

Rancho Santa Teresa Swim & Racquet Club

286 Sorrento Way, San Jose, CA 95119
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Terrie Jacopi (President)

Vic Haddad (Treasurer)
Michael Kirtland
Chris Seipert

Stacy Valenta (Secretary)
Arian Collen
Melvin Dahlgren

Board of Directors Meeting *Approved Public Minutes* August 17, 2020

Item Subject

1. Call to Order

Meeting was called to order at 7:01 p.m.
All Board members were in attendance.

2. Approval of Minutes

July 27, 2020 Board Meetings

Action: (5-0-2) Chris moved to approve minutes for the July 27, 2020 Board Meeting. Michael seconded the motion.

Abstained: Terrie and Arian

Documents Filed: July 27, 2020 APPROVED EXECUTIVE & APPROVED PUBLIC Minutes

3. Staff Reports

A. Facilities Manager Report

1. Power Outages: Enrique called Luke during power outage on 8/16/2020 and he made a recommendation that Board adopt a "close" policy when power outage occurs.
POLICY: The Board agreed the policy will be that the club will close 30 minutes after a power outage, unless it is after dusk. If it is after dusk, the club will close immediately.
2. Pool Pumps Update
3. Solar Power Conduit Lines Review: The club has two, 4 inch pipes and four, 2 inch pipes ready for solar.

B. Supervisors – Enrique Munguia

1. Monthly Review: The Supervisors presented to the Board and reviewed the following items and recommendations:
 - a. Movie Nights: First August movie night went well. Will add two more families sign up spots for next night.
 - b. Weeknight Staffing: Going well but adjustments have been made to the checklists, and the Board approved extending the shifts an additional 15 minutes if needed to ensure all checklist items are complete. Band interval change going well.
 - c. Megaphones: Enrique to ask Christine to purchase two new megaphones.
 - d. Swim Lessons: Revenue, to-date - \$3K. A new lifeguard has been trained.

- e. Late Night Luau Staffing: Board approved additional staffing for Luau, if needed, due to extreme heat.
- f. Extended Club Hours: Board will meet on August 31 to determine September weeknight hours.
- g. Budget Projections for 2021: Review of 2021 budget projections, assuming COVID is not an issue.

B. Office Manager's Report

1. Delinquent Accounts:

Action: (7-0-0) Terrie made a motion to initiate the collections process on thirteen accounts as outlined in the report dated August 17, 2020 (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. Ten (10) accounts will receive a final letter. Three (3) accounts will have the final notice, re-sent.

2. Quarterly Dues Process: Board is making a note to discuss quarterly dues process at a future meeting. (Incentives for full-year payment option, etc)
3. Wild Apricot (WA) Membership Platform: Katie Jacopi provided the Board an overview of her on-going project plan.

5. Director's Reports

Director's Updates

1. Election Rules and Elections: Owner – Terrie. Election nominations due by September 3rd. Arian, Michael and Vic are re-running.
2. Architectural Review Board: Owner – Chris. No updates this month.
3. Finances: Owners – Vic and Michael. No budget changes.
4. COVID-19: Owner – Chris. County is beginning to fine businesses for violations.
5. Solar Vote: Owner – Michael. Three proposals have been received: Vivint, SunPower and K-12. Another vendor is finalizing their proposal. Vic recommended having a formal SOW for use. Board agreed. Terrie will reach out to our lawyers to understand how to pursue “financial help” offers from club members.

Action: (7-0-0) Terrie motioned to form a Solar Committee. Chris seconded the motion. Michael will head the committee.

Action: (7-0-0) Chris made a motion to pursue a pre-approved loan from Bank of the West for up to \$340K. Terrie seconded the motion. Vic and Terrie will pursue the loan with B of W.

5. General Business

The Board will continue discussion on the various topics at upcoming meetings.

7. Future Meeting & Agenda Items

The next meeting is scheduled for August 31 at 5pm to discuss September hours of operation. The next regular, monthly Board meeting is scheduled for September 21, 2020 at 6pm.

Meeting was adjourned at 8:35pm

ATTACHMENT A

DELINQUENT DUES REPORT 8/17/2020			
There are 13 current members delinquent over \$400 at \$6,410.00			
30-Day Letter deadline September 24, 2020			
Account#	Amount Due	Last Payment Amount & Info	Status
1	\$ 640.00	January 2019 (\$640)	Incomplete process need to ASAP-need to resend final notide 8/18/20
2	\$ 640.00	March 2019 (\$440)	Incomplete process need to ASAP-need to resend final notide 8/18/20
3	\$ 640.00	January 2019 (\$100)	Incomplete process need to ASAP-need to resend final notide 8/18/20
4	\$ 530.00	May 2019 (\$440)	Final letter to be issued 8/18/2020
5	\$ 530.00	June 2018 (\$440)	Final letter to be issued 8/18/2020
6	\$ 480.00	April 2019 (\$400)	Final letter to be issued 8/18/2020
7	\$ 440.00	March 2019 (\$300)	Final letter to be issued 8/18/2020
8	\$ 430.00	June 2019 (\$200)	Final letter to be issued 8/18/2020
9	\$ 420.00	July 2019(\$100)	Final letter to be issued 8/18/2020
10	\$ 420.00	July 2019 (\$100)	Final letter to be issued 8/18/2020
11	\$ 420.00	Sept 2019 (\$240)	Final letter to be issued 8/18/2020
12	\$ 410.00	Aug 2019 (\$500)	Final letter to be issued 8/18/2020
13	\$ 410.00	Dec 2019 (\$210)	Final letter to be issued 8/18/2020
TOTAL	\$ 6,410.00		