# Minutes: Swim and Tennis Committee Meeting

## Meeting Information

* Date & Time: 2024-08-26 17:55:25
* Location: HOA Office
* Attendees: Dan Haigy, Sean Lynch, Greg James, Terry Boyd, Jack Maurer, Kristan DeAngelo. **On phone:** Pam Wilcox, Dwight Kilgore

## Meeting Notes

### 1. Facility Management and Scheduling

* **Correction of Spelling**
A brief mention of correcting Kristan’s spelling.
* **Approval of Minutes**
Discussion about tabling the minutes from the last meeting until Greg gets them from Debbie.
* **Lighting Analysis by FES**
Terry Boyd discussed FES conducting an analysis of electrical bills and presenting their findings to the board.
* **Pool Opening Schedule**
Discussion about the analysis of the pool opening schedule and the need for Pam to provide more information.
	+ **Proposal for Additional Pool Hours**
	(Pam joined meeting by phone) Pam presented different options and estimated costs for extending pool hours. The committee discussed the feasibility and budget implications.
	+ **Uniform Facility Hours**
	Discussion about making the hours for swim, tennis, and other facilities uniform for ease of use by residents.
	+ **Budget Considerations**
	Discussion about the need to consider the budget for extending pool hours and other facilities. Pam is going to add the additional hours to her spread sheet.
	+ **Staffing Concerns**
	(Dwight joined meeting by phone) Dwight raised concerns about finding staff and budgeting for extended hours.

### 2. Pool Facility Management and Improvements

* **Cost Calculation for Additional Pool Hours**
Discussion on the cost of keeping the pool open for an additional 104 days, including calculations and considerations for staffing.
* **Data Collection for Pool Usage**
Discussion on the need for better data collection on pool usage, including the suggestion to move from paper sign-in sheets to electronic logging.
	+ **Motion for Year-Round Pool Schedule**
	A motion was made to present a year-round schedule for the pool and tennis facilities to the board, including opening at 7 AM and closing at 9 PM daily to provide consistency. Terry Boyd made the motion to accept these new hours and propose to the BOD and Sean seconded the motion. It passed unanimously.
1. **Master Swim Program Proposal from Pipeline**
Discussion on a proposal for a master swim program by Patrick from Pipeline Swimming, including program details, fees, and logistics. Debate on the logistics and requirements for reinstating the Master Swim program, including lifeguard certification, insurance policies, and the need for oversight. A great deal of discussion regarding the NEED (and cost associated with that individual) for a Westchase engaged lifeguard to be on site when these participants are above average swimmers along with a fully licensed lifeguard as instructor. Jack said it was that we need a representative from the community when anyone uses our facilities. It was determined that this item needed to be tabled until we had more information from legal and costs. We need to determine if it is legally necessary to have a Westchase employee present for the program. We also need to know how the program previously worked before it was shut down pre-Covid. The Master’s Program request is for the hours of 5 AM-7 AM. The location they currently use is in Clearwater and that pool is closing. Further details on the financial split and logistics need to be discussed, and a brochure of other swim options will be prepared. Dwight said, as he understood it from Debbie since he was not here at the time, the program was self funded and the money made from the split paid for the Westchase employee. He said he understood the program closed due to insufficient participation. Kristan said she felt we needed more residents input and that we were proceeding from a request from one individual. She requested a signup sheet at the pool to gauge interest. Dwight suggested using the WOW. Jack suggested using email.

**Conclusion**

1. The cost for the extended hours of operations was calculated to be approximately $6,656.00 for the extended days, and it was suggested that Dwight could staff it.
2. A motion was made by Kristan to table the Master’s program until such time as we determine that there is a interest by residents for the program. Jack seconded the motion and it was approved to be tabled
3. Dwight said that they do not record times from sign in sheets. They do have an Excel spreadsheet they use, and it was suggested to Dwight to start recording times on the spreadsheet. He agreed.
4. The motion was made by Sean seconded and approved, and it will be presented to the board at the September 5th meeting.
5. The discussion continued, as in every meeting, regarding a more efficient checking and management system for swimming and tennis. Dwight said he is continuing to work on a solution present to the committee.

