

**Amended and Approved October 16, 2024**  
**WESTBROOK VILLAGE ASSOCIATION**  
**LONG RANGE PLANNING COMMITTEE**  
**September 18, 2024**

**PRESENT:** Steve Merkovich, Jim Schulz, Paul Schnetzky, Robert Freiberg, Max Allen, Jon Pardoll (Committee Members)  
Karen Jones (General Manager)

**ABSENT:** Bob White (excused)

**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 2024 Meeting to order at 9:00 a.m. He announced there was a quorum with all members in attendance.

**MINUTES – June 19, 2024**

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

***MOTION by Mr. Schnetzky, second by Mr. Schulz, to approve the Minutes of the June meeting as presented. Carried with Mr. Pardoll and Mr. Allen abstaining as they were not present at the meeting.***

**UNFINISHED BUSINESS**

**Next Generation Homeowners Survey:** Being updated; Committee Members have submitted, or will be submitting, questions and this will be on the Agenda for discussion at the next meeting.

**NEW BUSINESS**

**Review Architect Proposal for Fitness Center Update:** Report from Form Design included in the Committee Packet, along with the RFP, for review and Discussion.

Discussion Points included:

- Discussion on Option 1 vs Option 2
- Showers should not be included
- Restrooms – required by ADA to be brought up to Code as part of the project?
- Ms. Jones and Members should go look at the projects listed on the Proposal
- Is the \$1 million renovation justified? Mr. Pardoll stated he has never seen more than twelve people in the Fitness Center in an hour
- Need more input from Homeowners; surveys have not been successful as response have been negligible.
- Eight RFP's sent out; only one bid submitted
- Do a Survey – Will Homeowners support a "clean-up" of the Fitness Center with a major project (tear down and rebuild) in several years
- For a tear down and rebuild – would there be support for a Special Assessment of \$1,000/Homeowner, paid over two years
- Suggestion for two Fitness areas
- Need to determine what exactly is planned before presenting it to the Homeowners
- Is the Committee prepared to recommend a budget placeholder of \$85,000 at this time?

Following considerable discussion it is suggested that the Fitness Center renovation be tabled. The Committee will continue to research the issue and get additional information for discussion at future meetings.

Mr. Schulz proposed reviewing Ms. Jones' Budget for 2025 with the intent of putting aside \$150,000 and not spending the \$85,000 approved in the 2024 Budget.

Mr. Pardoll stated there are several improvements that should be done to the Fitness Center immediately. This includes removal of older equipment that is not properly used or used at all, HVAC for improved air circulation, cleaning, new flooring. Pricing should be obtained and these items included in the 2025 Budget.

Users of the Fitness Center should be talked to about the equipment they use, what they want for the Fitness Center, etc. A survey could be done with a Survey Return Box located in the Fitness Center for those who want to respond, but don't want to talk to anyone.

A timeline plan is needed for presentation to the Board of Directors.

It was pointed out that the Fitness Center is deep cleaned every Tuesday, staff permitting.

***MOTION by Mr. Schulz, second by Mr. Allen, to recommend to the Budget Committee that they include a placeholder of \$150,000 in the 2025 Budget for redoing architectural drawings, etc. on the FALC building. Carried by unanimous vote of the members in attendance.***

***MOTION by Mr. Schulz, second by Mr. Allen, to recommend to the Budget Committee that they include a placeholder of \$200,000 in the 2025 Budget to freshen up the Fitness Center, to include new flooring, HVAC for air circulation, and equipment. Carried unanimously.***

#### **FOR THE GOOD OF THE ORDER**

**Next Meeting Date:** TBD

There being no further business to come before the Committee, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,  
*Jody Brown*, Recording Secretary

**MINUTES & MORE**