

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

March 23, 2021

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 7:15pm via Zoom on March 23, 2021.

Matt **motioned** to approve the March 9th, 2021 meeting minutes; the motion was seconded by John. The minutes were **approved**.

### Board Members Present:

- Adam Berns (President)
- John Bronson (Operations)
- Al Williams (Treasurer)
- Matt Brock (Membership)
- Skye Gordineer (Director of Lifeguard Admin)
- Sarah Villalobos (Communications)
- Ofer Mizrach (Secretary)

### Others in attendance:

- None

### Board Members not in Attendance:

- None

## B. Email Discussion since prior meeting

1. None

## C. Open Session

1. President – Adam Berns
  - a) Annual Meeting Discussion:
  - b) Changing government documents to entities or other name.
    - i. According to our understanding we do not need to change the documents in light of change in board members. forms are updated per the periodic schedule and a board change does not require update with the Secretary of state registrar
2. Secretary – Ofer Mizrach
  - a) None.
3. Treasurer – Al Williams
  - i. **Motion Approved** : Adam will be added to be authorized to sign for checks, will join John who will provide access to this, and Matt.
  - b) Membership packets
    - i. Membership packets will be distributed on the first week of April
  - c) Financial report and historical summary:

Account	Last Year 3/23/20	Last Meeting 2/9/21	This Month 3/23/21	This Month vs: Last Year	Last Mtg
Checking	\$42,027.96	\$14,674.73	\$12,804.94	(\$29,223.02)	(\$1,869.79)
Reserve	\$216,702.82	\$171,729.25	\$171,730.57	(\$44,972.25)	\$1.32
Total	\$258,730.78	\$186,403.98	\$184,535.51	(\$74,195.27)	(\$1,868.47)

4. Lifeguards and Pool Manager - Skye Gordineer
  - a) Status on Pool Manager - Still to be hired.
  - b) Prep work for getting lifeguards (assuming pool opens as normal) - Work in progress
5. Communications – Sarah Villalobos
  - a) Follow up : John will try to locate contacts to assist in language for getting disclosures to be able to post lifeguard BIO
6. Operations – John Bronson
  - a) Updates since last meeting
    - i. John has done a walk through, all seems fine, applied the sealant to the box around the GFI to resolve the issues with the light
  - b) Bike Racks
    - i. will move bike racks to better position.
  - c) Pool Cleanup/Prep Day - Not discussed
  - d) Repairs needed: None at this time
  - e) Offseason Reminders and Future Repairs:
    - i. Ladder replacement.
    - ii. New lane divider.
    - iii. Bathroom Upgrades.

**D. Key Decisions and motions:**

1. The following items were discussed in regards to how the board plans to open and operate the pool, these decisions were made and approved in two motions presented by Matt and Ofer seconded by John and approved:
  - a) Opening day will be Friday the 28th of May (Memorial day weekend).
  - b) In 2021 we will go back to the fee schedule of 2019;
    - i. Annual Membership dues: \$99
    - ii. Swimming dues \$475 Resident.
    - iii. Swimming dues \$599 Non-Resident
  - c) Staffing will have 3 certified lifeguards on site during normal pool operating hours with reduced staff in the last portion of the day (after dark). The definition of the position (lifeguard or pool monitor) is still TBD.
  - d) Target number of families that will be signed up for the 2021 swim season is 261.
  - e) Due to COVID guidelines being vague we do not know the capacity allowance at this time. The board has decided to go with 100 visitors (excluding staff) allowed on pool grounds is 100. This is based off of expected county guidelines that will reduce allowed capacity to 50%.
  - f) In 2021 Non resident members will not be able to opt out of swimming and remain in good standing.
  - g) In 2021 season refunds of swim dues will not be offered.

- h) Pool hours:
  - i. **Pre June 13**
  - ii. · Weekdays 3pm – 8pm
  - iii. · Weekends 11am – 8m
  - iv. **Special Day(s)**
  - v. · Memorial Day; 11am – 8pm
  - vi. **Summer hours (starting June 13, which is most schools' last day)**
  - vii. · Every day: 11am – 8pm
- i) Use of a Key card during off hours is still to be decided.
- j) There will not be swim lessons.
- k) Limited number of guest swimmers will be allowed per family with the current number at 5. This is intended to support both keeping social distancing guidelines and to prioritize access to members as capacity is lower.
- l) There will be no pool parties. This is due to current guidelines that prohibit the congregation of more than three households. This could change as guidance will change.
- m) Additional COVID waiver will be required. So long as the county guidelines are in place masks will be required for visitors not in the pool.
- n) Is there a reservation system for swimming? No; However capacity will be managed at the door and the staff will enforce that no more than 100 community members will be in the pool at one time. The team is looking at a way to publish the real time pool utilization (number of people on pool grounds) on the website to assist families in assessing if they will be able to come in prior to leaving the house.
- o) Is there a time limit to visit the pool? Due to restricted capacity the board is asking that members will manage time on pool grounds. Currently there is no plan to police this as historically this would only be a problem at very hot days during weekend. The team will post signs encouraging members to be considerate and limit time to 2 sessions (2h) when pool is full.
- p) Adult Swim will be held as usual.
- q) Bathroom policy:
  - i. The staff will provide for sufficient supplies of Soap, Sanitizer and signage to allow visitors to self serve in a clean and safe way.
  - ii. Thorough Bathroom cleaning will happen every hour after adult swim by the third staff member who is not performing lifeguard duties (gate will be closed for 10 minutes).
- r) Pool house will be closed.
- s) There will be no Pool provided lounge chairs. Visitors will be allowed to bring their own chairs and will be requested to station those in a way to follow family/pod social distancing guidelines.
- t) In regards to access to food (not including drink); Allowance to bring Food, Usage of BBQ, and Tables (both provided and bring your own) has yet to be determined.
- u) The pool will not provide pool toys this season, guests are allowed to bring their own, but are requested to take home and not leave at the pool.

We adjourned the meeting at 9:17pm. Next meeting is April 13 at 7:15.

Respectfully Submitted,  
Ofer Mizrach, Secretary

