

Rancho Santa Teresa Swim & Racquet Club 286

Sorrento Way, San Jose, CA 95119

Phone (408) 227-5758 * Fax (408) 225-6325



November 2017 Minutes
Rancho Santa Teresa Swim and Racquet Club
Board of Directors Meeting
Monday November 13, 2017

Board Members Present: Dirk Seidel (President), Norm Collier, Christine Francis (Secretary), Vic Haddad (Treasurer), John O'Byrne, Michael Kirtland, and Jack Winchester

Board Members Absent: None

Staff present: Alana Martinez, Luke Brown

Call to order: Dirk calls the meeting to order at 7:00 pm

Review October board meeting minutes.

Motion: Dirk moves to approve October minutes, Norm seconds. Passed by unanimously.

Staff Report:

Alana presents her report; she has been busy updating member's accounts to the new amount due based on the increased dues. She has been working with Chris and Vic on financial reports. Alana has been looking at the current Employee Handbook for necessary changes, of which she has found quite a few. She is preparing the office for the upcoming renovations. We have currently 12 past due accounts. Discussion follows. It is decided that the past due accounts will be evaluated in January.

Motion: Dirk makes a motion in accordance with the collection policy, until the Board meets again, for the time period between one meeting and the next, those owners who are delinquent over \$800.00 will be sent to ASAP Collection Services to initiate collection activities, including but not limited to recording a lien and/or amending the assessment lien. Vic seconds. Passed unanimously.

Luke Brown, Facilities Manager gives his report. He has been cleaning up the facility through the month. He removed the adult pool pump and is in the process of rebuilding it. He fixed the kitchen bi-fold door. He needs to finish the touchup paint. He also installed a new deadbolt on the upper door. . He fixed the light fixture by the tennis court fence. He has to replace the tennis court net at a \$250 cost. He brought laminate and floor samples for our review to remodel the office. He requests board approval of \$4,000 for the remodel. Discussion follows. He plans to start in mid December, and move Alana around Christmas, and finish up by mid January. He has measured the square footage in the offices as 400 sf. He wants the board to decide on the laminate for the counters, floor types, and wall color. Once he gets the

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information he will make it happen. The adult pool will remain uncovered while it is closed for the winter.

Directors Reports:

Dirk:

- The solar committee met last week with Soleeva, and a few bids were submitted. The company recommended a shade structure, with the panels installed on the top. Reserve Study: he is waiting for a bid for a company to replace Trower.
- Fence/Bocce Ball Court: The rules and regulations for the City do not allow us to move the fence, but Norm is working on appealing the decision.
- Better Together Lounge and Kitchen use: Dirk approved the use of the lounge until Thanksgiving; she asked to extend the use. Discussion follows. It is decided the lounge use will not be extended past Thanksgiving.
- Insurance coverage: Michael and Vic will examine the board's liability coverage to be sure we have the correct policy, based on the fact Board members could possibly be considered paid board members.
- Access control system: estimate \$1-1.5k with software, key card key tags, or fingerprint.

Vic, Treasurer's Report: Vic starts with the Balance Sheet, P&L (Income and Expense) Summary, Detail, and Replacement Summary. The main, wading, adult and spa deck caulking is discussed; we have a quote from Burkett's. Discussion follows. Jack will ask his pool company for a bid as well.

John: Nothing

Norm: Nothing

Christine: Nothing

Michael: Nothing

Jack: Nothing

Hot Topics:

Legal Service: Dirk talked to three lawyers, and has two bids. Adams Sterling and Hughes both submitted their pay rates

Motion: Norm makes a motion to hire Adams Sterling. Dirk seconds. Passed by majority.

The associate lawyer to supply an official, written statement regarding easier access to the club, signage and pool policy, or any other questions we may have moving forward.

Architect Contract: Regarding the quote for the front entrance ramp, the plans to come up with an easier access solution will be \$5,875.00. Discussion follows.

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Motion: Dirk makes a motion to hire the architect to make the plans for the easy access. Michael seconds. Passed by majority.

Motion: Dirk makes a motion to approve the office renovation not to exceed \$4000. John seconds. Passed by majority.

9:20 Norm and Christine leave the meeting, Alana takes notes:

The board discussed hosting a water polo club put on by Santa Clara swim team for club members only during the 2018 summer season. Tentatively the water polo would take place between July 13- September 1, 2018. The board agreed to go forward with this proposal and discuss it more in the future.

The board needs to find a person to fill both the Activities Coordinator and Swim Lesson Coordinator position for next season. Places to look for a candidate were discussed and the board needs to work on combining the duties of both old positions into one new position.

Meeting adjourned at 9:30.

The next regular Board Meeting will be Monday, December 18, 2017 at 7:00 pm.

Respectfully Submitted By: Christine Francis, Board Secretary.