

# Rancho Santa Teresa Swim & Racquet Club



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	Terrie Jacopi (President)	
Vic Haddad (Treasurer)		Stacy Valenta (Secretary)
Michael Kirtland		Arian Collen
Chris Seipert		Melvin Dahlgren

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## Board of Directors Meeting *Approved Minutes* February 24, 2020

### Item Subject

#### 1. Call to Order

Meeting was called to order at 7:01 p.m.

#### 2. Approval of Minutes

##### January 27, 2020 Board Meeting

Action: (5-0-1) Arian moved to approve minutes for the January 27, 2020 Board meeting. Terrie seconded the motion.

Absent: Chris was absent.

Document Filed: January 27, 2020 minutes

#### 4. Town Hall

Members Verliisa Madden and Cassie Vickers were in attendance to discuss their Summer camp program.

- They had 48 responses (60 kids) from their survey.
- Discussion was centered around their program plan and what the Board needs from them in order to discuss and vote.
- The Board requested them to provide a business plan and answer questions sent to them, after January 27, 2020, for discussion at the March 2020 meeting.

#### 5. Staff Reports

##### A. Facilities Manager Report

Facility Manager Luke Brown provided an update on various projects. A decision was made to cancel the "Helping Hands" community project.

Prioritization around certain Trower projects was made.

- Quotes from various vendors for the clubhouse flooring and installation. (Owner: Terrie)
- Quotes for the main lot and loop slurry project. (Owner: Arian)
- Engagement with SMA to update the Trower report. (Owner: Terrie)
- Request quote from Jerry Bozzo to "repair" pool filters. (Owner: Luke)

Action: (5-0-1) Terrie moved to approve up to \$300 to purchase rest of epoxy needed to finish the rest of the deck around the main pool. Michael seconded the motion.

Absent: Chris was absent.

Action: (5-0-1) Terrie moved to approve replacement of clubhouse kitchen cooktop. Arian seconded the motion.

Absent: Chris was absent.

Action: (5-0-1) Stacy moved to approve up to \$1000 for Luke to purchase a compressor. Vic seconded the motion.

Absent: Chris was absent.

Action: (5-0-1) Arian moved to approve up to \$500 for an electronic door lock for the clubhouse Sorrento door. Terrie seconded the motion. (Owners: Terrie & Barbara)

Absent: Chris was absent.

## **B. Office Coordinator Report**

Barbara was in attendance, and reviewed the Office Coordinator report, including tasks completed, accounts with delinquent dues balances, and upcoming facility rentals. Open items from her report are:

- Delinquent Dues: Board requested we move to the next step with these homeowners.
- Online Member Tool (Owner: Barbara)
- Migration to Online Quickbook – this is a priority. (Owners: Barbara & Amy to prepare reports prior to migration. Terrie & Stacy will own the migration and back-up.)
- Staff Interviews: Interviews slated for March 7<sup>th</sup>. Currently have 17 applicants.

Action: (5-0-1) Vic moved to approve up to \$35K for the new insurance bill. Terrie seconded the motion.

Absent: Chris was absent

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

### **A. Director's Updates**

Action: (5-0-1) Terrie moved to approve up to \$485 for SMA Reserve Study. Stacy seconded the motion.

Absent: Chris was absent

Action: (5-0-1) Terrie motioned to approve Rancho Board Financial Policy updates. Stacy seconded.

Absent: Chris was absent

Action: (5-0-1) Terrie motioned to approve up to \$4,000 to engage the club's lawyers around the SB323 and the changes required to election rules and by-law changes. Arian seconded.

Absent: Chris was absent

Action: (5-0-1) Stacy motioned to approve up to \$6,700 to hire the contractor to re-do the outdoor kitchen area. Terrie seconded.

Absent: Chris was absent

Action: (5-0-1) Arian motioned to approve delivery of paper newsletter (one page) in April. Terrie seconded.

Absent: Chris was absent

- Sorrento Stairs: Getting quotes (Owner: Terrie)
- Outdoor Kitchen: request a 2<sup>nd</sup> quote for a permanent sink and counter on back-side of outdoor kitchen area, under the clubhouse kitchen window. (Owner: Stacy)
- Facility Rules: 2020 Rules will be posted based on required deadlines as indicated in the by-laws. (Owner: Terrie)
- Private Swim Lessons: Discussion about completion language likely to be changed to something like: 6 lessons to be completed within 3 weeks. 4 lessons to be completed within 2 weeks. We will also pay our staff a flat rate, as approved by the Board (up to one hour) for private swim lessons.

## 6. General Business

### A. Misc Items

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

## 7. Future Meeting & Agenda Items

The next meeting is scheduled for March 9<sup>th</sup> at 7pm.

Meeting was adjourned at 9:05pm