

# Rancho Santa Teresa Swim & Racquet Club

286 Sorrento Way, San Jose, CA 95119  
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	Arian Collen (President)	
Vic Haddad (Treasurer)		Stacy Valenta (Vice President)
Michael Kirtland		Ali Kiehn (Secretary)
Brian Rice		Tom Jacopi

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## Board of Directors Meeting *Approved Public Minutes* October 17, 2022

### Item Subject

#### 1. Call to Order

Meeting was called to order at 6:03 pm  
Board Members - Ali, Arian, Brian, Stacy, Vic, and Michael  
Staff members present – Lars

#### 2. Approval of Minutes

September 19, 2022, Board Meeting.

Action: (6-0-0) Stacy moved to approve minutes for September 19<sup>th</sup>, 2022. Brian seconded the motion.

#### Documents Filed:

September 19, 2022, APPROVED PUBLIC minutes  
September 19, 2022, APPROVED EXECUTIVE minutes

#### 3. Town Hall

- Brian Phipps
  - Brian would like to request to reserve the clubhouse for the STHS faculty party. They would like to hold the event on December 9<sup>th</sup>.

Action: (6-0-0) Arian moved to approve the use of the clubhouse and waive the fee for the STHS faculty party. Stacy seconded the motion.

#### 4. Staff Reports

##### Facilities Update

- Solar Update
  - The new layout and plans are back at the city awaiting approval.

- Back pool heat
  - Need to turn off the heat for the winter in the back pool.

Action: (6-0-0) Arian moved to turn off the heat on November 1, 2022. Stacy seconded the motion.

- Tree trimming
  - The costs came in higher than the \$2k that the board approved last month. Michael to provide the name of an additional vendor.

Action: (6-0-0) Stacy moved to approve up to \$8k for tree trimming. Brian seconded the motion.

- Main pool filter
  - The filter needed for the big pool was backordered. It has now shipped.
  - Jerry to get the quote for the labor to install the part.

### **Office Manager's update**

- Due's summary & delinquent dues
  - No members over \$440
  - One property (4046-5) is at \$470. If not paid by 11/18/22 they will be sent to ASAP.
  - 25 properties are over \$200 past due.
- Summer staff bonus
  - The summer staff bonus has been paid.
  - Need to update the documentation around the language for bonuses for 2023.
- Back pool update
  - Table discussion until November board meeting. Need an update from Arian Tom, and Terrie after conversation with lawyer.
- 2023 Associate member & guest fees
  - Due to rising costs for labor and utilities, the board discussed raising the associate member fees for 2023. Currently they are \$660 per year.
  - Discussion about raising the number of associate member families.
  - Board discussed raising the individual guest fees.

Action: (6-0-0) Ali made a motion raise the cost of the associate member fees by \$40 for a total of \$700 per year. Michael seconded the motion.

Action: (4-2-0) Stacy moved to raise the number of associate member families by 20 for a total of 100 families. Brian seconded the motion.

Action: (6-0-0) Arian moved to raise the guest fee to \$5. Stacy seconded the motion.

- 2023 vendor contracts
  - Stingrays and aqua aerobics contracts need to be reviewed; current contracts go through December 2022.
  - Tennis contract goes through 2023.
  - Need a new proposal for aqua aerobics.
  - Need to form a committee to review.
  
- 2023 rental costs
  - The board will increase the cleaning fees by 25%.
    - Lounge: \$95 to \$120.
    - Hall: \$200 to \$250.
    - Game room: \$40 to \$50.
  - Remove disclaimer about dirty upper deck, it is included in the cleaning fee.
  - If the renter wants early access for hall rental, the fee will be 50% of the rental cost. No charge for those willing to wait to book early access within 7 days of the event.
  
- Fall election
  - Fall election mailers were sent out.
  - The office used smaller envelopes to save money on postage.
  
- Reserve Study
  - The company is working on it. Results are due in Q1 2023.

#### **4. Director's Reports**

- Financial Update
  - Monthly financial updates for period YTD sent to the board on 10/14/22.
  
- Auditor questions
  - Vic is working on answering questions from our auditor. There is some wording that we need to change in our financial policies. Michael, Stacy, Vic, and Terrie to review.

#### **5. Executive Session**

- No topics

#### **6. Future Meeting & Agenda Items**

- The next regular, monthly Board meeting is scheduled for November 14, 2022, at approximately 8:00 pm. The board meeting will be held after the annual meeting which will start at 7:00 pm.
- Meeting adjourned at 7:24 pm.