

**THE MINUTES OF THE MONTHLY MEETING OF THE BOARD OF DIRECTORS OF
THE PARK WILSHIRE IMPROVEMENT ASSOCIATION
07.19.23**

The scheduled meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the “Association”) was held in person at 2575 Park Wilshire Drive San Jose CA 95124., pursuant to notice duly given to all directors.

A. Call to order and meeting minutes

The Monthly meeting called to order at 7:21 PM via in person on 07/19/2023. Matt motioned to approve previous month’s minutes. Robert seconded. All approved.

Board Members Present:

- Robert Stillwell (President)
- Matthew (“Matt”) Brock (Treasurer)
- Sarah Villalobos (PWIA Lifeguard Admin)
- Angela Soares (PWIA Communications)
- Quinn Nichols (Membership)
- Skye Gordineer (Pool Operations) – Via Phone Conference

Not Present:

- Gabe Regalado (Secretary)

Others in attendance:

- Rebecca Crapo (Pool Manager)
- Keith Donahue (Wine & Cheese)

B. Email Discussion since prior meeting:

- Pool closure sign and process in the event Rebecca is not available.
- Baby pool closed due to repair.
- Genie rate increase 8%.
- Waitlist available online for review.
- Fiberglass peeling.

C. Closed Session

D. Open Session

1. President (Robert)
 - a. Robert will not be returning to the board.
 - b. Active review of a potential replacement member – 6-month position replacement
2. Treasurer (Matthew Brock)

18	Data per Quickbooks					
19		Last Year	Last Month	This Month	This Month vs:	
20	Account	06/30/2022	05/31/2023	06/30/2023	Last Year	Last Month
21	Checking	129,964.76	137,186.45	121,617.27	(8,347.49)	(15,569.18)
22	Reserve	202,167.02	201,803.16	201,953.24	(213.78)	150.08
23	Total	332,131.78	338,989.61	323,570.51	(8,561.27)	(15,419.10)

- a. I repaired the barbed wire on top of the long side fence (the fence by the BBQ).

- a. John Bronson and I repaired the straps of several chairs using vinyl straps and a hot plate (to heat the straps) purchased from Amazon.
 - b. Resurfacing the pool ~ would be great if we could postpone a couple years, but it may need to be sooner than we had hoped
 - c. 3 - 5-year financial plan needed, including possible fees.
 - d. Need to organize the storage room and pump house.
 - e. 4th of July expenses – please submit your receipts.
 - f. Rather than having multiple Board Members on the bank accounts at Wells Fargo and for ease of use and management of accounts, Matthew Brock motioned to update the executives on the Wells Fargo account to only be Matthew Brock (Treasurer) and remove John Bronson (former finance committee member). For the avoidance of doubt, Robert Stillwell (President) will not be required or listed on the bank accounts. A guest user will be allowed online access at wells Fargo.com in order to review transactions, but this role will not have signing or payment authority. The bank accounts included are Park Wilshire Improvements Associations’ checking (i.e. Operating) and savings (i.e. Reserve) accounts.
 - i. Robert Stillwell second
 - ii. Unanimous approval of all those present
 - iii. Motion approved
3. Lifeguard admin/pool manager
- a. For June, there were 23 pool parties. There was 1 large party (Price) which brought in \$500 and four 50 person parties at \$200 each. The total amount collected for June was \$4,000.
 - b. For July, thus far, we have 12 parties booked. There were two cancelations and refunds this week. All of the July parties are for \$150, so \$1800 for July. There was only one 50 person party, but it has been canceled.
 - c. Lifeguards
 - d. I have noticed that when there are 3 guards on duty, they will often just have 1 guard on the deck if the pool is slow. If there are people in the shallow and deep, no matter how few, please remind the guards that two need to be on deck and only 1 at the desk.
 - e. Remind guards that even on hot days, they need to have their Lifeguard shirt on – it is their uniform.
 - f. Be aware / remind of adult swim timing
 - g. No issues thus far with the ping pong table
 - h. Potential lifeguard refresher / party night where the pool is closed to guards only
 - i. There have been contamination issues, which have been resolved
 - j. There is no leak in the baby pool
 - k. There was a lost key, but it has been found
4. Operations
- a. Scuba repair has been contacted about the new hole in the shallow end and about the failing of the recent patch. We're waiting to get on their schedule.
 - b. Per Scuba Repair, completely resurfacing our pool is in our near future. I'll start reaching out to companies to get a quote. Doing this in a non-drought year would be ideal.
 - c. Bucket test results for baby pool show no water loss. Good news. We should probably add a timer to this filler as well to prevent flooding.
 - d. No update on ADA chair.

- e. Clearing out the miscellaneous items in the pump house has begun. Genie set aside all things that they believe to be trash. Matt will follow up with the pile.
 - f. No update on exterior grass sinkhole.
 - g. The broken table and other large trash items were picked up this morning in front of John's house.
 - h. Will try to keep current garbage schedule. Garbage has been put out on Tuesday nights for pickup on Wednesdays
 - i. Potential "free little library" for inside the pool gates
5. Membership
- a. People can now search their waitlist number (yay!)
6. Communications
- a. No material updates
7. Secretary
- a. Board members should send agenda discussion topics seven (7) days in advance prior to future meetings.
 - b. ADA lift – Global Lift Corp/ Commercial Series Lift Maki Swim School.
 - c. Request consideration for Cam and Keith Donahue to be considered friends of the board to lead wine and cheese night.
8. Wine & Cheese / Movie Night
- a. Keith & Cameron Donahue organizing the event
 - b. We need guards watching the pool, so that no one enters the pool
 - c. Possibly speak with Adam Berns re: tech issues with running the movie
 - d. Wine bottles are only on the bar area around the grill so to keep glass away from the pool
 - e. Possibly put out a survey monkey / RSVP for attendance
 - f. Popcorn & Ice cream sandwiches (or other sweet treat) for the kids during the movie
 - g. Juice / water for kids
 - h. Charcuterie stuff for adults
 - i. Get volunteers to help pour, etc (Sign Up Genius)
 - j. 2022: doors opened at 7; movie at 7:30
 - k. Free entrance
 - l. No guests
 - m. 50/50 raffle for an ADA chair lift \$5/1 ticket; \$20 /5 tickets
 - n. SV to make a QR code for PayPal
 - o. Possible date: August 11

Meeting adjourned at 9:39 PM. Next board meeting is on 08/16/2023 at 7:15pm at 2575 Park Wilshire Drive San Jose CA, 95124

Respectfully Submitted,

Sarah Villalobos, on behalf of Gabe Regalado, Secretary