

Riverwood Activity Center Ad-hoc Meeting Minutes

October 14, 2016 @ 10:00 AM

Call in Number: 800-747-5150

Access Code: 9798720

Committee Members: Art Mack, George Davis, Joe Oteri, Dolly Syrek, Bob Giordano, Bob Walker, Dan Tarshus, Anthony Tedeschi, Bud Hollman. Present: Rich Knaub and Dolly Syrek; Call-ins: Art Mack, Joe Oteri, Tony Tedeschi and Bud Hollman

RCDD Supervisor: Rich Knaub

- Review/Approve September 22 & 29, 2016 Ad-Hoc Committee Minutes **Approved**
- Discuss/Review Construction Management Firm contract progress
 - Art/Dolly to update Ad-Hoc committee on progress of Willis Smith contract.
 - Any feedback from W-S? John LaCivita had emailed Art agreeing to contract additions our Attorney needed in the contract. Art was still awaiting a response regarding the gap in insurance coverage between the completed date and the date of the certificate of occupancy.
 - Next RCDD board meeting is October 18, 2016
 - Should the RCDD continue the October board meeting? The Board of Supervisors may not have to continue their meeting if Dolly can get the fee negotiated and wrapped up by Tuesday a.m. Dolly is to call John LaCivita this afternoon and negotiate the fee from 5% to 4.5%.
 - I'm gone from 10/25 thru 11/05.
 - I could call into a meeting if necessary Rich to call in if he is available.
- Review last meeting's discussion about 'suggested' preferences – **Art brought up a very valid point. That is: should we go over all the focus group suggestions again? Everyone agreed they felt we had it to a very good point to hand off to the AE.**

Meeting Notes: Audience member – Bob F. questioned the committee about the upgrade to the croquet courts. The croquet members would like to see the court leveled out and a normal and easy to maintain grass installed. Dolly Syrek: This would be great as it will save the RCA approximately \$16,000.00 in maintenance costs. The new surface for the croquet courts would be R & M but any lighting and canopy would be construction costs.

Art Mack: The question regarding the insurance is the gap period between the completed construction and the issuance of the certificate of occupancy. \$2M is not enough coverage.

FYI for the committee: Doug Peebles, Esq. is our construction attorney and he has done a great job even though his father took ill and passed away during the period he was involved in Art's negotiations with Willis-Smith. The Ad-Hoc Committee and/or CDD should send him a card and flowers.

Rich Knaub: Dolly when you get the fee negotiated, request and email outlining Willis-Smith's agreement with our blue lined AIA document as well as the agreed upon CM Fee%. Then we can take this to the board and get approval of the contract.

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Art Mack: Dolly should send the blue lined contract and the CM Fee % to Doug Peebles and Scott Rudicille. We shouldn't have Doug under the gun to produce the AIA document as he is in mourning. The CDD will approve when Rich provides the email from Willis-Smith and the blue lined document.

Bud Hollman: regarding Dolly's email to the committee members stating when costs will be given "Don't we know when that happens?"

Art Mack: We stated our best SWAG and according to Willis-Smith, we are high in our figures, they would be 15-20% less than we show. If it becomes greater than that, then we know we have to vote on it.

As for the Guardhouse; the costs to relocate would be the difference between demo of the existing structure and building of a new structure on the same location and the costs to build on a new site. We have to do one or the other.

Bud Hollman: How many people do we need to vote on suggested options? Art Mack- there seems to be a point of confusion regarding attendance. Attendance will be seated members and call-in members.

Rich Knaub: If we have 7 members then 4 out of 7 would be required to vote yes or no.

Bud Hollman: regarding Dolly's dates for the meeting starting in November. This does not work for the golfers. Golfers have 4 different time slots the last one ending around 4:30pm.

Dolly: It appears only Saturday will be a safe day that will not interfere with tennis or golf. We will then meet each Saturday Morning at 8:00am.

