

## Jester Club Board Meeting Minutes – 7/16/17

### Attendance

Person	6/26/16	9/18/16	11/20/16	12/18/16	2/19/17	3/19/17	4/23/17	6/25/17	7/16/17
Jennifer Whitlock, President	X	X	X	X	X	X	X	X	X
Dallas Webster, Vice President 1, Bylaws Chair	X		X	X	X	X		X	X
Janice Toreki, Vice President 2, Neighborhood Coordinator Chair	X	X	X	X	X	X		X	X
Vanessa Madrigal, Vice President #3, Activities Committee	X	X	X	X	X				X
Darran Rolls, Vice President 4, Grounds & Maintenance Chair	X			X	X	X		X	
John Carlson, Treasurer	X			X	X	X		X	X
Curtis Chambers, Secretary		X	X	X	X	X	X		X
Terri Milan, Club Manager	X	X	X	X	X	X	X	X	X

### Upcoming Events Review:

None.

### Updates:

Full time lifeguard coverage goes from first day school out for AISD to first day of school. Lifeguard pay start at \$10/hr with upside to \$11/hr. Returning guards will be paid \$12/hr with Head Guard \$13/hr.

Gator Swim Team used the Jester Pool from 5/1/16 to 6/5/16.

Elected Curtis Chambers as the Secretary with Dallas nominating and vote was 6-0 for.

Elected Vanessa Madrigal as VP#3 responsible for the Activities Committee with Jennifer nominating and vote was 6-0 for.

Discussion on the Jester Club Manager job description which Janice created. Board is to review the job description and provide feedback to Jennifer.

Discussion on the Club Manager evaluation form created by Janice. Board members to fill out the evaluation and provide to Jennifer before the next board meeting.

Discussed the proper storage place for key Jester Club Board documents. Board decide to create a Drop Box account where critical/confidential documents will be stored (Manager Job Description & Annual Review, Monthly Financials, Bylaws...). Jennifer took the action to create Jester Board Drop Box account.

Discussed the opportunity to update the tennis court lights to LED. The electrician has 6 tennis court LED lights which can be provided at a 20% discount (\$1200 vs \$1500 each). Curtis to meet with the electrician and discuss.

Topics for Next Meeting:

### Safety Update:

No incidents to report.

