

Poplar Heights Recreation Association Board of Directors Meeting

Date: December 21, 2015

Time: 7:30 PM

Location: Weitz Residence

Roll Call: (X indicates those present)

<input checked="" type="checkbox"/>	Daren Coppock, President	<input type="checkbox"/>	John Grossman
<input checked="" type="checkbox"/>	Mark Weitz, Treasurer	<input type="checkbox"/>	My Hoa Kaas
<input checked="" type="checkbox"/>	Erik Autor, Secretary	<input checked="" type="checkbox"/>	Shawn Kline
<input checked="" type="checkbox"/>	Mike Borman	<input checked="" type="checkbox"/>	Mike Nicholson
<input checked="" type="checkbox"/>	Chris Fedora	<input checked="" type="checkbox"/>	Daniel O'Grady
<input checked="" type="checkbox"/>	Jim Ferguson	<input checked="" type="checkbox"/>	Rob Reynolds
<input type="checkbox"/>	Shari Fishman	<input checked="" type="checkbox"/>	Shari Kane, Registrar (non-voting)

Shrevewood Elementary being closed for the holidays, the meeting was moved to Mark Weitz's house. A quorum being present, President Daren Coppock called the meeting to order at 7:37 PM.

November Board Meeting Minutes

On a motion by Jim Ferguson and second by Shawn Kline, the Board approved the minutes from the November 18 Board meeting unanimously by voice vote.

Old Business

1. Trippls Run Bridge

Jim Ferguson reported on the Trippls Run Committee recommendation #1 to hire Tim Egan. The bridge project would proceed with the \$5,000 grant from TransUrban, which would cover Egan's fee for the planning process and costs for the county's permitting process.

Egan estimates the total cost for a top-of-line steel bridge would range from \$25,000-\$26,000, including plans and permits. However, he could do a less expensive bridge with more wood in the range of \$15,000-\$18,000. The less expensive option would have a steel structure that should last 30 years, although periodic replacement of the wooden decking would be necessary.

Ferguson recommended the less expensive option. Plans could be filed by early January with a couple of weeks needed for the county permitting process. If the Board approves phase two, the project should be completed before the start of swim season.

Rob Reynolds asked whether the county would require PHRA to build a path to the bridge. Ferguson responded the permitting process will answer that question, but if the county imposes such a requirement, PHRA will be unable to comply and he would recommend the project not proceed.

2. Tennis Contract.

Erik Autor walked the Board through the revised draft tennis contract noting changes the Tennis Committee and C.O.R.E. Tennis executive director, Alex Shek, discussed and agreed to during the Dec. 17 conference call. The new financial reporting requirements and formula for calculating remittances to PHRA from non-member fee revenue were two notable changes previously endorsed by the Board and agreed to by Shek. The parties also agreed that C.O.R.E. Tennis will work directly with the PHRA Treasurer for authorization of expenses, submission of receipts, and invoices for reimbursement. The section on contract cancellation was changed from thirty to sixty days' notice.

Autor highlighted two proposed major substantive changes requiring Board approval. On the question of compensation, the Board discussed a compromise between the Board's initial offer and C.O.R.E. Tennis' counter-offer and agreed to a revised offer of \$31,000 in 2016 and 33,000 in 2017. Mike Nicholson added that the key point on compensation is that it be adequate to cover the costs for C.O.R.E. Tennis to run the program.

Autor also explained because the primary compensation to C.O.R.E. Tennis is generated from program revenue at PHRA facilities, C.O.R.E. Tennis needs to be able to promote its program, particularly to PHRA members and renters. PHRA should assist C.O.R.E. Tennis by sharing member contact information. Coppock remarked that some members don't want their emails used for other than PHRA purposes, but suggested this information may fall under that definition. Several other considerations were raised, including whether PHRA should be able to retain control over member communications and the fact that membership lists and emails constantly change. The Board concluded the best option was to have PHRA send members and renters monthly C.O.R.E. Tennis communications providing information about and promoting the tennis program. The Board will also provide C.O.R.E. Tennis an updated list of members and renters at the beginning of each season.

On a motion and second, the Board approved the revised draft contract unanimously by voice vote. The Board instructed Autor to make revisions to the draft and forward to Shek for his review with the aim to have the contract signed before the end of the year.

3. Tennis Court Maintenance

The Board discussed the plan, timetable, and cost for resurfacing the tennis courts. The Board favored a shorter-term patch and repair in 2016 to last 5-7 years, followed by a complete replacement lasting 15-20 years.

Mid Atlantic's estimate for a short-term repair, including leveling low spots, is \$25,000 (about \$5,000 a court). A complete replacement would cost considerably more. It is expected that other estimates would also fall in this range. Thus, the Board was able to approve the initial repair below the \$50,000 threshold for triggering approval of the expenditure by two-thirds of the membership.

