

# Rancho Santa Teresa Swim & Racquet Club

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Terrie Jacopi (President)

Vic Haddad (Treasurer)  
Michael Kirtland  
Chris Seipert

Stacy Valenta (Secretary)  
Arian Collen  
Melvin Dahlgren

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## Board of Directors Meeting *Approved Public Minutes* June 15, 2020

### Item Subject

#### 1. Call to Order

Meeting was called to order at 6:53 p.m.

All Board members with the exception of Arian and Mel, who both arrived later, were in attendance.

#### 2. Approval of Minutes

##### **May 18 and June 1, 2020 Board Meetings**

Action: (5-0-2) Terrie moved to approve both sets of minutes for the regular May 18, 2020 Board meeting (pending minor recorded edit), and the June 1, 2020 Emergency Board meeting. Chris seconded the motion.

Absent: Arian and Mel

Documents Filed: May 18, 2020 and June 1, 2020 APPROVED PUBLIC Minutes

#### 3. Staff Reports

##### **A. Facilities Manager Report**

1. Spa: Spa bubbles have been fixed
2. On-going Projects: Luke reviewed the rest of his list with the Board

##### **B. Supervisors – Gwen King, Lucas Chavez-Meyles and Enrique Munguia**

1. Monthly Review: The Supervisors presented to the Board and reviewed the following items and recommendations:
  - a. Decision to not hire office aides to supplement staff this year.
  - b. Rescind offer to individual who did not pass lifeguard training.
  - c. Group Swim Lessons will be on hold for the time being. (Due to COVID-19)
  - d. Private Lessons will be offered with two of the three options available now. A waiver will be required. Times offered will be in the mornings, before the club opens, or between 12pm-2pm. All lessons will take place in the back pool.
  - e. A reservation system will be implemented for July 4<sup>th</sup> festivities.
  - f. A refresher lifeguarding and orientation will be scheduled for mid July.

##### **B. Office Manager's Report**

1. Delinquent Accounts:

Action: (7-0-0) Terrie made a motion to initiate the collections process on twelve accounts as outlined in the report dated June 15, 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. Stacy seconded the motion.

2. Quarterly Dues Reminder: Barbara will send letters to members who are past due.
3. Associate Member Refunds: Seven AM's have requested 2020 refunds, to-date.
4. Wild Apricot Membership Platform:

Action: (6-1-0) Arian motioned to approve a two-year contract for Wild Apricot. Stacy seconded the motion.

Action: (6-0-1) Chris motioned to approve hiring Katie Jacopi as the Implementation Manager for Wild Apricot at the approved hourly rate, up to 20 hours per week. Stacy seconded the motion.

Katie will report to Stacy throughout the course of the project.

## 5. Director's Reports

### **Director's Updates**

1. Election Rules and Elections: Owner – Terrie.

Action: (7-0-0) Terrie motioned to remove cumulative voting and approve all other recommended changes. Stacy seconded the motion.

Action: (7-0-0) Terrie motioned to push this year's election to November. Chris seconded the motion.

Action: (7-0-0) Terrie motioned to approve the Electronic Communications Policy. Chris seconded the motion.

2. Solar: Owner – Michael & Chris. Board discussed changes, and made edits to the letter being mailed to the membership regarding the solar vote. A decision was made to host a Solar Q & A on Monday, June 6<sup>th</sup> at 7pm. Ballots will be due by Monday, July 27<sup>th</sup>, per the by-laws rule stating members must have 30 days to submit a ballot.

Action: (7-0-0) Chris motioned to approve the Solar membership letter, with agreed upon edits. Terrie seconded the motion.

3. Architectural Review Board: Owner – Chris. The Board reviewed the Home Improvement Request Form. This form, once approved, would be submitted to the ARB Committee and would require two Board members to approve. Dates to be determined for implementation and communication to membership. ADU policy was reviewed, with recommended edits and will be sent to the lawyer for review.
4. COVID-19: Owners – Board. To ensure we are doing our due diligence and acting in good faith for our members, Chris and Terrie met with our lawyer to review COVID restrictions and seek advice on the policies and procedures we are implementing for COVID. As

needed, we will continue to monitor and update the club's protocols, seek out advice from our lawyer, and maintain an on-going training schedule for staff.

5. Lap Swimming:

Action: (7-0-0) Chris motioned to approve changing morning lap swim to Monday-Friday, 5am-7am. Will revisit the schedule in the Fall to determine if we need to drop Tuesday/Thursdays when Stingrays has early morning practice. Terrie seconded the motion.

Stingrays starts COVID-19 approved camps on June 29<sup>th</sup>.  
Board agreed to defer Aqua Aerobics decision to July.

6. Finances: Owners – Vic and Michael. Currently carrying an \$85K net income/expense. We will conduct a full mid-year financial review next Board meeting. Voss vs Rancho – the case is closed and the check was disbursed.
7. Member Entry: Owners – Terrie/Stacy & Supervisors. Continued ideas to improve member entry have been shared. An email and Facebook post will be published to our membership sharing that violations of our entry policies will be documented and penalties will be enforced.

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 July 27<sup>th</sup> at 7pm. There is 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 9:17pm

**ATTACHMENT A**

<b>DELINQUENT DUES REPORT 6/15/2020</b>				
<b>There are 12 current members delinquent over \$400 at \$5490.00</b>				
30-Day Letter deadline July 20, 2020				
	<b>Account#</b>	<b>Amount Due</b>	<b>Last Payment Amount &amp; Info</b>	<b>Status</b>
1	4354-7	\$ 540.00	January 2019 (\$640)	Carryover from April-last 30-Day Letter Sent 4/28/2020- went to collections 6/15/2020
2	4047-390	\$ 540.00	March 2019 (\$440)	Carryover from April-last 30-Day Letter Sent 4/28/2020- went to collections 6/15/2020
3	4656-38	\$ 540.00	January 2019 (\$100)	Carryover from April-last 30-Day Letter Sent 4/28/2020- went to collections 6/15/2020
4	5084-203	\$ 430.00	April 2018 (\$20)	Carryover from April-30-Letter issued 6/15/2020
5	4047-399	\$ 430.00	June 2019 (\$440)	Carryover from April-30-Letter issued 6/15/2020
6	5026-84	\$ 430.00	May 2019 (\$330)	Carryover from April-30-Letter issued 6/15/2020
7	4656-23	\$ 430.00	May 2019 (\$440)	Carryover from April-30-Letter issued 6/15/2020
8	4046-137	\$ 430.00	May 2019 (\$440)	Carryover from April-30-Letter issued 6/15/2020
9	5084-219	\$ 430.00	June 2019 (\$110)	Carryover from April-30-Letter issued 6/15/2020
10	4046-192	\$ 430.00	May 2019 (\$220)	Carryover from April-30-Letter issued 6/15/2020
11	4046-24	\$ 430.00	May 2019 (\$220)	Carryover from April-30-Letter issued 6/15/2020
12	4656-40	\$ 430.00	November 2019 (\$220)	Carryover from April-30-Letter issued 6/15/2020
	<b>TOTAL</b>	<b>\$ 5,490.00</b>		