

Rancho Santa Teresa Swim & Racquet Club



286 Sorrento Way, San Jose, CA 95119
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	Terrie Jacopi (President)	
Vic Haddad (Treasurer)		Stacy Valenta (Secretary)
Michael Kirtland		Arian Collen
Chris Seipert		Melvin Dahlgren

Board of Directors Meeting *Approved Minutes* April 20, 2020

Item Subject

1. Call to Order

Meeting was called to order at 7:02 p.m.

2. Approval of Minutes

March 9 and March 18, 2020 Board Meeting

Action: (5-0-2) Chris moved to approve both sets of minutes for the regular March 9, 2020 Board meeting, and the March 18, 2020 emergency Board meeting. Terrie seconded the motion. Vic abstained.

Absent: Arian had not yet arrived at the meeting.

Documents Filed: March 9, 2020 and March 18, 2020 APPROVED PUBLIC Minutes

3. Town Hall

Stefanie Taylor asked the Board what will happen with Associate Member dues if we don't open.

4. Staff Reports

A. Office Coordinator Report

1. 84 Associate Members have been approved. Four (4) are pending.
2. Barbara provided an update on the status of various accounts and any with delinquent dues balances. A request was made to pursue delinquent accounts.

Action: (6-0-1) Terrie made a motion to initiate the collections process on nine accounts as outlined in the report dated March 9, 2020 (see attachment A) in accordance with the timelines of the collections policy, including but not limited to recording an assessment lien against the property. Chris seconded the motion. Vic abstained.

Action: (6-0-1) Chris made a motion to initiate the collections process on an additional nine accounts as outlined in the report dated April 20, 2020 (see attachment B) in accordance with the timelines of the collections policy, including but not limited to recording an assessment lien against the property. Terrie seconded the motion. Vic abstained.

3. Barbara continues to inventory hall kitchen supplies. She will come back with a recommendation of items to purchase.
 - Mel offered to donate 6 chairs to the club.
 - Board confirmed vote from March meeting to have Luke purchase six (6) 5 ft tables for the clubhouse.
4. An overview as provided of potential Club Management software options. Features and pricing were discussed. Terrie to gather a list from the Board, of the “must haves” if we choose to pursue a software platform.

B. Facilities Manager Report

1. Luke provided a report on the facilities maintenance projects being completed with the club closed. Sorrento railing at entrance, outdoor bar and kitchen, refurbished benches, new lifeguard stands, diving board and base, painted bathrooms, new stovetop in clubhouse kitchen, pool deck epoxy, handicap sink replaced in women’s bathroom, black fences/gates throughout club, repainted, etc.
2. Review of janitorial service contract, and new quote with price increase.

Action: (6-0-1) Chris moved to approve the new quote for the janitorial service. Terrie seconded the motion. Vic abstained.

3. Reviewed quotes for tree hazard pruning and dead tree removal. Mel offered to get a quote from another vendor for the dead tree removal and hazard trimming.
 - Luke and Ricardo will trim the olive trees along Sorrento and Del Canto.
 - Jerry will prune the King Palms inside the clubhouse.
 - Agreed a 3rd party service will do the remaining trees around the property.

Action: (6-0-1) Chris moved to approve no more than \$2400 for the dead tree removal on corner of Sorrento and Del Canto. Terrie seconded the motion. Vic abstained.

5. Director’s Reports

Director’s Updates

1. Financial Review: Owners - Vic and Michael. Budget is on track.
2. Reserve Funding Report: Owner – Terrie. The Board reviewed the Reserve Funding Report and agreed to fund at 35%.
3. Parking Lot Slurry: Owner – Arian. The Board agreed to hold this project until after the Summer season.
4. Solar: Owner – Michael. Michael will continue to bring options to the Board for us to consider.
5. COVID-19: Owner – Board. Board discussed options for club operation consider current Shelter in Place guidelines. We also discussed a default potential for partial refunds for Associate Members in the event we can’t open in June and beyond. This will discussion will continue during the May Board meetings.
6. SRB323: Owner – Board. Discussion of new election rules and notifications to members in order to comply with new CA state laws. We will mail a letter to members, with a link, to the new election rules, as well as, post the new rules on the marquee in front of the club. The Board also discussed opt-out language that will need to be provided to members that pertains to requests from members to use the club mailing/email lists for approved contact.

7. Architectural Review Board: Owners – Chris and Arian. They will pursue a call with the lawyer for guidance on how to manage bylaw violations, and enforcement options.

5. **General Business**

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

7. **Future Meeting & Agenda Items**

The next meeting is scheduled for May 18th at 7pm. There was a discussion and agreement, that if an Emergency Board meeting is required due to COVID-19 and Shelter in Place orders, the Board would meet with a quorum.

Meeting was adjourned at 8:58pm

ATTACHMENT A

DELINQUENT DUES LIST	
There are 9 current members delinquent over \$400, at \$4010. (30-day letter deadline March 13, 2020.) Total owed by all 227 DQ members is \$3734.	
4046-106	\$550 – last payment \$410 on 4/24/2018, in ASAP process
4047-390	\$440 – last payment \$440 on 3/19/2019, 30-day letter sent 2/10/2020
4046-93	\$440 – last payment \$110 on 2/7/2019, 30-day letter sent 2/10/2020
4354-7	\$440 – last payment \$640 on 1/8/2019, 30-day letter sent 2/10/2020
4656-38	\$440 – last payment \$100 on 1/17/2019, 30-day letter sent 2/10/2020
4047-352	\$440 – last payment \$100 on 12/6/2018, 30-day letter sent 2/10/2020
4428-52	\$440 – last payment \$100 on 1/31/2019, 30-day letter sent 2/10/2020
4047-398	\$430 – last payment \$100 on 12/6/2018, 30-day letter sent 2/10/2020, house in escrow, dues will be paid in closing process
5084-173	\$410 – last payment \$110 on 5/28/2019, 30-day letter sent 2/10/2020

ATTACHMENT B

DELINQUENT DUES REPORT 4/20/2020				
There are 15 current members delinquent over \$400 at \$7200				
	Account#	Amount Due	Last Payment Amount & Info	Status
1	4046-106	\$ 650.00	April 2018 (\$410)	Carryover from March
2	4354-7	\$ 540.00	January 2019 (\$640)	Carryover from March
3	4047-390	\$ 540.00	March 2019 (\$440)	Carryover from March
4	4656-38	\$ 540.00	January 2019 (\$100)	Carryover from March
5	4428-52	\$ 540.00	January 2019 (\$100)	Carryover from March
6	5084-203	\$ 520.00	April 2018 (\$20)	
7	4047-399	\$ 430.00	June 2019 (\$440)	
8	5026-84	\$ 430.00	May 2019 (\$330)	
9	4656-23	\$ 430.00	May 2019 (\$440)	
10	4046-137	\$ 430.00	May 2019 (\$440)	
11	5084-219	\$ 430.00	June 2019 (\$110)	
12	5084-256	\$ 430.00	July 2019 (105)	
13	4046-192	\$ 430.00	May 2019 (\$220)	
14	4046-24	\$ 430.00	May 2019 (\$220)	
15	4656-40	\$ 430.00	November 2019 (\$220)	
	TOTAL	\$ 7,200.00		