

# Rancho Santa Teresa Swim & Racquet Club 286

Sorrento Way, San Jose, CA 95119

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



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May 2018 Minutes  
Rancho Santa Teresa Swim and Racquet Club  
Board of Directors Meeting  
Monday May 21, 2018

Board Members Present: Dirk Seidel (President), Vic Haddad (Treasurer), Christine Francis (Secretary), Jack Winchester, Norm Collier, and John O'Byrne arrives at 7:30 pm

Board Members Absent: Michael Kirtland

Staff present: Luke Brown, Alana Martinez

Town Hall: See below

Call to order: Dirk calls the meeting to order at 7:00 pm

*Motion: Jack makes a motion to approve the April minutes as amended. Vic seconds. Passed by majority.*

*Motion: Dirk makes a motion to approve the Spring meeting minutes. Vic seconds. Passed by majority.*

*Motion: Dirk makes a motion to approve the minutes from the April 21<sup>st</sup> special meeting as amended. Vick seconds. Passed by majority.*

## **Staff Report:**

Alana presents her report, she has prepared 3 HOA packets this month, 18 total in 2018. We are up to 78 guest passes so far, with our cap being 85. She is working with Sarah Brown on school pool parties for the first week of June. She is gathering RSVP's for Memorial Day. She is working with Paulina on the Household Data Sheet entries and updating the system. We have just one rental for June so far, since we have swim meets and Memorial Day. We are currently looking at 9 past dues. One family is due to be sent to collections.

*Motion: Dirk makes a motion to send the past due household in question a 30 day notice, and if there is no response, send the account to collections. Vic seconds. Passed by majority.*

Activity Coordinator: Sarah sent around a fixed schedule for the summer schedule, and the kids will work with her and their co workers if they need to trade shifts. She has set dates for upcoming activities, the Late Night Swims have themes this year. We need to put out a sign up sheet for the upcoming Parent's Night Out. Sarah also needs to post about sign ups for parents night out on Facebook. There are nights scheduled for Girls Night, and Boys Night.

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Luke Brown gives his report, he has been busy installing new nets on the tennis courts and volleyball court. He spent an entire day draining the wading pool and buffing the surface. He has three chemical controllers on order, he finished installing the new security system hardware, he installed a new mini computer on back side of the mounted TV in the office and configured it to view the live security cameras. He installed a couple new fire extinguishers, and fixed the ceiling in the men's room. It's time to update the wi-fi password, it's been a few years. We also will be separating networks, so the security camera and office has their own secured internet connection and the rest of the pool has a separate network. The ceiling and doors in the men's room need repainting, so Luke will add that to his list.

\*John comes into the meeting 7:30 pm, Luke leaves the meeting

## Director's Reports:

Dirk: Reserve study, Dirk has been in contact with David Hodges to update the study and get some of his questions answered. There are a few items that are still being researched. Alana will run copies of the reserve study for each board member so we can review them for a special meeting. There was a request by a member to host a Poker night. He wants to have it June 22, the same night as the Sea Otter Potluck. Dirk will ask Stacy Valenta about their activity scheduled for the same night.

Vic: Vic presents his report starting with the Balance Sheet, followed by the P/L summary. Vic shows us the Payroll Hours Summary. Discussion follows. Next Vic shows us the PG&E Actual charges. Electricity is now 5% increased since 2017. Discussion follows. Vic shows us the gas usage data. Discussion follows. Norm will work with Luke on getting a Amperage or wattage meter so we can find out where the energy drain on our system is. Last, Vic shows the office renovation cost breakdown. Discussion follows. Vic will ask Luke for more detail on the office furniture cost for our future reserve studies.

John: Nothing

Christine: Nothing

Jack: Nothing

Norm: It's time to replace the stovetop in the kitchen, it doesn't work reliably and is frustrating for people. The lower oven sometimes turns off while it's baking as well. Discussion follows. Luke will shop for a new cook top and get back to us. Memorial Day planning, he checked on tri tip prices, but doesn't have firm information yet, as he's still trying to connect with the meat manager. He will go to Costco on Saturday. We are short on the third shift, so Dirk will look for more Sea Otter families to help. Norm will work within the budget (\$1500) with Sarah while shopping.

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## Town Hall:

8:30 pm A member joins the meeting to explain that he was using the hot tub in the middle of the night Saturday night/Sunday morning. He used the code to come in the front gate, the security company forgot to put the chain on the front gate. He knows it was wrong. He went into the pump room. He is very sorry and will not be doing that again. He leaves the meeting. Discussion follows.

Alana leaves the meeting.

## Hot Topics:

Burglar alarm: The pump room alarm went off late Saturday early Sunday morning this past weekend when a member came in with his friends. Discussion follows.

*Motion: Dirk makes a motion to suspend him for a month effective immediately, or give him the option to volunteer 20 community service hours for five events: any of the holidays, or Saturdays working with Luke. Vic seconds. Passed by majority.*

Eagle Scout Project: Logan Kenney is working on his Eagle Scout project, he proposes to spread mulch on the playground on May 26<sup>th</sup> 8 am-2 pm. He will fix the gate that leads to the playground so it self closes, and replace the latch. He also plans to build shade structures. The cost to the club will be \$227.49. Discussion follows.

*Motion: Norm makes a motion to approve the Eagle Scout project as proposed not to exceed \$500, and have him explain his shade proposal with drawings before starting on that part of the plan. Dirk seconds. Passed by majority.*

Handicap Parking: It has been requested that we provide a place for Handicap parking. Discussion follows. The local laws will be researched

*Motion: Dirk makes a motion to move forward on the planning of the handicapped parking. John seconds. Passed by majority.*

Lawn chairs and lounges: We need 10 more lounge chairs, and the straps on a few of our lounge chairs need to be replaced, if possible. Lounge chairs are very expensive, and there is a possibility we can use the current lounges and replace the aging straps. The restrapping process might be labor intensive, it's not clear how hard it will be. Discussion follows.

*Motion: Norm makes a motion to buy one set of straps. Dirk seconds. Passed by majority.*

Guest Pass benefits: we will discuss online.

Meeting adjourned at 9:20 pm and moves to executive session.

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The next regular Board Meeting will be Tuesday, June 19, 2018.

Respectfully Submitted By: Christine Francis, Board Secretary.