

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

10.12.21

The scheduled meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the "Association") was held via zoom for 2575 Park Wilshire Dr., 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 10/12

Motion to approve previous months minutes: M/S/C, approved amended notes.

**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:**

- Rebecca Crapo (Pool Manager)

**B. Email Discussion since prior meeting**

1. None

**C. Closed Session**

**D. Open Session**

1. Treasurer – Al Williams
  - a) Expenses in FY 2019 from Oct 12 - 31 Mar exclusive of major repairs (heaters and solar structure repair) were \$16,295.86. Accordingly, we should be able to transfer about \$29,000 in addition to the Proprietary Dues to the Reserve Account this year. This will help restore the major loss to the Reserve Account last year.
  - b) Latest financial status:

	<b>2019</b>	<b>Last Meeting</b>	<b>This Month</b>
<b>Account</b>	<b>9/14/19</b>	<b>9/14/21</b>	<b>10/12/21</b>
Checking	\$ 79,840.05	\$ 77,178.95	\$ 64,915.09
Reserve	\$ 240,436.68	\$ 183,499.70	\$ 183,499.70
<b>Total</b>	<b>\$ 320,276.73</b>	<b>\$ 260,678.65</b>	<b>\$ 248,414.79</b>

## 2. President – Adam Berns

- a) We need to improve our communication by having better email etiquette.
  - i. Don't send it if it can wait for the board meeting.
  - ii. Proof your emails prior to sending.
  - iii. Overall reduce the amount of emails sent.
- b) Voting by email process:
  - i. According to the by-laws all board members must provide written consent to have an email vote, if this is not possible, a quorum of 3 can request an @hoc meeting, this must follow the process stated in the by-laws for setting up such a meeting.
- c) Member Splash:
- d) Moving PWIA to google mail. Cost of \$6 per person per month. We want to make a decision next meeting

## On Going Business

- Finance- monthly report
- Operations - Fence
- President
- Communications
- Lifeguard Admin
- Membership
- Secretary

## Votes by Email

- \$350 for communications on Halloween signs
- Pool fill timer

## New Items

- Discussion: Email Etiquette
- Vote: Voting by email
- Discussion: Membersplash
- Vote: Email services (Google or Microsoft)

- Discussion: Pool Leak
- Discussion: Pool Keys
- Discussion: charter for finance sub committee (next session vote, unless a charter has been written and voted on)

- Vote: Sub committee for long term plan, charter next meeting
- Vote: Replenish toolbox and marking tools (Not to exceed)

For next meeting

- Cement behind cabana (since there is no cost estimate)
- Repairing Eves (since there is no cost estimate)
- updates to website (new web master)
- changes to By-Laws to change husband and wife
- Removing of the Lifeguard Admin role, changing to events coordinator

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3. Operations – John Bronson

- a) As it pertains to the automatic water level & based on board decision and approval Genie have installed a timer at a cost of 600\$, this is approved by motion.
- b) No major progress on the fence, we are not getting the response needed by the City.
- c) Genie will perform a 3 day bucket test, the pool needs to be off limits during that time. Pool will be closed between Monday and Wednesday.
- d) One of the umbrellas might need fixing.
- e)

4. Membership - Matt Brock

- a)

5. Lifeguard Administration - Skye Gordineer/Rebecca Crapo

- a) none

6. Communications – Sarah Villalobos

- a) Sign for Halloween competition will be \$400, approved by motion.

7. Secretary – Ofer Mizrach

- a) Work with John to create a document retention policy.

8. Pool Manager

- a) None

Meeting adjourned the meeting at 9:04 Next meeting is 11/09 at 7:15 in person on zoom.

Respectfully Submitted,  
Ofer Mizrach, Secretary.