



## RAC HOUSEKEEPING COMMITTEE MINUTES

Wednesday - November 11, 2020

Meeting called to order at 10:06 A.M. - Quorum Present

Members Present: Bill Turcotte, Chairman; Martha Alanis, Housekeeping Manager/Freedom Plaza; Emmy Puga/Housekeeping Manager GVT; Joyce Nicholson; Jean Bonhaus; Martha Cummings; Diane Fraind; Eileen Robbins; Ann Bohachek; and Linda Atkins.

Absent: Doris Bowyer; Patricia Whiddon; Barbara Winter; Philip Bethea; Diana Parish; and Vera Chapman.

### New Business:

Vacancy in membership representative for all Common Areas, Restrooms and Pool. Suggestions and referrals from any member &/or Martha Alanis are welcomed.

New Maintenance Committee “assignment contact list” provided to Bill Turcotte for maintenance issues spotted by Housekeeping Committee members during their monthly inspections. This new form of reporting issues was discussed, voted on and approved by all present. All future maintenance issues are to be forwarded directly to the named party on the provided list for any issues noted for that particular area (see attached list).

As occurred last year, this year it was presented that we skip the Housekeeping Committee Meeting for the month of December due to holiday schedules. It was voted upon and passed again for this year. However, all representatives are to complete a December inspection report and forward to Martha Alanis.

Old Business: Monthly November inspections reports were discussed with Martha Alanis. Overall general consensus was that Martha Alanis and her staff were doing a very good job, especially in light of the fact that she is missing staff members at present.

Meeting adjourned 10:44 A.M.

Next meeting: January 13, 2021, at 10:00 A.M, 3<sup>rd</sup> floor Club Room

Prepared by and respectfully submitted by:

*Temporary Secretary, Diane Fraind*

9/3/2020		<b>2020-2021 Maintenance Committee Area Assignments</b>
<b>Member</b>	<b>Area</b>	<b>Main Building (1010)</b>
Richard Meredith	1	B & C Wings: 1-7 Floors, halls, hall bathrooms, trash rooms & all B/C stairs
Tom Hart	2	D & E Wings: 1-7 Floors, halls, hall bathrooms, trash rooms & all D/E stairs
Marty O'Neill	3	All (6) Dining Rooms, salad bars, hallways + Grille including exterior doors
Sandra Fleming	4	Atrium, 1st floor bathrooms, 2nd, 3rd, 4th floor ctr sections
Al Hurlbrink	5	Plaza pool and locker rooms, and fitness center.
Sarah Jones-Chambers	6	All elevators. Plaza Building exterior incl exit doors
Bob Cobe	7	Covered parking, visitor parking, golf cart parking, and call boxes
Jerry Titsworth	8	Auditorium, stage, lighting, stairs, furnishings, furniture.
		<b>GVT &amp; Other Buildings</b>
Jean Aronson	9	GVT Buildings 5 & 6 and Nature Trail
Bob Youngblood	10	GVT Buildings 7 & 8 plus GVT entrance road area
Tim Broad	11	GVT Buildings 9 & 10
Doug Atkins	12	GVT Pool & Fitness Center, Gazebo, Plaza Club/Plaza West exteriors
		<b>Other Areas</b>
(Club Chair people)		Tennis and pickleball courts.
		<b>Landscaping Around Our Campus</b>
All		GVT sidewalks, street, benches & landscaping, non-GVT water areas
All		Landscaping, trees, sidewalks, and benches surrounding Plaza Building
All		American Eagle Blvd, grass fields, benches, trees