

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 Minutes* May 18, 2020

Item Subject

1. Call to Order

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

2. Approval of Minutes

April 20 and May 4, 2020 Board Meetings

Action: (5-0-2) Arian moved to approve both sets of minutes for the regular April 20, 2020 Board meeting, and the May 4, 2020 Emergency Board meeting. Michael seconded the motion.

Absent: Chris and Mel

Documents Filed: April 20, 2020 and May 4, 2020 APPROVED PUBLIC Minutes

3. Town Hall

Margarita Mendoza asked Board questions about Associate Member refund option, through May 31, 2020, and if there would be additional refund options based on date the club opens.

4. Staff Reports

A. Facilities Manager Report

1. 2020 YTD Work: Kudos to Luke and Ricardo for the extraordinary amount of work done at the club.
2. On-going Projects: Luke asked that we continue to update his on-going list of projects, with prioritization.
3. Dumpster: Parking lot chain installed to deter trash dumping. Discussion regarding relocating the dumpster. Possible project for a Boy Scout Troop Eagle Project.

B. Office Manager's Report

1. Delinquent Accounts:

Action: (5-0-2) Arian made a motion to initiate the collections process on nine accounts as outlined in the report dated May 18, 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. Terrie seconded the motion.

Absent: Chris and Mel

2. Associate Member Refunds: Three AM's have requested 2020 refunds, to-date.
3. Clubhouse Checklist: The checklist is complete and Barbara will purchase required items.

5. Director's Reports

Director's Updates

1. Solar: Owners – Terrie/Michael. Reviewed quotes from multiple solar vendors. Agreement to come to next meeting with draft proposal for a member vote.
2. Architectural Review Board: Owners – Chris and Arian. Reviewed other club ADU agreements and sample forms. Discussion with lawyer to be scheduled regarding existing ADU/Group Homes to review recourse options.
3. COVID-19: Owner – Board. Board discussed options for club operation considering current Shelter in Place guidelines, and a communication to membership once we have firmer details regarding a phased opening.
4. SRB323: Owner – Board. Timeline for election discussed and will be voted on at next Board meeting. Will need to identify an election official and candidacy promotion will begin in August, based on new timeline requirements.
5. Financials: Owners – Vic/Michael. All 2020 expenses, to-date have come from the Operating budget. \$45K will be moved from the Reserve budget to re-fund the Operating budget.

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 June 15 at 7pm. There is agreement, that if an Emergency Board meeting is required due to COVID-19 and Shelter in Place orders, the Board would meet with a quorum.

Meeting was adjourned at 8:26pm

ATTACHMENT A

DELINQUENT DUES REPORT 5/18/2020			
There are 13 current members delinquent over \$400 at \$6120			
30-Day Letter deadline May 30, 2020			
Account#	Amount Due	Last Payment Amount & Info	Status
1 4354-7	\$ 540.00	January 2019 (\$640)	Carryover from April-last 30-Day Letter Sent 4/28/2020-will go to collections after 5/30/2020
2 4047-390	\$ 540.00	March 2019 (\$440)	Carryover from April-last 30-Day Letter Sent 4/28/2020-will go to collections after 5/30/2020
3 4656-38	\$ 540.00	January 2019 (\$100)	Carryover from April-last 30-Day Letter Sent 4/28/2020-will go to collections after 5/30/2020
4 4428-52	\$ 540.00	January 2019 (\$100)	Carryover from April-last 30-Day Letter Sent 4/28/2020-will go to collections after 5/30/2020
5 5084-203	\$ 520.00	April 2018 (\$20)	Carryover from April-30-Letter will be issued by 5/28/2020
6 4047-399	\$ 430.00	June 2019 (\$440)	Carryover from April-30-Letter will be issued by 5/28/2020
7 5026-84	\$ 430.00	May 2019 (\$330)	Carryover from April-30-Letter will be issued by 5/28/2020
8 4656-23	\$ 430.00	May 2019 (\$440)	Carryover from April-30-Letter will be issued by 5/28/2020
9 4046-137	\$ 430.00	May 2019 (\$440)	Carryover from April-30-Letter will be issued by 5/28/2020
10 5084-219	\$ 430.00	June 2019 (\$110)	Carryover from April-30-Letter will be issued by 5/28/2020
11 4046-192	\$ 430.00	May 2019 (\$220)	Carryover from April-30-Letter will be issued by 5/28/2020
12 4046-24	\$ 430.00	May 2019 (\$220)	Carryover from April-30-Letter will be issued by 5/28/2020
13 4656-40	\$ 430.00	November 2019 (\$220)	Carryover from April-30-Letter will be issued by 5/28/2020
TOTAL	\$ 6,120.00		