

**MISSION VIEJO SWIM AND RACQUET CLUB**  
**BOARD OF DIRECTORS MEETING – OPEN SESSION**  
**WEDNESDAY OCTOBER 21, 2009**  
**MINUTES – MVSRC CLUBHOUSE**

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**I. CALL TO ORDER**

Board 1<sup>st</sup> Vice President, Vickie Steele, called the Open Session meeting of the Mission Viejo Swim and Racquet Club board of director's to order at 7:12 p.m.

**DIRECTORS PRESENT**

Vickie Steele  
Ron Schouten  
Joe Bolich  
Rennie Stark

**DIRECTORS ABSENT**

Don Myhra

**Mission Viejo Swim and Racquet Club**

Sue Ward, Club Manager

**II. HOMEOWNER FORUM**

**Discussion:** No Homeowners were present. Sue addressed the board on behalf of homeowner Jeanne Cassidy regarding an organization she is a member of, "Toastmasters", use the facility on the 1<sup>st</sup> Wednesday of each month at no charge. It would require that they have a key and an alarm code because their meetings would run after regular business hours.

**Motion:** Joe Bolich  
**Second:** Vickie Steele

**Resolve:** The board unanimously agreed that all members wishing to rent the club for themselves or an organization they belong to must pay a rental fee and any other associated costs.

**Ayes:** Stark, Bolich, Steele, Schouten  
**Nays:** None

**III. CONSENT CALENDAR**

**Approval of Minutes – September 2009**

**Motion:** Joe Bolich  
**Second:** Rennie Stark

**Resolve:** Approved as presented

**Ayes:** Steele, Stark, Bolich  
**Nays:** None  
**Abstain:** Schouten

**Approval of Financial Statement as of 9/30/2009**

**Discussion:** The board suggested that Sue contact Moulton Water regarding the slab leak by the pool that was repaired in hopes of bringing the club's water bill down. There were no other issues regarding the financial statement for September 30, 2009.

**Motion:** Joe Bolich  
**Second:** Ron Schouten

**Resolve:** Approved as presented

**Ayes:** Stark, Bolich, Steele, Schouten  
**Nays:** None

**End of Consent Calendar****IV. OLD BUSINESS****a. Review Club Rental Contract/ Rental Activity Form**

**Discussion:** The board reviewed the rental contract and recommended one minor word change referencing folding chairs be changed to "all furniture" is not allowed outside the clubhouse.

**Motion:** Ron Schouten  
**Second:** Rennie Stark

**Resolve:** The board agreed to the word change in the rental contract.

**Ayes:** Stark, Bolich, Steele, Schouten  
**Nays:** None

**b. Use of Club by Organizations-Boy/Girl Scouts, Toastmasters**

**Discussion:** The board members were in agreement, in order for organizations to use the club facility during and after normal operating hours they must be sponsored by a member of the club. Members must complete a rental contract and pay all associated costs with renting the club and follow all rules as stated in contract. The member must be in attendance through out the entire meeting/event. Special requests by Organizations, via members, must make their request at a board meeting to the Board of Directors.

**Motion:** Joe Bolich  
**Second:** Vickie Steele

**Resolve:** All organizations seeking to use the club must follow normal rental policy. Special arrangements, members must make their request to the Board of Directors.

**Ayes:** Stark, Bolich, Steele, Schouten  
**Nays:** None

**c. Insurance Requirements by Organizations**

**Discussion:** Joe stated that he believes that all individuals, homeowners, organizations and vendors that rent the club for an event/party should be required to submit a certificate of liability or an endorsement naming the club as “additional insured” and a copy be give to the manager prior to the event. Sue stated she would get more information regarding whom our liability insurance covers; homeowners and their guests or just the homeowners as members of the club. Sue will also look into the difference between the club being named “additional insured” on the certificate of liability as opposed to an endorsement to the policy.

**Discussion only, no action taken by the Board.**

**d. ADT-Cost of Wireless Panic Devices**

**Discussion:** The board discussed different safety options for employees working by themselves. One of the options was a “wireless” panic device that the employee would carry on their person during work hours and upon leaving the facility. This is an option given to interested employees and will be paid by the club. If the employee loses the device, employee will be expected to pay for the replacement.

**Motion:** Ron Schouten

**Second:** Rennie Stark

**Resolve:** The board approved a \$500.00 expenditure for the purchase of 4 wireless panic devices.

**Ayes:** Stark, Bolich, Steele, Schouten

**Nays:** None

**V. NEW BUSINESS**

**A. Web Site Addition-Navigational Buttons**

**Discussion:** Sue suggested adding 2 new navigational buttons to the club web site; a Business to Business for business card placement that would also allow for a link to the individual’s web site or a pop-up flyer regarding their service or product. Also, a “FAQ” navigational button to answer those frequently asked questions. The Set-up costs are minimal to add the buttons. Vendors would be charged a fee for a 3 month commitment. This information will be stated in the upcoming November/December Newsletter. New buttons and advertising on the web will begin after January 2010.

