

**Approved January 17, 2024**  
**WESTBROOK VILLAGE ASSOCIATION**  
**LONG RANGE PLANNING COMMITTEE**  
**November 21, 2023**

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

**ABSENT:**  
**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 November 2023 Meeting to order at 9:00 a.m. He announced there was a quorum with all members in attendance.

**MINUTES – September 2023**

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

***MOTION by Mr. Schulz, second by Ms. L. Jones, to approve the Minutes of the September meeting as presented and clarified. Carried with Mr. Pardoll abstaining as he was not in attendance at the meeting.***

**UNFINISHED BUSINESS**

**Scope of Work for Architect RFP for Fitness Center Project:** It has been determined the current Fitness Center will be expanded to the west, south and north. A decision is needed on how much should be budgeted for this project. It was pointed out there was a motion made at the last meeting to budget up to \$2 million for expansion of the current fitness center up to a maximum of 5,000 square feet.

**Homeowner Survey Questions Three to Five Multiple Choice:** Discussion on the number and type of questions that should be included. It was also suggested this may not be the time for a survey as it could cause another delay, and it would be better to keep the project list updated.

***MOTION by Mr. Schulz, and seconded, to stay with the current decision on expansion of the Fitness Center and to keep the Project List updated with priorities established. No survey needed at this time. Carried unanimously.***

The project list, which extends ten years out, will be updated to include the selected option for the Fitness Center – expansion of the existing facility to the south, north and west.

The RFP will be sent to the list of Architects asking for plans on expansion of the Fitness Center to the north and west, to include raising the ceiling/roof height (changing rafters from wood to steel) and including space for various activities such as aerobics. It was suggested only changing rooms are needed, not showers.

There was considerable discussion about the improvements needed and whether the Association has budgeted enough for this project to be done, however it was pointed out that trying to increase the budget would likely cause further delays in the project.

**NEW BUSINESS**

**Facilities Usage Report:** September 21 through October 22, 2023, included in the packet for review and discussion.

**For the Good of the order**

**Next Meeting Date:** December 19, 2023, 9:00 a.m., FALC

There being no further business to come before the Committee, the meeting was adjourned at 10:38 a.m.

Respectfully submitted,  
*Jody Brown*, Recording Secretary

**MINUTES & MORE**