

Approved February 16, 2021
WESTBROOK VILLAGE ASSOCIATION
LONG RANGE PLANNING COMMITTEE
January 19, 2021
MINUTES

PRESENT: Jerry Johnson, Jon Pardoll, Bob White, Jim McKenna, Amy Miller
(Members)
Susan Fabian (Assistant General Manager)

ABSENT:

HOMEOWNERS

IN ATTENDANCE: Five (5)

HOMEOWNER AND MEMBER COMMENTS

Homeowners in attendance are given the opportunity to address concerns and ask questions of the Committee and Management. These comments are not made a part of the Minutes.

CALL TO ORDER

Jerry Johnson, Chair, called the Meeting to order at 9:07 a.m.

There is a quorum with five members present.

MINUTES – December 17, 2020

Page 1 – Mr. Riddiford resigned at end of meeting; Peter Atkins no longer on Committee

Page 2 – Paragraph 1 – Change \$25,000 to \$40,000

Page 2 – Paragraph 4 – “one” should be “once”; last Motion – correct spelling of Pardoll

MOTION by Mr. Pardoll, second by Ms. Miller, to approve the Minutes from December 17, 2020 as edited. Carried by unanimous vote of the members in attendance.

OLD BUSINESS

Abacus Data Report: The reports for the periods of November 23 through December 20, 2020 were available for review and discussion. Abacus Reports will be provided to LRP quarterly.

Review Facilities Master Planning Assessment – Reports from Ad Hoc Committee for Marketing and Ad Hoc Committee for Homeowner Satisfaction: Reports included in the Committee Packet.

Update on Space Planning Initiative dated January 8, 2020: Mr. White reviewed the first draft of the SOW for Space Assessment dated January 8, 2020, and the SOW for Structural Engineering also dated January 8, 2020.

MOTION by Mr. White, second by Ms. Miller, to proceed with Space Utilization Plan with an outside vendor, not to exceed \$25,000. Carried by unanimous vote of the members in attendance.

Project Feasibility Request: Mr. White presented the draft request form.

MOTION by Mr. McKenna, second by Mr. Pardoll, to proceed with sending an RFP to at least three Structural Engineers with engineering fees not to exceed \$15,000. Carried by unanimous vote of the members in attendance.

Update on Aging in Place Facility: Ms. Miller reported there is nothing to report now.

UPCOMING PROJECTS

Mr. Johnson reviewed three major projects for the Committee to consider moving from the Long-Range Planning Committee to the Landscape and Facilities Committee for action. Those projects were (in no specific order):

- Vistas Pool Improvement
- Fitness Center Improvement
- Vistas Ballroom Update

There has been significant discussion and input from residents, Committees and Board of Directors to address these projects and move them for action. Mr. Johnson will send a letter to the Chair of the Landscape and Facilities Committee to outline the Long-Range Planning Committee input ideas.

Mr. White suggested addressing the card playing groups' request for additional space and/or new location to be added to the list of immediate projects.

NEW BUSINESS

Update on Vistas Pool: Vistas Pool being addressed by the Landscape and Facilities Committee. General Manager, Karen Jones and Facilities Manager, Jesse LaPlaca working on RFP.

Mr. Johnson reviewed several questions written in an email from Committee member Mr. Pardoll and answered them to Mr. Pardoll's satisfaction.

FOR THE GOOD OF THE ORDER

- The LRP Committee has three open positions: One – 3-year term; and two – 1-year terms. A campaign will be created for the weekly community 3-blast.
- There are six candidates running for three Board of Director positions. Candidates Night is February 17, 2021 at 7pm via ZOOM.
- The CC&R Amendment Initiative is in motion.

Next Meeting – Tuesday, February 16, 2021 – 9:00 a.m., Via Zoom

There being no further business to come before the Committee, the meeting was adjourned at 10:48 a.m.

Respectfully submitted,
Jody Brown, Recording Secretary

MINUTES & MORE