

**MISSION VIEJO SWIM AND RACQUET CLUB**  
**BOARD OF DIRECTORS MEETING**  
**“OPEN SESSION”**  
**Wednesday March 21, 2018**  
**MINUTES – MVSRC CLUBHOUSE**

---

**I. CALL TO ORDER**

President, Sheri Aune, called the Open Session meeting of the Mission Viejo Swim and Racquet Club Board of Director's to order at 6:05 p.m.

**DIRECTORS PRESENT**

Sheri Aune – President  
Jesse Rabinowitz-1<sup>st</sup> Vice President  
Rennie Stark – 2<sup>nd</sup> Vice President  
Ron Schouten - Treasurer  
Elissa Hamburg – Secretary

**MISSION VIEJO SWIM & RACQUET CLUB**

Sue Ward, Club Manager

**II. HOMEOWNER FORUM**

Homeowner, Douglas Young appealed to the Board regarding the pending small claims court case being held the following morning, Thursday March 22, 2018. Mr. Young did not want to go to court and gave his explanations for why he had not paid his assessments for 3 years. Mr. Young was not prepared to pay off his delinquency nor did he indicate any type of payment structure so he was advised to appear in court the following morning. The Board told Mr. Young that his case would be discussed further in Executive Session.

**III. APPROVAL OF MINUTES – Meeting of February 21, 2018**

**Motion:** Rennie Stark motioned to approve the February 21, 2018 minutes

**Second:** Jesse Rabinowitz

**Ayes:** Aune, Rabinowitz, Stark, Schouten, Hamburg

**Nays:** None

**IV. APPROVAL OF FINANCIALS- Financial Statement for 2/1/18-2/28/18**

**Motion:** Rennie Stark motioned to approve the February financials

**Second:** Jesse Rabinowitz

**Ayes:** Aune, Rabinowitz, Stark, Schouten, Hamburg

**Nays:** None

**V. UNFINISHED BUSINESS**

**Accounting Software Replacement**

Sue reviewed with the Board 2 HOA accounting and owner maintenance software options she feels would be a good match for the Club. The two companies reviewed were Appfolio and Asyst6 HOA Accounting and Management Softwares. After discussing both options the Board decided and approved Asyst Data Group's Accounting system. Sue did have a few minor questions regarding the agreement and will contact the representative to go over her questions.

**Motion:** Rennie Stark motioned to approve the February financials

**Second:** Ron Schouten

**Ayes:** Aune, Rabinowitz, Stark, Schouten, Hamburg

**Nays:** None

## **VI. NEW BUSINESS**

### **HR Manual Update**

Sue stated her concerns regarding the HR Manual she presented in January 2013 was only partially approved and that for everyone's best interest needed to be updated, approved by the Board and also reviewed by an employment attorney. The Board agreed and approved Sue to update the HR Manual as soon as possible.

**Motion:** Ron Schouten motioned to approve the February financials

**Second:** Jesse Rabinowitz

**Ayes:** Aune, Rabinowitz, Stark, Schouten, Hamburg

**Nays:** None

### **Meeting of the Members & Election 2018 – Saturday, June 9, 2018**

Sue Ward stated that homeowner, Kenny Schaller, would be pleased to act as this year's "Inspector of Election" at the Annual Member meeting scheduled for Saturday, June 9, 2018 at 12:00 pm in the Clubhouse.

**Motion:** Rennie Stark motioned to approve Kenny Schaller as the Inspector of Election.

**Second:** Ron Schouten

**Ayes:** Aune, Rabinowitz, Stark, Schouten, Hamburg

**Nays:** None

### **2017 Financial Review Draft**

The Board reviewed and approved the "Draft" Financial Report completed by Van Der Pol & Company, a CPA firm, for year-end 2017. The Board also approved the payout of excess accrued vacation in order to conform with HR vacation policy.

**Motion:** Rennie Stark motioned to approve the financial Report for 2016 and the accrued vacation payout.

**Second:** Jesse Rabinowitz

**Ayes:** Aune, Rabinowitz, Stark, Schouten, Hamburg

**Nays:** None

### **Gym Equipment Replacement**

Sue informed the Board that some of the gym equipment is in need of replacement. Most all the equipment is original from when the gym was renovated 12 years ago. Sue will obtain costs on both new and refurbished equipment. This matter tabled pending Sue obtaining costs.

## **VII. PLACEMENT OF LIENS**

**None at this time**

## **VIII. EXECUTIVE SESSION**

- Review delinquent accounts as of 2/28/2018
- Review status of Accounts in collections with SBS
- APN# 784-053-03/025-01 –NTS Authorization signed
- APN# 784-081-11/656-01 – Small Claims Case

**OPEN SESSION MEETING ADJOURNED AT 7:07PM**

**NEXT MEETING: April 18, 2018 at 6:00 pm**