

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

September 11, 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 September 11, 2018. Robyn **motioned** to approve the August 2018 meeting minutes; the motion was seconded by Jennifer. The minutes were **approved**.

### Board Members Present:

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

### Others in attendance:

- Mary Nobriga

### Board Members not in attendance:

- Jacqueline Quinn (Communications)

## B. Closed Session

1. NA

## C. Email Discussion since prior meeting

1. NA

## D. Open Session

1. Operations
  - a) Gas heat was turned off around Sept 1; solar is still on until around Oct 1.
  - b) Al motioned, Robyn seconded that the bathroom and cabana should be closed and locked after cleanup day. Hot water will remain on until then too.
  - c) Winter garbage: Brian will reduce to one bin after cleanup day.
  - d) Cleanup Day: Oct 7, 10 – 12pm.
  - e) Leak fix: scheduled for Oct 15.
  - f) Baby pool light: Dick said the conduit was installed at a hard 90 degree, so they cannot get to it. They even drained it twice to try to fix it. They will need to break concrete to fix.
  - g) Diatomaceous Earth tanks: Brian will ask Genie for a quote.
  - h) Pool cover during winter: if we have lap swimmers, then no. For evaporation, it's not an issue in the winter. The discussion leaned toward no.
2. Treasurer's Report (Al Williams)
  - a) \$79,035 in checking. Last year we had \$64,118. Savings \$219,230.
3. Pool Manager/Director of Lifeguards Report (Robyn Girard)
  - a) Lifeguard concerns: parties are hard, guest lists on short notice, BBQ usage.

- b) John made a motion that the Party Coordinator attend May – August Board Member meetings to facilitate discussions. Brian seconded. It passed.
  - c) Sharing guards with Brighton? If Brighton would like to come down and make a specific proposal, we will discuss, but we are leaning toward no due to logistics and scheduling.
  - d) John will address videoing guards and talking to guards while they are on duty.
4. Membership (Jennifer Donahue)
- a) Should lap swimmers be allowed key card access off-season?
    - i. Discussion: allow for all or none or current lap swimmers.
    - ii. Tabled: pre-season for family access. Leave as-is for now.
  - b) Robyn motioned that it be required that key cards are required. Matt seconded. No vote was taken due to discussion on implementation issues. We left off on perhaps adding language to the membership renewal that cards are highly recommended. We will need to work on how to address guest passes if the gate is closed and members arrive with guests (i.e. who would sign them in).
5. Secretary (Matt Brock)
- a) Matt reported that over the prior month, he had gone through and organized old stored records in the recreation building store room.
6. President
- a) Nothing to report.
7. Next meeting: TBA

We adjourned the meeting at 8:20pm.

**Listing of Tabled Items:**

- Besides the leak; possible off-season upgrades and repairs:
  - Kiddie pool light is out
  - A light in the main pool is out (by the stairs closest to the gate as of 09/25/18)
  - Old DE tanks
  - Screen the fence between the chemical area of the pump house and the park
  - Consider putting the outside lights under the solar panels on timer
  - External light by women's restroom does not turn on
  - External light by cabana and trash cans does not turn off automatically in daylight
- If/when lights are on timer, we can discuss when to "soft-close" the pool at night when the days become shorter at the end of summer.
- Brainstorm making the party guest list easier to manage and clarify number of guests allowed.
- Membership Certificates. Do we still issue them?

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.
Jun 9	School's Out Party
Jun 13	Most schools' last day of school. Start of summer lifeguard hours (see below)
Sep 1	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) 2018: Off Sept 1
Oct 1	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 6	Last open pool day
Oct 7 (10 – 12pm)	Cleanup day
Week of Oct 8	Genie to fix the leak

#### 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 20<sup>th</sup>, close at 8pm, 7 days a week.
  - Due to shorter days and schools are starting.