

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

286 Sorrento Way, San Jose, CA 95119  
Phone (408) 227-5758 \* Fax (408) 225-6325



Dirk Seidel (President)

Vic Haddad (Treasurer)  
Norm Collier  
John O'Byrne

Arian Collen (Secretary)  
Michael Kirtland  
Nick Toprani

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### **Board of Directors Meeting** *Approved Minutes* **November 29, 2018**

#### **Item Subject**

##### **1. Call to Order**

Meeting was called to order at 7:10 p.m.

##### **2. Approval of October 15, 2018 Board Meeting Minutes**

The Board members reviewed the draft minutes and made minor edits.

Action: (7-0-0) Michael moved to approve the edited meeting minutes for the October 15, 2018 meeting. Vic seconded the motion.

Absent: No Board Members Absent

Document Filed: October 15, 2018 minutes

##### **3. Town Hall**

###### **A. Bank of the West**

Representatives from Bank of the West were in attendance to collect documents and signatures from board members related to RSTS&RC accounts.

###### **B. NorCal Tennis**

Thomas Le with NorCal tennis introduced himself and thanked the board for its support, noting the recent 15 year anniversary of the NorCal's and RSTS&RC partnership.

###### **C. Sea Otters**

No discussion

##### **4. Staff Reports**

###### **A. Office Coordinator Report**

Office Coordinator Alana Martinez provided an update on various completed tasks, facility rentals, and status of delinquent dues totaling \$18,600. A discussion ensued related to options available to the board to collect on delinquent accounts.

Action: (7-0-0) Arian made a motion to approve foreclosure proceedings on Account # 4047-208 with an outstanding dues amount of \$830 and last paid in October 2016. Michael seconded the motion.

Action: (7-0-0) Arian made a motion to approve a change in business rules to send delinquent accounts to the clubs collections agent (ASAP) once non-payment reaches 12 months (one year) vs. the current practice of waiting seven quarters (21 months). John seconded the motion.

## **B. Facilities Manager Report**

Facility Manager Luke Brown provided an update on various recently completed projects and upcoming to-do list items. A discussion ensued, with the board making a request that future facility updates include a prioritized list of projects and budget estimates. The board will also provide Luke with a copy of the 2019 budget to allow Luke to manage expenditures and assist in project planning.

## **5. Directors Reports**

### **A. Presidents Report**

Dirk provided an update on the clubs insurance policy noting he is awaiting an updated quote.

### **B. Treasury Report**

Vic provided an update and overview on the following items:

- Balance Sheet
- Monthly Profit & Loss Summary
- Monthly Profit & Loss Detail
- Reserves & Replacement Summary

A discussion ensued on the various reports with Michael noting there was an opportunity to transfer funds from the Bank of the West account to the Fidelity account which provides a higher interest return.

Action: (7-0-0) Dirk made a motion to transfer \$56,000 from Bank of the West to Fidelity. Nick seconded the motion.

## **6. Open Forum/Hot Topics**

### **A. Winter Projects**

Board discussed various capital projects and elected to move forward with resurfacing the tennis courts in 2019 as outlined and identified in the five-year project plan. See Attachment A for details on various projects.

### **B. Main Hall Access (Ramp & Stairs)**

Norm provided information and cost quotes to replace existing Main Hall entry stairs, handrails, ADA parking improvements totaling approximately \$50,000. Board to continue discussions at future meeting on next steps.

### **C. Pool Covers**

Norm provided details and information on four separate cost quotes to replace the covers for the main pool, diving well, and spa. The best option considering cost and warranty was T-Star Enterprises at approximately \$9,000.

Action: (7-0-0) Norm moved to order new pool covers from T-Star for approximately \$9,000. Arian seconded the motion.

### **D. Club Boundaries**

Board discussed the conceptual boundary options as the Board elects to pursue a Bylaws change to adopt an Associate Membership option to replace the existing Guest Pass program. Boundary options centered on the greater Rancho ST area with a northern border of Hwy 85, eastern border to Bernal Rd., western border to Snell Ave., and to the southern hills/open space. Ultimately the board elected to focus on a border (see attached map) with a more limited border of Lean Ave to the west vs. the further Snell Ave. Further review and discussion will continue at upcoming board meetings.

**E. Bylaws Update**

No Discussion

**7. Future Meeting & Agenda Items**

The next board meeting is scheduled for December 17, 2018 at 7pm.

Meeting was adjourned at 10:30 pm

**Attachment A**

<b>ACTION/Deferred</b>	<b>Project</b>	<b>2018 Trower</b>	<b>2019 Trower</b>
Acquire three quotes for Tennis Court re-Surface	Tennis Court.Refurbish(2017>)		\$ 17,698.00
Replace valves & general Maintenance – move out 2020 yrs. in SMA study	BBQ Pits (2018>)		\$ 5,896.00
Move out 2021 yrs in SMA Study	Refrigerator (2018>)		\$ 4,583.00
Repair broken Tiles, trip hazard from general maintenance & move out in SMA 2021 -	Hall. Vinyl Flooring (2018>)		\$ 7,995.00
Floor is in good shape move in SMA 2021	Rec Rm Vinyl Flrg.(2018>)		\$ 2,306.00
Move out in SMA to 2021	Clay Tile Roof-Repair/Rest. Enough money to repair one leak only		\$ 2,947.00
Requested Ron Murry to evaluate AC Unit/ proved history. Motor requires more torque for start-up larger Capacitor installed two yrs. ago.- If required	AC 5 ton (E)		\$ 4,455.00
Defer Move to 2020	Loop Slurry-Restore		\$ 6,078.00
Defer to 2025 replaced 2015	Water Heater( pool side)		\$ 1,576.00
Remove from SMA Study – Replace Net from General Maintenance	Ping Pong Table	\$ 30.00	\$ 675.00
Replace	Main Pool Cover(2018>)	\$ 8,703.18	
Defer 2020	Adult Pool Cover (2018>)		\$ 2,030.00
Replace failed Wind Screen from General Maintenance	Add failed Tennis Court Windscreen	\$ 500.00	
	<b>Total</b>	<b>\$ 9,233.18</b>	<b>\$ 56,239.00</b>