

Approved November 21, 2023
WESTBROOK VILLAGE ASSOCIATION
LONG RANGE PLANNING COMMITTEE
September 19, 2023

PRESENT: Steve Merkovich, Amy Miller, Bob White, Jim Schulz, Lynette Jones (via phone), Joy Groves (Committee Members)
Karen Jones (General Manager)

ABSENT: Jon Pardoll (excused)

HOMEOWNERS:

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 a part of the Minutes.

CALL TO ORDER

Steve Merkovich, Chair, called the September 2023 Meeting to order at 9:00 a.m.

There was a quorum with six members in attendance.

MINUTES – April 18, 2023

Necessary corrections will be made as requested, and the Minutes will be resubmitted for file.

MOTION by Mr. Schulz, second by Mr. White, to approve the Minutes of the April meeting as amended. Carried by unanimous vote of the members in attendance.

UNFINISHED BUSINESS

Long Range Assessment Plan Update: The Plan needs to be updated. Items currently on the Plan include:

- Reflection Garden – Complete
- Upgrade to LED Lighting – in process, almost complete
- Solar Panels/Parking Covers (move to Priority 2 List) – discussion about the installation of covered parking structure and whether solar panels could be added at a later date – looking at Island #1 behind the Admin building. **Priority 1 – to be done in a phased plan**

MOTION by Ms. Miller, second by Mr. Schulz, to recommend covered parking structures, phased program to begin with the Lakes in 2024. Carried unanimously.

- Permanent Card Rooms - Move to post-Fitness Center

NEW BUSINESS

Filled Open Committee Position – Jon Pardoll (2023-2026)

Architects Receiving RFP: List included in the Committee Packet for review and discussion. It was determined that the RFP will be sent to all of the companies on the list.

Outline to be added to RFP: Included in the Committee Packet for review and discussion. It was suggested the issue of the Fitness Center be put before the Homeowners, however there is concern the results could be the same as the previous survey, and this could cause a six-month delay in the project. It was further suggested that a User Group be established to provide input throughout the process. Ms. K. Jones stated better, focused information can be obtained through a Survey as opposed to a Town Hall which is generally attended by about 250 Homeowners. Following considerable

discussion it was determined a Survey will be done with three to five multiple choice questions and a comment section at the end.

Ms. L. Jones stated there are a number of residents who have gotten memberships at other gyms because they don't want to use the WVA facility.

There was discussion about various rooms that could be used for classes and other fitness activities, and it was suggested that instead of referring to a "Fitness Center" it should revert to being called a "Gym" again. The locker area could be used as well which would add square footage.

Cost should not exceed \$2 million, which would have to be approved by the Board of Directors. This issue will be included on the November Board Agenda.

The RFP will request that the Architects design a space of up to 5,000 square feet, expanding the current fitness center.

A budget of \$2 million is recommended with the \$85,000 already approved for architectural services being rolled over to 2024.

MOTION by Ms. Miller to recommend the Board budget for consideration of an expenditure of up to \$2 million for the expansion of the current fitness center up to a maximum of 5,000 square feet in 2025. Funds to come from current Reserves. Motion withdrawn.

The Architect will be asked to provide the design and plans; the contractor selected will determine the cost to build.

MOTION by Mr. Schulz to move forward with an architect to develop and expand the existing fitness center and to optimize as much space as possible in that expansion, including an amount not to exceed \$2 million. Second by Ms. Miller. Carried unanimously.

MOTION by Mr. Schulz, second by Ms. Miller, that the Architect's submission include build plans. Carried unanimously.

For the Good of the order

Pool party tomorrow – please rsvp as SDL is providing hot dogs and hamburgers and they need a head count.

Next Meeting Date: October 17, 2023

There being no further business to come before the Committee, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,
Jody Brown, Recording Secretary

MINUTES & MORE