

**Assateague Pointe Board of Directors
Special Meeting
January 18, 2003
9:00 a.m. In the Clubhouse**

The Special Board of Directors Meeting was called to order by President Joe McGee at approximately 9:00 a.m. Held in the Clubhouse. Board Members present were Joe McGee, President; Vince Castelli, Vice President; Troy Purnell, Treasurer; Elaine Davidson, Member at Large; Wendy Anspacher, Recording Secretary was taking the minutes. Vince Miller, Secretary was unable to attend.

This meeting was called to go over the contracts for paving and the pools and to ask any questions the board may have for each of the contractors.

Rocky Harrison of Rocky Harrison Paving was scheduled for 9:00 a.m. He was unable to make it due to an illness.

Richard Mills from Roadrunner Enterprises was next on the agenda scheduled for 9:15 a.m. and Joe asked him to go over his contract with the board and then we will ask him questions. Vince Castelli asked what kind of warranty he offers. Does he warrant against cracks and holes. Richard stated there are no guarantees against cracks, just holes. Richard will use tar & chip in any cracks that may occur. He uses 9.5 hot mix which is state approved. The new asphalt can be laid over our existing tar & chip road now, which does provide a good base. He will do tack-coating on the edges of the roads to insure proper sealing. He wanted the board to know that he will lay his bituminous concrete to a full 2" (after compaction). Vince Castelli was concerned about drainage. Richard noted that you will now be raising the road surface 2", which will drain into the sides of the road and unto the properties. He will also re-stripe and replace the speed bumps. Vince Castelli asked if he will use the reflective paint to re-stripe. Richard said will check into getting the paint, he was never used it before. Troy noted that the road is now 24' wide, he would like a price for widening the road to 26' which will help correct the shoulders and the problems we are having with them. Richard also stated that he will maintain the road for 3 years. In regards to the pool parking lots, Richard noted that the Clubhouse lot needs to be graded for better drainage, his only answer to this is to install pipe drains. He will not guarantee 100% drainage but can get it around 90%. This would be a extra expense though he will take care of any extra base we may need. He will charge \$2.00 sq. ft. for the driveways. He will also need to do 10 driveways at a time. He also would like the owner of the driveway to be there the day the work is to be done and he will need paid that day. He would like a schedule of owners for the driveways which is not a problem. He would like to do all the roadways and parking lots first. To do all the work, it will take approximately 3 weeks total. That includes all the grading, etc. He also asked payment to be made upon completion. He would plan on starting the middle of April and be done by May 1, weather permitting.

Troy then noted to the board members that we should consider doing the easements into each driveway. After some discussion, they decided that we should paved all the easements. They spoke to Richard about the extra cost, which Richard stated that it would be \$2.00 sq. ft. We figured the easements were approximately 3' x 20' into each

driveway or 13' x 20' from the center of the road. Richard noted that he would answer to the board only, not to the owners when it came to the easements, etc. He also mentioned that he would clean up any loose debris, etc. that was left. He would also feather down at any existing road and come back with tar & chip to fill in if needed. Joe thanked Richard for coming and told him we will get back with him regarding the boards decision.

