

Rancho Santa Teresa Swim & Racquet Club 286

Sorrento Way, San Jose, CA 95119

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



August 2018 Minutes
Rancho Santa Teresa Swim and Racquet Club
Board of Directors Meeting
Monday August 20, 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 and Paulina Thurman

Town Hall: Jay Clark

Call to order: Dirk calls the meeting to order at 7:02 pm

Motion: Norm makes a motion to approve the July minutes as amended. Dirk seconds. Passed by majority.

Town Hall: Jay Clark would like to talk about a fall he witnessed, a little girl slipped while walking around the pool. The pool deck is to code, but it is slippery. After further discussion, she was by a table when she fell, and no incident was reported.

Staff Report:

Alana prepared 2 HOA packets, 27 total in 2018. She has been busy showing the Hall and Lounge for rentals, there are 12 on the calendar. There are 11 accounts past due more than \$400, with a combined total of \$6720. The total owed by 73 delinquent accounts is \$16,800. She is putting together the paperwork for the Fall mailer and voting. The Cecelio's are running the ballot counting again.

Motion: Dirk makes a motion to send account # 5084-117 that is in delinquency report date 8/20/18 to collections in accordance with the timelines of the collection policy, including but not limited to recording an assessment lien against the property. Michael seconds. Passed unanimously.

Swim Lesson Coordinator Katie Jacopi and Paulina Thurman present their report. They had a total of 34 swim lesson sign ups for the last session. There have been a total of 56 private or semi private lessons sold this season. Katie presents her 2017 vs. 2018 SL Revenue report, she has increased swim lesson revenue 67.6% since last year, a large portion of the increase is from member private lessons, and the \$20 increase she recommended and the board approved during the second session. Starting mid-July, she has been monitoring the private

Rancho Santa Teresa Swim & Racquet Club 286

Sorrento Way, San Jose, CA 95119

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



lesson time sheets by cross referencing with parent signatures. The parent survey she sent out by surveymonkey.com for group lesson feedback reflects a desire for longer lessons, but we have great instructors, it's a good value for the price. The employee evaluations suggest better communication regarding pool rules, scheduling, etc. Katie added a white board next to the schedule with critical information for both OA's and Lifeguards.

Paulina talks about her work over the season. She has been working on the employee budget and scheduling hours for the 2019 season. She has also been updating our Data Sheet information, taking photos, and setting up the new gate fob system. She goes back to school soon and will hand off that job to Katie until she has to go back to school. They will possibly train a local employee to continue the job throughout the winter.

National Night Out overview: We had 180 homes represented, but no officials showed up. The food was very popular, the games ran smoothly, suggestion for next year, we can reach out on Nextdoor.com, send an email, and post on Facebook or post a few flyers around public areas to get the word out.

Labor Day: We are not doing food, but we have root beer float left-overs from NNO, watermelon, games, the DJ we used from July 4th will be contacted to make sure he's coming.

Luke Brown presents his Facility Report, he repaired the back gate that someone ran into by the Boy Scout shed. The diving board was closed right after an incident was reported. Luke contacted the manufacturer regarding the resurfacing of the board. The manufacturer recommended to remove and inspect the diving board. He removed the diving board, took pictures and emailed them to the manufacturer for viewing. Upon reviewing the pictures the manufacturer determined that the board needed to be replaced. The pump room has a water leak. He installed new padlock mechanisms on the gate to the Boy Scout shed in the parking lot. He reprogrammed the light timers. He refilled propane tanks for the BBQ's twice. For a winter project, he would like to repair water damage around the upper bar area.

Director's Reports:

Dirk: Reserve study, we need a back pool cover on the report, as well as an accurate count of pool heaters to maintain. He hopes to have all changes to the study submitted by Monday. Since the pool repair last year, the assessed value of the parcel has increased 62% which is a possible mistake. There are already communications with the city to fix this number. The work didn't increase property value, it was just repair. In the meantime, we will pay the current amount due and get a refund.

Vic: Presents his report starting with the Balance Sheet. The reserve accounts have been consolidated to one account, Fidelity Investments, LLP. Next, Vic shows the P/L summary. Then Vic shows us the PG&E Actual charges trends and the gas usage data. Vic explains

Rancho Santa Teresa Swim & Racquet Club 286

Sorrento Way, San Jose, CA 95119

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



Paulina's work on the projected payroll hours for our upcoming budget meetings. Vic has run the numbers for the cost of extra lifeguards.

Luke leaves the meeting.

John: Nothing

Christine: Nothing

Jack: Nothing

Michael: Nothing

Norm: The requirements for the front entrance are distributed. We should have three quotes by August 30th. Norm has been contacting companies about diving boards and we will talk about that more during Hot Topics.

Norm has been researching the handicapped parking spot, and the cost of putting in a ramp will be extensive. We will need a City permit to get the work done.

Alana will explain night lap swim in the newsletter, and put it on the calendar for the newsletter. People will need to call ahead and put their names on a list so we know who will be there, and commit to covering the pool when they are done swimming.

Paulina and Katie leave the meeting.

Hot Topics:

Recap lawyer call is discussed.

8:45 Alana leaves the meeting.

Motion: Michael makes a motion to hire a lawyer to change the CC&R's and By laws to reflect an Associate Membership program with all rights except voting rights to replace the Seasonal Guest Pass program. Norm seconds. Passed by majority.

Motion: Dirk makes a motion to approve a bonus to Katie and Paulina for all their hard work this year, and absorbing the Activity Coordinator position. Dirk seconds. Passed unanimously.

2019 Budget planning; It's time to get started so we have a draft for the next board meeting. It will need to be ready by Sunday, September 30th for Fall meeting.

Rancho Santa Teresa Swim & Racquet Club 286

Sorrento Way, San Jose, CA 95119

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



Diving board replacement is discussed. The diving board is 10 years old, but according to the manufacturer, it is structurally damaged. It has a lifetime use of 20 years. The manufacturer says it needs to be replaced, not refurbished. Norm has obtained quotes from three companies.

Motion: Norm makes a motion to purchase a new diving board from Diving Board Solutions in Brighton, Colorado, cost not to exceed \$5000. Michael seconds. Passed unanimously.

Oktoberfest: It is decided we will host Oktoberfest this year, on the 6th.

Back pool: Should it be closed for the season on November 2? Discussion follows. It is decided that it will be closed on November 2, 2018.

Fall membership meeting is Sunday, September 30, 2018 7:00pm.

Meeting adjourned at 9:30 pm

The next regular Board Meeting will be Monday, September 24, 2018.

Respectfully Submitted By: Christine Francis, Board Secretary.