

# The Minutes of Meeting of the Board of Directors of the Park Wilshire Improvement Association 21 January 2014

A meeting of the Board of Directors of the Park Wilshire Improvement Association, a California non-profit membership corporation (the “ association”) was held on the above date at 2575 Park Wilshire Drive, pursuant to notice duly given to all of the directors and members.

## 1. Call to Order

Jennifer Shaw called to order the regular meeting of the PWIA at 7:15 PM on 21 January 2014.

## 2. Roll Call

The following members were present: Jennifer Shaw, President; Al Williams, Treasurer; Alison Helmke, Operations; Brian Tanger, Communications; Husam Aburabi, Membership; Hope Cahan, Lifeguards

## 3. Approval of Minutes

Minutes of the meeting of 17 Dec 2013 were approved.

## 4. Board Reports

**Communications: Brian Tanger:** The city should repair the streetlight at the SW corner of the pool facility by 28 January 2014.

**Membership: Husam Aburabi:** There are 148 names on the non-resident membership waiting list.

**Treasurer: Al Williams:** Checking account balance is \$50,057. Reserve savings account balance is \$173,844. New state laws clarify that PWIA is a Commercial and Industrial Common Interest Development, not subject to the Davis-Sterling Act.

**Guards: Hope Cahan:** Lauren Barnes, the lifeguard manager, is polling lifeguards to determine who plans to return to work for PWIA during the 2014 season. It is necessary to prepare the schedule for swim lessons,

etc. Swim lesson signups will be on Sunday, 30 March, from 9:00 AM until noon, at the pool.

**OPERATIONS: ALISON HELMKE:** The women's bathroom ventilating fan installation job has been given to Nolan Construction due to our experience with that firm.

## 5. New Business

A motion containing a school party policy was presented by Jennifer Shaw, seconded by Brian Tanger, and passed unanimously. The policy states:

The Park Wilshire Improvement Association (PWIA) Board of Directors has voted to implement a school pool party pilot program during the 2014 swim season. The parameters for the pilot program are as follows:

### 1. Scheduling

- Price Middle School, Bagby Elementary School and Fammatre Elementary School may participate in the pilot program.
- There will be a maximum of four (4) school parties during the pilot program.
- There will be no more than two (2) school parties a week.
- There must be one (1) day between scheduled pool parties.
- All school parties must be complete by June 4, 2014.
- School parties may be held between the hours of 9:00 a.m. and 2:00 p.m.
- The school group hosting the school party may enter the facility up to two (2) hours prior to the start of the school party for "set-up."
- No more than 150 guest total may attend a school party. Guests include every individual who enters the PWIA facility regardless of age or use of the pool.
- School party reservations will be made on a first come, first served basis.
- A school party request may only be submitted by a person who is a current Active Swim Member of Park Wilshire Improvement Association. This person will be considered the Sponsor of the swim party.

### 2. Fees

- A fee of \$5 per guest will be charged.
- Four (4) lifeguards are required for each event. A fee of \$60 per hour will be charged for lifeguards during the hours of the school party.
- A fee of \$30 per hour will be charged for "set-up" time.
- A \$300 cleaning deposit is required.

### 3. Staffing by School Group

- The school group hosting the school party will provide one (1) adult chaperone for every ten (10) students attending the school party.
- The school group hosting the school party will provide one adult to monitor the PWIA front gate at all times.
- The party Sponsor shall be in attendance at the pool facility for the entire duration of the party.

#### 4. Waivers

The school group hosting the school party will:

- provide a waiver releasing the Park Wilshire Improvement Association from any and all liability associated with their pool party.
- be responsible for any and all damages to the pool and facility which occur during their school party.
- require all guests entering the facility to sign a waiver releasing the Park Wilshire Improvement Association from any and all damages and liability associated with their school party.

#### 5. Cleanup

- The group hosting the school party is responsible for complete clean up of the facility.
- The school group hosting the school party must take their trash with them when they leave.
- The \$300 cleaning deposit will be returned upon proof that the facility has been left clean and all trash created by the school party has been removed from the PWIA facility.

#### 6. Administration

The school group hosting the school party will provide PWIA with the following no later than two weeks before the school party:

- Complete Guest List
- All Signed Waivers
- All Guest and Lifeguard Fees
- \$300 Cleaning Deposit as a separate check from the fees payment

#### 7. Other

- The pool and facility will remain accessible to PWIA swim members at all times.
- The PWIA Board will evaluate the pilot program at the end of the 2014 swim season.

The 2014 PWIA Annual Meeting will occur on Tuesday, 4 March 2014 at the pool facility, beginning at 7:00 PM. Member packets including invitation to the Annual Meeting, Financial Report, and proxy form will be mailed on Monday, 24 February 2014.

The February meeting of the PWIA Board of Directors will be a dinner meeting on Monday, 10 February, 2014.

## 6. Adjournment

Jennifer Shaw adjourned the meeting at 8:50 PM.

Respectfully Submitted,

---

Allan Williams