- How many committee members would we like attending the meeting to have a 'vote' on our 'suggested' preferences?
- Guard House Re-location 'Suggested'
 - Move to south side of Willow Bend
 - Close one-side of Willow Bend
 - Add security gates on Willow Bend
 - Provide guard parking and turn-around area
 - Build new guard building (Required)
 - Cost of relocating guard building will determine location
- Prioritize Activity Center Campus items 'Suggested'
 - Pool Area Upgrade (Repair of current pool will be R&M)
 - Add Therapy pool to pool area
 - Enlarge current pool, if separate therapy pool is cost prohibitive
 - Expand pool area for increased sunbathing

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- Pickle Ball Courts 'Suggested'
 - Six courts with fencing
 - Install conduit for future lighting, if lighting is cost prohibitive
 - Install lighting for courts
 - Install sound suppression for courts
 - Cushioned court surface is optional based on cost
- Multi-purpose recreational court 'Suggested'
 - Used for basketball, volleyball, badminton and shuffle board.
 - Additional pickle ball courts or recreational tennis court
 - Cost/affordability will determine when constructed
 - Minimum slab size is 60' x 120'
 - Install conduit for future lighting
 - Cushioned court surface is optional based on cost
- Bocce Ball courts 'Suggested'
 - Install (3) new, low maintenance courts
 - 10' x 60' preferred size
 - Concrete borders with crushed oyster shells
 - Install lighting if affordable
- Activity Center remodel/expansion
 - Add arts/craft room 'Suggested'
 1. Add a couple of sinks
 2. Natural light preferred
 3. Accommodate up to (20) crafters
 - Construct (3) or (4) fixed card rooms 'Suggested'
 1. Insure that rooms are sized properly and are ADA compliant
 2. 10 – 12 tables per room
 - Large Room required for RCA, RCDD, and neighborhood parties/meetings
 - Enlarge building to add elevated stage with back stage area and additional seating/storage. 'Suggested'
 1. Seating capacity of large room at least 350
 2. Dance Floor
 - 1,000 sq. ft.
- Office remodel
 - Leave in current building 'Suggested'
 1. Redesign/remodel current office area
 - RCDD Offices
 - RCA staff offices
 2. Add (1) or (2) conference rooms for RCA staff

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3. Add 1600 sq. ft. meeting room for RCA/RCDD monthly meetings and movies.
 4. Library and puzzle area remain in building?
 5. Pool Table?
- Move offices to Activity Center building? (If existing structure becomes Athletic Center)
 1. RCA Staff offices
 2. RCDD offices
 3. Conference/meeting rooms
 - Tiki Bar Area 'Suggested'
 - What happens to it?
 - Update/remodel if remains
 - Many planned functions, prefer to remain where it's at now.
 - Athletic Center expansion 'Suggested'
 - Build new facility
 1. Build approx. 7,000 sq. ft. dedicated fitness/exercise facility
 2. Exercise rooms, fitness and weight rooms, restrooms
 - Rebuild current office building and expand to meet fitness requirements?
 1. Expand current 5,000 sq. ft. building to 7,000 sq. ft. building and convert into a fitness/exercise facility
 - Equipment replacement
 1. New
 2. Old/new
 - Dog Park 'Suggested'
 - Move and expand
 - Additional Parking 'Suggested'
 - How many new spaces are needed?
 1. Both sides of buildings
 2. Point of use
 3. Tear out 'tree coffins'
 - Golf cart spaces
 1. Point of use
- Review /Discuss Focus Group Team Objectives and Specifications
- FOCUS GROUP #1 – Activity Center & Entertainment: Bob Walker, Dolly Syrek, Bob Giordano, and Rita Anderson
 - **COMPLETE**
 - FOCUS GROUP #2 – Athletic Center: Bud Hollman, Bob Giordano, Dan Tarshus
 - **COMPLETE**

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- FOCUS GROUP #3 – Cut sheet Outside Recreation: Dolly Syrek, Joe Oteri, Rich Knaub
 - Objectives
 - Specifications
 - FOCUS GROUP #4 – Pool & Surrounding Area & Playground: Bob Walker, Dolly Syrek, Rita Anderson
 - **COMPLETE**
 - Focus Group #5 – Riverwood Guard House/Safety/Security: Dolly Syrek, Bud Holman, Rita Anderson, Bob Walker
 - **COMPLETE**
- Next scheduled meeting is for Friday, October 20, 2016 at 10:00 am