### Projects Status Review:

Project	Status	Cost	Project Leader
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COMPLETED PROJECTS				
Pool Deck Resurface	Completed 2009	~\$30,000		
Pool Liner Resurface	Completed 2013	~\$40,000		Teri Milan
Kiddie Pool Sunshade	Completed 2013	~\$7,000		Teri Milan
Deck behind pool <ul style="list-style-type: none"> <li>Austin Deck installed the deck – COMPLETE 6/1/14</li> <li>2 in ground charcoal grill installed. – COMPLETE 6/1/14</li> <li>Need to determine guidelines for usage. – COMPLETE 7/1/14, grills part are reserved like space is reserved for parties.</li> </ul>	Completed 6-2014	\$26,000		Jennifer Whitlock / Teri Milan
Replaced grass in swimming pool area with St.Augustine.	Complete 11-2014	\$5,366		Teri Milan
Landscape around new deck behind pool <ul style="list-style-type: none"> <li>Install in Fall to improve plant survival rate</li> <li>Need increased ground cover (rocks) under the grills</li> </ul>	Complete 3-2015	~ \$2,000		Jennifer Whitlock / Teri Milan
Tennis & basketball court resurface – Dobbs Tennis Courts Inc. <ul style="list-style-type: none"> <li>Lakewood recently resurfaced their courts &amp; used Courtex</li> <li>Westover recommends David Dobbs</li> <li>Anderson High School &amp; River Place CC used Dobbs</li> <li>Jester prior tennis court resurface was done by David Dobbs</li> </ul>	Completed 9-2015	\$20,000		Curtis Chambers Typical price \$5k/court. Jester also used Right Way Crack Repair System. Large clubs pay 3k/court (12+ cts)
Online Tennis Court Scheduling Software <ul style="list-style-type: none"> <li>Exploring an online tennis court scheduling application</li> <li>Westover Club uses “Reservemycourt.com”</li> <li>River Place Woodlands uses “onlineschedulingsoftware.com”</li> <li>Lakewood uses first come first serve basis. No sheet for signup.</li> <li>Other: holdmycourt.com, onlinecourtreservations.com</li> </ul>	Complete 10-2015	\$100/yr		Curtis Chambers Reservemycourt.com selected.
Shade umbrella for Tennis Court Benches (\$500 ea. Plus install)	Complete 10-2016	\$1,000+install		
New playground equipment	Complete 10-2016	\$2,000		Terri / Vanessa get quotes– see action items 2/21/16
Pool Deck Replacement (last replaced 2009) Sundeck product. 3 Quotes 1. Sanchez Coatings \$26,246 warranty 24 months 2. Patterned Concrete of Austin \$87,156 Stamped Overlay (over top of existing), \$106,198 Stamped Concrete (removal of existing concrete) warranty 1 year 3. Texas Premier Coat- overlay = \$26,345, coping = \$3,400, grinding = \$2,600, steps = \$495 (Total Cost = ~33k)	Complete 11-2016	\$26,246 \$4,000 Ttl = \$30,246		Selected Sanchez Coatings.
PROJECTS LIST – 2017				
Facility Improvements in Swimming Pool Area: <ul style="list-style-type: none"> <li>Paint Buildings in Swimming Pool Area (\$10,5k)</li> <li>Update signage &amp; light fixtures</li> <li>Update bathrooms lighting</li> <li>New plantings in flower beds around pool.</li> </ul>	Complete 5-2017	\$35k		3 painting quotes were received. Selected Lance Richards Custom Painting (\$10.5k).
FUTURE PROJECTS LIST				
Replace the lifeguard shade as it does not provide shade in the late afternoon.	TBD	TBD		Quote was \$5k deemed too high so didn't execute.
Install vending machine & ice machine at the pool to generate money and provide food options for members	TBD	TBD		Jennifer Whitlock
Heat the pool in the winter to increase usage and possibly generate revenue by renting to swim clubs.	TBD	TBD		Darran Rolls
Pool cold water pump which helps keep the pool temperature down in the summer. Run nightly & drops water temp 10 degrees. <ul style="list-style-type: none"> <li>\$4500 Water Cannon 1.5 (Cannon \$3675, Cart \$42, Wiring \$300, Other \$75). Darran thinks it can be done DIY for ~\$1k</li> </ul>	TBD	\$4500		Darran Rolls to update.
FOB Keyless Entry System	TBD	TBD		Terri to get quotes
Pool pump replacement upon failure.	TBD	\$30k		

	Tennis Ball Machine <ul style="list-style-type: none"> <li>- Where to store and how to control checkout?</li> <li>- Curtis get quote \$1645 Tennis Tower Competitor Ball Machine (AC) + balls.</li> </ul>	TBD	\$2k	Curtis to research
	Change Tennis/Basketball Court Lights to LED (x7) <ul style="list-style-type: none"> <li>- Current lights are metal halide with life expectancy of 2.5yrs and cost \$1,200 / light to repair with ballast out.</li> <li>- LED lights last ~20 years. Auto on/off.</li> <li>- Current lights spend ~1300/yr to 1800/yr maintenance</li> <li>- Utility cost savings with LED ?</li> </ul>	TBD	~10k	Terri to research options. Replace 6 of 7 lights for \$9.5k.

### Financial Update:

Finances – Finances are healthy and on budget.

### Membership Update:

Annual Membership update as of 7/16/17 (Maximum allowable membership is 450 A members & 150 B members). To get the latest information on membership see the bylaws on the Jesterclub.org website.

- 272 “A” Members - \$390/yr + \$500 initiation fee or \$250 transfer fee (not required to be a Jester/Canyon Ridge resident).
  - 252 resident
  - 20 non-resident
- 106 “B” Members - \$220/yr + \$500 initiation fee or \$250 transfer fee.
  - B must meet 2 of 3 criteria:
    - Jester/Canyon Ridge owner with no kids under 19yrs old,
    - 1 Jester/Canyon Ridge owner at least 55yrs old,
    - residence has an in ground commercially constructed swimming pool.
- 16 “C” Members nonresident pool use only. \$350/yr and only active in the summer when lifeguards are on duty.

