

## House Operations/Maintenance Meeting Minutes

Meeting: 5/6/2020

Start Time: 7:46pm

End Time: 8:37pm

In attendance: Roger Crook, Charlie Bogusat, Michael Freedman, Mike Ilardi, Mike Stocknoff, Stu Kipilman, Pat Degnan, Lil Sweet, Barry Mendelsohn, Steve Koenigsberg

### Staff Activities

Fertilizing all common property lawns & Grub Control at the Club House

Connecting Twp water to Beach facilities

Prepping Alum System

Addling Geese eggs at WML, Tilcon & Copeland

Painting outside trim on new windows

Moving furniture & counter tops out of the way of window installers

Vandalized damage to Gazebo repaired

### Near future Staff projects

Installing plastic shields at office counter

Tracing knob & tube wiring in attic

Insulating pre-school ceiling – waiting for Keiren Lynch to install donated lights first

Removing attic pull down steps in office hallway

### Contractor Updates

Added 6 additional cameras to inside of Club House – Total of 14 cameras now in use

Twp. wants a Permit for Drum Pool steps

Tom finished framing carport – waiting on inspection

Electric roughing done at carport

Soliciting carport roofing bids

Steve Markovski reseeded Club House Lawn

Installation of Club House Windows wrapping

Motions & FYI's:

FYI - Service contract with Harmony Heating for our four a/c units at the clubhouse & one at the A-field building a cost of \$1,492.76. Money to come from line 517.04

FYI: Renewal of our annual contract for pest control with Western Pest Services at a cost of \$3,362.53. Renewal of Termite defense at a cost of \$692.00. Renewal of Carpenter Ant treatment at a cost of \$212.18. Money to come from line 517.03. As a utility, this gets voted on as a motion every 3 years and was voted on back in 2019. Suzie & Michele have the contracts.

Committee Motion to roof carport-Stanley & Orke Passed 9-0

Anticipated Chairperson approval:

Check to Twp. for building permit for steps from Drum Pool to Drum Gazebo

Discussion:

Fence to be repaired at beach 1 by handball courts

Discussion on floor in Ball Room – Charlie getting info/quotes on polish / screening

Minutes submitted by: Steve Koenigsberg-Chair

Approved by: Roger Crook-OIC

Housing Ops / Maintenance Meeting - 4/1/20

Meeting started 7:45pm

In attendance: Steve Koenigsberg, Michael Ilardi, Charlie Bogusat, Kristen Neu, Roger Crook, Mike Stocknoff, Scot Desort, Bev Nemiroff, Michael Freedman

Updates/Discussed:

- Committee voted to use Olde World Restoration for the fascia carpentry at the A –Field pavilion at a cost of \$1200. POA Board FYI.
- Committee decided to table a vote for the painting of the underside of the pavilion until more quotes are received.
- Committee reviewed staffing items- Brian has been out sick, Joe (part- timer) had to stop working with us due to his mother’s position caring for the elderly. Bill has been working outside at times with Kurt and Zach due to clubhouse maintenance diminishing. Bill is polishing the ballroom floor while usage is minimal.
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- Staff Activities:
  - Spring prepping of Club House Lawn
  - Treating Club House lawn for extensive grub infestation
  - Dock space labeling as directed by Lake Committee
  - Moving docks off of Beach winter storage into position on lake
  - Completed building of Pontoon work boat – looks amazing
  - Bill waxing Ballroom floor
  - Prepping to addle geese eggs in the nest:
  - Weather Permitting– just waiting to find the eggs
  - Gazebo vandalism damage repair added to bottom of “to do list”

Site Manager noted that Contractor Communication has slowed down

- Dixon has installed Furnace at A-Field Tue 3/31 at 7:30am to get the \$250 March rebate.
- Keeping an eye on grass growth at end of Club House lawn graded during the winter – Contractor will be notified if we need additional grass seed put down as part of original Contract.
- Mounting new Bimini top on Patrol Boat.
- Prepping Beach Buildings for summer. Staff completing plumbing & painting.
- Tom Harty is having trouble getting supplies from lumber yard for carport & bar doors- Nevertheless he bid on removing attic door in office counter area while POA business is minimal.
- Jimmy Concrete has dropped off material and moved his equipment in place at Drum Pool Pavilion step project site.
  - Meet with two bidders for hood & fire suppression installation above ceramic kilns in basement (exploring feasibility of such a project).
  - Soliciting bids to replace Knob & Tube wiring under attic floor before insulating.
- Meeting Adjourned at 8:20pm

