

*Savoy Facility Committee Minutes*  
*March 14, 2011 Meeting*

Attending Members: Dina LaReau, Chair, Bea Elden, Peter Fanning, Toby Kaulkin  
Bill Veal, Building Manager

- I. The Chair called the meeting to order at 10:05 A.M. in the 3<sup>rd</sup> Floor Function Room of the Savoy on Palm.
- II. Old Business
  - A. Bill Veal gave his report concerning the refinishing of the tabletops in the Third Floor Function Room. The Committee will recommend to the Board of Directors at its next meeting that it should authorize expenditure not to exceed \$1,375 to refinish the tabletops. Also, the Committee will recommend that the Board direct staff to schedule this work during the summer months when fewer residents are at the Savoy.
  - B. Bea Elden, Chair of the Landscape Subcommittee, is still soliciting bids for the engagement of a new landscape maintenance company. Bill Veal is still securing bids for the tree trimming which will be scheduled with the contractor whose bid is accepted.
  - C. Bill Veal reported that the measurements of the window areas proposed to be draped in the front lobby are now available. Bea and Dina will provide these measurements to the contractors identified as potential vendors to provide drapes and installation. Based on bids received Dina and Bea will make a recommendation to the Board to include the costs for this work in the 2012 budget.
  - D. The Committee asked Bill to work with the staff, especially the Saturday staff, to remove debris (leaves, fronds etc.), before they leave for the day that may gather on the walkway approach to the front door.
  - E. Bill has completed his review of alternatives available to repair the second floor garage floor and bring it to an acceptable level of function and quality. Based on Bill's work, the Chair will convene a meeting of the Second Floor Garage Committee to review Bill's report and develop recommendations to present to the Board.

III. New Business

- A. The Committee has agreed to recommend that the Board direct the Staff to contact the vendor that the Savoy uses for carpet cleaning and to arrange for Fitness Room, Library and Event Room carpets to be cleaned. Carpet cleaning should occur during a period when the fewest number of owners are in residence and between times when the Event Room may be used for special functions. The Committee discussed the possibility that the carpet cleaning could occur at the same time the tables are being refinished in order to minimize the disruption to owners.
- B. The Committee reviewed the "Party, Meeting and Media Room Reservation Form." After several recommendations it was decided to

make several minor changes and present the form to the Board for approval.

- C. The Board discussed recommending possible purchase of additional Fitness Room equipment. The Committee decided that the present equipment is adequate and additional fitness equipment would likely overcrowd the area.

The meeting was adjourned at 11:10 A.M.

RESPECTFULLY SUBMITTED BY:

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Peter S. Fanning, Secretary

The meeting was adjourned at 2:25 p.m.