

**DRAFT**  
**MARIN TENNIS CLUB**  
**MINUTES OF HOUSE AND GROUNDS COMMITTEE MEETING**  
October 4, 2017

We did not conduct a walk around at this month's meeting.

**Chair Diane Fass called the meeting to order at 5:20pm.**

**Also Present:** Ron Pejooch, John Honey, Katharine Fisher, Molie Malone, Jeff Kent, Eduardo Madueno, Chris Horne and Board Liaison Aric Clark

**Absent:** Randy Tugaw

**APPROVAL OF MINUTES**

Committee approved the minutes of the September 6, 2017 meeting. (7-0)

**BOARD UPDATE by Aric Clark**

Work on the club's financial tracking and installation of club automation software is continuing, we are looking forward to the new system being able to do three main things: 1) Point of Sale system for all purchases, 2) Provide itemized charges on member billings, 3) Track and bill for quarterly food/beverage minimums. We do not yet have a date for the planned roll out, but should be early November.

Discussion about Maintenance Budget items vs Capital Expenditure items. These are things that are going to be tracked and dealt with as separate issues going forward, as more clarity is needed to determine which category each project will be approved from. Examples: 1) The pole painting at Courts 5,6,7 – When is it in the schedule to be painted? Can we accelerate the performance of a maintenance item? 2) Painting the fence around the pool and getting a new wind screen for esthetic enhancement. 3) Courts 8 & 9 – repainting of court surface may be accelerated to match other courts. Check on the date for when it is currently scheduled.

All committee budgets are still being frozen for the time being, due to the uncertainty of the real data that the club currently has. The Board will be meeting tomorrow night.

**MANAGER'S REPORT by Chris Horne**

**Reusable cup project:**

- The reusable plastic logo cups are in and will be distributed liberally to members and guests. The cost savings will more than make up for the cost of reusable cups, and the logos will be good marketing for the club.

**Window cleaning:**

- H&G approved window cleaning, to be contracted for \$700 from Cristian.

**Completion of Courts 5,6,7 Lighting:**

- All is complete except the Glare Guards and final lighting adjustment. H&G agreed that upon presentation of the final invoice, the GM will reserve 10% until completion of punchlist by Regreen.

**OTHER COMMITTEE BUSINESS ITEMS**

**Jeff Kent:**

- To address the issue of lighting safety for Courts 5,6,7 in the quickly approaching winter months, Jeff will start working on a plan for low voltage pathway lighting at the paths and stairs heading to the upper courts. The rough cost to implement will be +/- \$800.

**Patio furniture cushions:**

- The cost to replace the cushions on the outdoor patio furniture will be \$3,000-\$4,000. Four of the patio cushions were washed, but the stuffing and zippers are falling apart, so the only solution at this point is to buy new cushions and covers. H&G to decide.

**Long Range Architectural Plan:**

- Diane will be presenting to the Board at tomorrow night's meeting. She will discuss the entire process that we went through to select and recommend using BAR Architects to contract with MTC for an Architectural Long-range Master Plan.

**2018 BUDGET "WISH LIST"**

We discussed the items that were presented by the H&G members, and decided that the main priorities were to be: 1) Men's Locker Room and 2) Architectural Long-range Master Plan.

**Meeting was Adjourned**