

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

June 12, 2018

The scheduled meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the "Association") was held at 2575 Park Wilshire Avenue, San Jose, pursuant to notice duly given to all of the directors.

A. Call to order and meeting minutes

Meeting called to order at 7:23pm on June 12, 2018. Robyn **motioned** to approve the May 2018 meeting minutes; the motion was seconded by Al. The minutes were **approved**.

Board Members Present:

- John Bronson (President)
- Brian Tanger (Operations)
- Robyn Girard (Director of Lifeguard Admin)
- Matt Brock (Secretary)
- Jacqueline Quinn (Communications)
- Jennifer Donahue (VP Membership)
- Al Williams (Treasurer)

Board Members not in attendance:

- None

Other in attendance:

- Alison Helmke
- Mary Nobriga

B. Closed Session

1. Discussion of Lifeguard hourly wages
 - a) Emily Anger as Head Lifeguard
 - b) John Nobriga as interim head lifeguard until Emily starts
 - i. Motion made and passed
 - c) Swim instructors (Matt Ross and John Nobriga)
 - i. John motioned Brian seconded.
 - d) Swim instructors and all other lifeguards pay was discussed.
 - e) Jacqueline motioned that Wendy Milner volunteer as a friend of the board and receive full membership benefits. John 2nd. The motion passed.
2. Inter Board-member communications
 - a) Please use subject lines appropriately
 - b) If something can wait a couple days for the board meeting, then please wait
 - c) Anything voted on via email needs to be recorded in official minutes
3. Closed session is adjourned

C. Open Session

1. Pool party feedback

2. Garbage
 - a) There are only wet or dry barrels available from Republic Services
 - i. Dry includes recycling
 - ii. Wet = \$114/month
 - iii. Dry = \$91/month
 - b) We have 6 (or perhaps 8 per Republic Services) wet barrels right now.
 - c) Garbage collection changed to Wednesday morning.
3. Operations (Brian Tanger)
 - a) Pool leak update – still scheduled for June 25
 - b) Solar array posts
 - i. The one outside was replaced
 - ii. The ones on the inside should be corrected when they corrode and need replacement
 - c) Some lights were out and may have been fixed today.
 - d) Hot water in men's room may need to be fixed or replaced.
 - i. Brian will have Drain Works inspect and replace if cost is below \$1,000.
4. Treasurer's Report (Al Williams)
 - a) Checking account: \$147,009 (\$139,907 at the comparable time last year)
 - b) Reserve balance: \$219,304
 - c) Profit and Loss year-over-year comparison
 - d) Historical cash balances are available from Al
 - e) Potential of using reserve for paying exorbitant water bills – tabled until further information
5. Pool Manager/Director of Lifeguards Report (Robyn Girard)
 - a) Good job, Mary.
 - b) No other updates besides lifeguard pay rates noted above
6. Membership (Jennifer Donahue)
 - a) Houses max total: 292 (the number of original homes in the Park Wilshire Improvement Association boundaries)
 - b) Target capacity: 260, for leeway up to 270
 - c) Currently 258 swim members, plus a few in the works
7. Communications (Jacqueline Quinn)
 - a) Will reach out to Tyson for movie night schedule to include in communication letters
8. Secretary (Matt Brock)
 - a) Record retention policy
9. President
 - a) Nothing else to discuss
10. Call for any other old or new business
 - a) None

11. Next meeting: Tuesday, July 10, at 7:15pm

We adjourned the meeting at 8:40pm.

Listing of Tabled Items:

- Lap swim and extended season hours. Tabled during May 2018 meeting.
- Using reserve funds for exorbitant water bills due to potential leak. Tabled during June 2018 meeting until results of leak detection by professional company.

Respectively Submitted,
Matt Brock, Secretary

Appendix 1 – Pool Schedule

2018 Schedule (For reference and subject to change. Does not include member parties)

Date	Description
May 4	Solar heat on
May 19	Pool Cleanup, 9am – 11am
May 21	Gas heat on
NA	Open without guards
May 25	Pool open (including lifeguards)
June 9	School's Out Party
June 13	Most schools' last day of school. Start of summer lifeguard hours (see below)
TBD	Gas heat off: 2012: Sep 04 (per 2013_09 minutes) 2013: End of Sep (per 2013_09 minutes) 2016: Labor day (per 2016_08 minutes)
TBD	Solar heat off
TBD	Lifeguard hours reduced
TBD	Lifeguard hours stopped
TBD	Last day

Lifeguard Hours:

Pre June 13

- M – Th 3pm – 8pm
- Friday 3pm – 9pm
- Saturday 12pm – 9pm
- Sunday 12pm – 9pm

Special Day(s)

- Memorial Day; 12pm – 8pm

Summer hours (starting June 13, which is most schools' last day)

- Every day: noon – 9pm

Appendix 2 – Other Notes

Pool Parties

- Applies to 15 – 50 people.
- Fee: \$50 (includes lifeguard and trash) plus guest pass or regular fee (currently \$5/person).
- Party length: 3 hours. All non-member guests must leave after 3 hours.
- Deposit: \$100.
- Trash: included in fee.

Guidelines for Renters:

- People in houses that pay the \$99, then the renters can pay at the resident member rate.
- People in houses that do not pay the \$99, then the renters essentially jump to the top of the wait list and can pay the non-resident fee.
 - What if they lived there last year, but did not pay and now they want to join? TBD.