

# **LANDEN MEADOWS HOMEOWNERS ASSOCIATION, INC.**

---

## **BOARD OF DIRECTORS MEETING**

**May 28, 2020**

### **GENERAL MINUTES**

The Landen Meadows HOA Board of Directors meeting was called to order by the President at 6:37pm. This meeting was held using Zoom technology due to social distancing restrictions. Board members Joey Arch, Paul D'Anello, Lori Hansen, Katherine Podrasky and Jennifer Young participated. Cedar Management's Pamela Sages was absent due to a family emergency.

Meeting minutes for the previous meeting held on April 30, 2020 were approved by the Board. Minutes will be uploaded to the Landen Meadows websites.

Installing a tankless hot water heater for the pool would require additional electrical and venting work. The Board agreed to install a tank hot water heater to replace the broken one to save additional cost. Lori will ask Pam to contact Piedmont Gas next week and schedule installation.

Lightbulbs are still needed for the lights around the pool and the light next to the bridge. Joey ordered both sets of lightbulbs during the call. In order to install, the pool needs to invest in an 8-foot A-frame ladder. The pool also needs a new hose as the existing hose is cracking. Lori agreed to purchase the ladder and the hose (NOTE: Lori discovered immediately following the meeting that the ladder was purchased last year so only a new hose is needed)

The spigot for the hose at the pool has a consistent drip. Paul informed the Board that the plumber offered to fix this when they were at the pool but there is no water shut off switch in the building. The Charlotte City water shut off in the ground in front of the pool house is stuck and can't be used. Paul agreed to cap it for now so that the new hose can be stored inside the storage room once purchased. At some point the city will need to be contacted to install a new shut off valve.

Joey mentioned that the fridge is leaking in the pool kitchen. Lori will ask her husband, Jack, to inspect this and let the Board know if there is a repair needed. Joey also informed the Board that he would be looking to step back from Board duties. The Board will fill his position, however until then Joey will continue to assist as needed.

The Board discussed reopening the Basketball and Tennis Courts. The basketball hoops will be reinstalled sometime this weekend by Lori and Jack. Once installed, this can be announced on Facebook to make homeowners aware. The new tennis court nets are in the kitchen. Paul will contact his installer and get those installed as soon as possible. Once that is done, the tennis courts will be reopened and similarly this will be communicated via Facebook to the community.

The Board still needs clarity on the playground quote. The cost of the timbers to replace the border around the playground seems high. The Board will ask Pam to set up an onsite meeting with Todd from Terra Green to understand the details. The Board also decided to place this project on hold until the fall. The Board is hopeful that more dues payments will be available at that time.

# LANDEN MEADOWS HOMEOWNERS ASSOCIATION, INC.

---

## POOL SEASON 2020 DISCUSSION

During this pool discussion, the Board was joined by Brandon from Carolina Pool Management. Brandon shared that the pool leak repairs have been completed. Brandon was asked to join this meeting to share insight and provide clarity on what the Board should and can do to get the pool open during Phase 2 with regards to rules and guidance provided by the Health Department of NC.

The first discussion was adjusting the age that a child can come to the pool without a parent/guardian. The age in prior years was not deemed acceptable by the Board as the expectations on behavior and responsibility are much higher during Phase 2. Discussion of ages ranged from 13-18. After much discussion, the Board settled on 16 years of age. Anyone younger than 16 years of age will need to be accompanied by a parent/guardian.

There are three signs we need to post at the pool entrance that deal with Phase 2 rules. Carolina Pool Management can order these. Lori will confirm to them that we would like to order signs.

Reservation system options were discussed. It was agreed that there will be time slots to sign up for and a 30-minute break in between each slot for residents to exit and lifeguards to clean. Setting up numbered tables with umbrellas will designate which area is for each household. All other furniture will be stacked and stored. Brandon shared that the furniture could not be used as there was not time to sanitize them in between guests. In addition, the straps on the chairs can be broken down by the chemicals in the disinfectant. Residents will be told to bring their own chairs. Tables and umbrella handles will be sanitized by the lifeguards during the 30-minute window between reservations.

There will be no guests allowed at the pool at this time. All signups are for Landen Meadows residents and their household only. Any pool toys or floats that residents bring must be stored at their respective table when not in use.

The Board agreed to open the pool on Thursday, June 4<sup>th</sup>. The pool will be open each day for the same hours of 10AM-8PM. There will be a signup system online. The Board will invest in a tablet/iPad for the lifeguards to use to check residents in. There will always be two lifeguards present. One will act as a gate attendant to check in residents and direct them. This guard will also oversee cleaning and enforcing the rules while the other guard is in the chair. The Board will need to provide Carolina Pool Management with specific directions for the sign-in process once it is finalized.

Pool bands will be used in addition to sign ups. All residents should have a pool band on while at the pool. Ages 16 and up will be one color and 15 and under will be a different color. The pool bands will be ordered by Katherine and arrive by June 3<sup>rd</sup>. The pool bands will be given out for the first several days the pool is open by the Board and other volunteer residents. After this, the pool bands will be handed out by the lifeguards. Directions will be provided to the lifeguards at that time.

For Phase 2 (and possibly beyond), the daily schedule for the pool will be:

# **LANDEN MEADOWS HOMEOWNERS ASSOCIATION, INC.**

---

First Session: 10:00AM-1:00PM (safety breaks from 10:50-11:00 and 11:50-12:00)

1:00-1:30 Guards will disinfect bathrooms, tables, umbrella handles, handrails, gates, etc.

Second Session: 1:30PM-4:30PM (safety breaks 2:20-2:30 and 3:20-3:30)

4:30-5:00 Guards will disinfect bathrooms, tables, umbrella handles, handrails, gates, etc.

Third Session: 5:00PM-8:00PM (safety breaks 5:50-6:00 and 6:50-7:00)

There will be two lifeguards on site from 10AM-8:00PM each day. There will be an additional guard on site on weekends from 12:00PM-7:00PM.

The guard in charge of checking residents in will be trained to explain that they will need to have a reservation. Information will be posted on how to do this for residents at the pool. This will also be communicated to residents via email, letters and social media. The guards will also be able to inform residents that have not paid their HOA dues that this will need to be done before they are able to make reservations. Any residents that reserve space at the pool without paying their HOA dues will have their reservations removed.

The Board will schedule a meeting on Tuesday, June 2 to meet with Carolina Pool Management. Brandon will bring the new pool manager. Procedures and expectations will be communicated at this meeting.

The Board set a Sunday evening deadline to get everything organized and ready with regards to pool opening. Katherine will investigate reservation system options and make a recommendation. Paul will provide the letter that other HOAs have sent out to residents concerning new pool procedures and rules. Lori will adjust and edit this letter as needed for Landen Meadows. Cedar will mail this letter out to all residents as soon as it is provided to them. Jennifer will adjust the pool rules and make additions and changes as needed before the rules are posted and shared with the residents.

The Board may need to schedule an additional Zoom meeting to finalize all items for the pool prior to opening. This will be decided later and until then all communication will take place by email.

The meeting adjourned at 8:50PM.

Katherine Podrasky

Secretary, Landen Meadows Board of Directors