

# Rancho Santa Teresa Swim & Racquet Club

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Terrie Jacopi (President)

Vic Haddad (Treasurer)  
Michael Kirtland  
Chris Seipert

Stacy Valenta (Secretary)  
Arian Collen  
Melvin Dahlgren

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## Board of Directors Meeting *Final Minutes* December 16, 2019

### Item Subject

#### 1. Call to Order

Meeting was called to order at 7:00 p.m.

#### 2. Approval of Minutes

##### November 18, 2019 Board Meeting

Action: (5-0-1) Chris moved to approve minutes for the November 18, 2019 Board meeting. Terrie seconded the motion.

Absent: Arian was absent. Michael abstained as he was not in attendance last month.

Document Filed: November 18, 2019 minutes

#### 3. Town Hall

- Members Dirk Seidel, Cassie Vickers and Verlisa Madden brought up a Summer Camp proposal. Summer Camp idea is to provide a camp for members children, approx. 20-30 kids, for 6 weeks in the Summer months. They requested the club's help to survey the broader membership, via the monthly newsletter, to get an idea of member interest.
  - Dirk, Cassie and Verlisa committed to provide their survey questions to the Board for review/approval.
  - Deadline for input for the January newsletter to be confirmed with Amy.

#### 4. Staff Reports

##### A. Facilities Manager Report

Facility Manager Luke Brown provided an update on various projects: back pool cover, lifeguard stands and diving board base. A quote for the back pool cover was provided and reviewed. Luke has requested quotes for the lifeguard stands and the diving board base.

Action: (6-0-1) Terrie moved to approve back pool cover quote. Chris seconded the motion.

Absent: Arian was absent.

Action: (6-0-1) Chris moved to approve expenditure for pool deck epoxy, lifeguard stands and diving board base. Terrie seconded the motion.

Absent: Arian was absent.

## **B. Office Coordinator Report**

Amy was absent, but sent her Office Coordinator report, including tasks completed, accounts with delinquent dues balances, and upcoming facility rentals. Open items from her report are:

- Update pool rules document (Owner: Chris to provide additional edits.)
  - Back pool status (Owner: Michael to bring proposal to January Board meeting.)
- Directional Sign (Owner: Terrie to give Amy go-ahead to order)
- Tennis Lessons (Owner: Terrie to find final agreement with Tom in order to move forward.)
- Insurance (Owner: Melvin to go back to the Insurance company and request a new quote for the following:
  - Reduce Upper Building Content coverage to \$200K from \$334K
  - Increase deductible on the structure to \$5K.

## **5. Director's Reports**

### **A. President's Report**

#### 2020 Focus Areas

- Hiring Club Manager (Owner: Terrie will look to post open req on local college job boards)
- Clubhouse Entrance/Stairs/Railing (Owner: Luke to request bids and review prior bid drawings)
- Club Management Software (Owner: Chris to do side by side comparison of two options – Wild Apricot and Member Clicks)
- Online Payroll (Owner: Stacy to request quotes/comparisons from Paychex and ADP)
- Solar (Owner: Terrie to continue research)

### **B. Treasury Report**

Vic emailed all Financial documents to the Board, prior to the meeting. We reviewed the Replacement Summary update and made the following changes:

- Moved the following from 2019 Reserve to 2020:
  - BBQ Pit
  - Refrigerator
  - Hall Vinyl Flooring
  - Rec Room Vinyl Flooring
  - Clay Tile Roof
  - Loop-Slurry Restore
  - Water Heater
  - Ping Pong Table
- We moved the following from 2021 Reserve to 2019:
  - Back Pool Cover

The following research is being done based on the adjustments to the Trower report:

- Clubhouse Flooring (Owner: Chris to get quotes for upper clubhouse flooring)
- Shade Structures (Owner: Luke to do research on viable options)

Terrie also suggested and the Board agreed, that we'll review all Financial Reports once a quarter, at a Board meeting. Vic will continue to do the monthly reports and send them to the Board on a monthly basis, being sure to call out anything needing immediate attention.

**C. Architectural Review Board**

The Board discussed the need to have a Architectural Review Board committee that will outline a policy regarding what types of items we want to enforce.

Action: (6-0-1) Terrie moved to appoint Chris as Head of Architectural Review Board Committee. Stacy seconded the motion.

Absent: Arian was absent.

**D. Arian**

Absent

**E. Michael**

No Items

**F. Stacy**

No items

**G. Melvin**

No Items

**6. General Business**

**A. Misc Items**

The Board briefly discussed maintaining a list of items for future discussion:

- Dollar threshold for dual signature on checks
- Architectural Review Board policy
- Update Financial Review policy
- Back Pool
- Club Manager

The board will continue discussion on the various topics at upcoming meetings.

**7. Future Meeting & Agenda Items**

The next meeting is scheduled for January 27, 2019 at 7pm.

Meeting was adjourned at 8:46 pm