

**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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April 2018 Minutes Draft  
Rancho Santa Teresa Swim and Racquet Club  
Board of Directors Meeting  
Monday April 16, 2018

Board Members Present: Dirk Seidel (President), Vic Haddad (Treasurer), Christine Francis (Secretary), Jack Winchester, and John O'Byrne

Board Members Absent: Norm Collier and Michael Kirtland

Staff present: Alana Martinez, and Luke Brown

Town Hall: Gary Pike

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

Review March board meeting minutes.

*Motion: Vic moves to approve March minutes, John seconds. Passed by majority.*

#### **Town Hall:**

Gary Pike asks the Board if anyone called the City of San Jose on his Ginkgo tree for removal. No one on the Board has called the city. He follows up with more questions about reporting various things to the city. Then he talks about the pine tree out front of the club that is being removed. Discussion follows. Mr. Pike leaves the meeting.

#### **Staff Report:**

Alana presents her report; she has been collecting dues, and making HOA packets. We have had 16 total home sales so far this year. She has processed 66 guest pass applications so far. Last year at this time we were at about 75 guest pass applications. We have three new past due accounts on our list, so there are 13 current past due accounts. She goes over Sarah's Activity Coordinator report. Staff training went well; Luke, Alana, Paulina, and Sarah all shared in the training. There are lots of private swim lessons being booked, mostly members children who want to be on the Sea Otters. Daniel and Kylie are the main instructors. Movie night was successful.

Luke Brown, Facilities Manager gives his report. He has been busy finishing the office update. He has been busy sanding down the men's bathroom ceiling and identifying the problem, it's not a leak, but some sheet rock broke. He found a fridge for the office to sell drinks and frozen items. This eliminates the need for a soda machine, so Luke is asked to remove it as well as the cage that it is locked into. He took down all the age related signs a



few weeks ago. The new access system will be in by this weekend. He is working on the basketball hoop, looking to buy a low cost one from Craig's List. Jack offers his from his house, Luke will come look at it and most likely bring it over. Luke leaves the meeting.

### **Directors Reports:**

Dirk: Reserve Study is being looked at and will be finalized soon. He is emailing with the Architect for the ramp estimate. He will be updating the board on the boards as he gets them, but so far nothing.

Vic: Vic goes over the Balance sheet; he has reconciled the bank account balance with Quick books. Discussion follows. Our Merrill Lynch account was denied because we are a Non Profit Organization. He is looking at other options for our money to yield a higher percentage rate. We will move approximately \$92,700 from separate Reserve accounts into the Bank of the West Money Market account for cleaner accounting. Next Vic looks at the P & L Summary. Discussion follows. Workers Comp has hit rather hard on the expense side this month. The consumption of electricity and gas is up. The back pool being shut down didn't reflect the savings we were expecting to see. Discussion follows. Last, Vic goes over the Replacement Summary (formerly known as the Trower Report). Discussion follows.

John: The tennis mesh at the back parkinglot has been painted on. So has the dumpster. John will be working on the software for the new entry system. John and Dirk will work with the software and create a process for data entry that the Office Aids can do during their shifts.

Christine: Nothing

Jack: Nothing

### **Hot Topics:**

Memorial Day BBQ is discussed. Luke has said he would help cook meat, and the Boy Scouts will help as well. Jack plans on being there, and we will keep an eye out for more helpers with the meat. The budget is \$2,000 for everything and we usually use every penny. We will charge \$3 in addition to the entrance fee for the guests who come and want to eat the bbq. Sarah will need to make a shift list, and Alana will put the need for meat cookers in the newsletter.

Alana leaves the meeting.

The letter from the Lawyer is discussed. They have sent their bill, Dirk is working with them on their invoice. We will wait to close the Lawyer matter until everyone is present and has offered their feedback. Discussion follows. We agree that we can't afford to go back and being a strictly private club.

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Pool Rules and signage: Dirk shows the board some signs that say: "Quiet Zone/Pool: This area is offered for quiet relaxation please be courteous of fellow guests" that is is thinking about for the back pool.

Rules Update: There are two outstanding questions, the grandchildren are free is what some people are saying. The history behind this rule is asked about. The other question is the child waiver. Ages 8-11 currently have to pass a swim test and have parents fill out the emergency information. This puts the lifeguards and staff in the position of having to babysit children and monitor behavior. How do we handle the kids who want to come use the facility?

The rules are discussed with recommended changes. Dirk makes notes and will send the updated changes for online discussion and a vote.

Due to time, we are unable to get to the rest of the list of items on the agenda. We will continue discussion online, or call a special meeting if necessary.

Meeting adjourned at 9:15 pm.

The next regular Board Meeting will be Monday, May 21, 2018.

**Respectfully Submitted By: Christine Francis, Board Secretary.**