

Willow Glen Homeowner's Association Board Meeting

February 2, 2013

Present: Patt, Mike L., Eric, Sarah, Virginia

Special Guest: Jackie

Call to Order: Patt called the meeting to order at 10:17.

Meeting to order at 10:17

Present: patt, mike l., eric, sarah, Virginia Yanowski guest: jackie

Review of Minutes: We had several months of minutes that required approval. Virginia moved to approve the August minutes. Patt seconded. Vote: unanimous, motion passed. Eric moved to approve the September minutes. Mike seconded. Vote: unanimous, motion passed. Eric moved to approve the October minutes. Patt seconded. Vote: unanimous, motion passed.

Treasurer's Report:

- As of the meeting date, we have \$30,224.01 in checking, \$54,723.04 in savings, \$45 in the cash box, and \$11.15 in petty cash.
- Eric will investigate a question about accounts receivable.

Liens:

- We have 8 properties that never got the intent to file letter; 3 are over \$1000 in arrears.
- 4209 Arpeggio returns the notice address unknown. We had the property owner's name as Urieta. Eric found new names, so we will try another letter to the new owner names.
- We have 10 properties we need to file liens on.
- For the returned addresses, we decided to use public records (getting the apn# to pull deeds) to determine where/to whom to send notices. We will try another round of certified letters for properties if names are different from our records. If names are the same, we will try snail mail.

- Liens will cost \$56/property to file--\$20 for legal description of property, \$10 for notarization, and \$26 to file the lien. Virginia will try to negotiate a group rate with a notary public.

Budget:

- Eric reported that, using a \$2/hour increase in pay (as indicated by the upcoming increase in the San Jose minimum wage), we would be \$10,000 over budget. Jackie suggested a different pay scale based on percentage of increase, which would put us more than \$13,000 over budget.
- With a desire to maintain as many staffed hours as possible while being fiscally responsible, Eric made the motion below regarding staff pay, Mike seconded, and the vote was unanimous.
 - All gate attendants, regardless of years of service, will earn \$10/hour.
 - Lifeguards will now start at \$11.50/hour. They will earn \$12.50/hour the second year and \$13.50/hour for 3 or more years.
 - The Pool Manager salary will increase to \$366.50 per pay period for April/Sept./Oct. and \$733 for May/June/July/August.
 - Bookkeeper salary will increase to \$366.50 per pay period.
 - Swim Lesson Coordinator \$50/session (same).
 - Open/Close rate \$6.75 per open/close (same).
- Eric will run the numbers using this pay rate before the next meeting so we can discuss decreasing hours if necessary to stay in budget.

Manager's Report:

- The board discussed appropriate attire for attendants. Jackie is empowered to make/enforce rules regarding shorts/pants. Suggestion: pants kept at pool that could be worn if the attendant is not dressed appropriately.
- Wading pool: needs to be fixed. Jackie will investigate getting bids. She will ask our current pool service for a detailed bid.

- Pool service: Since the new service did not work out, we are continuing with our current service provider. We need to have a meeting with the owner to make sure he knows about the issues we see (lack of response, careless service).
- The board would like for all swim instructors to be certified lifeguards.

New Business: Virginia is investigating the purchase of a time clock.

Next Meeting: Our next board meeting will be March 9 at 9:00 a.m. at Sarah's (281 Sposito). Breakfast will be provided.

Next meeting: March 9 at 9 a.m., breakfast at Sarahs.

Action Items:

- Eric: investigate question about accounts receivable, crunch numbers on pay raise/budget, get new property owner names (for homes in arrears) to Jackie so we can mail new certified letters, work with Jackie to continue the lien process.
- Virginia: Investigate group notary rate for lien filings and time clock purchase.
- Jackie: Get bids to fix wading pool, arrange meeting with pool service owner to discuss our current issues.
- Sarah: Coordinate breakfast for our next meeting.