

# THE MINUTES OF THE MONTHLY MEETING OF THE BOARD OF DIRECTORS OF THE PARK WILSHIRE IMPROVEMENT ASSOCIATION

June 10, 2020

The scheduled meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the "Association") was held via Zoom Conference Call, pursuant to notice duly given to all of the directors and members.

**A. Call to order and meeting minutes**

The **Monthly** meeting called to order at 7:20pm via Zoom on June 10, 2020.

**Board Members Present:**

- John Bronson (President)
- Skye Gordineer (Secretary)
- Al Williams (Treasurer)
- Matt Brock (Membership)
- Robyn Girard (Director of Lifeguard Admin)
- Adam Berns (Communications)
- Brian Tanger (Operations)

**Others in attendance:**

- Charlotte Kistner

**Board Members not in Attendance:**

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**B. Email Discussion since prior meeting**

1. Several, regarding opening during the pandemic.

**C. Open Session**

1. President – John Bronson
  - a) COVID-19 planning, See Addendum 1 (at end of this document).
2. Membership – Matt Brock
  - a) None.
3. Secretary – Skye Gordineer
  - a) No report.
4. Treasurer – Al Williams
  - a) Financial report and historical summary:

Account	Last Year June, 2019	Last Month May, 2020	This Month June 9, 2020	This month vs:	
				Last Year	Last Month
Checking	156,413.84	44,798.36	22,514.88	(133,898.96)	(22,283.48)
Savings	240,418.50	216,713.98	216,715.82	(23,702.68)	1.84
PayPal	-	-	-	-	-
Other	-	-	-	-	-
<b>Total</b>	<b>396,832.343</b>	<b>261,512.34</b>	<b>239,230.704</b>	<b>(157,601.64)</b>	<b>(22,281.64)</b>

5. Lifeguards - Robyn Girard
  - a) None.
6. Communications – Adam Berns
  - a) None.

7. Operations – Brian Tanger
  - a) None.

Tabled: Membership Certificates. Delinquent members.

**D. Closed Session**

1. None.

We adjourned the meeting at 8:55pm. Next meeting July 14th at 7:15.

Respectfully Submitted,  
Skye Gordineer, Secretary

## Addendum 1: PWIA Opening Day To Do List

**Yellow = what we discussed and finalized**

**Green = completed**

### Facility Opening Logistics:

Service bathrooms for opening (complete by 6/4/2020)

Scuba Pool Repair completed repairs and painting 6/2/2020

Refill pool started 6/2/2020, complete Wednesday PM 6/3/2020

Genie to begin working on water chemistry Thursday 6/4/2020 (JB to call Genie tomorrow re status)

Genie to restart pumps and maybe pool heaters. Starting to heat pool, TBD, pending member registration.

Mike Stoner tool removal and deck repairs (tools removed/secured 6/3/2020, completion of mastic around baby pool TBD).

Baby pool grouting is complete, ready for use.

Sand off splinter spots from new posts

Picnic tables need to be made off limits.

Refrigerator to be cleaned out.

Remove toy bin.

Eventually increase garbage capacity to two cans (currently one), wait and see on this one. Should be low volume of trash.....???

Signs at pool: Lifeguards? Reservations info. Capacity limits.

We will target a clean up day as June 13th, 10-12. Brian is organizing. Board to be present if possible. Email will NOT be sent to members.

### Finances:

Cost of swim dues \$200 Residents, \$300 Non-Residents. No refunds if restrictions put back on? Most likely no, but a revised decision will be made if/when the pool closes. Dues will not increase if we can fully open. Motion to change

price to \$200 residents, \$300 non-residents. Seconded. Cleared. Motion to change price to \$150 residents, \$250 non-residents. Seconded. Yay - x1x1x1, Nay - x1x1x1x1 nay. Motion does not pass.

Operating expenses and economics of operation. Most likely we lose money on this plan for operations. A large risk is a very low number of members actually signing up.

**Resolution to use Reserves for Operating expenses if necessary.**

## **Swim Membership**

Process for implementing swim memberships?

Pool social distancing policies must be communicated and enforced.

Scheduling of member pool reservations.

**Cost of membership: \$200 for residents, \$300 for non-residents.**

Members have the choice to join this year. This will have no bearing on their membership eligibility for the 2021 season.

Nanny's and grandparents will be allowed.

## **Communications to Members**

A clear, complete and concise summary of pool operating rules and the signup process needs to be sent as soon as the dust settles around all this.

## **Pool Operations**

Pool opening date: Tentatively Wednesday, June 17th.

The social distancing protocols need to be laminated and posted at the pool. John to coordinate this. A copy of our policies will be at the front gate for reference by staff member or questioning families.

Pool can have 13 swimmers in the water at once. This is based on county restrictions and the size of our pool.

No lounging on the pool deck on PWIA chairs or picnic tables, non-swimmers are supervising swimmers.

Non-swimmers can bring a portable lounge chair, which they will remove when their time is ended. Wagons and strollers are permitted.

Hours of pool operation. 9:00am to 9:00pm.

Member reservation system needs to be developed. 1:15 hour time slots includes, 1:00hour in the pool time, 15 minutes of sanitizing. The gate monitor to have a list to check family name as they enter.

9-9:30, 9:30-10:45, 10:45-12:00, 12:00-1:15, 1:15-2:30, 2:30-3:45, 3:45-5:00, 5:00-6:15, 6:15-7:30, 7:30-8:45 (9 slots, plus 1 early morning 30 minute lap swim)

Bathrooms will need to be sanitized during the 15 minute session change over.

Staff Responsibilities: Gate Guard/Social Distancing Enforcer/Bathroom Sanitizer. Two staff members to be used. One staff member at the gate at all times, the other staff member to roam the deck to enforce social distancing. We will trial this for the first week with the potential of reducing this role to 1 person.

One staff member at the gate. Must wear masks when social distancing is not possible. Gate gets locked during change over and pool cleaning. No in and out privileges. Gates closed after 15 minute mark for current session. No walk-ins.

No lifeguards.

Supply alcohol wipes and hand sanitizers in each restroom and that the gate.

Charlotte had stated that whistles and shirts were available.

Guests not allowed.

Swim lessons: These will be postponed until further notice this season.

No adult swim this season.

First week trial: all swimmers less than 18 need to be accompanied by green card holders.

No eating at the pool. No bbq's, parties, or food deliveries. Non-breakable water bottles OK.

Members receive 2 warnings to maintain social distancing, on the third warning they will be asked to leave.

Ping pong room to remain closed.

Personal toys to be allowed but need to be taken with you when you leave.

Wader pool to be first come first serve, one family group at a time.

#### **Miscellaneous/General Governance:**

A meeting with an insurance broker to verify liability insurance is in effect.

Reference COVID 19 in our waiver. John to speak with Eva about waiver.

Reference "No Lifeguards" in our waiver. Done!