**Liability and Red Tape**
Sean brought up a discussion on whether the community is overly concerned with liability and red tape, which may be hindering progress and efficiency.

* **Temporary Pool Hours**
Discussion on the temporary pool hours approved by the board, the need to monitor attendance, and the communication of these changes to residents. Starting this weekend (9/1/24) new pool hours opening at 7AM. Pam said she knew nothing about the “new hours”. Jack asked Dwight if he was tracking this new testing period to see if it is being used. He was not planning to but said he would.
* **Data Collection and Software Implementation**
Discussion on the need for better data collection methods for pool usage and other facilities, including the potential implementation of recreation management software.
* **Communication with Residents**
The need for clear and direct communication with residents regarding changes in pool hours and other community updates.

### 3. Program Evaluation and Facility Maintenance

* **Program Fees and Revenue**
Discussion about the previous program's fees and revenue, including the reasons for its discontinuation due to insufficient revenue and participant numbers.
* **Data Collection and Software Implementation**
Discussion on the need for better data collection methods for pool usage and other facilities, including the potential implementation of recreation management software.
* **Facilities Maintenance Bids**
Greg James discussed bids he was obtaining for painting light poles, replacing wood benches, reconditioning tables, and resurfacing the parking lots. He asked if the committee wanted that information to act and unanimously it was agreed to continue the process Discussion on the need for separate bids for specific items.

**Conclusion**

1. Greg will continue gathering bids and present a spreadsheet for review.

### 5. Facility Improvements and Operational Clarifications

* **Water Fountain Replacement**
Discussion on whether to replace the non-functional water fountain with a new one, considering its location (inside vs. outside) and the associated costs. It’s been approved but discussion was to either go ahead and replace the water fountain or wait until the cabana’s plans were completed. It was decided to go ahead with the replacement and Dwight was going to get it done. Dan made the motion to move forward. Jack second and it passed unanimously.
* **Ice Maker Installation**
Consideration of installing an ice maker, its location, and the type of ice maker needed to avoid contamination.
* **Spreadsheet Clarification**
Clarification needed on the hours of operation for a proposal, and whether to include three-hour options in the spreadsheet.
* **Court Reservation System**
Discussion on changing the sign-up times for the court reservation system and the technical capabilities of the current system.
* **Cabana renovation**

Jack discussed the holdup on renovation as he was looking for previous plans. Dan said he’d seen the plans in the back and knew the architect. Jack said bathrooms were not an issue since the building is within 500 feet of current restrooms. The current planner is working on changes.

**Conclusion**

1. Decision to replace the water fountain with an exterior one costing $3,800, with a budget of $4,100.
2. Decision to prioritize the water fountain replacement first and consider the ice maker installation later.
3. Decision to revise the spreadsheet with the agreed-upon hours (7 to 9) and provide all options for three hours.
4. Dwight to continue investigating the system's capabilities and possibly involve the software company for assistance.

### 6. Improving the court reservation system and ensuring fair access for all residents.

* **System Booking Changes / Restrictions**
Discussion on whether the system can prevent bookings that overlap or waste time slots. The current system allows bookings until 9:00, but there's no capability to restrict specific start times. Dan asked Dwight if he was fixing the reservation system to allow new blocks: 7AM-8:30AM; 8:30AM-10AM; then every 2 hours (10AM-12PM; 12PM-2PM; 2PM-4PM until 4PM then 4PM-5:30PM; 5:30PM-7PM;7PM-9PM). Terry said the BOD said Dwight can set up any times he wanted. Dwight said the system, as far as he knew, has restrictions on setting such a staggered schedule up. Dan and Sean volunteered to meet with Dwight to see how it can be accomplished.
* **Package Information**
Discussion on the different packages available for the booking system and whether an upgrade is needed. A request was made to find out the current package details.
* **Court Reservation Issues**
Discussion on how some individual(s) is gaming the system to monopolize court reservations, making it difficult for others to book courts. It was discussed how a very few individual(s) were “gaming” our current system to monopolize court times, keeping access to other residents limited.
* **Video Monitoring**
Proposal to install a cloud-based surveillance system to monitor court usage and address no-shows and security issues.

