

# Jester Club Board Meeting Minutes 4/15/18

## Attendance

Person	6/25/17	7/16/17	8/19/17	10/15/17	11/19/17	12/17/17	2/18/18	3/25/18	4/15/18
Vanessa Madrigal, President (term 3/2020)		X	X		X	X	X	X	X
Dallas Webster, Vice President 1, Bylaws Chair (term 3/2019)	X	X	X	X	X	X	X	X	X
Janice Toreki, Vice President 2, Neighborhood Coord. Chair (term 3/2019)	X	X	X		X	X	X	X	
Jennifer Whitlock, Vice President #3, Activities Committee (term 3/2020)	X	X	X	X	X	X	X	X	
Darran Rolls, Vice President 4, Grounds & Maintenance Chair (term 3/2020)	X					X		X	
John Carlson, Treasurer (term 3/2019)	X	X	X		X	X	X		X
Curtis Chambers, Secretary (term 3/2020)		X	X	X	X	X	X		X
Terri Milan, Club Manager	X	X		X	X	X	X		X

## Upcoming Events Review:

Summer Kickoff Party – 6/3/18

## Updates:

Full time lifeguard coverage goes from first day school out for AISD to the day before the first day of AISD school.

Gator Swim Team using the Jester Pool from ~5/1/18 to 6/5/18.

## Agenda Meeting:

- Lifeguard Update: 9 guards now – a 10<sup>th</sup> coming end of June
- Swim Instructor Update (see actions)
- Basketball backboard/pole update (see actions)
- Landscape update – did Lloyd get back with us (see future project list)
- Kick-off Party – assign volunteer jobs – will address in next months meeting
- Food Trucks – update – P.Terry's booked for Aug 17. (see actions)
- Minutes from last meeting

## Other notes

Board discussed the proposed crosswalk median. Jester Club will not pay for the median. Board discussed if the Jester Club should have a position on the median.

Dallas raised issue about what could be done to improve attendance at the annual meeting.

## Topics for Next Meeting:

- Minutes from Last Meeting
- Swim Instructor Update (see open actions)
- Club Manager compensation (see open actions)
- Lending Library
- Kona Ice or Sweet Caroline's for Summer Kickoff Party(?)
- Kickoff Party – June 3<sup>rd</sup> need to assign volunteer jobs: Pizza, Fruit, Snow Cones, & Cookies
- Food Trucks
  - Top Taco - June 1
  - Bohemian BBQ – July 20

- P. Terry's – Aut 17
- Presidents Letter

### Safety Update:

No incidents to report.

### Projects Status Review:

Project	Status	Cost	Project Leader
<b>COMPLETED PROJECTS</b>			
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) Sundek 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.
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).
Change Tennis Court Lights to LED (x6), not basketball light (only have 6 lights at the reduced price) <ul style="list-style-type: none"> <li>Current lights are metal halide with life expectancy of 2.5yrs and cost \$800/light to repair with ballast out. (retail \$1500/light)</li> <li>LED lights last ~99 years (@ 3 hrs/day usage). Instant on/off. 5 yr warranty, brighter light, use less energy.</li> <li>Current lights spend ~1300/yr to 1800/yr maintenance</li> </ul>	Complete 10-2017	~10k	Curtis Chambers – lighting will be as good as current metal halide with additional benefits of less energy, instant on, longer life.
<b>FUTURE PROJECTS LIST</b>			

Landscape along the streets of the Jester Club and inside the club. <ul style="list-style-type: none"> <li>• knock on doors for landscaping recs – Jennifer</li> <li>• Action: Did Loyd get back with us</li> </ul>	2018	TBD	Venessa
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 / Jennifer
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. Not enough usage to warrant.
Tennis court resurface (~\$20k) or install new base (~\$100k). Once foundation is unstable, resurfacing will not stop cracks from reappearing.	TBD	\$20k or ~\$100k	

### Financial Update:

Finances – Finances are healthy and on budget.

### Membership Update:

Annual Membership update as of 4/15/18 (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.

- 250 “A” Members - \$390/yr + \$500 initiation fee or \$250 transfer fee (not required to be a Jester/Canyon Ridge resident).
  - 231 resident
  - 19 non-resident
- 116 “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.
- 2 “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
2/21/16	Perform an existing membership survey on Survey Monkey to get feedback on what the members would like to have done.	Vanessa	Closed 4/15/18	Closed actions without performing.
7/16/17	Review Club Manager compensation. <ul style="list-style-type: none"> <li>• Jennifer email salary &amp; bonus history for the club manager - DONE</li> <li>• Determine bonus for 2017 – DONE 11/2017</li> <li>• Request Terri perform a time study to determine #hrs/wk worked</li> </ul>	Jennifer / John	5/2018	Agenda topic for 5/2018 meeting.
10/15/17	Purchase Pickle Ball Set for the basketball court (net, paddles, balls) and determine place to store in the basketball court area (if not too expensive)	Terri	Closed 3/24/18	
10/15/17	Dallas proposed a committee be formed to manage the Jester Club website. The board discussed and will address in future meeting.	Dallas	TBD	Further discussion required

