

**Tuckahoe Recreation Club**  
**1814 Great Falls Street**  
**McLean, VA 22101**  
**(703) 356-1205**  
[www.tuckahoe.net](http://www.tuckahoe.net)  
**Tuckahoe Board of Directors**

**MINUTES**

**Date:** February 20, 2024

**Time:** 7:00 PM

**Place:** Tuckahoe - Board Room

**Board Members Present,** Brendan Bayer, Cindy Dobbins, Kristin Gorelik, Matt Kelly, Scott Lisman, Hiranya Maru (via Zoom), Nick Metcalf, Lauren Wilson, Ana Florez, Keith Bretzfield, Monika Sibert (via Zoom), Ratih Sudharto

**Board Members Absent:** Hilary Scherrer, Mike Thomas (past President), Chris Bassler, Nathaniel Glasser, and Chris Zochowski

**Officers Present:** Ed Cho (President), Bert English (Vice President), Brian Hult (Treasurer), and Monica Winthrop (Secretary)

*Meeting called to order at 7:01 PM at Tuckahoe by the President.*  
*Secretary sent out January minutes. Minutes accepted.*

**President's Report:**

- None

**Executive Committee**

- Dues and Initiation Fee Increase announcements were sent out. Response letters to some waitlisted members requesting a refund of the non-refundable deposit were also sent out.
- Committee is looking into a current employee's work permit status.

**Manager's Report**

**Items being worked on around the Club:**

- The new surge tank is installed and operational.
- The elevator repair is completed.
- We had an expert evaluate the steam room and execute repairs.

- We are still in the works of evaluating and repairing any damage from moisture in the wall around the steam room. We believe we have fixed the primary cause of the moisture with the steam room. More work will be done on the fitness center side of the wall during the fitness closure.
- We are replacing ballasts and light fixtures in the fitness center as appropriate and doing other prep work to prepare for the fitness closure.
- New siding on the patio/pavilion side of the Grille (old a/c units removed).
- One (1) outdoor pool heater is not operational. Working on getting additional opinions on it outside of replacing it. This item has taken a backseat to some more pressing items, such as the elevator, steam room, surge tank, RTU, etc.
- Lots of work to meet with contractors and obtain estimates for upcoming projects for indoor pool and tennis area.

### **Events:**

- Since the last board meeting:
  - Tuckahoe Tailgate
  - Valentine's Day Adult Social
  - Valentine's Day Kids Soiree
- Upcoming Events being planned:
  - Easter Egg Hunt
  - Flick 'n Float
  - Cinco de Mayo
  - Other spring and summer events are in the planning stages.

### **Grille Manager / Event Coordinator**

We are still in the process of interviewing and finding someone to fill the Grille Manager position. We have gotten close a couple of times, but those applicants have not worked out for various reasons. We will share any meaningful updates with the board through the process.

### **Summer/Spring Planning in Progress**

Many details in works for spring and summer operations. Including, planning pool schedules, beginning staff recruiting, organizing pickleball, updating website and registrations, setting the event schedule, and more. Look forward to seeing more of this come to life over the next month.

### **Management Project and Task Workload**

Currently, our management team is experiencing a little bit of overload on the to-do list and struggling to give everything attention that we would like to.

I take responsibility for finding ourselves here; we ambitiously added a lot to our plates early this offseason in an eagerness to do new/more things - but following the holidays, and

as spring planning and projects went up a couple gears, we have struggled to stay on top of everything. Essentially, I bit off more than I could chew!

I want to express this and make sure management and the board are on the same page.

Some items that I had previously shared that we were working on will have to be moved off of our active to-do list and wait until they can be moved back up in priority. Some of these items include developing Standard Operating Procedures and procedures around the club, budgeting initiatives, new membership handbooks, organizational items, and more.

We are going to be prioritizing mandatory items that fall into one of the below groups:

- Facility responsibilities related to safety and experience for members.
- Summer preparation for tennis, pools, events, staffing.
- Employee relations
- Membership related admin duties

### ***Committee Reports***

#### **Operations: Bert English (on behalf of Chris Bassler)**

- Draft code of conduct has been drafted for review
- Discussion of summer schedule before being published
- Discussed putting the Tennis Court lights on a usage timer

#### **Engineering and Maintenance: Brendan Bayer**

- Elevator repairs completed
- Surge tank is installed and operational
- Air Conditioning for men's locker room has died - 35 day lead time on parts and will be fixed afterwards
- Replacement of HVAC and de-humidification system discussed, re-engaging with engineering groups (3 quotes have been gathered) for study and analysis for repairs. Study to include feasibility for solar panels on the roof.
  - *Motion:* request up to \$30K from deferred maintenance in pursuit cost for the indoor pool HVAC project. 14-0 approved
- Tree work bid received for 17 trees, to be removed. Waiting on other bids
- Enclosure of patio area in the summer bath house, was previously approved and currently looking at plans

#### **Finance: Brian Hult**

- Income from tennis juniors lessons are down
- Income from private swim lessons are ahead
- Snow removal expenses this year is higher than last year

#### **Membership: Monica Winthrop**

- Numbers:

- Full members: 3,315
- Absentee: 220
- Emeritus: 106
- Children under 5: 117
- Limited members: 40
- Waitlist total families: 427 (1,581 individuals)
  - New to waitlist: 18 families (41 individuals)
  - *Motion*: Approve list of new individuals to waitlist. *Motion approved unanimously.*
- Resignations: 41

#### **Member Relations: Keith Bretzfield**

- Open House meeting held in early February
  - Tennis lighting came up regarding energy efficiency
  - Dues and Capex investment discussed, need to determine long-term strategy to fund large projects
  - Data for members was discussed to help plan for future projects
  - Consideration of dues reduction for older members with fixed incomes
  - Will look to do an open house meeting on a quarterly basis

#### **Programs & Concessions: Matt Kelly**

- Hiring of Grill Manager still in process; two other candidates are being considered

#### **Aquatics: Bert English**

- Getting ready for summer swim and dive
- In process of ordering equipment for summer
- Looking at storage build for summer

#### **Tennis: Scott Lisman**

- Reviewing the Tennis Court lights on a usage timer
- Quote to fix the cracking on tennis Courts, looking into warranty (some will be covered at no cost)
- Registration for Spring is underway, 120 kids so far
- Working with the Northern Virginia Tennis League for additional matches
- Researching firms to help determine long-term solution for Tennis Courts

#### **Long Range Planning: Ed Cho (on behalf of Chris Zochowski)**

- None

#### **By-Laws: Nick Metcalf (on behalf of Nathaniel Glasser)**

- Reviewing grammar errors and proposals from members

**Fitness: Matt Kelly**

- Reviewing paint colors for fitness room
- Fitness room will be closing on February 28th to March 7th for updates

**Marketing: Kristin Gorelik**

- Newsletter underway
- Looking at using Instagram so Facebook is linked
- Discussion on a refresh of website pictures
- Google calendar has been added to the website, working through last details before announcing to all members

**Old Business**

- None

**New Business**

- Suggestion was raised to consider allowing members to participate in board meetings via Zoom. For now, the Board declined to expand the meetings due to concerns with logistics and potential discussions of sensitive information.

**Announcements**

- None

*Meeting adjourned at 8:24 PM.*

**Monica Winthrop**  
**Secretary**

**Ed Cho**  
**President**