

# Rancho Santa Teresa Swim & Racquet Club

286 Sorrento Way, San Jose, CA 95119  
Phone (408) 227-5758 \* Fax (408) 225-6325



Terrie Jacopi (President)

Vic Haddad (Treasurer)  
Michael Kirtland  
Arian Collen

Stacy Valenta (Secretary)  
Chris Seipert  
Alana Martinez

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## Board of Directors Meeting *Approved Public Minutes* March 15, 2021

### Item Subject

#### 1. Call to Order

Meeting was called to order at 6:04pm

Terrie, Chris, Vic, Stacy, Michael - Board members present. Arian via Zoom (late). Alana absent. Barbara (via Zoom) and Luke, also in attendance.

#### 2. Approval of Minutes

##### February 8, 2021 Board Meeting & March 6, 2021 Emergency Board Meeting

Action: (5-0-2) Chris moved to approve minutes for the February 8 and March 6, 2021 Board Meetings. Terrie seconded the motion.

Documents Filed: February 8, 2021 APPROVED PUBLIC, February 8, 2021 APPROVED EXECUTIVE Minutes and March 6, 2021 APPROVED PUBLIC EMERGENCY, March 6, 2021 APPROVED EXECUTIVE EMERGENCY Minutes.

#### 3. Staff Reports

##### A. Facilities Update - Luke

- Awaiting 3<sup>rd</sup> quote for stucco repair
- Spa heater to be installed the weekend of March 20<sup>th</sup>
- Luke and Ricardo removed two bad tables on upper deck and repaired two tables
- New tables on order to arrive April 20<sup>th</sup>
- New tennis screens up
- Bathroom sensors installed
- Still looking at options for digital door-lock
- Olive trees will be trimmed over the next few weeks

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

###### 1. Delinquent Accounts:

Action: (5-0-2) Stacy motioned to initiate the collections process on one (1) account as outlined in the report dated March 14, 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:
  - New process implemented. Households more than two (2) quarters late will receive an email/letter from the office.
3. Associate Members: Deadline of March 15, 2021 passed for the waitlisted families who requested extension due to Sea Otters. Rancho will move to the next four (4) waitlisted families.

#### 4. Director's Reports

##### Director's Updates

1. Solar Update: Solar company in planning phase and awaiting permits from the City.
2. COVID-19:
  - Girl Scout Troop hosted Easter Egg Hunt approved as long as in compliance with County guidelines related to cultural gathering.
  - Chris outlined new SDP and Covid related updates for the Board. Rancho will open for Spring Break on April 3, 2021.
  - Hall Rentals are now allowed under the Red Tier at reduced capacity. Terrie will update the Liability Waiver.

ACTION: (6-0-1) Chris motioned to remove "Security Guard" requirement in Hall Rental agreement documentation. New language will be included to say that the renter/responsible party must provide insurance rider, and if alcohol is served, an alcohol rider. Language to also include specifics around neighbor complaints or police being called and dispatched, and if a Board Member or other Club staff has to respond, responsible party will lose their security deposit. Arian seconded the motion.

##### 3. Gas Renewal:

ACTION: (6-0-1) Chris motioned to approve one-year term, collared rate, not to exceed the quote from Commercial Energy dated March 10, 2021. Arian seconded the motion.

##### 4. Financial: February books still open due to finance program changes. Office working to resolve the open issues.

ACTION: (6-0-1) Vic motioned to move the \$36K expensed Reserve funds to the Reserve account Terrie seconded the motion.

#### 5. Executive Session: Not Open to Public

1. Summer Staffing & Bonus Discussion:
  - Board discussed and agreed on formalizing the employee review and discipline process for the 2021 season. Chris and Stacy will take the lead on this.
2. Board of Directors: Terrie Jacopi resigned her position on the Board of Directors effective March 15, 2021. Chris, as Vice President, will assume President duties until the Board can appoint a new Director at the April Board meeting.

3. Club Manager position:

ACTION: (6-0-1) Chris motioned to hire Terrie Jacopi as Club Manager, effective March 16, 2021, at an hourly rate approved by the Board, with a maximum of 20 hours a week. Stacy seconded the motion.

5. Future Meeting & Agenda Items

The next regular, monthly Board meeting is scheduled for April 20, 2021 at 6pm.

Meeting was adjourned at 8:36pm

**ATTACHMENT A**

<b>DELINQUENT DUES REPORT 03/14/2021</b>			
<b>There are 1 current members delinquent over \$400 at \$550.00</b>			
	<b>Account#</b>	<b>Amount Due</b>	<b>Status</b>
<b>1</b>		550.00	Sending to A.S.A.P. Final Notice Sent Via email 1/8/2021, Past Due Notice sent 12/5/2020
		<b>\$ 550.00</b>	