

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

August 14, 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 7:20pm on August 14, 2018. Al **motioned** to approve the July 2018 meeting minutes; the motion was seconded by Jacqueline. The minutes were **approved**.

Board Members Present:

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

Others in attendance:

- Mary Nobriga

Board Members not in attendance:

- NA

B. Closed Session

1. NA

C. Email Discussion since prior meeting

1. NA

D. Open Session

1. Operations
 - a) Creative Security will be contacted to quote for leak security. We last used them in 2008.
 - b) Heater #3 does not appear to be working. Brian will ask Genie to check.
 - c) Light in kiddie pool? We were billed. Brian will ask why it's not working.
 - d) Pool leak: what to do? It takes 3 - 5 days. Genie will do the repairs. Target right after we close pool. Lead time probably not that long.
 - e) Old DE bins – John will talk to Dick and/or get bids
 - f) Will clean out storage room on cleanup day.
2. Treasurer's Report (Al Williams)
 - a) Checking account: \$104,099 (\$94,950 at the comparable time last year)
 - b) Reserve balance: \$219,320
 - c) Swim lesson net profit \$9,109
 - i. Estimate provided by Al based on fees of \$19,907; instructor pay of \$8,864; insurance of \$1,934.
 - d) Petty cash was collected from the front desk \$121. Lifeguards counted and John confirmed
3. Pool Manager/Director of Lifeguards Report (Robyn Girard)

- a) Lifeguards hours reduced starting Tuesday the 21st
 - b) Lessons are still going well.
 - c) Member interactions with lifeguards. John B. will call to discuss after Jacqueline sends email reminding people to provide feedback to board members rather than directly with lifeguards.
4. Membership (Jennifer Donahue)
 - a) 213 people on wait list; probably 7 years long.
 5. Secretary (Matt Brock)
 - a) Retention policy:
 - i. Board Member election tallies
 - ii. Annual Swim Information Sheets (submitted by families)
 - a. Waivers need to be retained for 15 years
 - iii. Old small claims court claims
 - iv. Correspondence with resident members
 - v. Chemicals
 6. President
 - a) No other updates.
 7. Call for any other old or new business
 - a) None.
 8. Next meeting: Tuesday, September 11, at 7:15pm

We adjourned the meeting at 8:20pm.

Listing of Tabled Items:

- Lap swim and extended season hours. Tabled during May 2018 meeting until after swim season.
- Brainstorm making the party guest list easier to manage and clarify number of guests allowed versus 15.

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). See below for hours.
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
Circa Labor Day weekend	Lifeguard hours reduced to only weekends (see Jacqueline's newsletter)
Soon after Labor Day	Lifeguard hours stopped
~Oct 1	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

Reduced hours starting soon

- Starting August 20th, close at 8pm, 7 days a week.
 - Due to shorter days and schools are starting.

Appendix 2 – Other Notes

Pool Parties

- Applies to 15 – 50 people, but you can only bring 10 guests at a time.
- 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.