

**Oaktree Park Cabana Club
Home Owners Association
Board of Directors Meeting Minutes**

Meeting Date: Mar 30, 2009
Minutes Issued: 4/6/09
Status: Draftv2

Board Members in Attendance

Michael Winters	Jim Murphy	Jeff Smith	Vince Lopopolo
Frank Ross	Kevin Wollenweber	Terry Thompson	Paul Donati
Gordon MacKean	John Greene	Bill Herndon	Beverly Phillips

Regrets

Dan Johnson

The meeting was convened at 7:05 p.m. Pacific time. Eight (8) of the 9 members of the 2008 Board were present when the meeting was convened.

Agenda:

1) Introductions. Everyone present introduced themselves and in the end a lot of appreciation for the efforts of the outgoing board members:

- Vince Lapopolo
- Dan Johnson
- Michael Winters
- Jim Murphy

2) 2009 Board Member position/responsibilities. After a brief discussion of the different positions/roles available on the board the positions were filled through a volunteer basis. The 2009 Board roster is:

President	Frank Ross
Vice President	Paul Donati
Pool Operations	Kevin Wollenweber
Vice President -Finance	John Greene
Secretary	Gordon MacKean
Treasurer	Terry Thompson
Special Projects Liaison	Bill Herndon
Gardener Liaison/ Swim Team Liaison	Jeff Smith
Pool Party Coordinator	Beverly Phillips

3) Ratify minutes of [3/10](#) and [3/12](#) meeting

Motion to accept (Jim Murphy), 2nd by Michael Winters.

The motion passed unanimously.

4) Financial reports.

Jim reported that it was too early for a financial report (last updated was 3/12) so we decided to hold off until the next meeting when March data is in.

PPC115 is requesting the late fees and interest penalties be waived. John Greene suggested the Board consider placing a restriction that these charges be re-instated if the property defaults again but this was dropped after discussion by the board.

Jim moved that we accept this proposal (waiving the late penalty and interest charges but not waiving the legal cost) if dues are paid, 2nd by Gordon.

The motion passed unanimously.

AI1: Jim Murphy: closed 3/31

Communicate to the management company the above decision.

5) Board member job descriptions (3 complete so far!). The request was made for all past Board members to reply ASAP.

6) Life Guard responsibilities and salaries.

- Life Guard job descriptions will grow to include:
 1. Emptying trash and recycle bins during and at the end of each shift
 2. Stocking supplies in the rest rooms (paper towel, hand soap, toilet paper).
- Escalation/emergency procedure. Needs update.
- Hiring Policy for Life Guards (and pool cover removers). Need to create a policy.
- Frank recommended the board put together a sub-committee to review the overall policy regarding lifeguards regarding issues such as number of guards to have on duty, what to do about hours etc.
- Frank to host a review on guarding policy on 4/1/2009 with Frank, Jeff, Paul, and Terry.
- Guards will start Memorial Day weekend. Guards to start on Saturday May 23.
- Discussion about what the board pays for pool cover removal and what the potential interest would be from individuals to do this job. Nobody was certain of last years data so Jim said he would look it up.

AI2: Gordon MacKean: open

Circulate the previous escalation procedure to the new board and solicit comments to be incorporated by 4/13.

AI3: Bill Herndon: open

Create a draft hiring policy to be reviewed electronically.

AI4: Jim Murphy: closed 3/31

Look up what we paid for last years pool cover removal.

7) Agreed upon dates for Pool events for the 2009

- Clean Up Day – April 19, 9am
 - Bill agreed to arrange for coffee, donuts, and juice.
 - Mike agreed to find info on the dumpster so it can be arranged prior to the cleanup weekend.
- Season Starts – May 25th, Memorial Day weekend 2009
 - This represents the tradition day the guards are present.
- HOA BBQ – Sunday June 14, 3-7pm.

AI5: Michael Winters: closed 3/30

Forward the information regarding last years dumpster agreement.

8) Landscaping projects:

- Jeff gave a quick overview of the one item that should probably be addressed regarding the landscaping and that is the situation of the ivy on the edge of the parking lot and the state of one of the trees (dead, or near dead). Jeff indicated he would come up with an estimate for the cost to do this. Plan is not to couple with cleanup day although we may do parts of it (ie ivy removal) on cleanup day. There was some discussion about using river rock from Frank Ross' residence ('free') and Jeff was going to check it out to see if it would be adequate.

9) News Letter prep/ delivery routes

AI6: Gordon MacKean: open

Create a "2009" Newsletter". Push out delivery routes to the BoD.

10) Next Meeting date and Meeting Adjourn

- Next scheduled Board of Directors meeting is 4/27 and Gordon will attempt to secure a location large enough to host an open meeting as we will likely be discussing the reserve fund collection.

11) Adjourn - The meeting adjourned by 9pm

Respectfully Submitted,
Gordon MacKean
Secretary

Action Items:

AI1: closed 3/31

From: SJM1271@aol.com
To: alisag@mccommunities.com

Sent: Tuesday, March 31, 2009 1:53 PM
Subject: Re: Oaktree Park - Fee Waiver Rqst for PPC115

AI4: closed 3/31

----- Original Message -----

From: SJM1271@aol.com
To: theboard@oaktreeparkcabanaclub.com
Sent: Tuesday, March 31, 2009 3:36 PM
Subject: Oaktree Pool Covers

In response to board members questions last night, here is information about pool cover work from 2008.

1. Pool covers are put on in the evening by two youths and taken off in the morning by two youths. A total of \$5.00 is paid each time they're put on and each time they're taken off. The \$5.00 is shared by the two workers, so each youth receives \$2.50 for each event.
2. The pool contractor comes at an early hour twice per week to service the pool, so covers are not installed on the prior two evenings each week to accommodate this service.
3. Last year's Pool Manager suggests that clarification with the swim team would be helpful because he believes he sometimes paid for the pool cover youths to remove pool covers on mornings with early swim practice and sometimes not.
4. He also recommends closer oversight of the pool cover workers in deciding when the weather is warm enough to warrant not covering the pool on a given evening.
5. The following amounts were paid out for this work in 2008:
 - \$202.50 for June
 - \$257.50 for July
 - \$145.00 for August

Jim Murphy

AI5: closed 3/30

(also saved in a file in the members area on the web site).

> The contact information is:

>

> Stevens Creek D&R - Rogers Ave

> 1675 Rogers Ave

> San Jose, CA 95112

> tel: 408 392-3000

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> In 2007, we had them deliver the dumpster on April 19th, approximately one

> week before pool setup day on April 28th.
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