

**MISSION VIEJO SWIM AND RACQUET CLUB**  
**BOARD OF DIRECTORS MEETING**  
**“OPEN SESSION”**  
**WEDNESDAY FEBRUARY 24, 2010**  
**MINUTES – MVSRC CLUBHOUSE**

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**I. CALL TO ORDER**

Board president, Don Myhra, called the Open Session meeting of the Mission Viejo Swim and Racquet Club board of director's to order at 7:28 p.m.

**DIRECTORS PRESENT**

Don Myhra  
Rennie Stark  
Ron Schouten

**DIRECTORS ABSENT**

Joe Bolich  
Vickie Steele

**Mission Viejo Swim and Racquet Club**

Sue Ward, Club Manager  
Heather Persons, Meeting Minutes

**II. HOMEOWNER FORUM**

**Discussion:** A written request by the Women's Club President Marylou Light for use of the club on Saturday, March 27, 2010 by the Women's Club at no charge. They Women's Club will hold a Spring Boutique and the funds will go towards their 2010 scholarship award.

**Motion:** Ron Schouten

**Second:** Rennie Stark

**Resolve:** The Board approved the use of the clubhouse by the Women's Club.

**Ayes:** Myhra, Stark, Schouten

**Nays:** None

**III. CONSENT CALENDAR**

**Approval of Minutes – January 2010**

**Motion:** Ron Schouten

**Second:** Rennie Stark

**Resolve:** Approved as presented

**Ayes:** Myhra, Stark, Schouten

**Nays:** None

**Approval of Financial Statement for January 31, 2010**

**Motion:** Ron Schouten

**Second:** Rennie Stark

**Resolve:** Approved as presented

**Ayes:** Myhra, Stark, Schouten

**Nays:** None

**CD at US Bank Matures 3/4/2010**

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

**Resolve:** Retain the CD at US bank for a period of 27 months at 2.00% apr

**Ayes:** Myhra, Stark, Schouten  
**Nays:** None

**End of Consent Calendar****IV. OLD BUSINESS****A. Tennis Court Light Repair**

**Discussion:** Two lights are currently burned out on court 2 and will require a lift to replace. The board discussed and agreed to have all six lights replaced at the same time since we will be paying for lift equipment and it would be preventative maintenance on the lights.

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

**Resolve:** The Board approved the amount of \$1,200.00 to fix the lights.

**Ayes:** Myhra, Stark, Schouten  
**Nays:** None

**B. Facility Maintenance Repair**

**Discussion:** Numerous repairs need to be done around the facility prior to Spring/Summer break. Sue obtained a quote from Calico Building Services, who she has worked with in the past, and was satisfied with their work. The repairs include;

1. Remove / replace clear plexiglass in marquee.
2. Level center area of brick perimeter for new storage shed to be assembled.
3. Replace warped spa door with fiberglass door.
4. Pool pump shed; remove bike rack and dig out 2'X2" deep of dirt and debris, trench for drainage pipe, provide and install 2000psi concrete to wale form w/broom finish, provide and install drain cover, drill through pony wall to dump water to deck drain, refill trench and haul away debris from job site.

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

**Resolve:** The board approved Calico's proposal in the amount of \$9,388.00. Sue will check with her representative from Calico Building Services to see if they would reduce the cost if all work was done at the same time.

**Ayes:** Myhra, Stark, Schouten  
**Nays:** None

**C. Assessment Collection Agencies**

**Discussion:** Sue met with one of the owners and the VP of Marketing for S.B.S Lien Services on February 10, 2010 regarding their business services they provide. PCM and Merit were mentioned as two of their clients. Sue preferred to start small with SBS and see how they worked out. The board was agreeable as long as there was no contract to work with SBS exclusively.

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

**Resolve:** The Board approved Sue to work on an account with SBS and monitor their work and progress. Sue will continue to work with and monitor accounts with our current collection agency Association Lien Services.

**Ayes:** Myhra, Stark, Schouten  
**Nays:** None

**V. NEW BUSINESS****A. Window Blinds**

**Discussion:** Sue provided four proposals to replace the roll up blinds in the TV area of the clubhouse ranging from Roman Shades to Wood Shutters. Wood shutters were determined to be the most cost effective and maintenance friendly window covers. The Women's Club generously donated \$300 towards the purchase of new window coverings.

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

**Resolve:** Home Depot was the lower proposal, however, since we have done so much business with House of Blinds, Sue will see if they will match Home Depot costs. Depending on the outcome, Sue will initiate the purchase based on lower proposed costs not to exceed \$1500.

**Ayes:** Myhra, Stark, Schouten  
**Nays:** None

**B. CPA Review & Tax Preparation**

**Discussion:** Sue received 3 bids from CPA firms; Sonnenberg, Schonwit & Company and Inouye, Shively, Longtin. Schonwit & Company was the lower bid and was one of the referrals by our previous CPA accountant.

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

**Resolve:** The board approved Schonwit & Company to complete our Review and Tax Preparation in the amount of \$1082.00, Several HOA's in the area use their services.

**Ayes:** Myhra, Stark, Schouten  
**Nays:** None

**C. Shed for Tennis Area**

**Discussion:** The purchase of a shed from Costco for use by the tennis pro to house his tennis equipment instead of the pool shed. The shed is made by Ketler and very durable with windows, rain gutters and measures 8' X 6'. Calico Building Services will assemble storage shed.

**Motion:** Rennie Stark

**Second:** Ron Schouten

**Resolve:** Sue will purchase the shed at Costco for \$599.

**Ayes:** Myhra, Stark, Schouten

**Nays:** None

**D. Summer Activities**

**Discussion:** Sue purchased a cover for the Ping-Pong table so it can be moved outside for "outdoor recreation." There will be no "indoor recreation", ie; basketball games, air hockey, etc or "aquatics days" to minimize some activity expense. We will continue to hold "movie days", craft days and game days and other family type activities. Both lifeguards schedules will the same, 12-5 p.m daily.

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

**Ayes:** Myhra, Stark, Schouten

**Nays:** None

**E. Election Rules**

**Discussion:** Discussed the Election Rules and Procedures to be written by the club's attorney for this year's election.

**Motion:** Rennie Stark

**Second:** Ron Schouten

**Resolve:** Sue will submit the board's request to write the Election Rules and Procedures.

**Ayes:** Myhra, Stark, Schouten

**Nays:** None

**F. Lap Top Computer**

**Discussion:** The board previously approved the purchase of a lap top last summer for Sue. But due to a busy summer schedule Sue was not able to purchase the lap top and has requested the board's approval at this time to purchase the lap top before the summer season begins.

**Motion:** Rennie Stark

**Second:** Ron Schouten

**Resolve:** To purchase a Lap Top Computer.

**Ayes:** Myhra, Stark, Schouten

**Nays:** None

**G. Security Monitoring System**

**Discussion:** The clubs contract with ADT will terminate in July 2010. Sue will look into other security systems companies and obtain various security cameras and recordable device and monitoring options.

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

**Ayes:** Myhra, Stark, Schouten  
**Nays:** None

**That, in accordance with the revised delinquency policy which was mandated by changes in California Civil Code, the board authorizes the placement of liens with the following accounts;**

The following accounts will be subject to liens on or about 3/1/10;  
Accts; 395, 512, 9, 510, 729

**VI. ADJOURNMENT TO EXECUTIVE SESSON**

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

**Resolve:** That as there was no further business to be discussed in Open Session, the meeting was adjourned at **8:12 p.m.** to Executive Session to discuss matters of delinquent accounts and collections.

**Ayes:** Myhra, Stark, Schouten  
**Nays:** None

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