

Rancho Santa Teresa Swim & Racquet Club

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Dirk Seidel (President)

Vic Haddad (Treasurer)
Norm Collier
John O'Byrne

Arian Collen (Secretary)
Michael Kirtland
Nick Toprani

Board of Directors Meeting Minutes January 8, 2019

Item Subject

1. Call to Order

Meeting was called to order at 7:05 p.m.

2. Approval of November 29, 2018 Board Meeting Minutes

Action: (6-0-1) Michael moved to approve minutes for the December 17, 2018 meeting. Norm seconded the motion.

Absent: Board Member Nick Toprani was absent

Document Filed: December 17, 2018 minutes

3. Town Hall

No Report

4. Staff Reports

A. Office Coordinator Report

No Report given

B. Facilities Manager Report

Board reviewed status of various projects and discussed the following:

- Delay remodel of patio bar area
- Evaluate patio area for trip hazards
- Exterior bar sink
- Relocation of patio ice machine
- The need to develop a post-rental checklist to hold renters accountable for any damage

5. Directors Reports

A. Presidents Report

Dirk provided an update on the proposed changes to the bylaws and schedule of milestone date targets.

B. Treasury Report

No Report given

C. Misc. Reports

Norm provided an update on the status of the two HVAC units which are need of repair or replacement. The board favored the replacement of the units given the age of the current units. Norm would seek three bids to determine the best approach and costs for new vs. repair.

6. General Business

A. Accessory Dwelling Units (ADU's) / In-Law Units

Homeowners Dale Peterson and Sandra Paul discussed potential plans to remodel their house and develop an ADU on the property. The Rancho CC&R's call out an Architectural Committee, which is not currently in place, which would have purview over any review/approval on behalf of Rancho and the HOA.

The board discussed ADU's and the formation of the Architectural Committee. The board agreed the committee should be five members, with three board members and two member homeowners.

B. Bylaws

The board reviewed the ongoing planning for the new bylaws, with the next steps being a call with the boards attorney Nick Hoben followed by a meeting between existing board members and previous board members to discuss messaging and challenges. A member meeting to discuss the bylaws was tentatively planned for January 25th.

C. Options for Dues Payment via Credit Card

The board discussed options and impacts associated with allowing members to pay their dues with a credit card. The board agreed that office manager Alana would review options to allow credit card payments with the clubs existing QuickBooks accounting platform. Additionally, board members would review options for the use of PayPal, Venmo, and Square.

D. Electronic Newsletter (email)

The board reviewed and discussed the distribution of the monthly newsletter via email and posting at the office/message board versus mail which will reduce the cost of printing and postage.

Action: (6-0-1) Arian moved to transition to email distribution of the newsletter effective May 1st. Dirk seconded the motion.

7. Future Meeting & Agenda Items

The next member meeting will be scheduled for January 25, 2019 from 7-8pm to provide information on the bylaws.

The board meeting will follow and is scheduled for January 25, 2019 at 8pm.

Meeting was adjourned at 9:10 pm

8. Executive Board Meeting – Not Open to Public

A. Delinquent Dues Account Update

Dirk updated board on status of delinquent accounts and provided information on the meeting with member/Account # 4047-208 held on Wednesday, December 19th to discuss repayment options for their outstanding balance.

B. Summer Staff Hiring

Board reviewed summer staffing needs and the various roles and responsibilities.

Executive Meeting was adjourned at 9:30 pm