It was noted the wind screens on the tennis courts are still up. Mike Nicholson will talk to Alex Shek about taking them down.

Financial

Treasurer, Mark Weitz, walked the Board through the proposed 2016 PHRA budget.

1. Income

The proposed budget estimates \$335,600 in total income, reflecting a small increase in member dues, a figure for tennis revenue consistent with the previous year, a low-end figure for guest and other fees, and no change in snack-bar revenue.

2. Expenses

Many expense items (*e.g.*, general maintenance and administrative costs, professional fees, taxes, insurance, and utilities) are estimated from last year's numbers. Weitz noted that the 2015 water fee was lower than normal because of a one-time credit from the county. The Board focused on several major capital expenses.

Bridge. The proposed budget will keep the \$30,000 allocated for bridge replacement. Any savings realized under the less expensive bridge option approved by the Board will be put in reserves or used for other capital expenses.

Tennis. Weitz reported the proposed \$4,500 for tennis program expenses are in line with historical trends. He will modify the amount allocated for compensation under the tennis contract to reflect the changes approved by the Board.

The Board discussed options for funding tennis court repair, shading, and a new shed. The Board agreed to a recommendation to lower the \$16,000 budgeted for replacement of the shed and shade budget to \$3,000, and shift the remainder to increase funding for court repair from 12,000 to \$25,000. This option will allow PHRA to fund the bridge replacement and push out the date for full replacement of the courts.

In response to a question why PHRA pays for tennis balls, Shari Kane explained it simplifies management of this cost and each club is required to provide balls when they play other clubs.

Pool. Weitz reported proposed pool operating costs are in line with last year, but there will be fewer swim team assistant coaches in 2016.

The Board approved a recommendation to delay replacement of the chain-link fence on the deck side of the baby pool, move the amount allocated for that expense to capital improvement, and use \$9,000 from that line item for grounds maintenance.

Shari Kane noted a problem with regulating the hot and cold water from the water heater. Rob Reynolds added that there has not been any maintenance done on the water heater. The budget proposes to allocate \$1,800 for a new pool heater.

Rob Dean had raised questions whether the baby pool gate was installed properly. Shari Kane will ask him what the problem is and whether it may warrant repair or replacement.

With the revisions to the proposed budget, projected net income (income minus expenses) will be approximately \$8,500.

On a motion by Jim Ferguson and second by Rob Reynolds, the Board approved the revised budget proposal unanimously by voice vote. Mark Weitz will send the updated budget to the Board.

New Business

1. 2016 Director/Volunteer Roles

Social. Daren Coppock reported My Hoa Kaas agreed to organize PHRA social functions, including the adult parties and the July 4 party. Rob Reynolds volunteered to assist with the two adult parties.

Member Relations. Coppock will ask Shari Fishman if she can take on Splash magazine.

Swim & Tennis Liaison. Mike Nicholson volunteered to be tennis liaison. Kristin Fitzgerald will continue as swim liaison with assistance from Chris Fedora.

Work Dates. Rob Reynolds is working on a project list. The Board approved penciling in the weekend of April 23-24 for a work date, with the following weekend as a rain date. Rob Reynolds will put together a work project list. Shari Kane mentioned the need to replace the wooden steps to the right of the tennis courts as a possible Eagle Scout project.

2. Operations

Rules. Daren Coppock noted the need to update the rules document and is looking for help. Revised rules need to include issues like changing baby diapers on tables and an update on lessons and the use of lap-lanes. Splash and the website must have one set of consistent rules posted to members.

Tennis Courts. Rob Reynolds said he would ensure the timer for tennis court lights is working and set properly and will check the spring to close the door to the courts.

Locks. Coppock also raised the need to change the tennis lock combinations. Shari Kane replied that the pool and tennis locks will be changed once registration is completed after April.

Signs. Coppock also noted that PHRA needs “no-trespassing” signs at the property entrances. Rob Reynolds responded that there are 20 signs in the shed. Mike Nicholson volunteered to work on signs listing rules for proper use of the tennis courts. Shari Kane recommended the pool house rules signs include the requirement that members and renters must pay for babysitters.

Pool Contract. PHRA will continue the pool-management contract with NV Pools for another year.

Trees and Grounds Maintenance. Reynolds reported he will put out an RFP for trees and grounds maintenance as PHRA is currently paying too much.

Calendar

Daren Coppock will send out a Doodle Poll to schedule regular dates for future Board meetings.

There being no further business, the meeting was adjourned at 8:54 PM.

Prepared by Secretary, Erik Autor.