

Board Meeting Minutes
Los Paseos Association
March 5, 2013

1) Call to Order:

The meeting was called to order at 7:10 PM. In attendance were: Jeff Lemas, President, Tim Nemeth, Vice President, Rita Helfrey, Member At Large, Gizelle Lamb, Treasurer, Judy Seps, Associate Rep, Guy Berry, Secretary, and Sarah Barber, Clubhouse Manager.

2) Open Forum: Boy Scout Tyler Heavner completed his Eagle project and was thanked for his professional work on his project to landscape the front of the building.

3) February Board Meeting minutes were approved with changes and will be posted on line. Gizelle made motion and Rita 2nd

4) Swim team contract has been signed but receipt of their insurance certificate is still outstanding. Sarah will follow up with LPAC.

5) Financials:

- Profit & Loss report from Quickbooks for Jan thru Feb submitted for the Boards review
- Repairs/Projects Update: Horse Shoe pit still under consideration – plans to be submitted by Brighton Keslin as part of his Eagle project (as reported by Judy); Sports court – Still seeking bids for overlay of concrete; Basketball Backboards - looking for bids and easiest way to install
- Dues Update: 172 members/55 Associates not paid yet - will be past due on April 15th
- 48 new clubhouse chairs to match existing have been purchased – now 81 seats possible for an event
- Completed financial report for 2011 & 2012 to be mailed to homeowners at the end of April.
- Account Balances:
 - Checking: \$32,267.52
 - Business Savings: \$ 5,303.66
 - Waddell & Reed: \$88,686.27 (repair reserves)

6) Committee Reports:

a) Architectural Committee:

- Homeowner at 7089 Via Ramada submitted plan to install Solar. Plan was approved with caveat to remind homeowner that a permit is required. Guy Berry made the motion which was 2nd by Gizelle.
- Guy to contact several people who have shown interest in serving on the Architecture committee. Also reminded Sarah to add search for committee members to next Que Paso newsletter
- One house was sold:
 - 7202 Via Romera
- No new violations were reported.
- Gizelle suggested that we take photos of each home in the association on a quarterly basis to confirm that we are up to date on violations. A motion was made by Jeff Lemas to purchase a digital camera for use by the Architectural committee for this purpose. Motion was 2nd by Tim Nemeth & approved.

7) Clubhouse Manager Update:

- Sarah to investigate a less expensive cleaning crew to use after clubhouse rentals.
- Reviewed letter sent to Owners regarding Security deposit requirement for rental properties
- Much discussion about use and abuse of the building by renters.
- Board approved charging \$200 to rent the buildings on Sundays
- We do not have email addresses for 100+ homeowners. Sarah to split them up and give each board member a list to follow up on by next meeting. Sarah to send a letter to owners who are renting their property asking for an update on their contact information including email address & phone #.

- Collections:
 - a) Sarah reported that in her efforts to serve liens on past due homeowners, obtaining a grant deed was necessary to complete this process (it shows the legal description). She found a company called DocEdge that would allow her to download the necessary grant deeds for an annual fee of \$300.00. A motion was made by Guy Berry to approve payment of this fee and was seconded by Tim Nemoth.

- Pool Schedule and Hiring Update:
 - a) Discussion took place regarding the times that the pool should be open to various types of swimming groups, lessons, etc.
 - b) 2013 pool schedule was reviewed and discussed. Changes were made accordingly.
 - c) New Swim Lesson registration form was presented. After review and discussion, Sarah to make several changes so that she can get this posted on the website and send to interested parties. Sarah reported she is already getting a lot of calls regarding swim lessons.
 - d) Gate guards and life guards to be interviewed and hired in March. Judy Seps and Rita Helfrey will participate in this process. Sarah reminded the Board that the minimum wage is now \$10.00 per hour. Discussion took place regarding the appropriate wage levels for the pool staff. It was approved to raise the starting wage for Lifeguards to \$11.00 per hour since gate guards will automatically receive \$10.00 per hour.
 - e) Sarah reported that we need to add more picnic tables for the pool party areas. Discussed pricing research provided by Sarah and Gizelle. Shipping fees are higher than anticipated due to weight. It was agreed that Sarah would look into other catalog pricing and continue to shop for the best price.
 - f) Sarah reported that the Spinal Emergency Backboard needs to be replaced. The board approved the expense of \$415.00 for ordering a new backboard.

8) New Business:

Helpful information: If you spot Graffiti in the neighborhood, the City of San Jose has provided a free phone application called San Jose Clean for both Iphone and Android applications. You simply take a picture of the graffiti, the GPS in your phone tells the city where it is. A crew is automatically dispatched. When they finish, they take photo and send it back to you.

Regular Board Meeting was adjourned at 9:05 p.m