

Savoy Facility Committee Minutes
May 2, 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 9:30A.M. in the 3rd Floor Events Room of the Savoy on Palm.
- II. The Minutes of the March 14, 2011 meeting were approved as written.
- III. Old Business
 - A. Bill Veal indicated that the refinishing of the tabletops in the Third Floor Events Room would take place after July 4. He will give adequate notice to owners when he has a firm date for this and the third floor carpet cleaning which will take place at the same time. The Board has approved both of these items and authorized us not to exceed expenditures based on the estimates received.
 - B. Dina will work with Wayne Lawrence (Trainer) to develop recommendations for adding, upgrading and possibly replacing some of the existing equipment in the Fitness Center. A proposal will be developed to include a budget request that will be forwarded to the Finance Committee for consideration in the 2012 budget.
 - C. Bill Veal reported that the vendor who was to do the Brick Paver replacement in the front drive cancelled and has to be rescheduled. Bill is hopeful that the pavers will be done before May 9.
 - D. The Chair reported that the Second Floor Garage Committee met and received the recommendations developed by Bill Veal. Based on the Second Floor Garage Committee's recommendation, the Facility Committee has agreed to recommend to the Board of Directors that they approve Option 1 of the attached Second Floor Garage Coating report, AND authorize Bill Veal to get bids to complete the restoration of the floor. The Second Floor Garage Committee also recommended a minimum of four pressure water cleanings of the garage floor a year. The Committee recommended that if Bill needs an outside vendor to accommodate this schedule, that the Board authorize funds to cover the expense.
- IV. The Chair reported that there have been several requests for the Facilities Committee to investigate installing Wi-Fi, if not building wide, at least throughout the Third Floor, including the Guest Suite. Also, the Committee said the installation of a landline phone in the Guest Suite for safety purposes should be considered. After some discussion, the Committee agreed to recommend to the Board of Directors that it appoint a Committee to work with Bill Veal in assessing the various options available for Wi-Fi, as well as other communication services such as Day Star, Comcast and Verizon.
- V. The Chair reported that the Facilities Committee has been requested to review the purchase of the following items for the Pool Area: 1. An outdoor clock; b. two

chaise lounges and c. a large folding umbrella on wheels. The Committee believes that except for some very short periods of time during the year, totaling at most ten to fourteen days, that there is more than adequate furniture in the pool area, and additional chaise lounges would only add to overcrowding and the potential use does not justify the expense. Also, the Committee believes that an umbrella, even on wheels, would create maintenance, and possibly safety problems, especially when staff is not on the premises to move and store during pending storms etc. The Committee recommended that the Board authorize Bill Veal to purchase a weather proof/resistant clock for the pool area, but not the other items.

- VI. The Committee discussed the feasibility of establishing a car washing area on the grounds of the Savoy. Because owners are finding a need, especially at this time of year, to rinse off pollen and bugs from their cars, and because according to the Rules of the Savoy, there is no designated area for car washing, owners have been taking it upon themselves to rinse and/or wash their cars in the street and in the circular drive. The Committee recommends that the Board again explore the possibility of designating an area such as the Handicap spot on the North side of the drive for short term use. Such a spot would have to be reserved with the concierge to accommodate handicap parking needs, scheduled move-ins, outs, etc.
- VII. Bea Elden and Dina Lareau have received bids from two vendors to install battery-operated shades in the front lobby upper windows. The Committee recommends that the Board accept the lower bid Cheryl Carol provided to install custom window treatments for the lobby for the quoted price of \$4,383.00 for 5% open mesh or \$4,274.00 for 10 % open mesh.
- VIII. Bea Elden, Chair of the Landscaping Committee, reported that a new landscaping contract has been signed with Landscape In Paradise. This company will begin maintenance and planting on May 6, and will come to the property 50 weeks per year. The cost of the contract remains as it was with the prior company at \$700.00 per month.
- IX. The Committee has recommended, based on comments from owners, that, with Board approval,
- Bill clean the pool light covers periodically as part of his regular maintenance of the building;
 - Bill power wash the second floor garage quarterly and additionally if needed. It is also recommended that the Board authorize Bill, at his option, to hire a temporary worker to assist him with this task so as not to tie up a major portion of his day for this one task.
 - Bill work with his staff to assure that the fitness center receives at least weekly cleaning of all the equipment and furnishings, including the cabinets, counter surfaces, mirrors, windows, etc.
 - Bill work with his staff to assure that the thermostats in the Common Areas are set at their proper temperatures before staff leave for the day.

- X. The Committee has learned that not all doors in the Savoy can be opened with the Grand Master Key. At Turnover, it was expressly agreed that all doors in the building should be re-keyed so that the Grand Master can be used to open them. The Committee recommends that for safety reasons the Board authorize Bill Veal to have all doors that presently are not on the Grand Master re-keyed so that they are.

- XI. The Meeting was adjourned at 10:47 A.M.

Respectfully Submitted By:

Peter S. Fanning, Secretary, Savoy on Palm Facilities Committee