

Rancho Santa Teresa Swim & Racquet Club

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Terrie Jacopi (President)

Vic Haddad (Treasurer)
Michael Kirtland
Arian Collen

Stacy Valenta (Secretary)
Chris Seipert
Alana Martinez

Board of Directors Meeting *Approved Public Minutes* February 8, 2021

Item Subject

1. Call to Order

Meeting was called to order at 6:02pm
All Board members present. Arian via Zoom
Barbara (via Zoom) and Luke, also in attendance.

2. Approval of Minutes

January 10, 2021 Board Meeting

Action: (6-1-0) Chris moved to approve minutes for the January 10, 2021 Board Meeting.
Terrie seconded the motion.

Documents Filed: January 10, 2021 APPROVED PUBLIC, January 10, 2021
APPROVED EXECUTIVE Minutes

3. Staff Reports

A. Facilities Update - Luke

- Luke shared his thoughts on the two quotes for the stucco repair work on the locker room building. Luke will request an additional quote from one more contractor so the Board can review and decide on a vendor.
- Luke to repair front gate closure mechanism this week.
- Board investigation of electronic door lock for Sorrento clubhouse doors still underway.

B. Office Manager's Report

1. Delinquent Accounts:

Action: (7-0-0) Stacy motioned to initiate the collections process on 4 accounts as outlined in the report dated February 8, 2021 (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.

2. Back Office Management:

- Huge progress in office due to all the work done in 2020 with Wild Apricot implementation and QuickBooks online integration. Reduced number of 1Q'21 past dues from a report 7 pages long in 2020, to 3 pages long in 2021. Members like being able to pay dues, online, with no fees (in paying through EFT).

Members also appreciate the improved communications and online invoicing capability.

- Automatic check scanner for deposits is also a factor in the office's ability to streamline processing, making and researching deposits.
 - New Member packets have been created with positive feedback.
3. Associate Members: As of 2/8/2021 we have 72 committed Associate Members for 2021. Discussion was had to ensure mutually beneficial relationship between the club and Sea Otters due to Covid restrictions. No discussion on increasing AM cap.

Action: (6-1-0) Chris motioned to invite the seven (7) color-coded waitlisted families for the 2021 year, with a commitment deadline of March 15, 2021. If any of the seven (7) families opt-out this year, they will be added to the bottom of the 2022 waitlist. Terrie seconded that motion.

Action: (6-1-0) Chris motioned to respect the grandfather clause for the 2022 season if any of those seven (7) families opt-out of returning in 2021. The grandfather clause will not extend beyond 2022. Terrie seconded the motion.

4. Summer Season:

- Club plans to open week of Spring Break, April 3-11, 2021.
- Lifeguards have been invited back to return or re-apply.
- Gwen and Enrique confirmed to return as Supervisors.
- Lifeguard certification subsidy to remain same as 2020.

Action: (7-0-0) Terrie motioned to bring Paige Watanabe and Jillian Hagmann in before start of season to begin managing club supplies. Stacy seconded the motion.

4. **Director's Reports**

Director's Updates

1. Solar Update: Solar company in planning phase.
2. COVID-19: Chris will begin working on new SDP for club opening. Hall rentals on hold until county is in Red Tier.

5. **Future Meeting & Agenda Items**

The next regular, monthly Board meeting is scheduled for March 15, 2021 at 6pm.

Meeting was adjourned at 7:09pm

ATTACHMENT A

DELINQUENT DUES REPORT 02/08/2021		
There are 4 current members delinquent over \$400 at \$1980.00		
Account#	Amount Due	Status
1	550.00	Final Notice Sent Via email 1/8/2021, Past Due Notice sent 12/5/2020
2	550.00	Final Notice Sent Via email 1/8/2021, Past Due Notice sent 12/5/2020
3	440.00	Past Due Notice to be issued by 1/11/2021
4	440.00	Past Due Notice to be issued by 1/11/2021
	\$ 1,980.00	