

**APPROVED FEBRUARY 19, 2025**  
**WESTBROOK VILLAGE ASSOCIATION**  
**LONG RANGE PLANNING COMMITTEE**  
**January 15, 2025**

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

**ABSENT:**

**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 January 2025 Meeting to order at 9:00 a.m. He announced there was a quorum with all members in attendance.

**MINUTES – December 18, 2024**

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

***MOTION by Mr. Schulz, second by Mr. Schnetzky, to approve the Minutes of the December meeting as presented. Carried unanimously***

**UNFINISHED BUSINESS**

**Fitness Center Update:** Mr. Schulz met with HVAC vendor to find a solution to the air circulation in the Fitness Center. It was determined that 3 of the 4 units do not have the correct air exchange needed for proper air circulation. Fan switches need to be installed on the 3 units to circulate air properly. Mr. Schulz is waiting for a quote to get this completed. This will be kept on Unfinished Business and will be discussed at next meeting.

**New Homeowner Survey Update: Survey** was sent out on January 15, 2025, to 412 new homeowners. A reminder will be sent out in a week requesting to be completed in 7 days.

**NEW BUSINESS**

**Facilities Usage Report:** Report for November 25 through December 22, 2024, included in the Committee Packet for review and discussion.

**Funding Reserve Projects:** There was discussion and explanation on the Special Assessments and Capital Preservation Assessment. The committee needed this information for future projects, so a review was needed of the reserve funds.

**Fitness Center Survey:** Ms. Jones will compile a list of 5 to 8 questions to be asked of homeowners that use the fitness center. They will be asked these questions while they are in the fitness center. The survey will only be completed by homeowners that use the fitness center. Questions will be reviewed by the committee at next month's meeting.

***MOTION by Mr. Freiberg, second by Mr. Schnetzky to review the Fitness Center Survey questions at next month meeting. Carried unanimously.***

**FOR THE GOOD OF THE ORDER**

None

**Next Meeting Date:** Wednesday, February 19, 2025

There being no further business to come before the Committee, the meeting was adjourned at 11:18 a.m.

Respectfully submitted,  
*Barbara Peot, Minute Keeper*