

# Rancho Santa Teresa Swim & Racquet Club



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

Chris Seipert (President)

Vic Haddad (Treasurer)  
Michael Kirtland  
Arian Collen

Stacy Valenta (Secretary)  
Ali Kiehn  
Alana Martinez

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## Board of Directors Meeting *Approved Public Minutes* August 16, 2021

### Item Subject

#### 1. Call to Order

Meeting was called to order at 6:00pm  
All Board members present.  
Terrie, Luke, Paige – Staff members present,

#### 2. Approval of Minutes

July 19, 2021 Board Meeting

Action: (7-0-0) Arian moved to approve minutes for the July 19, 2021 Board Meetings.  
Chris seconded the motion.

Documents Filed: July 19, 2021 APPROVED PUBLIC, July 19, 2021 APPROVED EXECUTIVE Minutes.

#### 3. Town Hall

N/A

#### 4. Staff Reports

##### A. Facilities Update – Luke

- Broken fence repaired
- Winter project list reviewed
- Board will re-visit removal of hedge between Main pool grass area and back pool in Sept/Oct.
- Board will re-visit firepit arbor repair in September. Possible Boy Scout Troop Eagle Project?
- Luke will source quotes for inflatable screen and sound system, and bathroom stalls for main building stalls.

##### B. Staff Supervisor Update - Paige

- 2021 swim lesson income exceeds \$93.5K
- Staff facilitated 175 private and semi-private swim lessons in the 2021 season
- Staff recommends the following to carry-over, or implement, in 2022:
  - Use of Square for payments, invoicing, etc.
  - In-depth swim lessons Training for new lifeguards needed.
  - Possible swim lessons to start earlier or add a session at the end of the season
  - Continue scheduling Private lessons the way we did in 2021

- 2021 End of Season Supervisor
  - Five Head Guards have been identified as End of Season Supervisors, as Paige, Gwen and Enrique are leaving for school.
- 2022 Supervisors
  - Paige will be returning in 2022. Three new Head Guard have been identified as possible Supervisors in 2022.
- 2022 Staff Recommendations have been made and documented for next season.
- 2021 Labor Day Games approved

### C. Club Manager's Report – Terrie

- Rental Update: Rentals on-going
- Worker's Compensation Claim: Board discussed based on incident on July 20, 2021.
- Fall Election: Four Board seats open. If any sitting Board member plans to re-run, submission deadline is September 4<sup>th</sup>. Terrie to send a status and reminder to Board the week prior.
- Delinquent Accounts: Board discussed two accounts that were brought back from ASAP due to owner/title change, with no notification to Rancho. The office sent new Final notices.
  - Action: (7-0-0) Stacy motioned to initiate the collections process on two (2) accounts, once the new Final Notice deadline passes, as outlined in the report dated August 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. Ali seconded the motion.
- Vendor Contracts: Board will review three main vendor contracts (South Valley Stingrays, Tennis & Aqua Aerobics) in September.

### 5. Director's Reports

- 2022 Dues Increase:
  - Action: (7-0-0) Chris motioned to increase member dues 10%, to the following, beginning January 1, 2022. This increase serves to align with the Board's fiduciary responsibility to maintain our Reserves funding. Arian seconded the motion.
    - Homeowner Members: \$440 effective January 1, 2022
    - Associate Members: \$660 effective January 1, 2022
  - Communication regarding this change will begin in the September 2021 newsletter.
- 2022 Associate Members (AM's): The Board will review the current AM list, review the AM waitlist, and vote on number of 2022 AM's at the October Board meeting. The office to provide data around club usage at the October Board meeting. Communication to existing AM's and any new invitees will begin after the October Board meeting, into early November.

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

### 5. Future Meeting & Agenda Items

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

Meeting adjourned at 7:20pm

**ATTACHMENT A**

DELINQUENT DUES REPORT 08/14/2021			
There are 3 current members delinquent over \$400 for \$2040			
	Account #	Amount Due	Status
1		\$770	Board approved July 19 - Sent to ASAP for next steps; Need Board decision on which collection option to take (Lien has been recorded); ASAP continues to work
		\$770	
brought back from ASAP		\$680	**Owner changed w/o notification. Added title search fee of \$140 and sent new Final Notice (\$670). Will go to collections if no payment by 8/24; Sent to ASAP 6/7 (\$430); Final notice sent 5/3/2021- due by 6/5; Past due notice sent 2/16/2021;
		\$590	**Owner changed w/o notification. Added title search fee of \$140 and sent new Late Notice (\$580). Will send Final Notice on 8/24 & to ASAP on 9/8 if no payment; past due notice sent via USPS on 5/3 (\$340); will send final notice on 7/16 & ASAP by 8/10 if needed
		\$1,270	