

Westchase Swim and Tennis Committee Meeting Minutes

November 18th, 2024

Attendees: Dan Haigy (chair), Sean Lynch (co-chair), Kristen DeAngelo, Pam Wilcox, Terry Boyd (board member), Jack Maurer (board member), Dwight Kilgore (facility manager), Debbie Sainz (Greenacre site manager)

Not Present: Greg James

Agenda and notes from the meeting:

1. Follow-ups from last meeting were addressed. New follow-ups are listed at the bottom of these minutes.
 - a. Benches, picnic tables, and parking lot resurfacing for Countryway still need to be presented to the board by Debbie, this carried over as an open action item and should be done by the next board meeting in early December.
 - b. Greg was not present for this meeting – the action item for refining the security camera proposal/scope of work was rolled over into the next S&T meeting
 - c. Communicating the contractor times/lanes to residents was completed. Debbie has put verbiage on the website explaining Pipeline's usage, Aquafit is not published. Cones are being put up to show which lanes are reserved. The notification is needed because Pipeline has contracted agreements for some lanes, but not all. Though if they see no one is using the lane, they will take over the lane anyway. This is allowed but residents need to know that they are able to kick them out of those non-contracted lanes should they want to use them.
2. Bathrooms
 - a. Pam has continued her near-daily inspections and grading.
 - b. Jack instructed Dwight to have his team focus on the biggest issues – feces on the floor, female products not cleaned up, dirty countertops, and toilet paper out of stock – and we will report back on how things are going at the next meeting
 - c. Dwight will also put up a laminated sheet on each bathroom door for the cleaner to sign off time and date and also this will have a spot for management to sign off to verify it was done
 - d. Ventilation of the room was discussed. we would need an upgraded system as part of the bathroom renovations. Would cause other problems with AC

cooling per Jack. Bathroom having its own system was proposed by Terry, Jack stated this cost would be very expensive.

3. LED Light Update

- a. Dan had sent out a comparison and presented to the board the finances of LED lighting for the tennis courts. In summary it makes much more financial sense to do this ourselves and capture all of the savings instead of having a company like FES take most of the savings. Dan will follow up with additional bids and will provide to Debbie for vetting. Budget in 2025 for this activity is up to \$130k.

4. Reservation System

- a. Sean presented a demo of Skedda. This system covers all the needs of the tennis reservations, can create custom rules eliminate abuse of the prime-time hours for Pickleball, and can also be used for other spaces such as reserving swim lanes and the activity center. We could also have check in using an mobile app which would allow us to capture usage data and monitor no-shows. It would replace our current paper-based system.
- b. Dwight would also like to see if the system could handle camp reservations and also accept payment on Square. Sean will follow up with Skedda and report back.
- c. Sean will also follow up with Liz Callaway from Greenacre to discuss if the currently used Vantaca system has any capabilities that we could take advantage of.
- d. Open play for tennis was also discussed. This would be time that cannot be reserved on certain courts at certain times, and would be on a first-come, first serve basis. Dwight took an action to consider how this might work functionally.

Several agenda items were not discussed as we ran out of time:

-Pool schedule data update

-Security cameras

-Landscaping

-CW Cabana

#	SPECIFIC ISSUE	OWNER	PLAN TO ADDRESS	DUE DATE	Comment	STATUS
1	Approve Minutes from last meeting	Greg	Send out meeting minutes to post from October meeting	ASAP	open, Greg needs to post them for last meeting. Sean will post for this meeting	0
2	Picnic Tables	Debbie	Confirm insurance and present to board Dec mtg	16-Dec-24	still open	0
3	Wooden Benches	Debbie	Confirm insurance and present to board Dec mtg	16-Dec-24	still open	0
4	Parking Lots Resurface CW	Debbie/Greg	Confirm insurance and present to board Dec mtg	16-Dec-24	still open	0
5	Security Cameras and FOB	Greg	Refine proposal & Present Scope of Work for next S&T Meeting	16-Dec-24	Send out in advance if possible	0
6	Pipeline/Aquafit reserved lanes	Debbie/Dwight	Communicate Contractor Times/Lanes of Pool Instructors to residents, put up "reserved" signs	ASAP	Debbie has put up message on the website explaining Pipeline's usage. Aquafit still open	
7	Bathrooms Checklists	Dwight	Propose/Establish management sign off	25-Nov-24	need to add section for mgmt sign	0

			of checklists and auditing		off. Will post on bathroom doors	
8	Bathrooms Check-Ins by Lifeguards	Dwight	Propose/Establish System for checking bathrooms routinely by lifeguards. Focus on main issues of cleanup of feces/female products, cleaning of toilets and countertops, and toilet paper restocking	25-Nov-24	Will post on doors	0
9	LED Lighting	Dan	Provide 3 quotes to Debbie for vetting	30-Nov-24		0
10	Open play	Dwight	Prepare options to have open pickleball play during a primetime hour for residents only	16-Dec-24		0
11	Skedda software	Sean	Report back on Skedda's capability to handle documentation for camp registrations	16-Dec-24		0
12	Vantaca software	Sean	Follow up with Liz Callaway on Vantaca system's capabilities for tennis court reservations	16-Dec-24	include Dwight and Jack in meeting with Liz	0

Our next meeting will be held on Monday, December 16th at 5pm in the WCA office conference room.