

MISSION VIEJO SWIM AND RACQUET CLUB
BOARD OF DIRECTORS MEETING
“OPEN SESSION”
Wednesday, March 20th 2019
MINUTES – MVSRC CLUBHOUSE

Emergency meeting called to review and approve the VanDerPol Report.

Board President, Sheri Aune, called an emergency meeting at 6:20 pm on Wednesday, March 20, 2019 to review and approve the CPA's finding of their audit, so it can be mailed out to the homeowners in a timely manner.

Motion: Rennie Stark motioned to approve the VanDerPol report draft of the audit.

Second: Elissa Hamburg

Ayes: Aune, Stark, Hamburg

Nays: None

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 6:27 p.m.

DIRECTORS PRESENT

Sheri Aune – President

Rennie Stark – 2nd Vice President

Elissa Hamburg - Secretary

DIRECTORS ABSENT

Jesse Rabinowitz – 1st Vice President

Ron Schouten – Treasurer

MISSION VIEJO SWIM & RACQUET CLUB

Heather Persons, Manager

Kelly Ray, Office Assistant

II. HOMEOWNER FORUM

No Homeowners present

III. APPROVAL OF MINUTES – Meeting of February 20th, 2019

Motion: Rennie Stark motioned to approve the February 20th, 2019 Open Session Minutes

Second: Elissa Hamburg

Ayes: Aune, Stark, Hamburg

Nays: None

IV. APPROVAL OF FINANCIALS- Financial Balance Sheets for Jan. 1- Jan. 31,2019

Motion: Rennie Stark motioned to approve the Jan. 1 - Jan. 31, 2019 balanced financials with a correction to the formatting regarding the Profit and (Deficit) columns in the financial reports.

Second: Elissa Hamburg

Ayes: Aune, Stark, Hamburg

Nays: None

APPROVAL OF FINANCIALS- Financial Balance Sheets for Feb. 1- Feb. 28,2019

Motion: Rennie Stark motioned to approve the Feb.1- Feb. 28, 2019 balanced financials with a correction to the formatting regarding the Profit and (Deficit) columns in the financial reports.

Second: Elissa Hamburg

Ayes: Aune, Stark, Hamburg

Nays: None

V. UNFINISHED BUSINESS

- **Corrections to Employee Handbook-** Per Paychex, our employee sick time needs to remain at 48 hrs and carry over from year to year – Discussion Only
- **Shred It-** There are two shred events happening around the same time we wanted to hold ours. Club employees will sort and take up to 10 boxes of old files to shred it event, April 6, 2019 – Discussion Only

VI. NEW BUSINESS

- **Reserve Analysis Report-** Manager presented the RAR and proposed a site visit prior to the next reserve report
Motion: Rennie Stark motioned to have the analysis firm do a site visit to take measure of projects that have been completed per RAR
Second: Elissa Hamburg

Ayes: Aune, Stark, Hamburg
Nays: None
- **BOD Elections-** Management verified the current board members are running this year, the members in attendance all said they will run again this year. Discussion only.
- **Inspector of Elections-** Kenny Schaller, a homeowner, has been the Inspector of Elections in years past.

Motion: Rennie Stark motioned to have Kenny Schaller be the Inspector of Elections for the 2019 Board of Director Elections

Second: Elissa Hamburg

Ayes: Aune, Stark, Hamburg

Nays: None

- **Threshold Amount for Late Fees-** Change the threshold for late fees to be applied.

Motion: Rennie Stark motioned to lower the threshold for late fees to be applied to a homeowner's account if any money is owed for assessments

Second: Elissa Hamburg

Ayes: Aune, Stark, Hamburg

Nays: None

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 7:03 PM

APPROVED: _____ **DATE:** _____