# Tecumseh Woods Board of Trustees

# Meeting Minutes

January 15, 2015

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| Present: | Jeff Lange, Kelly Meckstroth, Dawn Widney, Curt South, Jeff Heath, Derek Casto, Ronnie Fitchpatrick, Eddie Palmer, Jill Trevino |
| Next meeting: | February 16, 2015, 7:00pm, Greene Street Church  The meeting was called to order at 7:00pm by President Jeff L |

Reports

**President**- Jeff asked for discussion regarding the hiring of the Pool Manager and the Lifeguard staff. Consensus of the group yielded the decision to adhere to the past process of having all staff reapply for the available positions. Kelly will send out a blast e-mail to the membership and the 2014 Guard staff reflecting this as well as advising of the deadline of March 1, 2015 for application submission.

The TW website reportedly has issues with access. Several Board Members attempted to access the website without success. The message indicates a server problem which may have to do with payment for the site, but no one was quite sure. Past Board Member, Kazy Hinds, has continued to manage the website and Jeff H. agreed to speak with her regarding the access problem and also ask her whether she wants to continue to manage the site. Jeff will advise the Board regarding both of these issues when the information is obtained.

The next issue raised by Jeff concerned the number of dead trees around the pool which pose a potential for causing damage should they fall on the surrounding structures (pump house, roofs, etc.) These trees appear to be infected with Emerald Ash Bore as the splotchy marks on the tree bark indicate, making them more dry and prone to breakage. Jeff L. has spoken with Dave Brading (TW Member), who has a reliable skilled contact willing to cut down the trees, his charge would be only the cost of the gas for his equipment. Discussion among Board Members ended with conclusion that the felled trees could then be cut up by willing Board Members and the wood could be taken away by those needing wood. Jeff L. will make arrangements for this to occur when the Tree Cutter is available and weather permits.

Jeff next discussed the issue of the hole in the pump house through which the pool water drained last season. Not only does the hole need to be resealed, but the source of the obstruction which caused the condition needs to be identified and fixed so that the same thing doesn’t happen again. It is suspected that an animal may have caused the obstruction for which a screen could be placed so that an animal could not get into the drain. We will work in concert with the Plumber in the event that the drain needs to be snaked.

The next topic of concern raised by Jeff concerned the philosophy of TW Members towards their responsibility as Owner/Members. There was much discussion among Board Members and several points were raised. It was noted that for many years, the bulk of the responsibility for all aspects of the pool operations and maintenance has fallen on the Board members. The reasons for this may have included factors such as the Membership not knowing the expectations as these are not defined in the TW by laws, nor are they expressed when new members join the pool. Another reason may be the lack of specificity indicated in the “help” expected of Members. All agreed that more direct communication needs to be given to the Membership so that lack of awareness/understanding is not a factor. It was agreed that a one page letter would be drafted and approved by the Board that would be sent with the bills for the upcoming season. The letter would state more specifically the expectations identified by the Board of the Membership. Also included in this information will be advisement that any divided payment arrangements by Members toward the total dues need to be made upon receipt of the bill as the total balance of dues will be required prior to the opening of the pool. Admittance to the pool will be based on dues paid in full- it will be denied to those with a balance until the total is paid. Review of the past season revealed that the lack of vigilance to this policy resulted in irregularities in payments which caused loss of revenue to the pool and inequity for those Members who did comply with payment of dues in full. The dues for a family membership for the 2015 season will remain the same at $450.00. There will be no “early pay” discount, but as outlined by the Board last season, a $50.00 credit will be given to a family who helps with pool opening preparation in April (at least 4hrs. /family). An amount of $25.00 will be credited to student or single memberships.

Jeff asked the Board for suggestions regarding the nominations needed to fill the expiring terms of Dawn and Kelly. Betsy South was part of this process last year and agreed to Chair the process for this year. Suggestions may be routed through her. Kelly will also send out an e-mail to membership to invite them to indicate any interest in serving on the Board.

**Treasurer**- Ronnie stated that there was no significant difference in the account balance since last reported to the Board. There is approximately $10,000 in the general fund account and $2,500 in Capital Improvement account. A question of whether the amount due from the swim team to TW had been collected. This was uncertain, Kelly agreed to speak with Courtney and then work with Ronnie to make sure that this occurs. It is estimated that this amount is typically around $400-500.