11/19/17	Change master Jester Club Drop Box account password so only Club Manager, President, and Treasurer know the master password. Then create a new folder with a different password for documents which all Board Members can access.	Terri	3/24/18	Verify HR folder has unique password and access limited to President & Club Mgr.
11/19/17	Replace the basketball court post / backboard. Determine what is really needed? Board voted to approve replacing.	Janice	5/1/18	Expect completion by 5/1
2/18/18	Tennis court 2 – net needs replaced	Terri	Closed 3/24/18	
2/18/18	Tennis court 1 has large cracks – get quote to repair	Terri	3/24/18	Waiting quote from Dobbs
2/18/18	Tennis court 1- entrance door needs repair, doesn't stay closed.	Terri	Closed 3/24/18	
2/18/18	Set pricing for swim lessons (private, semi-private, group), payment method, and scheduling process. Nitro charges \$45/hr/ea for group lesson (x3 people). Nitro requires prepayment of 4 lessons, 30min ea, \$90 total. <ul style="list-style-type: none"> <li>3 interested instructors – need to pick 2</li> <li>Alternate insurance being evaluated which may be cheaper &amp; instructor pays. Terri researching</li> </ul>	Terri	5/2018	
3/25/18	Schedule food trucks for the swimming pool in the summer <ul style="list-style-type: none"> <li>P. Terry's booked for Aug 17, Friday</li> <li>Discussed dates – June, July, Aug 5-7pm (Fri or Sat or Sun)</li> <li>Jester club guarantees food truck set amount of business – if not met, club must pay the delta.</li> </ul>	Vanessa?	4/1/18	Looking for other food trucks for Jun, July
4/15/18	Sign in round-about, trim/remove bush to improve visibility & repair light	Terry	5/20/18	

## 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	Terri 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. Furniture was purchased.	Terri / Jennifer	Closed 4/2016	
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	

8/19/17	Replace the lifeguard shade as it does not provide shade in the late afternoon.	TBD	Closed 8/2017	Quote was \$5k deemed too high so didn't execute.
7/16/17	Complete Club Manager evaluation and provide input to Jennifer	ALL	Closed 9/2017	
5/4/14	Finalize job description for Club Manager. Board review Janice's job description and provide feedback to Jennifer.	Janice	Closed 11/2017	
4/24/16	Find the Jester Club Bylaws with the latest changes incorporated. Golden copy was put in Drop Box & on website.	Dallas	Closed 11/2017	
2/19/17	Add tarp at fence behind trash cans to block view of trash cans from street.	Closed Terri	11/2017	
7/2017	Create Jester Club Drop Box account for important documents to improve retention history (Manager Job Description, Mgr annual review, Monthly Financials, Bylaws... Send out the link to Drop Box account to BOD.	Terri	Done 9/2017	
10/15/17	Tennis courts have considerable leaves & branches on the tennis court. Need lawncare provider to remove debris from the courts x2/month.	Terri	Closed 2/18/18	Lawncare provider to blow debris off tennis courts x2/month
10/15/17	Tennis courts trash cans need to be emptied weekly.	Terri	Closed 2/18/18	Summer lifeguards. Offseason club manager hires person to perform.
11/19/17	Tennis court trash can on court 1 is broken (hook). Replaced.	Terry	Closed 2/18/18	
11/19/17	Provide Janice with insurance policies as she wants to verify the coverage for the board members, club manager, and Jester Club.	Terri	Closed 2/18/18	
11/19/17	Treasurer position to be vacated by John Carlson. Recruit on Jester Next Door.	Jennifer	Closed 2/18/18	
11/19/17	Coordinate Club Manager Bonus to be given at December meeting	Jennifer	Closed 12/2017	
11/19/17	Should landscape maintenance be done weekly in the summer?	Terri	Closed	Yes – Club Mgr arranges
11/19/17	Should pool deck furniture be put inside during the winter?	Terri	Closed	Yes - done
11/19/17	When should solar heating for the pool be turned off for the winter?	Terri	Closed	Before the 1 <sup>st</sup> freeze
7/16/17	Insurance provider quote for a policy which includes swim instructor and tennis instructor insurance coverage. \$1200/yr to insure x2 life guards. Tennis is not covered <ul style="list-style-type: none"> <li>BOD approved 6-0 to pay for swim instructor insurance</li> </ul>	BOD	Closed 2/18/18	BOD approved 6-0