Gary Pusey of P&A Paving was scheduled next on the agenda. Joe again asked him to go over his contract and the board will then ask any questions they may have. Gary noted that they have a standard 1 year warranty which includes holes and cracks. He also stated that if they do their job right we shouldn't need any repairs. His price did not include the grading of the shoulders. He felt that in time they will fill in. His price was for a 24' roadway, so again the board asked for a 26' wide roadway to correct the shoulders. Gary stated we should go with the \$2.25 sq. ft. price to figure on the additional cost for the driveway easements. As far as the pool parking lots, he will try to achieve a 1% slope. He added that any line striping on the lots would be an additional cost, as that was not included in his price. He noted that it would take approximately 3-4 days to do all the prep work and 2-3 days to do the actual paving. He will also try to have all the work done by May 1, weather permitting. Joe asked Gary what his policy on payment is. Gary stated that he will ask for 1/2 down upon acceptance and the balance upon completion. Joe also asked Gary if he would get back to us with the cost to grade the shoulders up to the new surface. Gary also stated that he would like to do the driveways and entrances first, then do the roadways. Joe thanked him for coming and asked that he get the revised price back to us within the next couple of weeks. John Jarvis and John Terry from Atlantic Aquatechs (pool company) arrived next. Joe again asked if they would go over their contract with us and then we will ask questions. John Jarvis stated that they changed the hours of the lifeguards to accommodate us. They will have the lifeguards coming at 9:00 a.m. to clean the pool prior to the pool opening at 10:00 a.m. Joe noted that the pool cleaning was a major problem last year and he would like to see that problem resolved. Joe also noted that John needs to revise the hours on his bid. We also will be having the midnight swim at the Rec. Center this year (as we alternate pools every year). John also mentioned that in the clubhouse we need to replace the filter system. He has done all he could last year to keep it running, but it is to the point where it will need replaced. He suggests we get the new DE filters that are NSF listed. Joe would like a price from John to replace the filter system. Troy noted that he has had a price from John to do this and feels this should be done right away or as soon as the weather will allow. Joe also stated that he wants to make sure that the pools are open the time and day we say they are, not two hours later. He said he knew this year when he pulled into the community the pools would not be opened, because the pools still had not been filled with water. Joe stated that you need at least one full week to fill up the pools. Joe wanted to emphasize that on Saturday of Memorial Day weekend at 10:00 the pools better be opened. John continued stating that the lifeguards are going to be responsible for back washing. If we get the new filters and system the back washing won't be a problem, like it is now. Joe also would like John to double check his price, Joe thinks the bid has increased considerably since last year. Joe wants to make sure this is what John is quoting and

asked that we have the price within the next two weeks. Joe then thanked John and John for coming.

Don Nichols of American Paving was next on the agenda. Joe asked if would go over his contract with us and then we will have some questions for him. Don stated that he will warrant the work done for 1 year. He also showed the board some pictures he had taken of the Clubhouse and Rec. Center parking lots. He noted that he came out and shot some grades and that both are in need of some drainage work to insure the proper drainage needed once the paved surface is put on. At the Rec. Center, he suggests that he would install a catch basin at the northwest corner and pipe under the roadway to the pond across the street. At the clubhouse, we already have drains, he will grade and slope the paved surface to swale the water to each of the drains. On the west side will be more of a challenge, since the lift station is in the middle of where the water will be swaled to reach the drain. He will not guarantee 100% drainage, but will make it a lot better than it already is. He would like to do this work shortly to allow for settling before the surface is to be paved this spring. All of this work is included in his bid. Joe mentioned that the board decided this morning that we need to do all the easements on Assateague Way and asked Don what price he would charge per sq. ft. for that. Don stated that to do the easements would be the same he charged for the driveways, which is \$1.44 sq. ft. Joe also would like Don to reconfigure his price for widening the road to 26' to correct the shoulders. Don also mentioned that after the prep, it should only take 2 days to do the paving of the road. He would like to allow 3-4 weeks lag time before doing any driveways, because of the heavy equipment that will be on the roadway and the fact that he will have 42 seams going down Assateague Way for each driveway, which he doesn't want. Joe asked Don if he would have a problem with a 10% retainage. Don stated he did not and also let the board know that his company works for the county and state if we would like any references. He also noted that his company owns the asphalt plant so he is not dependent on anyone. He also sees no problem with getting the work done by May 1, weather permitting. Joe thanked Don for coming and asked if he could get a revised price to us within the next couple of weeks. Scott Wicks from American Pool was the next contractor on our agenda. Joe mentioned right away that Scott would need to revise his price for an additional guard at the clubhouse. (40 hours). Scott stated that in March they do a quick overview to see what the pools will need as far as parts, etc. to get them ready. When they do their summarization, they have the health inspectors come out and make sure everything in compliance. They supply all their own guards and would suggest that the guards meet with the board prior to the pool openings. They do have special rules they have for their guards, but if meeting with the board prior, we can add any rules we may have. They also train in-house for the Red Cross Certification. They have a mandatory course the lifeguards must take and pass the test of how they are to conduct themselves, etc. They also do a field report at least twice a week during the season. We would get a copy of this sheet which has a place for us to write any feedback we may have. Vince Castelli asked who was responsible for cleaning the pools. Scott noted that the lifeguards are responsible in season. It was noted that the guards would have to be there earlier to ensure the cleaning was done for the pools to open at 10:00 a.m., not start to clean at 10:00 a.m. Scott noted that when the lifeguards arrive to work, they will be asked to immediately use the pay phone and call into the their office. This works as