**Conclusion**

1. Dwight will get the information about the current package and email it out. Dan and Sean to work with Dwight to see what our current software will do and not do.
2. Greg and Kristan will investigate the current monitoring systems used by the CDD and gather more information for a video monitoring system.

### 7. Facility Maintenance and Communication Improvements

* **Rainfall Monitor**
Discussion on the necessity and purpose of a rainfall monitor to track rain and support staff decisions on closing the pool and courts saying if a resident is a no-show because of “rain” and there may be a need to verify the rain with a system to avoid suspensions. He mentioned the Florida Watershed Rain Monitor program to accomplish this issue.
* **Court Closure Communication**
Discussion on improving communication regarding court closures due to rain, including the possibility of messaging users with reservations.
* **Pool Renovation Issues**
Concerns raised about the contractor's work on the pool renovation, including improper tile installation and issues with the main pool plug. Jack discussed that they are not removing the old tile and that was the problem before. The old tile needs to be removed so the new tile will hold over time. He said they were not fixing the main plug for future access. Michele is talking the Greenacre who is communicating with Debbie about the issues. Dwight is also in the loop. Greg mentioned his concerns that if this isn’t addressed immediately it may be too late. Jack said if they remove the tile that the coping tile is removed there is additional $29,000 cost.
* **Next Meeting Time**
Scheduling the next meeting and discussing the addition of new agenda items.

**Conclusion**

1. Consider using the Florida Watershed rain monitor as a tool to back up staff decisions.
2. Explore ways to allow staff to send messages about court closures and no-show notifications.
3. The board and property manager are aware and engineers are scheduled to inspect the work on the pool renovation.
4. Next meeting scheduled for September 23rd at 5:30 PM.

## Next Arrangements

 [ ] Pam to provide a year-round cost estimate for extended pool hours.
 [ ] Dwight to help come up with a budget number for extended facility hours for the next meeting.
 [ ] Pam will finalize the year-round pool schedule and present it to the board at the September 5th meeting.
 [ ] The topic of electronic logging for pool usage will be added to the next agenda for further discussion (Dwight, Dan & Sean).
 [ ] Patrick from Pipeline Swimming will prepare a brochure of swim options and discuss the financial split for the master swim program.
 [ ] Dwight to send a direct email and text alert to all residents notifying them of the temporary change for pool hours from 7 a.m. to 9 p.m. beginning this weekend.
 [ ] Dwight to put together a proposal for recreation management software options for the next Swim & Tennis meeting. Dan & Sean will get with Dwight to explore what our current software will do.
 [ ] Greg will continue gathering bids for facility maintenance and present a spreadsheet for review.
 [ ] The discussion on the Master’s program will be tabled until there is more resident interest.
 [ ] Dwight and Dan will proceed with the water fountain replacement.
 [ ] Pam’s spreadsheet to be revised with the agreed-upon hours and options.
 [ ] Dwight to continue investigating the court reservation system's capabilities.
 [ ] Dwight will get the information about the current software package and email it out.
 [ ] Greg and Kristan will investigate the current monitoring systems used by the CDD and gather more information.
 [ ] Dwight to explore the use of the Florida Watershed rain monitor.
 [ ] Dwight to investigate ways to improve communication about court closures.
 [ ] Jack to inspect the pool renovation work and address contractor issues.
 [ ] Next meeting scheduled for September 23rd at 5:30 PM.