

MISSION VIEJO SWIM AND RACQUET CLUB
BOARD OF DIRECTORS MEETING
“OPEN SESSION”
TUESDAY September 20, 2011
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 Director's to order at 7:05 p.m.

DIRECTORS PRESENT

Don Myhra, President
Rennie Stark, 1st Vice President
Vickie Steele, Secretary
Joe Bolich, Jr., 2nd Vice President (arrived at 7:35 p.m.)

DIRECTORS ABSENT

Ron Schouten, Treasurer

Mission Viejo Swim and Racquet Club

Sue Ward, Club Manager
Doreen Barron, Meeting Minutes

II. HOMEOWNER FORUM

Women's Club President, Barbara Bennett submitted a written request to the Board regarding the use of the Club for the Women's Club Annual Christmas Dinner event to be held on Sunday, December 11, 2011, at no charge. The Women's Club will confirm their initial request for clubhouse reservation to the Swim & Racquet Club by October 18th (the next Board meeting) upon the number of RSVPs that they receive by that date. The Board had no objections and unanimously approved their request; the club is just requiring the \$65.00 cleaning fee payment.

III. APPROVAL OF MINUTES

Meeting of August 16, 2011

Motion: Rennie Stark motioned to approve the August 16th minutes

Second: Don Myhra

Ayes: Stark, Myhra, Steele

Nays: None

Meeting of August 30, 2011

Motion: Rennie Stark motioned to approve the August 30th minutes

Second: Don Myhra

Ayes: Stark, Myhra, Steele

Nays: None

IV. APPROVAL OF FINANCIALS

Financial Statement for 8/1/2011-8/31/2011

Motion: Joe Bolich

Second: Rennie Stark

Ayes: Stark, Bolich

Nays: None

V. OLD BUSINESS

A. 2012 Budgets

Discussion:

The Board continued budget discussion for fiscal year 2012. Board President, Don Myhra spoke of the shortfall in operating expenses the association faces for fiscal year 2011. The shortfall, due to necessary legal costs the association incurred resulted in not meeting the last reserve deposit for the 4th quarter of 2011. He continued stating that the two issues for consideration were; (1) to repay the reserves in 2012 for the 4th quarter deposit and, (2) not increase the association's assessments for 2012. Don Myhra suggested to the other Board members that in order to accomplish both causes that they consider reducing the reserve funding amount for 2012 by the amount of the 4th quarter reserve deposit that was needed to fund the operating account for 2011 to meet other operating expenses. A second line item will be added to the 2012 Budget Report as "Reserve-Loan Pay-Back". Fundamentally the same amount will be deposited in 2012 as in fiscal year 2011. The difference is that the amount to be funded in total to the reserves in 2012 will be \$65,264.25. The loan amount \$21,754.75. The Board members in attendance during the discussion were in agreement with Don.

The other issue discussed was activity wages. Previously Sue Ward provided the Board of Directors with the number of activities she has created for the community since 2007, detailing the extensive additional personal time required to coordinate these activities over the years, beyond 2007 as well, and that have saved a significant amount of money to the Club/Community through the elimination of an activities coordinator. Sue informed the Board that a significant amount of personal time, after hours and weekends, is required in organizing, planning and procuring items for activities and interferes with focusing on her managerial responsibilities. Sue suggested that she be allowed to hire an assistant or activities coordinator as she had previously, several years ago. Sue had an individual in mind that would be perfect and would be able to focus on all aspects of the activities, including some purchasing and office work. For purchase capability a "pre-paid" Visa card could be purchased for a nominal amount that would allow the assistant to purchase needed items for activities. While this would not eliminate Sue's involvement entirely, never her intent, it would reduce the amount of time Sue has historically been required to allocate to ensure a successful activities program. The Board favored the idea; however, in an effort to not increase assessments, the necessary funding for budgeting an additional personnel position that would coordinate activities was non-existent. The board concluded that activities would be greatly reduced for the fiscal year 2012.

Budget discussion concluded with no increase for operating expenses for 2012 and the reserve account would be reduced by the amount of the loan needed to fund the operating account for 2011.

Motion: Rennie Stark motioned to approve the 2012 Budget

Second: Vickie Steele

Ayes: Stark, Steele, Myhra

Nays: None

VI. NEW BUSINESS

A. Maintenance Service Contract with Service 1st Lighting

Discussion:

Sue submitted for the Board's review an electrical maintenance contract from Service 1st Lighting. The maintenance contract was for routine electrical checks of the association's electrical needs. The two options that were offered were either monthly or quarterly contractual plans. The Board discussed the two options and agreed that the quarterly agreement would best serve the association at a cost of \$75.00 per quarter.

Motion: Joe Bolich, Jr. motioned to approve the quarterly maintenance contract with Service 1st Lighting

Second: Rennie Stark

Ayes: Bolich, Stark, Steele, Myhra

Nays: None

B. Fencing around air conditioning/Calico Building Services, Inc.

Discussion:

Sue submitted to the Board a proposal by Calico Building Services, Inc. to install a lattice fence to border the a/c units, including a gate to allow easy access. Included in the proposal is to replace the utility doors as they are in disrepair. Shrubbery cannot be planted as there is no room that would allow proper ventilation of the a/c units. The Board would like to get a 2nd proposal on the fencing, mentioning perhaps a vinyl replacement which would last longer. Sue Ward will contact Saddleback Fence for a second bid. The Board tabled any further discussion until next month.

VII. PLACEMENT OF LIENS

That, in accordance with the revised delinquency policy which was mandated by the changes in California Civil Code, the Board authorizes the placement of liens with the following accounts; **None**

VIII. EXECUTIVE SESSION

8:00 PM; After announcing to the membership the topics for Executive Session, the Board adjourned into Executive Session.

1. Resolution of Board of Directors-"Executive Committee"
2. Account #062-02 BK-13 payments
3. Account #729-01 Resolution to initiate Foreclosure of a Lien
4. Board review of Delinquent Accounts as of 8/31/2011
5. Board review of Status of Accounts in collections with ALS

OPEN SESSION MEETING ADJOURNED AT 8:00 PM

NEXT MEETING: OCTOBER 18, 2011 AT 7:00 PM

APPROVED: _____ **DATE** _____