

DOCUMENT COMMITTEE MEETING

Date: January 22, 2014 Posted: 1/10/14

Time: 1 PM

Roll Call: Present- Les Remington, Mike McBride, Gary Zizzo,
Sally Hadden, Becky Werner, Mgr. Gina Furdella
Absent-Howard Ray

Old Business

Discussed items that did not pass at annual meeting. Review them for future vote next annual meeting with maybe wording changes needed to see if they can then get passed.

New Business

Rules and regulations; Changes

Item 10: remove the name of carter, just leave phone number.

Item 19: change hours prohibited from 11:00PM to 7:00AM.

Item 22: Billiard & exercise hours from 7:00AM to 11:00PM.

Item 23: Tennis court hours 7:00AM to Dusk.

Item 27: Remove sentence "Users will be issued a key which must be returned to the office immediately after activity."

Add: WIFI is available for owners and guests in social room at your own risk.

There was discussion about the Employees Handbook. It seems there are several different ones in use. It was agreed that there should only be one handbook and that should pertain to all employees and will contain basic Language. Job descriptions will be done for each employee and will be accepted by the employee along with handbook and a copy will be placed in employees file. The new handbook will be worked on and presented to the Board for approval. Mgr. Gina will work up the job descriptions for approval.

There being no other business the meeting was adjourned at 3 PM.

Your truly,

A handwritten signature in cursive script that reads "Les Remington". The signature is fluid and elegant, with the first name "Les" and last name "Remington" clearly distinguishable.

Les Remington
Chairperson