

**MINUTES SAVOY FACILITIES COMMITTEE**  
**November 8, 2010**

**MEMBERS PRESENT:** Dina Lareau, Chair; Toby Kaulkin, Bea Elden, Peter Fanning

**MEMBERS Absent:** Kim Blackmore (Excused)

**SAVOY STAFF:** Bill Veal

- I. The Minutes from the April 15, 2010 meeting were approved by consent.
- II. Review of Budget Requests. The Board of Directors, at the recommendation of the Finance Committee, approved the following items for purchase by the FC.
  - A. Repair of drapes in the 3<sup>rd</sup> Floor meeting room. Bill Veal will call M&M for a repair quote/consultation.
  - B. Repair electronic ignition system on the Dacor Outdoor Grills. Bill will call Mullet Co., a certified Dacor service center.
  - C. Trash containers at each of the entrances from the garage to the 1<sup>st</sup> & 2<sup>nd</sup> floor lobby areas, as well as a second container for the kitchen area. Bill will call the County to obtain recycle bins for the kitchen area which will be stored in the second floor storage/supply area off the party room, as will the second kitchen trash container, when not in use for scheduled events in the party room. Dina and Toby will acquire trash containers at the store(s) of their choice.
  - D. Purchase a flat screen TV for the Guest Suite and investigate/purchase appropriate shelves to for the TV's in that area to be at a more comfortable viewing height.
- III. Landscaping Subcommittee Report

Bea Elden reported that the Fall planting has been completed. Tree trimming has as yet has not been scheduled. Bill Veal still needs to obtain two additional bids for this work before a company is selected to achieve this work.

Bea and Dina reported that there is still a problem with the present landscaping company in that communication from the Savoy Committee and management to the supervisory personnel of West Coast is not being passed on to the workers responsible for the landscaping. This has been an on-going and frustrating problem. Furthermore, the quality of the plants used for planting has routinely been poor, and the unavailability of plants from the vendor used by West Coast has caused serious delays and unacceptable changes to the planting schedule. Based on these concerns, the Committee agreed that the process should be started to determine if another landscape company would better meet the needs of the Savoy. Bill will provide a template/protocol for contract and scope of work details to make the

committee's work more consistent as they investigate the abilities of other landscaping companies.

- IV. A concern has been expressed by the Board concerning the condition of the table surfaces in the 3<sup>rd</sup> floor party room and has asked the Facilities Committee for review and a recommendation. Bill will aid the committee by contacting a furniture restoration person who he knows certain Savoy residents have used with satisfactory results. A recommendation, including estimated cost, will be developed by the Committee for Board consideration.
- V. The Committee agreed to pursue installing draperies or other coverings for the upper most panels above the front door entranceway to reduce and/or block the intensity of sunlight coming into the lobby area. Bill Veal has agreed to measure the windows the next time he has the mechanical lift out to do work in the lobby so that an estimate can be obtained.
- VI. After much discussion, the Committee decided to inform the Board that the deplorable condition of the second floor garage floor surface needs to be addressed. The Committee agreed that because this is likely to be a very expensive item to repair and bring to the standard of the first floor garage, that the Board will need to take the situation under their control and present a scheme to the Association members that satisfactorily rectifies the obvious mistake by the Developer in allowing such a surface to be put down.
- VII. The Committee expressed concern to Bill Veal that certain of the common areas are not being satisfactorily maintained. Bill will review the "check list" with appropriate staff and make sure that all items on the list are addressed appropriately.
- VIII. The Committee encouraged Bill Veal to work with the appropriate Board member(s) and Savoy staff to assure that updates and information regarding relevant changes to concierge schedules, personnel, repairs, etc., are communicated to the Association members in a timely manner.

#### IX. New Business

- A. Bill indicated in response to a Committee member's question, that owner use of the 3<sup>rd</sup> floor entertainment areas has been responsible and utilization appropriate. He has been pleased with the owners' cooperation in most common areas, but expressed the need for some reminders to be sent to remind people about not manually trying to adjust the drapes in the fitness center, the need for safety, especially of putting all equipment away after each fitness or massage session and encouraging owners to help their guests follow the rules that are posted in this area.
- B. Bill indicated in response to a Committee member's question, Schindler Elevator personnel suggested the present elevator "nesting" plan for the

elevators when at rest. The present scheme should, and Bill believes it has, reduce the costs associated with running the elevators.

X. There being no further business, the meeting was adjourned at 10:28 A.M.

Minutes Respectfully Submitted By High Secretary Extraordinaire: Peter S. Fanning.