

Montpelier Community Association, Inc.

Board of Trustees Meeting Minutes Deerfield Community/Recreation Center, Preschool Room February 8, 2005

Trustees in Attendance: John Bertak, David Hartley, Mina Johns, Paul McCullagh, and Lucy Young, Jeri Witt.

Trustees absent with cause: Shawn Kelly, Miya John and Susan Mathis.

Community Members present: MaryLee Chatrnick, Ken Busic, Susanne Sutton and Mary Hughes. The meeting was called to order at 6:45 PM. A quorum was present for conducting business.

Secretary's Report, Lucy Young:

Trustee Young presented the January minutes. The minutes were approved unanimously.

Treasurer's Report, Mina Johns:

Trustee Johns distributed the treasurer's report (copy attached). Highlights:

- Approximately 130 assessment payments received.
- Access to E Trade account almost complete pending personal information from President and Vice President submitted on MCA letterhead.
- Recommendations needed soon from the investment committee as accounts are approaching \$100,000.

Committee Reports:

FACILITIES, Richard Dengler, Chair

Mr. Dengler arranged for presentations from three pool companies vying for the pool management contract for 2005.

US Aquatics- Daniel Clark and Steve McLaughlin. Highlights:

- Manage approximately 50-60 pools including Russett, Windsor Greens and Greenbrier and maintaining Montpelier pool over the winter.
- Small, local company, privately held. Ran pool several years ago so familiar with the pool. Steve McLaughlin, formerly with Mid-Atlantic, also familiar with our pool and entry system problems and has discussed issue with Mr. Dengler.
- Lifeguards drawn from local sources and supplemented by Eastern Europeans.
- Owners will be on site two or three times a week.
- MCA wants supervisory control over the gate attendant.
- Swim lessons are fee based and if the association wants to require parental supervision.
- Contract allows that guards are paid until 9 PM so clean up should begin prior to that time by guards not on duty.

Community Pool Service-Dwayne Robbins (since 1977), Rob Smith (Construction, 10 years) and Phil Carter (Regional Manager and in charge of Lifeguard Training, 5 years)

- Manage pools and can perform construction work-fully functional construction and maintenance company.
- Carry \$8 million insurance coverage.
- Managed West Laurel Swim Club for 20 years.
- Contract includes three life guards at all times, plus gate attendant (\$7,400). Provide all chemicals and cleaning supplies, permits, inspections.
- Have very good retention of guards, staff and managers.

- Do field reports three times a week. Audits done twice a week and trainers come once a week to perfect skills. Supervisors only cover 10 pools so that they can be at any pool in a short period of time.
- Employ local and international guards after receiving training in life guarding and verbal skills. Recruited two managers in anticipation of the Montpelier contract.
- Preseason inspection in March and a “Wear and Tear” report for planning for future expenditures.
- Pool parties are offered for additional fee (if they handle two, give one additional for free) in addition to aerobics, swim classes, and scuba lessons. Can assist with making pool handicap accessible.
- Gate attendant must be a mature person, some pools use picture ID’s and they will work with MCA to use method desired. The gate attendant must be a separate entity from the lifeguards and will not be from the community.

American Pools- Marty Gates

- Ran the pool three years ago and are located within five minutes.
- Have service/maintenance and construction capabilities.
- Conduct field reports three times a week by supervisors, check cleanliness and safety.
- More than 25 patrons need another guard in the chair. Field reports will be submitted to R. Dengler.
- Safety record is excellent. Employ Safety Audit Trainers who are Red Cross certified. They visit three times over the summer for refreshing skills.
- Average 20 full time employees and 312 lifeguards last year.
- Offer swim lessons and water aerobics.
- Employ international guards as a supplement only. American Pools has their own recruitment and training program for hiring international guards. The gate attendants are usually from the neighborhood, but they will adapt to the needs of the community.
- Calverton, Franklin Knolls and Brandywine Station among pools they manage.
- Construction and repairs done in-house and will only be subcontracted if required to meet deadline. They have experience with adapting pools for handicap access.
- They carry \$6 million insurance coverage.
- Coupon for \$300 off pool management contract or \$550 off repairs if they get contract.

Bids received from all three companies were between \$42,500-\$43,000. Budgeted \$55,000 for pool management and \$3,000 for pool opening. Community Pool Service seemed detail-oriented and very well organized. They were prepared for the gate attendant issue and had best overall presentation. The community focus of pool parties and classes was also appealing.

Motion made to hire Community Pool Service to manage the pool for this season pending any reservations from the Facilities Chairperson. The motion was seconded. A resident felt that last year there were not enough lifeguards on duty when the pool was crowded. Community Pool Service specified three lifeguards at all times which should be adequate for the pool. The motion passed unanimously. Trustee McCullagh will conduct a reference check and then if no adverse discovery from references, he will contact each company to explain the decision. **ACTION REQUIRED**

TRAFFIC, Shawn Kelly, Chair

Trustee Witt reported on a letter from C. Watkins to Prince George’s County Police Commander Connelly regarding speeding on Rte 197. Trustee McCullagh will write a letter to Tom Dernoga and Department of Public Works regarding repaving Silverbirch Lane. **ACTION REQUIRED.**

ACCC, Jeri Witt, Chair

No report. No quorum for the meeting.

GOVERNING DOCUMENTS, Ken Busic, Chair

Mr. Busic reported that he had received 189 votes . 464 “yeses” are required for the amendment to pass. Mr. Busic suggested that the adoption of the protocol by the ACCC regarding parking enforcement should be sufficient and no further ballots will be printed in the newsletter.

SOCIAL AND RECREATION, Miya John, Chair

It was reported that Trustee John looked into a community “pot luck,” but the church would charge \$300 to use the facility. Trustee Johns reported that there is a \$3,000 budget for social activities.

SECURITY, Richard Dengler

No report. Mrs. Chatrnuck asked that the Maryland Sexual Offender website be published in the newsletter for the community.

WEB COMMITTEE, David Hartley, Chair

Trustee Hartley proposed that a DSL line be installed at the pool to run small group training classes for residents and for updating pool user information from the database. The cost is approximately \$30 month. Trustee Hartley will also investigate whether Comcast might donate the service. Trustee McCullagh asked for additional information and a report for the next meeting. **ACTION REQUIRED.**

Old Business:

Trustee Witt has two bids for a sign for the community and will get a third before the next meeting. **ACTION REQUIRED.**

New Business:

Trustee Johns suggested that the newsletter deadline be changed so that she could submit up-to-date financial information. The current deadline permits the distribution of the newsletter the first weekend of the month and the financial information available at that time is adequate. It was decided to keep the newsletter deadline unchanged.

Trustee McCullagh announced The Make A Difference Award recipient for March-April is Mrs. Chatrnuck.

Comments from Attending Members:

A community member proposed a volunteer tutoring program for Montpelier Elementary School. An article will be printed in the newsletter asking for volunteers for this program.

The next meeting will be held on the second **Tuesday of March, March 8, 2005 at 6:45** at Deerfield Recreation Center, preschool room. The motion was made and seconded to adjourn at 8:50 P.M. The motion passed unanimously.