Minutes submitted & approved by: Roger Crook-OIC

## Housing Ops / Maintenance Meeting - 3/4/20

Meeting started 6:05pm

In attendance: Steve Koenigsberg, Lillian Sweet, Barry Mendelsohn, Michael Ilardi, Charlie Bogusat, Roger Crook, Mike Stocknoff, Stu Kipilman, Bev Nemiroff, Michael Freedman

### Updates Discussed:

- Fridge in kitchen has freon leak – proposal to upgrade coming in for review
  - New Pontoon boat built and looks amazing
  - Kieran Lynch donating LED lights and labor to install in Preschool - to be done when school is not in session
  - JCP&L grants are not available to insulate the Club House – they reviewed all energy records to consider but we did not qualify
  - Maintenance finished cleaning out the attic
  - Proposals to insulate the attic are being bid out now – blown in insulation
  - Permit for Car Port project due on 3/5
  - No Permit required for window project
  - Furnace at A-Field needs to be replaced – motion submitted
  - 3 Bids received / Recommending Dixon based on bid and past service levels
  - A-Field bridge update
- Jimmy Concrete working with Ferrero Engineering to make sure design is workable
- New Carpet installed in Gold lounge and Trophy room – looks amazing
  - New couches delivered to Gold Lounge by Mike Stocknoff

### Project updates:

#### -Club House Replacement Window Project update

-Discussed score of project. Charlie did extensive research with companies and EPA to investigate concerns raised by resident regarding Lead Paint. Charlie was able to confirm with the EPA that the Lead Paint rules do not apply to the Club House as it is not a residence. Also, as the window are replacement windows with the work being done from the “outside in” that there will be no disruption to the interior walls/paint. If there is any disruption to the interior during the work – the contractor certifies they will take any and all necessary abatement measures. During project – the interior weight wells of the windows will be insulated. Motion already passed to proceed.

Meeting Adjourned at 6:36pm

Submitted by: Steve Koenigsberg-Chair

Approved by: Roger Crook-OIC

## Housing Ops / Maintenance Meeting - 2/5/20

Meeting started about 7:30pm as Planning Meeting was finishing.

In attendance:

Steve Koenigsberg, Barry Mendelsohn, Kristen Neu, Michael Ilardi, Charlie Bogusat, Roger Crook, Mike Stocknoff, Stu Kipilman, Pat Degnan

Updates Discussed:

- Maintenance vehicles passed inspection – work done by staff
- Preschool insulation done to help with heating issues – done by staff
- Staff also rerouted the intake and exhaust for Preschool furnace
- Staff replaced bulbs in Board Room Chandeliers with LEDs
- Staff is working on cleaning out attic / women's club room
- The preschool furnace needs a new motherboard – to be supplied by Dixon Bros./A&A Oil and Propane CO. Cost \$1150

Project updates:

- Carpeting being delivered in two phases – install to start approximately first week of March
- Car Port restoration – we have accepted bids
- Gold Bar Door replacement – motion being submitted by Planning
- Club House window replacement – motion being submitted by Planning

Upcoming issues to address:

- A Field bridge reconstruction is under review and bids being accepted
- Discussion on adding insulation in ceiling of preschool
- Discussion on adding insulation above offices in Club House/Charlie is checking on any energy efficiency funds available from state similar to residential upgrades.
- Ballroom ceiling tiles had some scuff marks from Super Bowl Sunday – families that had kids at clubhouse have already collected money to purchase replacement tiles

Motions being submitted from Planning Committee for Gold Bar Doors and Club House Windows

Meeting Adjourned at 8:22pm

Submitted by: Steve Koenigsberg-Chair

Approved by: Roger Crook-OIC

**House Ops / Maintenance 1/6/20 7:30 - 7:50**

OIC - Mike Ilardi

Chair - Steve Koenigsberg (not present)

Roger Crook, Charlie Bogusat, Beverly Nemiroff, Lil Sweet, Barry

Mendelson, Mike Freedman, Mike Stocknoff

1. Charlie updated us on the status of “cleaning up” the old white pick-up. Seats have been repaired. They will no longer have tools “inside”the truck.
2. Discussed the heating issue / concerns at the nursery school. Charlie is consulting with multiple heating contractors for their opinions on how to remedy the issue. Speaking with original contractor as well as new contractors for their opinion on the issue.
3. Maintenance has removed the leaves pre-winter. In years past the leaves had not been removed until the spring.
4. Winter project, redo the decking on the recently purchased pontoon boat.
5. Agreed to contribute \$2200 to the “Geese Control Fund”. Motion made by Mike Ilardi, seconded by Mike Freedman. Vote was unanimous 9-0.
6. Charlie informed Mike Freedman about the organization/location of the all relevant files and sub-files related to the bar renovation.

Minutes submitted by: Mike Stocknoff

Approved by: Michael Ilardi-President