

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

Board of Directors Meeting *Draft Public Minutes* May 16, 2022

Item Subject

1. Call to Order

Meeting was called to order at 5:32 pm
Board Members - Michael, Ali, Brian, Stacy, Arian, and Tom
Staff members present – Terrie

2. Approval of Minutes

April 25, 2022, Board Meeting

Action: (6-0-0) Arian moved to approve minutes for April 25, 2022. Tom seconded the motion.

Documents Filed:

April 25, 2022, APPROVED PUBLIC minutes
April 25, 2022, APPROVED EXECUTIVE minutes

3. Staff Reports

A. Facilities Update

- Pump Room
 - The door has been replaced and a new lock has been installed. The lock has push buttons and opens a compartment with a key inside.
 - Speaking of keys, we would like to continue to reduce the number of keys that are required for doors.
- Solar Update
 - We will know by May 27th if PG&E approves the system. The main question is whether the transformer is large enough.
 - The roofing project is waiting for PG&E to approve the system.

- Stucco Project Update
 - The construction work passed inspection. The stucco is currently curing.
 - The windows have been installed.
 - Remainder of the work is expected to take a couple more weeks.
- Tool shed
 - The door needs to be replaced – Luke will do this work.
- Pool deck textured paint
 - The paint came in the wrong color, needs to be exchanged.

B. Office Manager’s update

- Due’s summary & delinquent dues
 - Two final notices sent on May 3rd for a year past due (4 quarters).

Action (6-0-0) Stacy motioned to approve to send two properties to collection on June 1st if not paid. Tom seconded the motion.

Final notices: Sent 5/3/22 with final date of 5/15. If approved, would send to ASAP on 6/1			
1		\$460	Final notice sent 5/3; Deadline 5/15;
2		\$460	Final notice sent 5/3; Deadline 5/15;

- Memorial Day plans
 - Games will be played on the hour. There will be two supervisors, five AM guards, 2 mid-shift guards and 5 PM guards.
- Timecard processing
 - Currently testing. This new system seems to be better than the current system that Rancho uses. Still evaluating.
- Sea Otters volunteer day
 - The Sea Otter volunteer day was a great success.
- Lifeguard update
 - Need to promote an existing guard to senior guard.

Action (6-0-0) Stacy motioned to approve up to two promotions to senior guards. Tom seconded the motion.

4. Director's Reports

- Financial Update
 - Monthly financial updates for period YTD sent to the board on 5/8/22.

5. Executive Session

- No items to discuss

6. Future Meeting & Agenda Items

The next regular, monthly Board meeting is scheduled for June 13, 2022, at 6:00pm.

Meeting adjourned at 6:09 pm