### Open Action Log:

Action Date	What	Owner	Due	Status
5/4/14	Develop job description for Club Manager	Janice	9/2016	Board review Janice’s job description and provide feedback to Jennifer.
2/21/16	Perform an existing membership survey on Survey Monkey to get feedback on what the members would like to have done.	Vanessa	Hold	
4/24/16	Find the Jester Club Bylaws with the latest changes incorporated.	Dallas	9/2017	Create golden copy. Dallas send out for review in next meeting (8/2017). When updated put in Drop Box & on Website.
2/19/17	Add tarp at fence behind trash cans to block view of trash cans from street.	Terri	8/2017	Terri to coordinate
7/16/17	Work with insurance provider to get quote for a policy which includes swim instructor and tennis instructor insurance coverage.	Terri	9/2017	
7/16/17	Complete Club Manager evaluation and provide input to Jennifer	ALL	9/2017	
7/16/17	Review Club Manager compensation. Jennifer to send email outlining pay history for the club manager	Jennifer	8/2017	Agenda topic for 8/2017 meeting.
7/2017	Create Jester Club Drop Box account for important documents to improve retention history (Manager Job Description, Mgr annual review, Monthly Financials, Bylaws...	Jennifer	8/2017	

7/2017	Research LED lights for the Tennis Court. Contact electrician.	Curtis	8/2017	Contact electrician. Research what clubs have LED and get feedback.
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## CLOSED ACTIONS

5/1/14	Replace gate into the playground	T. Milan	Closed 5/2014	T. Milan
5/4/14	Distribute the 5 year project plan to the board	J. Carlson	Closed 5/25	DONE. Provided link to zoho.com in e-mail 5/13/14
5/4/14	Update board on prior years Club Manager compensation history	J. Carlson	5/25	DONE. See John e-mail 5/13/14
5/25/14	Hazardous stumps near deck to be cleared before kickoff party	T. Milan	Closed	DONE
5/25/14	Solar Panel repair required	T. Milan	Closed	DONE
7/20/14	Electrician to quote adding brighter night motion lights for safety / security.	T. Milan	Closed 8/17	DONE
7/20/14	Get quote for adding a comprehensive security system at the pool - new lights and cameras <ul style="list-style-type: none"> <li>Comprehensive system quote \$6k</li> <li>Less expensive system quote \$2.5k</li> </ul>	T. Milan	Closed 10/15	DONE - Decision to improve the lighting. In addition electrician will add tree lights confirm tennis court lights timing (11 am off)
7/20/14	AT&T requesting to modify cell tower lease. Proposal: \$100/mo increase plus \$6k one time payment so AT&T can add to the tower without getting	ALL	Closed	CLOSED: Offer retracted by Md7 and AT&T.
8/24/14	Establish the fee for Gators to use Jester Pool in 2016 <ul style="list-style-type: none"> <li>2016 - \$2,240 + \$250 refundable deposit (18 days usage)</li> <li>2015 - \$2,500 (\$1,440 + \$800) + \$250 refundable deposit (22 days usage)</li> <li>2014 - \$2,000 + \$400 additional chemicals &amp; cleaning</li> <li>2013 - \$2,200 + \$400 additional chemicals &amp; cleaning</li> <li>2012 - \$1,564 + \$400 additional chemicals &amp; cleaning</li> <li>2011 - \$1,534</li> <li>2010 - \$1,560</li> <li>2009 - \$890</li> </ul>	Terry / Jennifer	Closed 4/24/16	Pool usage: 5/1 to 6/5 (18 days), 330pm to 730pm. Total usage = 18 days *4 hours / day = 72 hours. Party rate \$25/hr. FEE = \$1,800 (72 hrs*\$25) plus \$800 extra chem. & clean fee = \$2,600. Board agreed to 20% discount to party rate. \$1800-\$360=\$1440 plus 800 = \$2240. <b>2016 Price = \$2,240 plus 250 refundable deposit. Used the same formula above for 2015 and 2016.</b>
9/21/14	Swimming pool edge re-deck is coming up. Evaluate need to have professional fix. To date, we have been doing patch fix jobs.	TBD	TBD	Teri patching as needed.
10/19/14	Get quotes &/ recommendations for replacing grass in the pool area and landscaping the back deck area	Terry / Jennifer	Closed 11/14	Replace with Zyosia = \$8400, St. Aug = \$5,366. Board voted to replace with St. Aug. = DONE
10/19/14	Basic playground repairs to be done.	T. Milan	Closed 10/31	DONE
6/22/15	Electrician to install covers on the electrical outlets at the men's bathroom and on the Pillars by pool. Cover the outlet on the new deck to eliminate the electrical and trip hazard.	T. Milan	Closed 7/20/15	DONE
7/20/14	Decision to add benches to the back of the deck for improved seating and safety to limit risk of people falling off. Estimate cost ~\$1,000	ALL	Closed 4/24/16	4/24/16: Board decided not to add benches.
6/28/15	Should we change B Member definition so families with Pools would be B members. Current "B Member" is for Jester/Canyon Ridge families meeting 2 of 3 criteria: no kids under 19, 1 member 55 or older, family with a pool. Board can change membership guidelines at Annual Meeting only. Must understand impact on number of A's that would shift to B's and new B's would	Jennifer	Closed 4/24/16	4/24/16: Board decided not to change the B member definition.
6/28/15	Virtual Meetings (e-meeting) capability for the board.	Dallas	Closed 4/24/16	Concern that decisions being made via email and not documented. Board stated all decision need to be addressed at the board meetings in person.
10/18/15	Discussed if our water bills have gone up or not recently. Terri reported the water bill has not gone up recently like some of the board members have seen at their residences. Inspection required and Terri will coordinate.	Terri	Closed 4/24/16	Inspection performed. Water bill is in line with historical and has not gone up recently.
4/26/15	Upgraded security cameras to be installed	D. Rolls / T. Milan	Closed 9/2016	COMPLETE

