

Rancho Santa Teresa Swim & Racquet Club 286

Sorrento Way, San Jose, CA 95119

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



October 2016 Minutes
Rancho Santa Teresa Swim and Racquet Club
Board of Directors Meeting
Monday, October 17, 2016

Board Members Present: Norm Collier, Vic Haddad (Treasurer), Christine Francis (Secretary), Dirk Seidel, Lars Samson, Jack Winchester, Bill King, and John O'Byrne

Board Members Absent: None

Staff present: Alana Martinez, Luke Brown

Guests Present: None

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

Review September board meeting minutes.

Motion: Dirk moves to approve September minutes as amended, Jack seconds. Passed by majority.

Motion: Norm makes a motion to approve Fall Town Hall Meeting minutes as amended. Jack seconds. Passed unanimously.

Staff Report:

Alana presents her report. She has been busy preparing HOA packets, preparing the newsletter, renting out lounge and hall. First Alarm Company has been doing a great job at lounge and hall rentals. She has been processing fourth quarter dues.

Luke presents his report; he has been busy installing retaining boards along the tennis courts. He takes out garbage on Mondays since Tuesday is garbage day. He has repaired several sprinkler heads, and removes rogue palms that are popping up as weeds in the landscaping. He cleaned up the broken glass in the back room from the broken sliding glass door. He had to do a Clorox clean around the outdoor bar area from a messy party. He contacted Rick Young regarding a ball bearing that is running loud on the pool pump, it should still be under warranty. He met with the insurance agent for a short tour of the facility. The agent recommends a security camera system. He adjusted the light timers around the pool, and the lights in the office area, and fixed the motion sensor by the spa area. Luke will be working with ATT to have cable/satellite installed in the hall and possibly lounge as well if there is no extra charge for a second; Alana got a better price with ATT by agreeing to sign up for TV.

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Induction of new board members

Bill King is thanked for his service, and he thanks the board for their service. Bill leaves the meeting.

Motion: Vic nominates Norm Collier for Presidency. Norm declines. No Vote.

Motion: Lars nominates Dirk Seidel for Presidency. Christine seconds. Passed unanimously.

Dirk appoints Vic Haddad as Treasurer and Christine Francis as Secretary. They both accept.

Directors Reports:

Dirk: Wants to resume movie Friday nights, he will work with Alana on the dates. November 4th is potentially the first movie.

Treasurer's Report: Vic presents the September Balance Sheet, then the P&L Summary Budget vs. Actual. Discussion follows.

John: Will be added to the board email tomorrow by Alana.

Norm: Would like to continue Friday Senior Coffee Club. He is also available for maintenance planning and project management. Dirk will be a first signature on signed checks moving forward.

Christine: Nothing

Jack: Nothing

Lars: Nothing

Open/ Old Business

Oktoberfest was a success, coming in at budget. There were a couple of miscommunications we will be more careful about next year such as staffing, and ticket sales. If members want to come enjoy the music without food tickets they are welcome to next year.

The substantially delinquent member was discussed. There has been no answer from them in response to our request to work with them. Other houses are now creeping up into four figures, and we need to figure out how to collect money owed. Discussion follows. It is suggested we form a collection committee to come up with a collection plan. Discussion follows. Jack, John, and Jack agree to get together to talk about this matter further.

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Re-Cap Election and updates to procedure is discussed. The election is on a Sunday, but the ballot collection cut off is Thursday at 5:00 pm, this doesn't make sense since mail is collected on Friday. Also, why do we check ID's on Sunday night when people turn in their ballots? Discussion follows. If we want to make changes to next year's election, we will do so closer to the time.

New Business:

Five contractors have met with the pool re-plastering committee and we are awaiting their bids. Each body of water requires drawings and permits, so one for the adult pool, and one for the main pool. Pool entry step size seems to be the biggest impact. Our current steps need to change. This also affects the handrails; they will need to be replaced. The spa entry steps do not meet code, so they will also need to be rebuilt, handrails replaced, and because the steps will change, the drain in the bottom of the spa will have to move. The wading pool is 16 inches, and will need a step as well. The County Permit process takes 4-6 weeks. The contractor needs some time to draw up plans as well. The preliminary schedule is looked at. Discussion follows. When the bids are submitted, the committee will look at them and then present the top bids to the board.

Tom Li has requested another day to add to his lessons. Discussion follows. Tom was asked to provide us with his fee schedule. He has not given that to us. It has been brought to the board's attention that there could be people taking tennis lessons that are past due in Club Dues. Dirk will do some research into this matter and call Tom to see what he says.

Management structure now has a hole; someone needs to sign off on time cards. Jerry is no longer here to do that. Alana is willing to fill that gap. We need someone to supervise the kids on duty. Discussion follows. Alana agrees to approve the director's time card and the director will check the rest of the staff's time cards.

Video cameras committee, Luke Brown, Norm and perhaps Mike Davidson, will look into security cameras in case there is an after hours break in and someone gets hurt. The supporting video data will help any lawsuits against the club in case someone behaves irresponsibly and hurts himself or herself and tries to sue RSTSRC.

Meeting adjourns at 9:00 pm.

The next Board Meetings: November 14, 2016, December 19, 2016, January 16th, 2017 and February 27th, 2017.

Respectfully Submitted By: Christine Francis, Board Secretary.

Date: _____