

**Approved March 16, 2021
WESTBROOK VILLAGE ASSOCIATION
LONG RANGE PLANNING COMMITTEE
February 16, 2021 – via Zoom**

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

ABSENT:

HOMEOWNERS

IN ATTENDANCE: Three (3)

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 9:00 a.m.

There is a quorum with five members present.

MINUTES – January 19, 2021

Corrections will be incorporated into the Minutes and the Minutes will be resubmitted for file.

MOTION by Mr. Pardoll, second by Mr. White, to approve the Minutes from January 19, 2021 as edited. Carried unanimously.

OLD BUSINESS

Abacus Data Report: The reports for the period December 21, 2020 through January 24, 2021 were available for review and discussion. Abacus Reports will be provided to LRP quarterly.

Committee Member Reports, Structural, Space Utilization: Mr. White provided two SOW's for the Committee to review, one for Space Planning and one for Structural Engineering. He stated there is no design work in this Phase with only a review of the space available. He suggested contacting companies that offer space utilization services and that an RFP be developed for this purpose. Mr. White stated he has some firms that may be interested in the Space Planning Utilization project, but no firms have been contacted about Structural Engineering. Ms. Miller suggested information be obtained on the feasibility of putting a second floor on the FALC. She further suggested that it may be possible to merge some activities that will utilize the space better.

Committee Members agreed there is enough information in the two SOW's provided to develop two RFP's that can be sent to interested firms.

Ms. Jones requested the elimination of the reference to ADA and safety concerns (Page 2, 3rd bullet) as it is leading and not appropriate.

Ms. Jones questioned the purpose of the sentence beginning "Some Clubs maintain.....location." Mr. White stated this refers to the fact that some clubs have an excess of space and it may be necessary to consider moving them to a size-appropriate space.

There was discussion on the inclusion of a timeline in the RFP.

There was discussion about a Zoom meeting for a Q&A between Board Members and the various vendors.

When approached for bids, the Space Planners will be asked if they have recommendations for Engineering firms.

MOTION by Mr. Pardoll, second by Mr. McKenna, to pass the reports on to staff and to move forward. Carried unanimously.

Vistas Pool Update: Ms. Jones reported on the meeting with Cal Pools and the walkthrough to look at the facilities and equipment. They will be coming back with some recommendations and options. One of their suggestions is to combine the bodies of water so the entire body operates on the same equipment.

This project has been sent to Landscape and Facilities and they will receive the same reports as Long-Range Planning.

Committee Member Vacancy: There are three openings on the Committee. The new Members will be selected once the new Chair is seated. Mr. White stated he will re-apply. Applications are due in by March 5, 2021. There is also a Board-appointed member (currently Ms. Miller) that may change with the election of the new Board.

Aging in Place Update: No Report

The Golf Club is considering putting in residential facilities, but there is a lot of research needed before decisions can be made on such a facility.

NEW BUSINESS – None

FOR THE GOOD OF THE ORDER

Reminder of Candidates Night

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

There being no further business to come before the Committee, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,
Jody Brown, Recording Secretary

MINUTES & MORE