



February 2018 Minutes
Rancho Santa Teresa Swim and Racquet Club
Board of Directors Meeting
Monday February 12, 2018

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

Board Members Absent: None

Staff present: Alana Martinez, Luke Brown, and Sarah Brown

Town Hall: None

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

Review January board meeting minutes.

Motion: Mike moves to approve January minutes, Dirk seconds. Passed unanimously.

Staff Report:

Alana presents her report; she has been collecting dues, and making HOA packets. She has been working with Sarah Brown, showing her around. We have nine rentals on the books. We have five accounts past due over \$700. She and Norm were able to get a hold of a company that manages a couple of houses in our neighborhood, and they will be working together to catch up their dues.

Sarah Brown presents her report. She has been working with the Sea Otters to set a calendar for hiring, and offering swim lessons for two weekends in mid March. She wants everyone to be Lifeguard Certified by March 30th. We have some returning Lifeguards who are available to teach private lessons for the Sea Otters. Discussion follows.

Luke Brown, Facilities Manager gives his report. He has been busy working on the office update, and working on data cabling in Alana's office. He estimates we are about two or three weeks away from that being finished. Definitely by the next board meeting.

Directors Reports:

Dirk: The Spring meeting is coming up and he is preparing for that meeting on March 25th. The solar topic won't be ready for the Spring Meeting. The Reserve Study will be done by SMA Reserve on February 16th at 11:00 am with Norm, Vic and Jack. Discussion follows.



Vic, Treasurer's Report: Vic starts with the Balance Sheet, P&L (Income and Expense) Summary. Discussion follows.

John: Nothing

Norm: We need to update the pool rules and give them to Sarah as soon as possible. Discussion follows.

Christine: Nothing

Michael: Nothing

Jack: Wondering how the process for the security system will work. Will there be a written procedure for the process? Same with the new software that comes with the new entry fob's, how will that work? Discussion follows.

Hot Topics:

NorCal Tennis: Tom is asking for a deduction for rain days they can't use the courts. We haven't had too much rain this season, but we did last season. Discussion follows. Tom will email Dirk and Alana on days that they can't practice due to rain, and they will verify and keep track of those days.

Motion: Dirk makes a motion to offer Tom a catch up day or deduct his fees in April, if he has fewer than 12 days in one month on days he has booked the tennis court for lessons and it rains. Tom will email Alana and Dirk within 24 hours of a missed lesson. Adjustments for deductions for the missing lessons will be made on the April bill. John seconds. Passed by majority.

Opening times: Our members' feedback showed they want to have the pool open a little later at night. We can push back opening to 12:30 pm and stay open until 7:30 pm on week days. Swim lessons will be adjusted so there is no open gap between lessons and open swim.

Motion: Dirk makes a motion to change the pool hours to 12:30 pm- 7:30 pm beginning Monday, June 11th. Vic seconds. Passed by majority.

Staff Hiring: Sarah's recommendations are reviewed, employees from last summer that are still Lifeguard Certified and had no problems are nominated for jobs.

Motion: Dirk makes a motion to hire Katie Jacobi and Daniel Ramm as Senior Lifeguards, and Christine Albrecht, Rachel Welch, and Hannah Samson as Lifeguards, contingent on Lifeguard certification. Hannah and Rachel will be Office Aids until they get certification. Mike seconds. Passed by majority.

ASAP Collections: Past due accounts over \$700.

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Motion: Dirk makes a motion to move accounts that are over \$700 past due as of February 22nd to ASAP for collections. Accounts that are working with Alana on payment plans and who have sent in their first payment are not included on the collection list. Mike seconds. Passed by majority.

DJ hiring: We need to commit to summer DJ reservation dates. We have a quote from a local DJ who worked last year's swim champs. He was so fun, everyone loved him, and he ended up being hired by Santa Teresa Elementary for their Harvest festival. Discussion follows. Alana will contact Ernie and see if he can do more activities with the members and find out his prices.

Sea Otter Request:

They want to do posters and put them up around the pool during the season. It is agreed that this sounds good.

Otter regatta is proposed, we can allow cardboard and packing tape, modeling the rules after Los Paseos who do these races. If the Sea Otters agree to clean up after themselves, and take their trash home, it shouldn't be a problem. We might want to offer the activity to non Sea Otter families as well. We will need to work with the Sea Otters on timing of this event. We will need to have Lifeguards present during this event. Sea Otters offered to pay for the Lifeguards. We will find out more information about their materials used, and approve a list.

Sleep over or late night party is proposed Discussion Follows. A better fit would be a late swim until 10:00 pm and they move inside until midnight and they go home. Sea Otters would lifeguard their parties with their coaches, or pay our lifeguards.

Motion: Dirk makes a motion to approve a late night party for the Sea Otters, with open pool until 10:00 pm and move the party inside until midnight. Sea Otters must clean up after themselves, or they will be charged \$175 for cleaning fees. They must provide their Lifeguards. Norm seconds. Passed by majority.

Water Polo: Insurance is available through US Water Polo for \$40. Practice time can not interfere with Sea Otter practice or Swim Lessons, or during open swim. Discussion follows.

Employee Dishonesty and Crime coverage: We have had this coverage in the past, but dropped it as it seemed not useful. Discussion follows.

Motion: Mike makes a motion for option 2 for Employee Dishonesty and Crime coverage. This provides up to \$250k of coverage, \$1.5k deductible, annual premium \$934. Dirk seconds. Passed by majority.

Meeting adjourned at 9:08 pm.

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The next regular Board Meeting will be Monday, March 19th, 2018 at 7:00 pm. There will be a Spring Meeting March 25th at 7:00 pm.

Respectfully Submitted By: Christine Francis, Board Secretary.