

Rancho Santa Teresa Swim & Racquet Club

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Chris Seipert (President)

Vic Haddad (Treasurer)
Michael Kirtland
Arian Collen

Stacy Valenta (Secretary)
Ali Kiehn
Alana Martinez

Board of Directors Meeting *Approved Public Minutes* October 18, 2021

Item Subject

1. Call to Order

Meeting was called to order at 6:00pm

Board Members - Stacy, Arian, Michael, Vic, Alana present. Ali running late. Chris absent.
Terrie – Staff member present

2. Approval of Minutes

September 20, 2021 Board Meeting

Action: (5-1-1) Arian moved to approve minutes for the September 20, 2021 Board Meeting. Michael seconded the motion.

Documents Filed: September 20 2021 APPROVED PUBLIC, September 20, 2021 APPROVED EXECUTIVE Minutes.

3. Staff Reports

A. Facilities Update – Terrie for Luke

- Tree removal: Luke & Ricardo will remove two trees from upper deck. Potentially place two, nice, permanent garbage cans in base area once trees are removed.
- Bulk liquid chlorine option: Still working out details with vendor.
- Clubhouse sconces: Luke & Ricardo replaced outside clubhouse sconces. They will move forward with sourcing and replacing the sconces inside the clubhouse.
- Purchase of magnetic whiteboard along breezeway wall in clubhouse & TV for casting & streaming for clubhouse underway

B. Club Manager's Report – Terrie

- Delinquent Dues:
 - No new collections as of October 18, 2021. Two of three in collections have paid.
 - 16 late notices will be sent end of day, October 21, 2021
 - Seven new delinquent accounts over a year old have been identified. Final notices will go out on October 21, 2021.

Action: (6-0-1) Arian motioned to send final notices to seven homes on delinquent account list (Attachment A), and if they have not paid by November 8, 2021, then send them to ASAP for collections. Ali seconded the motion.

Action: (6-0-1) Stacy motioned to change late fee assessment and dues structure to \$5/month, up to \$15/quarter, assessed on the 15th of every month dues are late or unpaid. This change is effective January 2022. Specific language will be drafted to update the Rules & Regulations document. Michael seconded the motion.

- Associate Members (AM): Communication to existing AM's will be as follows:
 - Email inviting them to continue with Rancho as AM's in 2022 sent November.
 - Invoice sent December 1, 2021
 - Payment by January 15, 2022

4. Director's Reports

- Solar: Waiting for new Federal infrastructure bill to be signed. Will then re-group with vendor.
- Stucco Project: Permits approved
- Financial Update: Reviewed proposed 2022 budget. Recommendation to append note to Summary in November mailer that states "All excess net income is moved to Reserve account". Vic noted this is the standing practice unless otherwise decided by the Board.

Action: (6-0-1) Arian moved to approve 2022 proposed budget. Michael seconded.

- Unauthorized swim lessons: Board discussion per input from Terrie. Chris absent and unable to comment as President.

Action: (5-1-1) Arian moved to cease four (4) swim lessons immediately. Vic seconded.

- Vendor Contracts: The Board reviewed data compiled by the Club Manager for two of the three existing vendor contracts (SVS, Tennis). The Vendor Contract Subcommittee (Arian, Michael, Chris & Stacy) will convene, prior to November Board meeting, to review and edit new 2022 contracts for all three vendors (SVS, Tennis and Aqua Aerobics) and come with recommendations for discussion at November 15, 2021 Board meeting.

5. Executive Session: No topics

6. Future Meeting & Agenda Items

The next regular, monthly Board meeting is scheduled for November 15, 2021 at 7pm.

Meeting adjourned at 7:35

ATTACHMENT A

DELINQUENT DUES REPORT as of 10-18-2021		
There are 3 current members delinquent over \$400 for \$2390		
Account #	Amount Due	Status
1	\$880	Member has reached out to A\$AP; Board approved July 19 - sent to A\$AP for next steps; Need Board decision on which collection option to take (Lien has been recorded); A\$AP continues to work
2	\$800	A\$AP has received payment. 8/25 sent to A\$AP; *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 A\$AP 6/7 (\$430); Final notice sent 5/3/2021- due by 6/5. Past due notice sent 2/16/2021;
3	\$710	A\$AP has received payment 5/5 sent to A\$AP; 8/25 sent Final Notice - due by Sept 7 or will go to A\$AP *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 A\$AP on 9/8 if no payment; past due notice sent via USPS on 5/3 (\$340); will send final notice on 7/16 & A\$AP by 8/10 if needed
	\$2,390	
Final notices will go out on 10-21-2021 followed by sent to A\$AP if not paid by end of day on 11/7/2021 for the following:		
1	\$480	late notice sent 7/19/21
2	\$440	late notice sent 7/19/21
3	\$440	late notice sent 7/19/21
4	\$440	late notice sent 7/19/21
5	\$440	late notice sent 7/19/21
6	\$440	late notice sent 7/19/21
7	\$440	late notice sent 7/19/21
	\$3,120	
Late notices will go out on 10-21-2021		
1	\$220	
2	\$220	
3	\$220	
4	\$220	
5	\$220	
6	\$220	
7	\$220	
8	\$220	
9	\$220	
10	\$220	
11	\$220	
12	\$220	
13	\$220	
14	\$220	
15	\$220	
16	\$210	
	\$3,510	