

# Riverwood Activity Center Ad-hoc Committee Meeting Minutes

June 16, 2016 @ 10:00am

Call in Number: 800-747-5150

Access Code: 2845391

Committee Members: Art Mack, George Davis, Joe Oteri, Dolly Syrek, Bob Giordano, Bob Walker, Dan Tarshus, Anthony Tedeschi, Bud Hollman

RCDD Supervisor: Rich Knaub

- Review/Approve June 10, 2016 Ad-Hoc Committee Minutes
  - APPROVED
- Riverwood Residents Communication contents
  - Review communication to residents
  - One suggested insert was missed. Dolly to revise and send to Ad Hoc Committee prior to submitting to RCDD and to Christine in office for blast email.
  - NOTE: RFPs were emailed to six interested parties at 9:30am 6/16/.16 by Brad McKnight at the direction of Rich Knaub and Dolly Syrek
- Assignments: Status Updates:
  - FOCUS GROUP #1: Bob Giordano, Dolly Syrek and Bob Walker. To meet with A&E to maximize the efficiencies within our campus upgrade.
    - Will be implemented when AE is contracted.
  - FOCUS GROUP #2 – Athletic Center- Bud Hollman, Bob Giordano, Dan Tarshus
    - Preliminary specifications developed
    - Would like to add 750 s/f to existing layout from Jeff Matthews View #3.
    - Meeting with equipment vendors to optimize space and equipment requirements.
    - Target completion – end of July- on Target to present finding to Committee at the end of July.
  - FOCUS GROUP #3 – Cut sheet Outside Recreation: Dolly Syrek, Joe Oteri, Rich Knaub
    - Developing preliminary specifications
    - Report and status included multiple recommendations for providing shade for the outside recreational areas. Drainage to be done under the repair and maintenance reserves for the tennis courts.
    - Bocce Ball courts to be moved and researching the best cost effective and low maintenance surfaces to be used for the new courts.
    - Provide status update -done
  - FOCUS GROUP #4 – Pool & Surrounding Area & Playground: Bob Walker, Dolly Syrek, Rita Anderson
    - Developing preliminary specification

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- Research and seek the estimates from local pool companies to add an ADA approved entry into our main pool. Perhaps it can be done on the corner which currently has a leak that needs to be repaired to eliminate the need for the portable lift we now use.
- Another alternative is to install a permanent lift at the spa area.
- Locating the lap pool in a convenient area to minimize removal of our beautiful landscaping. Cut back of existing trees and landscape.
- Focus Group #5 – Riverwood Guard House/Safety/Security – Dolly Syrek, Rita Anderson and Bob Walker will be in this group.
  - Determine members- Dolly Syrek, Rita Anderson and Bob Walker.
    - Focus Group #5 to seek the valuable input of Ron the head of security.
  - Develop Specifications
    - Location
    - School buses/car carriers
    - Guard parking
    - Turn around
    - Focal point
    - Functionality
    - Willow Bend gates.
    - Members to visit other guardhouses and take pictures.
  - Make recommendations to committee
- Additional Focus Groups?
- Focus groups are to meet and report to the Committee their suggestions.
- RFP Site Tour – June 22, 2016
  - 6 Vendors have requested RFP to date – Sent out at 9:30am 6/16/16
    - Who can participate in the site tour- Doug Campbell can attend, Art Mack to fly in to attend, Dolly Syrek and Rich Knaub and any other Ad-Hoc or CDD member that would like to attend.
    - What additional information do we need to provide the interested parties? -release any info we have from Engineers regarding the Athletic Center.
    - Group Discussion
- Do we need any actions from the RCDD board at their June 21<sup>st</sup> meeting?
  - Group discussion- Rita reminded us that we need to anything that needs CDD approval to the board 10 days prior to meeting to be included in their agenda. This will become law in October 2016.
- Prioritize next step items for discussion/resolution
  - Deferred for a later date:
  - Brainstorm ideas to improve efficiencies

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- Separate office building?
- Reduced community room size
- Multi-use - without set-up/teardown
- Next Steps
  - RFP for AE
  - RFP for Plumbing
  - RFP for HVAC
  - RFP for GC
- Jeff Satfield's project timeline
  - Deferred to later date.
  - Updated from last meeting
  - What is realistic target date for breaking ground?
- Review Jeff Satfield's projected construction cost
  - Deferred to later date
  - What's included?
- Next Meeting is scheduled for Thursday, June 23, 2016 at 10:00am