

# **Rancho Santa Teresa Swim & Racquet Club 286**

Sorrento Way, San Jose, CA 95119

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



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July 2018 Minutes  
Rancho Santa Teresa Swim and Racquet Club  
Board of Directors Meeting  
Tuesday July 16, 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: Alana Martinez, 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 June minutes as amended. Michael seconds. Passed by majority.*

**Town Hall:** Jay Clark would like to request evening lap swim time, perhaps an hour long. Discussion follows. The board will talk over the matter later in the meeting and let him know.

Rosemarie Sulaver is here to talk about the "Adult Pool" and she has comments and suggestions. Discussion follows. She recommends making the rules more clear in the newsletter.

## **Staff Report:**

Alana prepared 3 HOA packets, 25 total in 2018. She has been busy showing the Hall and Lounge for rentals, there are 14 on the calendar. We are up to 90 sponsored guest passes at this point. There are 13 accounts past due more than \$400, with a combined total of \$7160.

Swim Lesson Coordinator Katie Jacopi presents her report we had a total of 41 swim lesson sign ups for the second session compared to 32 the first session. She goes over session two's cost and profit stats as well as session three's projections. The signs and flyers have really brought in the new swimmers. There were two incident reports for July, the security video will be saved to Alana's computer. Katie leaves the meeting.

Luke Brown presents his Facility Report, he repaired the back gate that someone ran into by the Boy Scout shed. He painted the front curb red, replaced 3 valves on lower BBQ units, ordered three more to replace them. He trimmed the trees behind the chain link fence at the rear of the tennis courts. His to do list: He will rehang the basketball standard, and will repaint the ceiling in men's restroom near the pool, he will install a sink outdoors by the bar area (long term project), he will put a lock in the chemical room, we need more security back there.

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Alana will work with Norm on a letter to Esbro, our chemical delivery company, and give them written instructions for where to put the acid, and the code/key for the new lock. Luke leaves the meeting.

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

Dirk: Reserve study, we will have a committee come together to go over it soon for approval. Dirk has been in contact with our insurance company to make sure we are sufficiently covered for an event like what Shadowbrook went through this summer. We are waiting on a bid so we can shop around.

Vic: presents his report starting with the Balance Sheet, Vic will be consolidating the reserve accounts to one high yield interest MMO, low risk account to Fidelity Investments, LLP. Next, Vic shows the P/L summary. Then 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. Discussion follows.

John: Not present

Christine: Nothing

Jack: Nothing

Michael: Nothing

Norm: Ed got back to him on the spec sheet for the easy access ramp. Wednesday at 7:00 pm will be the meeting, and things are ready to go. Dirk will join the meeting.

### **Hot Topics:**

Yoga Class has been offered by an instructor who is looking for a location to hold her class. Discussion follows. We will leave the matter for another month, we will get back to her in September.

National Night Out, Norm contacted the city and hasn't heard back yet but will call again tomorrow. He will let Alana know for the newsletter how it goes.

2019 Budget planning; its time to get started so we have a draft for the next board meeting. It will need to be ready by Sunday, September 30<sup>th</sup> for Fall meeting, the day after Oktoberfest.

*Motion: Michael makes a motion to send account # 4046-10, 4047-208, 4046-179, 5084-219 that is in delinquency report date 7/16/18 to collections in accordance with the timelines of the collection policy, including but not limited to recording an assessment lien against the property. Dirk seconds. Passed by majority.*

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9:00 pm Alana leaves the meeting.

Guest Pass question; 501c7 status Dirk updates the board on the status on the lawyer letter. There are a few changes to update on the letter. Discussion follows.

Night swim is discussed, can we adapt to the Stingrays. Can he do it in a lane while the Stingrays are practicing? The Stingray contract will be renewed soon, Dirk will look at it. Discussion follows. We need more than one person doing the evening lap swim, because replacing the pool covers requires more than one person, we can offer Mon, Wed, Friday in the newsletter after we finish with free swim. Dirk will do some research and talking to a few people and will put it in the newsletter.

Meeting adjourned at 9:25 pm

The next regular Board Meeting will be Monday, August 20, 2018.

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