

Rancho Santa Teresa Swim & Racquet Club

286 Sorrento Way, San Jose, CA 95119
Phone (408) 227-5758 * Fax (408) 225-6325



Dirk Seidel (President)

Vic Haddad (Treasurer)
Norm Collier
John O'Byrne

Arian Collen (Secretary)
Michael Kirtland
Nick Toprani

Board of Directors Meeting Minutes December 17, 2018

Item Subject

1. Call to Order

Meeting was called to order at 7:07 p.m.

2. Approval of November 29, 2018 Board Meeting Minutes

Action: (6-1-0) Michael moved to approve minutes for the November 29, 2018 meeting. Vic seconded the motion. Norm voted not to approve as drafted.

Absent: No Board Members Absent

Document Filed: November 29, 2018 minutes

3. Town Hall

A. Sea Otters

Members of the Sea Otters board were in attendance to get a better understanding of the proposed bylaws changes and potential impacts to the Sea Otter swim team. Last year there were 176 swimmers with 106 swimmers from families of RST homeowners or grandkids and 70 non-members. Dirk noted the draft bylaws currently contemplate allowing existing non-member (guest pass holders) to be grandfathered in as Associate Members as defined in the draft bylaws. A discussion ensued on the proposed boundary for Associate Members and timeline for the adoption of the proposed bylaws.

4. Staff Reports

A. Office Coordinator Report

Office Coordinator Alana Martinez provided an update on various completed tasks, facility rentals, and status of delinquent dues totaling \$17,350. A discussion ensued related to options available to the board to collect on delinquent accounts.

Action: (7-0-0) Dirk made a motion to initiate the collections process on nine (9) accounts as outlined in the report dated 12/17/18 (see Attachment A) in accordance with the timelines of the collection policy, including but not limited to recording an assessment lien against the property. Michael seconded the motion.

B. Facilities Manager Report

Facility Manager Luke Brown provided an update on various priority projects, including a proposed rebuild of the outdoor bar which has cracked tile and failing structural support. Luke will provide an updated cost estimate, timeline, and materials list at the January 8th meeting.

5. **Directors Reports**

A. **Presidents Report**

Dirk provided an update on the proposed changes to the bylaws and schedule of milestone date targets which included a vote on March 17, 2019 resulting in the bylaws being effective April 17, 2019.

B. **Treasury Report**

Vic provided an update and overview on the following items:

- Balance Sheet
- Monthly Profit & Loss
- PG&E costs

A discussion ensued on the various reports. Nick commented on the planned reduction in hours for Alana from 20 hours to 12 per week, based on the approved 2019 budget. Based on the increased workload associated with the messaging and coordination for the proposed bylaws change and vote, the board agreed to maintain the 20 hour schedule until the anticipated March bylaws vote, at which time the schedule and budget would be reevaluated.

6. **General Business**

A. **Insurance Proposal**

Dirk presented the quote for clubs 2019 insurance premiums, noting that given the potential for pending litigation from the diving board accident over the summer we received only one valid quote from our existing insurance company, but at an increase of approximately 10% (from \$27.7k to \$30.4k)

Action: (7-0-0) Dirk made a motion to accept the quote and renew the policy. Vic seconded the motion.

B. **Election Rules**

The board reviewed the draft Election Rules provided by the boards attorney which establishes compliance as necessary with CA Civil Code 5105 of the Davis-Stirling Common Interest Development Act. Norm commented that residents may question why the election rules need to be updated and is it necessary. A discussion ensued on the draft election rules, necessity, difference between existing election rules and proposed as well as the existing election procedure documents, and planned distribution to members.

Action: (6-1-0) Arian made a motion to accept draft election rules as prepared by the attorney and distribute to the membership. Michael seconded the motion. Norm voted against.

C. **Member Communications/Newsletter Printing**

Dirk provided an update and cost estimates (\$750 vs. \$1,174) for options to print and distribute a separate letter to inform about the new Election rules because the planned January Newsletter not meet the confined timelines with the holidays and tentative schedule which will allow a vote in March on the bylaws. Norm agreed to draft a letter to accompany the Election Rules.

Action: (7-0-0) Norm moved to distribute the new Election Rules at a cost estimate of approximately \$750. Michael seconded the motion.

D. New Bylaws

Dirk provided an update on the status of the draft proposed bylaws and will plan a conference call with the clubs attorney to review any open items and questions developed by the board.

7. Future Meeting & Agenda Items

The next board meeting is scheduled for January 8, 2019 at 7pm.

Meeting was adjourned at 9:30 pm

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

A. Delinquent Dues Account Update

Dirk noted that he and Nick will be meeting with member/Account # 4047-208 on Wednesday, December 19th to discuss repayment options for their outstanding balance.

Executive Meeting was adjourned at 9:35 pm

Attachment A

<u>Delinquent Dues Report (December 17, 2018)</u>		
<u>Account Number</u>	<u>Amount Due</u>	<u>Last Payment Date & \$ Info</u>
4046-16	\$ 640.00	Feb 2017 (\$840.00)
4354-7	\$ 540.00	May 2017 (\$300.00)
4047-216	\$ 540.00	Aug 2017 (\$250.00)
4046-42	\$ 540.00	Aug 2017 (\$100.00)
5084-106	\$ 470.00	Mar 2017 (\$340.00)
4047-396	\$ 440.00	Mar 2017 (\$670.00)
4046-79	\$ 440.00	Dec 2017 (\$400.00)
4046-157	\$ 440.00	Apr 2017 (\$370.00)
4046-66	\$ 440.00	Nov 2017 (\$200.00)
TOTAL	\$ 4,490.00	