods to collect data on pool and pickleball usage. Suggestions included improving current data collection methods and using parks and rec systems.

Water Fountain Discussion

Discussion on replacing the water fountain near the tennis courts. Various aspects like the type of fountain, installation location, and budget were considered. Dan had a bid for $\approx \$2,900 + \approx \800 installation. Greg had provided bids for various types as well.

1. Roles and Responsibilities

Clarification on the roles of the Swim and Tennis Committee, Renovations Committee, and property management in getting quotes and approving expenditures.

2. Budget and Funding

Discussion on the process for approving expenditures and ensuring they are within the budget. Emphasis on getting three quotes and board approval for items over \$2,500. There was extensive discussion regarding moving forward on items already reserved and budgeted for and how to proceed to get these long overdue items done. Terry and Jack (current BOD members) tried to bring clarity to it by saying that if an item is already budgeted, reserved for and approved for replacement, then our committee should obtain 3 bids and move forward. Terry said that a resident can't just go to Debbie and ask her to cut a check for "X" without more authority. It was also discussed if these items should run through the Renovations Committee to ensure that we are not interfering with other renovations in process. This seemed to be the answer: that we work with Renovations (Jack is Chairman and members included S&T members, Terry, Pam, and Greg).

3. Conclusion

1. Decision to contact Debbie to retrieve historical data before proposing a new trial period.
2. No specific conclusion reached; suggestion to improve data collection methods going forward.
3. Dwight to get three quotes for the water fountain and present them to the board for approval. We already have 2.
4. Dwight to handle getting quotes; board to approve expenditures over \$2,500.
5. Board to approve expenditures after reviewing quotes; Debbie to handle payments.

Property and Facility Management Board Responsibilities

Discussion on the responsibilities of the board versus the property management company, emphasizing that the board has oversight and decision-making power.

RFP Process

Importance of the Request for Proposal (RFP) process in selecting the right property manager to alleviate pressure off the board.

Property Management Employee

Need for a conscientious employee in the property management position and the board's role in overseeing this employee.

Quotes for Equipment

Discussion on various quotes for equipment, including wall-hung and stand-alone options, and their price ranges.

Benches and Tables

Greg said he had a bid for sanding, sandblasting, and repainting wood benches and metal tables, with a focus on staying under budget. We have one for under \$6,000 and more is reserved. Next step is getting 2 more bids to get the process moving forward.

1. Repair of Distressed Tables

Ensuring that rusted and damaged tables are properly repaired, including replacing missing grids.

2. Options for Lighting Proposal

Discussion on three options for lighting: doing nothing, replacing all lights ourselves, or using Duke's financing plan.

Professional Cleaning of Bathrooms

Pam brought up her continued concerns about the cleanliness of bathrooms and the effectiveness of professional cleaning services. Dwight said he was not happy with the service he hired to do the deep cleaning. He was questioned why we would pay for unsatisfactory service. Jack said that for a member of our committee to keep bringing up the same issue for 5 months and nothing being done about it is unacceptable. All agreed. The renovations should help and the new management company hopefully will address this issue on a more acceptable basis.

Preventative Maintenance

Issues with the cleanliness of the pool deck and bathrooms, and the need for better preventative maintenance.

There was insufficient time remaining to discuss the CW tennis storage building.

Next Meeting Date

Scheduling the next meeting for the 29th at 5:30 PM.

Meeting adjourned at 7:30:24

Next Arrangements / Actions

- Obtain additional proposal(s) on water fountain, picnic tables and benches and do due diligence. Provide at next meeting to get BOD approval (Greg, Dwight).
- Standardize the format for comparing different lighting proposals-make sure comparing “apples & apples”. Greg will contact Duke to get more information.
- Plan a meeting with lighting companies to speak to the board. Terry to arrange FES attending at the next board meeting. Dan will arrange Duke’s attendance (if required).
- Pam to compile data on pool usage for existing records working with Debbie & Dwight and present at next meeting.
- Develop (Sean) a preventive maintenance schedule and clarify responsibilities. Coordinate with the RFP committee on the new management contract.
- Present the maintenance process to the board at the next meeting.
- Requested to see the RFP document sent to vendors for their bid process (Dan).
- Create a sample list of maintenance items for review at the next meeting (Sean).
- Submissions for the court reservation system to be compiled by tonight (Renee)..
- Board to review and approve expenditures over \$2,500.
- Dan requested minutes are sent out no more than one week after the meeting.