

MISSION VIEJO SWIM AND RACQUET CLUB
BOARD OF DIRECTORS MEETING – OPEN SESSION
WEDNESDAY SEPTEMBER 16, 2009
MINUTES – MVSRC CLUBHOUSE

I. CALL TO ORDER

Board president, Don Myhra, called the Open Session meeting of the Mission Viejo Swim and Racquet Club Board of Directors to order at 7:06 p.m.

DIRECTORS PRESENT

Don Myhra
Rennie Stark
Joe Bolich

DIRECTORS ABSENT

Vickie Steele
Ron Schouten

Mission Viejo Swim and Racquet Club

Sue Ward, Club Manager

II. HOMEOWNER FORUM

Homeowner, Gary Huber, presented several marketing ideas that he felt would boost the use of the Club and generate revenue that could be used to renovate the club facility. Some of his suggestions; install “free” WiFi, invite “specialty” speakers on subjects of interest to both parents and business owners within the community, host activities connecting business owners and homeowner’s within the community (i.e. a social networking/media), and contract a food vendor to come to the club during the summer time and sell their food and give a percentage to the club.

Resolved: Don suggested that Gary put together a plan and bring it to the next board meeting.

III. CONSENT CALENDAR

Approval of Minutes – August 2009

Motion: Joe Bolich
Second: Rennie Stark

Resolve: Approved as presented

Ayes: Myhra, Stark, Bolich
Nays: None

Approval of Financial Statement as of 8/31/2009

Motion: Joe Bolich
Second: Rennie Stark

Resolve: Approved as presented

Ayes: Myhra, Stark, Bolich
Nays: None

End of Consent Calendar

IV. OLD BUSINESS

A. ADT Security

Discussion: ADT installed a refurbished DVR at no cost. Unfortunately it did not work as expected and ADT will install a new DVR. The board discussed options that would create a safer and more secure facility for employees, especially evening staff. Sue suggested the possibility of installing a “buzzer” on the front entry door, similar to the entry gate to the pool area. Sue suggested “panic buttons” that can be installed in the office and/or carried by the employee. Discussion ensued regarding changing the office door to a “barn” style. Don suggested that the door to the office be split with a window in the upper portion so staff working in the office can see out into the club with the office door closed.

Motion: Joe Bolich
Second: Don Myhra

Resolve: Joe will supply names of other security vendors. Sue will obtain costs for installing a buzzer on the front entry door.

Ayes: Myhra, Stark, Bolich
Nays: None

B. Newsletter Nov/Dec

Discussion: Due to the rising costs associated with the newsletter, Sue suggested the discontinuation of the newsletter by mail. Currently the newsletter is archived on the club web site and it would be more cost effective if we could obtain email addresses of homeowner’s and send the newsletter out via an email blast and attach the website’s link to the email. The email blast could also be used to instantly communicate with the community regarding various issues; board meeting reminders, assessment due reminders, etc. The November/December 2009 Newsletter would be the last newsletter mailed out to the homeowners. Included in the newsletter; Sue will provide an email request “slip” for homeowners to fill out and either send directly to the office, email Sue directly or email via the website. For the homeowner’s who do not have email, some hard copies will be available in the clubhouse for pick up. Joe suggested possibly using the Holiday Social as a means to obtaining more email addresses.

Motion: Joe Bolich
Second: Rennie Stark

Resolve: Obtain as many homeowners’ email addresses as possible

Ayes: Myhra, Stark, Bolich
Nays: None

C. Reserve Study

Discussion: Don asked if any of the board members had any questions, concerns or changes to the Reserve Study. There were no objections.

Motion: Don Myhra
Second: Rennie Stark

Resolve: Approved as presented

Ayes: Myhra, Stark, Bolich
Nays: None

D. Budgets 2010

Discussion: Don and Rennie were not in favor of increasing the assessments due to the bad economy; people are struggling to stay afloat. Joe stated that we would be extremely under-funded in our reserves by the end of 2010 and that a one-dollar increase per month would contribute another \$8,832 to the reserve account that is badly needed. The other option is to cut operating costs and direct more revenue to the reserves. Joe also stated that it was the Board's fiduciary duty to keep the reserves up and we were very under-funded. Don understood the importance of maintaining our reserve funding and that has been his main concern from the time he came on the board. Don doesn't want to cut costs from the operating budget because that would be cutting services to the homeowners. Both Don and Rennie were steadfast in not increasing the assessments due to the economy. If anything major comes along, other options are available.

Motion: Joe Bolich
Second: Rennie Stark

Resolve: Approved quarterly assessments of \$111.00

Ayes: Myhra, Stark
Nays: Bolich

V. NEW BUSINESS**A. Holiday Social 2009**

Discussion: Discussion ensued regarding holding the Holiday Social as we did last year, on Saturday, November 28th from 5:30-7:30pm. Santa and Balloon guy will be hired as entertainment at a cost of \$615 for 1-1/2 hrs for both. We will hold a drawing for 3 gift certificates for a total amount of \$150.00. Joe suggested that using the Holiday Social for homeowners' to submit their email address for the drawing.

Motion: Don Myhra
Second: Joe Bolich

Resolve: Approved holding the Holiday Social and the cost of entertainment.

Ayes: Myhra, Stark, Bolich
Nays: None

B. Parking Lot-After School

Discussion: Sue commented on the level of activity in the parking lot is becoming very busy after school once again. One of our homeowner's had her car backed into and no note was left identifying who hit her car. Sue will continue to monitor the parking lot to determine if further action in managing the traffic is necessary.

Discussion only, no action taken by the Board.

C. Use of Club by Organizations

Discussion: Organizations using the Club must provide their own liability insurance and add the Club as additional insured and forward a copy to the manager. Renting the club is for members only and not offered to outside individuals. A homeowner must host organizations using the facility. A homeowner must be present throughout the entire event.

Discussion only, no action taken by the Board.

D. Patio Furniture

Discussion: Patio Outlet replaced the fabric on 8 of 9 patio chairs and 6 patio lounges, 4 seats and 1 chair-back. Sue spoke to Chris at Patio Outlet and authorized the fabric replacement. Sue noticed, upon her return from vacation, that the fabric replacement was the wrong color and contacted Chris of Patio Outlet immediately and told him of the mistake. Chris was not willing to compromise or accept responsibility for their error. He was very unprofessional in dealing with the problem. Sue suggested to the board to offer Patio Outlet 50% of the cost.

Motion: Don Myhra

Second: Joe Bolich

Resolve: Board agreed that Sue would first offer 50% of the invoice charges. Sue is authorized to settle at 35% of the charges.

Ayes: Myhra, Stark, Bolich

Nays: None

VI. ADJOURNMENT TO EXECUTIVE SESSION

Motion: Don Myhra

Second: Rennie Stark

Resolve: That as there was no further business to be discussed in Open Session the meeting was adjourned at 9:48 p.m. to Executive Session.

Ayes: Myhra, Stark, Bolich

Nays: None

APPROVED: _____ **DATE** _____