

MISSION VIEJO SWIM AND RACQUET CLUB
BOARD OF DIRECTORS MEETING
“OPEN SESSION”
Wednesday, February 20th 2019
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 6:10 p.m.

DIRECTORS PRESENT

DIRECTORS ABSENT

Sheri Aune – President
Jesse Rabinowitz – 1st Vice President (joined at 6:22 p.m.)
Rennie Stark – 2nd Vice President
Ron Schouten – Treasurer (Ron was given keys to the facility)
Elissa Hamburg - Secretary

MISSION VIEJO SWIM & RACQUET CLUB

Heather Persons, Manager
Kelly Ray, Office Assistant

II. HOMEOWNER FORUM

No homeowners present

III. APPROVAL OF MINUTES – Meeting of January 16th, 2019

Motion: Rennie Stark motioned to approve the January 16th, 2019 minutes

Second: Ron Schouten

Ayes: Aune, Stark, Schouten, Hamburg

Nays: None

IV. APPROVAL OF FINANCIALS- Financial Balance Sheets for Nov. & Dec. 2018

Motion: Ron Schouten motioned to approve the Nov. & Dec 2018 balanced financials

Second: Rennie Stark

Ayes: Aune, Hamburg, Rabinowitz

Nays: None

- **Review of Financial Statements for January 2019**

V. UNFINISHED BUSINESS

Comerica - The Board has decided to keep Comerica operating account with a minimum balance.

Motion: Ron Schouten motioned to keep the Comerica account with a minimum balance so as not to incur fees.

Second: Rennie Stark

Ayes: Aune, Rabinowitz, Stark, Schouten, Hamburg

Nays: None

Asyst - Update of fees and how much is being charged. The Club will send out late notices from in house keeping with our delinquency policy- Discussion Only

Facebook - Official page has been created. Webmaster has added a FB link to website and limited the FB page to a private page/group. Discussion only

Protection One – The order in which the board members and/or manager gets called from Protection One in case of emergency –Discussion Only

VI. **NEW BUSINESS**

Bad Debt- CPA recommended clearing a small credit/debit amount remaining on the general ledger as bad debt.

Motion: Ron Schouten motioned to dismiss amount as bad debt

Second: Rennie Stark

Ayes: Aune, Rabinowitz, Stark, Schouten, Hamburg

Nays: None

Corrections to Employee Handbook- Minor corrections are needed to the MVSRC employee handbook.

Motion: Ron Schouten motioned to make the changes to the employee handbook as presented

Second: Rennie Stark

Ayes: Aune, Rabinowitz, Stark, Schouten, Hamburg

Nays: None

Protection One- Issues with a security camera function and location. More cost effective to get a new camera and install in better location.

Motion: Rennie Stark motioned to install new camera in accessible location

Second: Ron Schouten

Ayes: Aune, Rabinowitz, Stark, Schouten, Hamburg

Nays: None

CACM- Heather Persons has become CACM member per the Boards directive to become a certified community association manager – Discussion only

CPA- Ron Schouten will stay on the taxes as the signer for the 2018 Club taxes- Discussion only

Shred it- Per CPA we only need to keep 7 years of records. There are many years of records stored. Look into holding a Shred-It event for the Club and community- Discussion only

VII. **PLACEMENT OF LIENS**

That, in accordance with the revised collection policy which was mandated by the changes in California Civil Code, the Board authorizes the placement of liens with the following accounts:

- **None at this time**

OPEN SESSION MEETING ADJOURNED AT 6:40PM

APPROVED: _____ **DATE:** _____