

# Rancho Santa Teresa Swim & Racquet Club

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Terrie Jacopi (President)

Vic Haddad (Treasurer)  
Michael Kirtland  
Chris Seipert

Stacy Valenta (Secretary)  
Arian Collen  
Melvin Dahlgren

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## Board of Directors Meeting *Approved Public Minutes* July 27, 2020

### Item Subject

#### 1. Call to Order

Meeting was called to order at 7:04 p.m.

All Board members with the exception Terrie and Arian. Chris acted as meeting moderator with both Terrie and Arian absent.

#### 2. Approval of Minutes

##### **June 15 and July 6, 2020 Board Meetings**

Action: (5-0-2) Vic moved to approve both sets of minutes for the regular June 15, 2020 Board meeting and the July 6, 2020 Emergency Board meeting. Mel seconded the motion.

Absent: Terrie and Arian

Documents Filed: June 15, 2020 and July 6, 2020 APPROVED PUBLIC Minutes

#### 3. Town Hall

Steve Marsh (HOA Member) was in attendance and had questions regarding the solar financing options. Purchase vs PPA. The Board answered his questions to his satisfaction.

#### 4. Staff Reports

##### **A. Facilities Manager Report**

1. On-going Projects: Luke reviewed on-going projects with the Board.

##### **B. Supervisors – Gwen King, Lucas Chavez-Meyles and Enrique Munguia**

1. Monthly Review: The Supervisors presented to the Board and reviewed the following items and recommendations:
  - a. Late Night Luau: Board approved and Supervisors will decide on date for August. Club will be open until 9:30pm on this date.
  - b. Movie Nights: Board approved. Supervisors will decide on date(s) for August. Number of families will be limited and registration will be required.
  - c. Additional Cleaning: Going well and seems to be able to be done with current staffing.
  - d. Swim Lessons: Net income, to-date - \$1,767.
  - e. Extended Club Hours: Supervisors recommended the club stay open M-Th, starting August 10<sup>th</sup>. They recommended hours and required budget. The Board will

review recommendations during the closed session of the meeting. Board's decision will be communicated to the Supervisors, after the meeting.

- f. Supervisor and Lifeguard Promotion Recommendations: Supervisors recommended Justin Fusilero to be promoted to Senior Lifeguard for the remainder of the Summer. Board to decide during closed session. Supervisors also recommended Paige Watanabe and Jakob Samson be considered for "Supervisors in Training" to begin immediately. No change in current wages. This will allow them to be considered for a supervisory position next season.

## **B. Office Manager's Report**

### 1. Delinquent Accounts:

Action: (5-0-2) Chris made a motion to initiate the collections process on three accounts as outlined in the report dated July 26, 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. Stacy seconded the motion. Fifteen accounts had past due letters issued as of July 24, 2020.

Absent: Terrie and Arian

2. HOA Disclosure Issue: Amy brought forward an issue with a member property that appears to have changed owners, but no new documents were requested/provided by the realtor or Title company. Amy has action to follow-up to close issue.
3. Wild Apricot (WA) Membership Platform: Katie Jacopi provided the Board an overview of her on-going project plan, including her completed training, the database management involving the synching of QuickBooks and the WA platform, and the website. As Katie is currently implementing the project using a trial software license, Katie requested approval to purchase a one-month license of WA, in order to test all back-end payment/QuickBooks functionality. The Board asked her to request a one-month free upgrade before purchasing the software. If WA is unable to increase the trial software capability for free, the Board approved the one-month purchase. (Based on the fact that we approved a two-year license during the June 15, 2020 meeting).

## **5. Director's Reports**

### **Director's Updates**

1. Election Rules and Elections: Owner – Terrie. Fall Election process and communication to start in August with the Call for Nominations letter.
2. Architectural Review Board: Owner – Chris. No updates this month.
3. Finances: Owners – Vic and Michael. Based on Supervisor request for extending Summer hours, Vic ran a financial analysis and determined the club would carry a \$30K net income/expense, post reserve funding, if we approved the extended hours request.
4. COVID-19: Owner – Chris. No issues or updates from the county.
5. Solar Vote: Owner – Michael. Bill King, our Election Official, provided the Board and all attendees, a final vote tally. The results are as follows:
  - Total Ballots Received: 263
  - Total Ballots Rejected: 19
  - Total Valid Ballots Counted: 244
  - Abstentions: 3
  - Invalid Voting: 3
  - Total Ballots for final Vote: 238
  - Quorum Needed: 118

Solar Vote Option A Ballots: 30  
Solar Vote Option B Ballots: 208  
Option B (Purchase) passed.

