



---

June 2018 Minutes  
Rancho Santa Teresa Swim and Racquet Club  
Board of Directors Meeting  
Tuesday June 19, 2018

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

Board Members Absent: None

Staff present: Luke Brown, Katie Jacopi

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

*Motion: Dirk makes a motion to approve the May minutes as amended. Vic seconds. Passed by majority.*

**Staff Report:**

Luke Brown gives his report, he has installed the fob reader at the front gate. He painted the trim in the office, and removed the basketball hoop he will have a new one up soon. A tree dropped two branches, so he cleaned that up, he fixed the right side door to the clubhouse entry, he volunteered Memorial Day with the BBQ. The new pump controller is up and running, and Luke projects energy savings moving forward. He programmed the pump to cut back from 8 pm-5 am the pump will run at 200 gmp, saving on electricity hopefully, we can compare the electricity bills at the next board meeting. He will keep an eye on the clarity of the water. He installed the three new chemical controllers on Saturday. He bolted down the umbrellas, and will follow up on the lifeguard umbrella and the new one that was put at the back pool recently. He hung a new swim lesson sign on the corner. The clubhouse area will be Luke's priority for an upcoming wedding June 29th, there are some tiles on the bar that need replacing, paint in the bathrooms, and stains on the Lounge carpet.

Alana is absent, and the board goes over her report, she prepared 4 HOA packets, 22 total in 2018. She has been busy showing the Hall and Lounge for rentals, there are 14 on the calendar. We are up to 88 sponsored guest passes at this point. There were three school pool parties, and she is working on member pool party requests. She has been working with the staff on pool issues, and answering questions on household data sheets, photo id's and the security system. There are 8 accounts past due more than \$400, with a combined total of \$4180, two were removed from the delinquent dues paying \$1040 in May.

Swim Lesson Coordinator Katie Jacopi presents her report we had a total of 32 swim lesson sign ups for the first session compared to 24 last year's first session. She goes over session



one's cost and profit stats. She had a swim lesson orientation with the staff on June 9<sup>th</sup> to introduce/review teaching techniques and expectations. Katie will track Private lesson cost for the next meeting. The price of swim lessons was increased by \$20 across the board. We were over staffed with the Office Aid rotation during swim lessons, so she will cut back for the upcoming sessions. The new pool rules are discussed. Luke will look into the spa capacity. Dirk and Christine will work on new signage for clear rules for the back pool and spa.

Activity Coordinator update from Katie: Memorial Day had a good turnout, with lots of compliments on the games and duck hunt. Everything ran smoothly, good feedback from the staff. The food was excellent, Katie and Sarah staggered their hours so they didn't work overtime. Katie would like to do a Staff after hours party using \$80 from snack shack money to cover pizza and ice cream this Saturday after the pool closes. It is agreed that she should do that and submit her receipts.

### **Director's Reports:**

Dirk: Reserve study, Dirk sent the study around to the board, but it's 77 pages, and no one printed it out. We will ask Alana to have them printed for us to go over. The lawyer bill was settled for \$2506.50 since the lawyer didn't follow up with a few of the questions. He talked to Jerry and Jerry wants to move the Stingrays back over on July 9<sup>th</sup> during off pool hours. Discussion follows.

Vic: Vic presents his report starting with the Balance Sheet, followed by the P/L summary. Next Vic shows us the PG&E Actual charges trends. Discussion follows. Vic shows us the gas usage data. Discussion follows. Vic shows the payroll hours vs. budget hours. Vic and Michael are finished with the income taxes, and are ready for Dirk to sign them off. Discussion follows.

*Motion: Vic makes a motion to approve the 2017 taxes and move \$26,912 to the reserve account. Dirk seconds. Passed unanimously.*

John: Nothing

Christine: Nothing

Jack: Can we add the keyless entry at the back gate by the tennis courts? The area would need a new gate and new wiring. Discussion follows.

Michael: Nothing

Norm: Spoke to Fidelity about a higher interest account and he and Vic can go look into it. National Night Out is coming up, are we wanting to do it again? He will be unable to attend. Discussion follows. City Council will approve \$500 for the night if we want it to go towards the event. August 7<sup>th</sup> will be the date this year.

**Rancho Santa Teresa Swim & Racquet Club 286**  
**Sorrento Way, San Jose, CA 95119**  
**Phone (408) 227-5758 \* Fax (408) 225-6325**



**Hot Topics:**

Handicap Parking: Dirk did some research on the issue, and we can have one if we have less than 25 parking spaces and two if there are more than 25 spaces. We have had members ask about handicap parking spots. Discussion follows. Norm will work with Ed on the issue of how much space around the parking spot is required, and what the next steps will be. The curb area by the red curb would be the best location for the spot possibly.

Extension of guest pass benefits: Perhaps a test phase would be a good idea to see how everything goes. Ideas for benefits: Pool parties, 2-4 guests per day, or week, excluding holidays. Discussion follows.

Solar: Amy will hopefully have a solar document for us to look at so we can prioritize where to place the panels we want. We might want to get our committee back together for this. Discussion follows.

Meeting adjourned at 9:25 pm

The next regular Board Meeting will be Monday, July 16, 2018.

**Respectfully Submitted By: Christine Francis, Board Secretary.**