

Rancho Santa Teresa Swim and Racquet Club Board of Directors Meeting – MINUTES

April 16, 2007

Board Members Present: Cassy Garcia (President), Denise Sanchez (Secretary), Vic Haddad (Treasurer), Rick Peterson, Kerry Burnham, & Lance Henderson

Board Members Absent: Russ Serenka

Office Staff Present: Doug Lowe (Club Manager) and Sarah Borg (Activities Supervisor)

Office Staff Absent: Julie Capote (Office Coordinator)

Members Present: None

1. CALL TO ORDER

Meeting was called to order at 7:02 by president Cassy Garcia.

2. APPROVAL OF BOARD MINUTES (Dated March 19, 2007)

The Minutes are reviewed. Minor corrections are made. Kerry makes motion to accept the Minutes as is; Vic seconds the motion. All are in favor. Minutes are accepted as is.

3. TOWN HALL INPUT AND DISCUSSIONS

- None

4. STAFF REPORT/ACTION ITEMS

Julie Capote (Office Coordinator)

- Discussed Office Coordinator Report.

Doug Lowe (Club Manager)

- Discussed Club Manager Report
- Reviewed bids for ivy removal. Denise makes the motion that we move forward on eradicating the ivy depicted by estimates 1 and 2 (by tennis court drinking fountain and at rear of tennis court by Cassy's house since we are needing to replace that fence this year.
- Reviewed the water fountain bids from Therma. Doug will get a second bid or minimally do a cost comparison with the price of the new dual unit by the poolside restrooms. It was agreed that we would remove the non-functioning drinking fountain in the tennis courts.

Sarah Borg (Activities Supervisor)

- Discussed Activities Supervisor Report
- Member wants to discuss handicap access
- Emergency Action Plan in progress will implement on Saturday at the In Service meeting.
- Employee of pay period instead of the month with certificates of recognition. Jessica Nill will be the first one as she saved a swimmer in distress last week. Shaina Peterson will also get a certificate of recognition for her professionalism and Stefani Sanchez for getting all her paperwork in first. Sarah intends to use positive reinforcement as well as writing them up for infractions.
- Monthly employee evaluations will start in May.

5. BOARD OF DIRECTORS REPORTS

Cassy Garcia (President)

- Spring meeting went well with the potluck preceding it.
- Easter Egg Hunt was a success. Lots of good responses.
- Opening week went well. No problems.
- Mrs. Borg ordered the wood to repair the benches. Due to a misquote the cost is \$70 more than initially anticipated. Mike Borg will stain and seal the wood and install in the next two weeks.
- PFS – do we want to look into another company? Since Dave has left PFS, the quality of service seems to have gone down significantly.

Vic Haddad (Treasurer)

- Discussed Treasurer Report
- Denise requests Vic supply the Board with his report in the Friday envelopes to give the Board Members a chance to review his report more thoroughly in advance to help save time at the meetings. Vic says he can provide the first page of his monthly report by the Friday before the Board Meeting, but it is impossible for him to provide the Reserve/Replacement Costs page or the Inflows and Outflows Comparison any earlier than the Board Meeting itself.

Denise Sanchez (Secretary)

- Photo ID
- Helping with QB
- Trained Office Aides on Photo ID on the two training days.
- List of things I did last month

Lance Henderson

- Has another 35 people who have turned in their information sheets. They are only trickling in.
- He has not yet had time to call contractors about the gate.

Rick Peterson

- The drains in the spa were re-piped. Both the spa and the adult pool have now passed inspection. We are still waiting for them to be plastered. The rains will create a small delay. Once they have been plastered, we will need to start brushing them down. Doug has already purchased the necessary brushes and chemicals.
- The contractor we had been working with to do the bathroom repairs in the fall is not working out. Rick is thinking we might be more satisfied if we hire a good plumber to do the plumbing repairs and look into hiring the same painter that painted the Hall. Then maybe Rick could (with some help) order the partitions and install them and do the tile repairs.
- Rick would like Doug to have the plumber also check to see what can be done in the kitchen to prevent the sink faucet from getting loose all the time.
- Next projects: Electrical for the office and new chemical shed and lounge carpet.

Kerry Burnham

- Placed order for the new playground equipment. April 26 is the scheduled ship date. It will arrive in one to two weeks. When it arrives we will need to store it until the contractor can begin installation. It will take about two weeks to do the demo and installation work after the equipment arrives. It should be completed by the end of May.

Russ Serenka

- absent

6. OLD BUSINESS

- Action items reviewed
- Email communications/website. Lance continues to work on that
- Playground bids. See Kerry's report
- Pool replaster – update: See Rick's report.

7. NEW BUSINESS

- Board Picture
- New tree between parking areas
- Electrical panel for office

8. ADJOURNMENT

Denise makes motion to adjourn. Rick seconds the motion. All Board Members are in favor. The Board meeting is adjourned at 8:43 PM. The next Board meeting will be held On Monday, May 21st, 2007.

Respectfully submitted

Approved May 21, 2007

Denise Sanchez
Secretary, Board of Directors