

**Hunt Valley Swim Club
Board Meeting
November 20, 2008**

The meeting was called to order at 7:00 p.m. at Hunt Valley Elementary School.

Present:

John Morgan	Manny Pablo
Carl Ericson	Donna McCraith
Kurt Lorenz	Bert Mayer
Greg Redick.	

Absent: Mary Chasteen, Dave Poirier and Kerry Maxwell.

Minutes: The minutes of the October 16, 2008 Board meeting were read and adopted.

Old Business:

Carl Ericson, Buildings & Grounds Chair, submitted a draft Invitation for Bids for the Swim Club Renovation Project for discussion. A thorough review of II. *Detailed Item Description* resulted in further clarification of the scope of the project and identified necessary product specifications (e.g. for sinks, toilets, showers, hot water heater) for Carl to include in a final draft. This will ensure that all bids received from interested contractors can be compared to each other since they all use the same specifications. The final draft will be distributed to the Board electronically prior to release to potential contractors. A Bid Proposal Evaluation check sheet will be developed so that when the board meets to select the winning contractor, it will have a tool to review how each bidder met the requirements. John will give his set of keys to Carl for access to the bathhouse.

The Board established a timeline for bid process and project completion:

November 24	Board deadline to submit additional information to the B&G Chair for inclusion in the package
November 26	B&G Chair distributes Invitation for Bids document to list of Contractors
December 6	Mandatory Pre-Bid meeting with prospective bidders at 9:00 a.m. at the pool (board members are invited to attend)
December 10	Contractor deadline to submit questions on project scope to B&G Chair
December 15	B&G Chair provides answers to all contractor questions after receiving Board input
January 5	Bid Due Date

January 15 **Board meeting to select winning contractor for Swim Club Renovation Project (Hunt Valley Elementary School @ 7:00 p.m.)**

February 1 Anticipated Project Start

March 30 Anticipated Project Completion

New Business:

John Morgan reported that Dan Feldman of Russell Insurance Group has requested an updated Statement of Values for insured property on premises. Currently these include the Bathhouse and Pump room as well as their contents, the Pavilion, Shed, Pipes, Fences and Deck. Mr. Feldman suggested increasing the values by 5% to keep pace with inflation or current construction costs. John will make the suggested adjustments offered by the Board and respond to the insurance company.

Some members have been trying to contact the board by leaving a message on the pool phone line. The website directs members to the phone number; however, when they call the answering machine is full and won't allow another message. It was decided that the best communication with a board member is through email and the website will be changed to direct members to leave a message that way. The membership chair will be the contact person for any questions about pool memberships.

Committee Reports:

The Treasurer's Report indicates a checking account balance as of 10/31 of \$14, 374.71 and CD balance of \$112,327.41 A new signature card will be prepared to include Greg Redick (Treasurer) and Mary Chasteen (Secretary).

Kurt Lorenz received a letter from Fairfax County Health Department reminding us that the new law requiring twin drains for community pools takes effect December 176, 2008. Kurt advises that we are in compliance.

Bert Mayer announced the passing this week of Lynn McNamara who was a longtime pool member, swim team coach and, until most recently, a board member. There will be a church service on November 24 at Ft. Belvoir chapel and burial following at Arlington Cemetery.

Next Board Meeting:

Thursday, January 15, 2009 at 7:00 p.m. at Hunt Valley Elementary School

There being no further business for the board, the meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

John Morgan