There was also discussion about a Member Equity option for purchasing the solar. This is to be discussed at the August meeting.

Michael has next steps to be prepared to review 1-3 solar purchase bids at the August meeting.

6. Club Summer Hours Extension: The Board took the Supervisors recommendations and adjusted in order to allow South Valley Stingrays to continue to run a few of its current camp sessions, around club hours. The Board will re-visit extending hours, on weekdays, in September, during the August Board meeting.

Action: (5-0-2) Chris moved to approve an extension of the current club hours. Beginning August 10<sup>th</sup> through September 3<sup>rd</sup>, the club will be open Monday-Thursday, 3:30-6:30pm. Mel seconded the motion.

Absent: Terrie and Arian

7. Senior Lifeguard Recommendation:

Action: (5-0-2) Chris moved to approve Justin Fusilero's promotion to Senior Lifeguard, effective, July 27, 2020, at the approved Senior Lifeguard rate. Stacy seconded the motion.

Absent: Terrie and Arian

8. Member "Complaint" Email: The Board discussed an email received from a member who was disgruntled with a situation and conversation between herself and one of our Supervisors. The issue was investigated by Stacy and it was determined that the club needed to clean up a back-office processing procedure. It was also determined that the Supervisor was correctly enforcing our policies, and has the full support of the Board in doing so, however, additional training would be done to ensure our staff uses discretion when discussing dues with members, in a public setting. Stacy took the action to follow-up with the Office and Supervisory staff, and communicated back to the member, regarding our findings and solutions.

## 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 17th at 7pm. There is agreement, that if an Emergency Board meeting is required due to COVID-19 and County Public Health orders, the Board would meet with a quorum.

Meeting was adjourned at 8:31pm

**ATTACHMENT A**

<b>DELINQUENT DUES REPORT 7/27/2020</b>			
<b>There are 18 current members delinquent over \$400 at \$9920.00</b>			
30-Day Letter deadline August 27, 2020			
<b>Account#</b>	<b>Amount Due</b>	<b>Last Payment Amount &amp; Info</b>	<b>Status</b>
1	\$ 640.00	January 2019 (\$640)	ASAP- went to collections
2	\$ 640.00	March 2019 (\$440)	ASAP- went to collections
3	\$ 640.00	January 2019 (\$100)	ASAP- went to collections
4	\$ 530.00	May 2019 (\$440)	Past due Letter issued 7/24/2020
5	\$ 530.00	May 2019 (\$220)	Final Letter issued 6/15/2020- need approval for collections
6	\$ 530.00	May 2019 (\$220)	Final Letter issued 6/15/2020- need approval for collections
7	\$ 480.00	May 2018 (\$400)	Past due Letter issued 7/24/2020
8	\$ 440.00	March 2019 (\$300)	Past due Letter issued 7/24/2020
9	\$ 440.00	March 2019 (\$400)	Past due Letter issued 7/24/2020
10	\$ 430.00	September (\$100)	Past due Letter issued 7/24/2020
11	\$ 430.00	June 2019 (\$200)	Past due Letter issued 7/24/2020
12	\$ 420.00	July 2019 (\$100)	Past due Letter issued 7/24/2020
13	\$ 420.00	August 2019 (\$330)	Past due Letter issued 7/24/2020
14	\$ 420.00	July 2019 (\$100)	Past due Letter issued 7/24/2020
15	\$ 420.00	August 2019 (\$440)	Past due Letter issued 7/24/2020
16	\$ 420.00	August 2019 (\$440)	Past due Letter issued 7/24/2020
17	\$ 420.00	Dec 2019 (\$400)	Past due Letter issued 7/24/2020
18	\$ 420.00	Jul 2018 (\$620)	Past due Letter issued 7/24/2020
19	\$ 420.00	Nov 2018 (\$220)	Past due Letter issued 7/24/2020
20	\$ 420.00	Aug 2019 (\$500)	Past due Letter issued 7/24/2020
21	\$ 410.00	Dec 2019 (\$210)	Final Letter issued 6/15/2020- need approval for collections
<b>TOTAL</b>	<b>\$ 9,920.00</b>		