their "time-clock". This will let the supervisors know if a lifeguard has not showed up in time to do their cleaning, etc. and allows them to get someone there ASAP. Vince also asked if they can supply filters, parts, etc. that may be needed. Scott stated that they have all parts, etc. in stock for the season. Vince also asked Scott if we need to lock in the contract for 2 years as noted on his bid. Scott stated that was just an option. Joe stated that cleanliness of the pool was his top priority. He also wondered what their turnaround time was if for example a step breaks on the ladder. Scott noted that they keep ladders in stock and would have it replaced that day or no later than the next day. He also would suggest getting the aluminum ladders in place of the plastic ones. They tend to last longer. Scott also noted that all of their personnel from the president on down are all certified lifeguards. Joe asked what their policy of the lifeguard sleeping is. Scott stated that if a guard is caught sleeping, it is immediate termination. Scott continued stating that all lifeguards are required to wear their uniforms on the job which is supplied by Scott. Joe let Scott know that if they get the contract, Joe will let Scott know if there are any problems. Scott stated that wants to keep an open communication with all board members and the front office. Vince Castelli wanted to know what their outlook for staying in business was. Scott stated great and asked that we take a look at their web site. They have been in business since 1997. Joe stated he understands that Mystic Harbor is one of their customers. Are they still? Scott noted that this is the time of year in which all negotiations are taking place and they are under negotiations right now for continuing their contract. Joe wanted to know if they had any problems with Mystic Harbor. Scott answered, not that they couldn't take care of. Vince Castelli asked according to Part 15 of their contract, will they notify us if any work is to be done, prior so that we may have the chance to get in our own contractor if we choose. Scott stated yes, and that they will supervise any work that will be done if we choose to let them do it. Vince also wanted to know if they have qualified people to do maintenance work. Scott stated that they do, they also have all parts in stock for repairs. He also noted that the chlorine and pH Balanced chemicals are included, the sodium fluoride is not included and would be an extra. Joe stated that he would like to have Scott get the revised price to us making sure he adds the additional hours and extending the contract for one extra week. Vince also wanted to make sure he gives us a price for repainting and sandblasting the pools. Scott stated that they will not charge us to do a inspection of the pools, etc. (weather permitting and as soon as the snow melts). He also noted that we have an alternative to painting the pools every year. It's called White Coating, it's put on with a trial and has a smooth finish. Scott showed us pictures of the process. Scott noted that 2 years of painting pays for 1 year of sandblasting and the white coating which will last several years. Eventually the chemicals will wear down the coating. It doesn't chip off like the painting does, we will see some mobile dust in time. Scott also suggested we get pools covers, which will help protect the pool and eliminate having to fill the pool fully every year. Joe asked Scott to give us a price for that as well. Joe then thanked Scott for coming. The board then had a brief discussion. Elaine Davidson stated that American Pools seem to emphasize their lifeguards as their biggest issue, where Atlantic emphasizes service on equipment. Joe noted that he also was leaning toward American pools, he also liked Rich from Roadrunner Enterprises for paving, but after seeing the presentation from American Paving, was leaning toward them as well. But he would

wait till all the revised pricing came in to make his decision. Vince Castelli asked Joe if we could put spacers at the easements (like expansion joints in concrete). Joe felt that it would probably break off. Joe also noted that he felt the board needed to get together again in February to go over all the revised pricing. Looking at the calendar, it was decided that the board would meet on February 15, 2003 at 9:00 a.m. and at that time would also go over the property managers contract, the entrance gate proposal, and the gas prices, as well as the revised pricing. Meeting was adjourned at approximately 12:15 p.m.