

# Rancho Santa Teresa Swim & Racquet Club

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Dirk Seidel (President)

Vic Haddad (Treasurer)  
Michael Kirtland  
Nick Toprani

Arian Collen (Secretary)  
John O'Byrne  
- VACANT SEAT -

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## Board of Directors Meeting *Draft Minutes* April 15, 2019

### Item Subject

#### 1. Call to Order

Meeting was called to order at 7:04 p.m.

#### 2. Approval of Minutes

##### A. **March 18, 2019 Board Meeting**

Action: (5-0-1) Dirk moved to approve minutes for the March 18, 2019 board meeting. Vic seconded the motion.

Absent: Michael arrived late at 7:06pm

Document Filed: March 18, 2019 minutes

##### B. **April 12, 2019 Member Meeting**

Action: (5-0-1) Dirk moved to approve minutes for the April 12, 2019 member meeting. Vic seconded the motion.

Absent: Michael arrived late at 7:06pm

Document Filed: April 12, 2019 minutes

#### 3. Town Hall

No discussion on this item

#### 4. Staff Reports

##### A. **Office Coordinator Report**

Dirk provided an update on the status of various accounts and any with delinquent dues balances. A brief discussion ensued by the board.

Action: (6-0-0) Arian made a motion to initiate the collections process on nine (9) accounts as outlined in the report dated April 12, 2019 (see attachment A) in accordance with the timelines of the collections policy, including but not limited to recording an assessment lien against the property. Dirk seconded the motion.

##### B. **Facilities Manager Report**

Facility Manager Luke Brown provided an update on various projects and to-do lists, including priority projects to get the club ready for the summer season.

## **5. Directors Reports**

### **A. Presidents Report**

The board discussed the newly established Associate Membership program and the steps necessary for them to apply and pay their fees. Required documents include:

- Associate Membership application
- Letter of Recommendation from current homeowner member
- Release of Liability Form
- Household Data Sheet
- Payment

Guest pass holders from 2018 will be approved for 2019 pending completion of the above items. The board will review and approve at upcoming board meetings as the documents are received.

The board reviewed the status of the club's access systems which will allow guests to enter the pool premises via a key fob.

### **B. Treasury Report**

Vic provided an update and overview on the following items:

- Balance Sheet
- PG&E costs

A discussion ensued on the various reports.

## **6. General Business**

### **A. Budget Update**

Dirk noted that the budget will need to be updated now that the bylaws were passed and there will be an increase in revenues. A brief discussion ensued and the item will be reviewed at a future meeting.

### **B. Pool Opening**

Dirk noted the pool will open April 22-28, and weekends until Memorial Day when the pool will open for the weekday afternoons and weekends until the summer season officially begins in mid-June.

The board discussed the need to have lifeguards available who are over 18 years old. In the event there is no lifeguard over 18 working, the pool will be available unsupervised.

### **C. Nor-Cal Tennis Court Usage**

The board discussed the ongoing use of the club's tennis courts by Nor-Cal Tennis. The board agreed that there currently is very little member benefit from Nor-Cal's usage and suggested that Tom Lee from Nor-Cal come discuss options with the board to increase the member benefit, including possible free lessons.

### **D. Tennis Court Resurfacing**

John provided three cost estimates for painting and resurfacing the tennis courts. The board discussed and elected to allow more time to review vendors and cost estimates.

**E. Illegal Dumping in Club Dumpster**

The board discussed locking the dumpster and the incident where a guest member was disposing of their personal household garbage in the club dumpster and acted aggressively towards John when questioned.

The board discussed having the person pay a \$100 fine for illegal dumping, the garbage disposal fee of \$80, sending him a letter, and requesting a letter of apology to the board.

**7. Future Meeting & Agenda Items**

The next board meeting will be on May 20, 2019 at 7pm.

Meeting was adjourned at 9:17 pm

**8. Executive Board Meeting – Not Open to Public**

**A. Staffing**

The board discussed the status of the staff vacancies and various applicants for the office manager and activities manager positions. A discussion ensued

Executive Meeting was adjourned at 9:37 pm

**Attachment A**

<b>Delinquent Dues Report 4/15/19</b>		
<b>Account #</b>	<b>Amount Due</b>	<b>Last Payment Amount &amp; Info</b>
5084-241	\$ 440.00	May 2018 (\$100)
4047-211	\$ 440.00	May 2018 (\$100)
4047-399	\$ 430.00	April 2018 (\$210)
5084-195	\$ 430.00	January 2108 (\$200)
4656-23	\$ 430.00	May 2018 (\$520)
4046-90	\$ 430.00	January 2018 (\$100)
4046-137	\$ 430.00	March 2018 (\$310)
4047-209	\$ 430.00	April 2017 (\$100)
5084-104	\$ 430.00	March 2018 (\$220)