**Motion:** Joe Bolich

**Second:** Ron Schouten

**Resolve:** Board members approved the addition of both navigational buttons to the web site for a set up fee of \$100, in addition, a \$10.00 fee per business card with a link to the individual’s website. \$20.00 fee for business card with a pop-up to their flyer

**Ayes:** Stark, Bolich, Steele, Schouten

**Nays:** None

**B. Add Speakers to Spa Area**

**Discussion:** The board thought adding speakers to the spa area was a great idea. Sue will look into the best way to implement the installation of the speakers and cost of installation.

**Discussion only, no action taken by the Board.**

**C. Review Changes to Delinquency Policy 2010**

**Discussion:** The board discussed increasing the late fee from \$10.00 to \$11.00 as allowed by law. Also discussed by board members; The second "reminder postcard" will be replaced with; A second notice of past due assessment "Notice to Appear" before the Board of Directors will be prepared and mailed first class to the address on file with the Association. Non-payment of past due assessments and /or non-appearance at the scheduled hearing date and time may include further collection procedures and suspension to all individuals residing in the home from use of club privileges.

**Motion:** Ron Schouten

**Second:** Joe Bolich

**Resolve:** Board approved late fee increase to \$11.00. The board approved the replacement of the 2<sup>nd</sup> reminder post card with a "Notice to Appear" letter that will be mailed first class to homeowner's in violations of non payment of assessments after they are 15 days past due. Letter will be sent to the address on file with the club.

**Ayes:** Stark, Bolich, Steele, Schouten

**Nays:** None

**D. Men's Club to Donate to the Women's Club**

**Discussion:** The board discussed that the Men's Club must continue their support monetarily to the Women's Club as agreed previously in exchange for use of the club facility.

**Motion:** Joe Bolich

**Second:** Ron Schouten

**Resolve:** The board approved the donation amount of \$400 be paid to the Woman's Club by the Men's Club. Sue will write a letter to Kenny Schaller, spokesman, for the Men's Club.

**Ayes:** Stark, Bolich, Steele, Schouten

**Nays:** None

**E. Maintenance Projects by Employees Vs. Contractors**

**Discussion:** Sue brought up with the Board various maintenance projects that she would like to entrust to club employees, giving them the opportunity to work additional hours and earn more money instead of incurring higher costs by having an outside vendor, contractor do the work. Joe suggested that Sue find out if our workers compensation insurance covers injuries to employees if they do maintenance projects.

**Discussion only, no action taken by the Board.**

**F. Review General Rules and Regulations**

**Discussion:** Sue brought to the board's attention that there was no specific rule or statement in the clubs general rules and regulations regarding misconduct of individuals frequenting the club, ie; club members, guests, renters or vendors in regards to sexual harassment, creating a hostile work environment. Sue suggested that the club add a statement in our general rules to address that type of situation. Joe felt that our CC&R's 3.2 would cover the violation without going through a rule change procedure.

**Discussion only, no action taken by the Board.**

**G. Pool Rules – Safety concern**

**Discussion:** Sue addressed the board regarding parents who throw their children in the air in the shallow part of the pool and thought perhaps we should stipulate that in the pool rules. Joe suggested that instead of changing or adding to the rules the employee can just use the statement "In the interest of safety" please do not throw your kids in the shallow end of the pool because it is already stated in the pool rules that safety should come first. This was agreeable by everyone as the best approach.

**Discussion only, no action taken by the Board.**

**H. Tennis Court Lights and Parking Lot Lights**

**Discussion:** Sue informed the board that the large tennis pole lights have a light out and perhaps it would be better to replace all 3 at the same time. Additionally, 2 safety lights in the parking lot need replacement and 2 in the bleacher area of the tennis court. Sue submitted two proposals to the board, one by New Light Electric in the amount of \$1800 and the other by Service 1<sup>st</sup> Lighting proposing more of a hourly basis plus material costs, with a cap cost for the floodlights at \$100-\$300. The board agreed that by going with the hourly plus material, with a cap amount would be more practical.

**Motion:** Joe Bolich

**Second:** Ron Schouten

**Resolve:** The board approved Service 1<sup>st</sup> lighting to complete electrical work.

**Ayes:** Stark, Bolich, Steele, Schouten

**Nays:** None

**VI. ADJOURNMENT TO EXECUTIVE SESSION**

**Motion:** Joe Bolich

**Second:** Ron Schouten

**Resolve:** Executive Session was called early, at 7:30 p.m. to accommodate the homeowners that were requested to come before the board for a special hearing.

**Ayes:** Stark, Bolich, Steele, Schouten

**Nays:** None

**APPROVED:** \_\_\_\_\_ **DATE** \_\_\_\_\_