2/21/16	Replace swings, paint the car, power wash the tables, remove sandboxes, broken tires & replace with something (x2 tbd?)	Terri	Closed 5/28/16	Terri and Vanessa working to purchased x2 items for the playground.
4/24/16	Fix the leak with the Solar Panels near the back of the pool (near kiddie pool).	Terri	CLOSED 5/15/16	Terri has called repairperson to fix.
11/20/16	Decision to change from Farmers Essex Insurance to Farmers Insurance which will combine the director officers' liability and the facility insurance saving \$3k/yr.	BOD	Closed 11/20/16	Vote unanimous 7-0
11/20/16	Decision to increase the membership dues late fee from \$30 to \$50.	BOD	Closed 11/20/16	Vote unanimous 7-0
10/18/15	Create a Jester Club Org email domains for the Board Of Directors.	Darran	Closed 2/2017	
10/18/15	Report if meetings can be scheduled using the BOD emails in Jester Club domain.	Darran	Closed 2/2017	Meetings can be communicated via BOD emails. No calendar functionality.
11/20/16	Get new plastic benches for the tennis courts. The current benches are rusting onto the tennis court surface.	Terri	Closed 2/19/17	
12/18/16	The fence to basketball court needs to be repaired – Janice raised this action	Terri	Closed 2/2017	
12/18/16	Sunshade over kid pool is torn and needs to be replaced.	Terri	Closed 3/2017	
2/19/17	At the entrance to the pool the gate key gets stuck in the lock during removal.	Terri	Closed 3/2017	
8/24/14	Evaluate need to purchase additional pool furniture	Terri / Jennifer	Closed 4/2016	Furniture purchased.
4/24/16	Evaluate getting improved trash/recycle cans in pool area (w/plastic liners)	Vanessa	Closed 4/2017	Decision not to change out trash cans.
11/20/16	Freshen up the flower beds in the pool deck area with new plants/flowers.	Vanessa / Terri	Closed 4/2017	
11/20/16	Review the basketball rim/backboard/net for replacement. Backboard to be straightened and the Rim replaced.	Janice / Terri	Closed 4/2017	