

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

November 7, 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 November 7, 2018. Al **motioned** to approve the September 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)
- Al Williams (Treasurer)
- Jacqueline Quinn (Communications)
- Brian Tanger (Operations)

Others in attendance:

- None

Board Members not in attendance:

- Jennifer Donahue (VP Membership)

B. Closed Session

1. NA

C. Email Discussion since prior meeting

1. John Bronson replaced the men's shower faucet with a new cartridge. Now both showers have new cartridges.
 - a) As a reminder, the women's shower faucet started to leak a couple months ago and John replaced it then and now works much more smoothly. Although the men's shower faucet was not leaking, it was old and it was good to have it replaced.

D. Open Session

1. Operations
 - a) Pool cleanup done on Oct 7. Good turnout and things were taken care of.
 - b) Wader pool light is now fixed after Genie did some concrete work.
 - c) The leak (by deep-end lifeguard station) was fixed for approximately \$2,000. It was obviously the source of the major leak issue and the water level is much more consistent now.
 - d) Old DE Tank update:
 - i. Quote from Property Rescue for \$1,688 versus the Genie quote of approximately \$3,200.
 - ii. Robyn made a motion to contract with Property Rescue, Jacqueline seconded and the motion passed.
 - iii. After meeting note: the DE tanks were removed by the following weekend.
 - e) Brian took note that the light by the stairs is out and will look into whether it is still under warranty.

2. Off-season maintenance discussion

- a) Hold-off on painting posts since John will walk around to inspect posts.
 - b) Pump house roof
 - i. Concern about fire hazard and overall integrity.
 - ii. John made a motion to go through the bidding process and then decide whether to proceed. Robyn seconded. It passed.
 - c) Fence slats behind chemical area by pump house. Matt to work on.
 - d) Outside lights:
 - i. Women's restroom does not turn on.
 - ii. External light by trashcans does not turn off automatically.
 - iii. One or two lights on pump house, including light behind pump house, do not work.
 - iv. Lights under solar should be put on time.
3. Treasurer's Report (Al Williams)
 - a) \$56,112 in checking. Last year we had \$40,820. Savings is \$219,331.59.
 - b) No concerns or issues.
 4. Pool Manager/Director of Lifeguards Report (Robyn Girard)
 - a) Mary Nobriga may not be able to come back in time for prep work for next year's swim lesson season. We are looking to accommodate her schedule or look into alternatives.
 5. Membership (Jennifer Donahue)
 - a) Jennifer was not in attendance. No other items to report.
 - b) In practice, we do not issue membership certificates, but the financial records serve as a record of members.
 6. Secretary (Matt Brock)
 - a) The streetlight in the back by the pump house is fixed by PG&A. We are now getting light for our \$10/month bill.
 7. Communications (Jacqueline)
 - a) Nothing to report
 8. President
 - a) Discussion on the Party Coordinator attend BOD meetings during summer months (including May – August as previously approved by the board in September 2018).
 - b) Community director recruitment efforts
 - i. John to prepare an outline of the process in order to communicate to the rest of the community.
 - ii. We will work on more frequently announcing board meetings.
 9. Next meeting: December 12, 2018 at 7:15pm, at the pool.

We adjourned the meeting at 8:20pm.

Listing of Tabled Items:

- 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 versus 15.

Respectfully Submitted,
Matt Brock, Secretary