Ronnie stated that going forward, the only monies accepted in the concession should be related to the sale of concessions. There was a mingling of funds this past season which resulted in confusion regarding assessments and dues. All non- concession monies will be required to be sent to the P.O. Box 7 location for Tecumseh Woods.

The other issue regarding the concession stand was the need for continued reevaluation of the items carried and the prices charged. The concession stand lost about $250.00 last season which should not be the case. This item will be readdressed at the next meeting.

**Membership-** Kelly reported the status regarding current membership detail. There were a total of 140 paid memberships last season, 17 memberships for which there may have been an early pay of $100, but no additional payment, and these members did not come to the pool. Kelly will send a notice with the 2015 bills to these 17 indicating the balance owed from last year in addition to the 2015 dues and then see what response is obtained. She shared that arrangements have been made for an insert in the Piqua Area Chamber of Commerce which will be sent to about 600 members in early May. The insert will be informational and inviting potential members to TW. She also has planned a flyer to go home with Piqua City School Children at the end of the school year with the same information.

**The** “Splash and Dash” which will was not able to be accomplished last year is in discussion for this year and it is hoped by making early plans this event can occur and be a fundraiser for the Pool. We will continue to explore additional potential events that would give the pool revenue and exposure to attract new members.

**Social Director**-Dawn indicated that she was trying to obtain a mailing list for Piqua Country Club members, but it did not appear that this could be released. She has made some verbal contacts and all Board Members were in agreement that with the unfortunate circumstance of the Club closing, there is an opportunity for potential increase to our membership.

**Maintenance**- Derek outlined the items that will need attention for the coming pool season. The top priority is the conclusion of the Baby Pool project to assure that it is functional for the start of the season. The connection needed for the electric will be addressed as soon as weather permits- Ronnie’s electrician contact is on board to provide assistance. Derek stated he thought the max cost for the completion of this project would be $1000 or less. The City of Piqua will need to be called for the restoration of the security lights that are nonfunctional. The painting needs to be completed on the garage, the Baby Pool filter house will need to be spruced up and the garage roof will need to be repaired. Derek indicated that the existing tree stumps on the property will need to be ground down before mowing starts for ease in mowing and hopeful preservation of the mower which was able to be repaired. According to Chris, the City Health Inspector, we will have to submit to the state for the approval of the Baby pool pump shut off, as we did with the main pool. Derek is in the process of getting a steel door for the concession stand (which will be free).There are cabinets in the concession stand which are rotting, Jeff H. shared that he has a contact in the cabinet business to see if we could obtain slightly used/damaged products that would save some money. Derek suggested that we consider an enclosure for the garbage so that cats could not get in and spread the trash around the grounds. This will be revisited at a later time. The parking lot will need to be patched and the area by the garage where staff park needs to have parking lines painted.

Other Business- Additional items for discussion:

Agreement that a daily checklist be established and maintained outlining the daily duties to be accomplished through pool management. This will include specific items to be addressed outside of actual life guarding which deal with maintenance and cleanliness of the property. The Pool Manager will identify and train “Lead” Guards to supervise and direct Guard Staff in her absence. There will be better attention to detail regarding the recording of members and guests at the entrance point to the pool. Staff will be oriented prior to starting work so that expectations are outlined.

Jeff H. suggested the potential of a Sand Volleyball Court to be put in place at the location of the current old Tennis Courts. All in attendance thought this would be a great idea- cost effective, functional use of the existing space and an attraction vs what is now an eyesore. This opportunity will be discussed at a future meeting as the current priority is the opening of the coming season.

As both Kelly and Dawn will be leaving the Board after the Annual Meeting in April, President Jeff expressed gratitude to both of them for their dedication, hard work and positive contributions as Board Members. He also thanked the entire Board for their continued dedication and service.

Dates were established for the upcoming meetings. The next meeting will be Monday, February 16, 2015 at 7:00pm. Additional future meetings are Thursday March 19 and Thursday April 16, 2015 at 7pm. The April meeting is the Annual Meeting. All meetings are planned for the Greene Street location. Jeff H.will advise if the location needs to be changed.

The meeting was adjourned at 8:25pm by President Jeff

Respectfully Submitted,

Jill Trevino, Secretary