

# Rancho Santa Teresa Swim & Racquet Club



286 Sorrento Way, San Jose, CA 95119  
Phone (408) 227-5758 \* Fax (408) 225-6325

	Terrie Jacopi (President)	
Vic Haddad (Treasurer)		Stacy Valenta (Secretary)
Michael Kirtland		Arian Collen
Chris Seipert		Melvin Dahlgren

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## Board of Directors Meeting *Approved Public Minutes* October 19, 2020

### Item Subject

#### 1. Call to Order

Meeting was called to order at 6:02pm  
Stacy Valenta – absent  
Chris Seipert acting as Secretary

#### 2. Approval of Minutes

##### September 21, 2020 Board Meetings

Action: (6-0-1) Terrie moved to approve minutes for the September 21, 2020 Board Meeting.  
Chris seconded the motion.

Absent: Stacy

Documents Filed: September 21, 2020 APPROVED EXECUTIVE & APPROVED PUBLIC Minutes

#### 3. Staff Reports

##### A. Facilities Manager Report

###### 2021 Large Project Planning

- Luke to quote resurfacing the parking lot and driveway. Along with minor repairs to extend life and defer costs
- Stucco on the west side of the office building is no longer waterproof and should be replaced. Luke to scope work and Quote
- Discussed landscaping of the area where the tree was removed near the office. Deferred action until after solar is installed

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

###### 1. Delinquent Accounts:

Action: (6-0-1) Terrie made a motion to review the ~80 accounts not in collections that are over \$400 past due and access late fees. Each household over \$400 past due, that is not already in collections, will be sent a notice in October to pay before November 30th or will be sent to collections. The letter will include the option to pay online via Wild Apricot with auto-renew. If they pay in full and sign up for auto renew before Nov 30th we will waive the late fees. Chris seconded the motion.

Absent: Stacy

2. Wild Apricot (WA) Membership Platform: Katie Jacopi provided the Board an overview of her on-going project plan and the Board decided to continue with WA implementation until the end of the year.

Action (6-0-1) Associate Members: Terri motioned to invite back the 79 active Associate Members to renew for 2021 via WA. Notices will go out on or before November 15 and expire on January 15, 2021, at which time, if they have not renewed their Associate Membership will be forfeit. Chris seconded the motion.

Absent: Stacy

#### 4. Director's Reports

##### **Director's Updates**

1. Solar Update: Reviewed new proposals from Solar Technologies. Discussed options and deferred decision to closed session.
2. COVID-19: Chris to update SDP per county requirements and create release of liability document for renters. Per county requirements in phase orange we will return to rentals under the following
  - Renter is the Host per county SDP policy
  - Renter will sign a COVID release of liability
  - Capacity limit to the following per county order
    - a. 10 for lounge
    - b. 37 for Hall sitting
    - c. 50 for hall standing
3. Fall Election: Voting in process, nothing to discuss
4. Back Pool: Heating will be shut off on Nov 1

#### 5. General Business

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

#### 6. Executive Session

The Board reviewed all solar bids and discussed overall staffing needs.

#### 7. Future Meeting & Agenda Items

The next regular, monthly Board meeting is scheduled for November 16, 2020 at 7pm.

Meeting was adjourned at 7:53pm