



ADMINISTRATIVE SERVICES COMMITTEE MINUTES September 12th, 2024

Call to Order: Chairperson Carol O'Brien called the meeting to order at 2:30 PM.

Members Present: Lorraine Brantner, Ron Carter, Larry Chambers, Bill Ciota, Ardetta Isler, Emily Lahti, Carol O'Brien, Al Roberts, Charlene Roberts and Kris Delano

Members Absent: None

Administration: Jeff Dickerson, Director

Other Residents Present: None

Quorum/Approval of Minutes: A quorum was present. The meeting agenda was approved, and the August 8, 2024 minutes were approved by unanimous email vote.

Transportation:

- We have 6 buses. Currently 5 are down for repairs.
- The chain for the ramp is broken on bus 211 and has been taken out of circulation until it is repaired. The chain has been ordered through A&J Mobility. Repair should be scheduled for early during the week of September 16th.
- Bus 15, a 36-passenger bus appears to have been damaged in some sort of accident. The driver is no longer with us.
- The ramp on bus 32 failed on the morning of September 12th.
- The serpentine belt broke on bus 231 (18 passenger) and the secondary compressor also failed.
- Also, the ramps for 231 and 32 will be resurfaced with non-slip materials.
- Ford Transit #112 has been deemed a total loss. The housekeeper drove it through a flooded area behind Plaza West and the van took on water inside the engine. The insurance claim should yield approximately \$23 Thousand.
- Management is still planning on selling the Ford Transit 31 (the door is sticking and the is a brake problem) and Bus 15 (36 passenger). Proceeds of the sales will go towards replacement vehicles.

Safety:

- Safety inspections are due this month with a focus on FP, PW/INN, AL/MC, PRO SHOP and PLAZA CENTRAL.
- Walkers and scooters at FP.
 - Motorized scooters parked in the stairwell sometimes block the door. There are frequently as many as 3 or 4 motorized scooters and wheelchairs at these locations.

- When the stairwell is full of motorized scooters, residents park them in the walker room. This makes it very difficult for residents to retrieve their walkers.
- When both areas are full then residents park their scooters in the atrium, grille seating area near coffee pots, and outside the front entrance area.
- There was extensive discussion among the committee members with a general consensus that the problem is a structural/architectural problem and should be addressed in the next capital budget.

Front Desk

- Resident parking assignments have been turned back over to Renee in Marketing. She will take new resident, move-up, and current resident assignments. Security will have a copy of the parking assignments to assist in the event she is not here.

Committee members expressed concern relative to adherence to the waiting list of current residents who would like to move up. When closer parking spaces become available, the next person on the waiting list should be granted an opportunity to move-up. There was a general expression of concern that marketing may have a greater interest in using closer parking spaces as part of a sale to a new resident i.e. new residents may “jump the line”. New residents should be assigned the more distant parking spaces and put on the waiting list with the rest of the residents.

- Renee will also assign stand-up lockers and golfcart parking spaces.
- The Front Desk will continue to handle security issues with parking.

New Business: Emergency phone numbers that can be used to reach the front desk are as follows: 813-642-1272 or 813-642-1222. These numbers are in addition to the current front desk number and can be used by Alexa devices.

Next Meeting: Thursday, October 10th, 2024 at 2:30 in the Clubroom.

Adjourned: The meeting was adjourned at 3:10.

Respectfully submitted,

Kris Delano