

# **Marin Tennis Club**

## **Minutes of House and Grounds Committee Meeting November 1, 2017**

Chair Diane Fass called the meeting to order at 5:14 pm.

**Present:** Ron Pejooch, Katharine Fisher, Eduardo Madueno, and John Honey.

Also present: Board Liaison -Aric Clark

Absent: Jeff Kent, Molie Malone, and Randy Tugaw.

**Approval of Minutes:** Committee approved the minutes of the October 4, 2017 meeting (M/S/C Fass/Madueno / 5-0).

**GM Report:** Chris Horne was absent due to an illness, however he submitted the following progress report:

[General Manager's report House and Grounds committee 11/1/2017](#)

### **Maintenance & Projects:**

- **Plastic tub removed by owner from the men's spa area**
- **Deep cleaned fitness center. Scheduled regular cleaning for this area**
- **Replacing exterior light fixtures that are not operating**
- **Reset court light clocks for court 1 to allow for early morning play**
- **Added mouthwash and combs with a new clean container in the men's locker room.**
- **Scheduled clubhouse window cleaning with Cristian second week of November**
- **Reassigned William to handle all ordering of janitorial and paper supplies**
- **All pools are operating efficiently now since our staff is trained on what to do.**
- **Had to have a water line repaired to the water heater for the locker rooms that had cracked. Cost was \$1200**
- **Ice machine fitting needed replacing due to a leak so machine was down for 24 hours this weekend. Repaired and back in operation.**

## To do:

- **One of the ovens in the kitchen is not operating. Need to have it diagnosed and repaired.**
- **Ansel system in kitchen is up for re-inspection. Contacted Firemasters**
- **Set up new POS hardware in café and front office in preparation for going live with our new Club Automation software on November 31**
- **Getting a bid on replacing the windscreen on the back fence of court 7.**

It is the committee's position that the "Comb Container" in the men's locker room does not meet the standards for the (Board of Barbering and Cosmetology) and should be removed.

**Board Update (Aric Clark):** Joan Corbett is leaving the club.

Official nominating committee will be looking for new members.

POS system: Big changes coming Nov 30.

Board is making progress on financials -incorporating more detailed chart of account.

Membership is up at 312.

- Katharine Fisher expressed concerns to Aric Clark about lack of staff and inconsistency of service for membership.
- Committee suggested "the new membership incentive program" should be advertised to the members for their uniform understanding of the club promotion.

## **Court 6 Patio / Lighting / Winter Maintenance:**

Jeff Kent is working on the pathway lighting project.

Need a "dual trash container" on Court 6 patio.

Court 6 patio "cushions" need to be stored under the bar and covered with tarp, nightly when rain is expected.

## **Architect Long Range Plan Update:**

A presentation on this subject by Diane Fass to the Board was enthusiastically received. However, due to the budgetary constraints, this project is postponed to 2018. Diane Fass in her email to David Israel of (BAR) reiterated the Board's commitment to move forward with this project in 2018.

**Pool House Exterior Siding:** On hold.

**Pool House Storage Cabinets:** Not done –GM to follow up.

**Club House / Locker Room Termite Repair:** On hold.

**Uniforms / Nametags:** Committee discussed issuing nametags to the employees. GM to follow up.

**2018 H&G Budget Priority Proposals:** Diane Fass to forward report to Aric Clark.

**Other Maintenance Concerns:**

- “Mismatched color” towels in Men’s locker room needs to be addressed.
- Exterior light fixtures (walkway to locker rooms) are filled with bugs and need to be cleaned.
- Need a “Suggestion Box” at the front desk.
- Igloo water jugs need new spigots.
- Need new ice tubs. Existing ones are about one year old and already have evidence of rust on them. On hold.
- Plastic cups: committee likes to be involved in the selection of the cup design next time around.

With there being no other business, the meeting adjourned at 7:00 pm. The next regular monthly meeting is scheduled for **Wednesday December 6, 2017 at 5:30 pm, with the maintenance walk about at 5:00 pm.**

Respectfully Submitted,  
Ron Pejooch