

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

05.18.22

The scheduled meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the "Association") was held via zoom for 2575 Park Wilshire Dr., pursuant to notice duly given to all of the directors and members.

**A. Call to order and meeting minutes**

The **Monthly** meeting called to order at 7:27PM via zoom on **05.18.22**

Motion to approve previous months minutes: M/S/C, approved amended notes. **Approved**

**Board Members Present:**

- Adam Berns (President)
- John Bronson (Operations)
- Matt Brock (Treasurer)
- Erica Foss (membership)
- Skye Gordineer (Director of Lifeguard Admin)
- Sarah Villalobos (Communications)
- Robert Stillwell (Secretary)

**Others in attendance:**

- Rebecca Crapo (Pool Manager)

**B. Email Discussion since prior meeting**

1. End of the school year pool party

**C. Closed Session**

**D. Open Session**

1. Treasurer – Matt Brock

Per QB	Last Year	Prior Month	Month-end	Inc / (Dec)	Inc / (Dec)
Account	04/30/2021	03/31/2022	04/30/2022	vs last year	vs Prior Month
Checking	103,328	28,292	100,622	(2,706)	72,330
Reserve	183,494	202,162	202,164	18,670	2
<b>Total</b>	<b>286,822</b>	<b>230,454</b>	<b>302,786</b>	<b>15,964</b>	<b>72,332</b>

- a) Cash reserves are slowly recovering from COVID, but still below 2019 cash levels.
- b) Residents with \$99 balance = 26 – many likely due to non-delivered mail
- c) Residents with \$198 balance = 2 – will follow-up with these Residents
- d) No Residents have been removed
- e) New Resident members: need to document going forward
- f) Tabled items: Budget, Quasi-Reserve study.
- g) Adam to update rules and posting to website:
  - i. Yellow card hours and consistency
- h) Phone number forwarding needed for:
  - i. Emergency

- ii. Treasurer for accounts
- iii. Front desk
- 2. President– Adam Berns
  - a) DoorKing
  - b) Guestpasses and swim tests.
  - c) Motion to spend, not to exceed \$600, to spend for guest passes and pool attendance level tracking. Passed unanimously.
  - d) Motion to remove the maximum hour requirement for yellow and blue card holders. Passed unanimously.
  - e) Motion to require lifeguards to collect and hold the passes of yellow and blue pass holders who are at the pool without a guardian.
- 3. Operations – John Bronson
  - a) Repaired clamp for the water purification will arrive tomorrow/Thursday and the water should be at appropriate filtering and chemistry levels by opening day.
  - b) Pressure washing almost completely
  - c) Working on the exit sign for fire marshall compliances
  - d) This Saturday for cleanup
- 4. Membership - Erika Foss
  - a) Some members are lagging behind turning in their membership paperwork
- 5. Lifeguard Administration - Skye Gordineer
  - a) Motion to allow a pool party with 60 members during school hours on June the 3rd, with at least one member per every 30 people and appropriate swim forms (e.g., waiver) completed and signed by a legal guardian. Unanimously approved.
  - b) Pool party booking going really well. About 20 parties already booked.
- 6. Communications – Sarah Villalobos
  - a) Friends of the board
  - b) Sending out reminder re sign ups for the 2022 season
  - c) Adam to reach out to Robyn. If not, we can potentially split roles. Party coordinator and food coordinator.
- 7. Secretary – Robert Stillwell
  - a) [Motion to approve minutes from previous meeting \(4/12\)](#). Unanimously approved.
- 8. Pool Manager

Meeting adjourned the meeting at 9:09pm PDT. Next meeting board meeting is on 6/14.

Respectfully Submitted,  
Robert Stillwell, Secretary.