

Jester Club Board Meeting Minutes 8/18/19

Attendance

Person	7/15/18	8/19/18	1/20/19	2/24/19	3/3/19	3/24/19	4/28/19	6/2/19	8/18/19
Vanessa Madrigal, President (term 3/2020)	X	X		X	X	X	X	X	X
Dallas Webster, Vice President 1, Bylaws Chair (term 3/2021)	X	X	X	x	x	x	x	x	x
Heidi Parker, Vice President 2, Neighborhood Coord. Chair (term 3/2021)						X	X		
Jennifer Whitlock, Vice President #3, Activities Committee (term 3/2020)	X					X	X		
Janice Toreki, Vice President 4, Grounds & Maintenance Chair (term 3/2020)		X	X	X	X	X	X	X	X
John Carlson, Treasurer (term 3/2021)	X	X	X	X	X	X	X	X	X
Curtis Chambers, Secretary (term 3/2020)	X	X	X	X	X	X	X	X	X
Terri Milan, Club Manager	X	X	X	X	X	X	X	X	X

Upcoming Events Review:

Last day lifeguards on duty 8/19. Parties after will have to staff a lifeguard.

Next meeting to be held at Coffee Shark 9/15 at 4-5pm

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 will use the Jester Pool from 4/29/19 to 5/23/19, 3:30-8pm Mon-Thur, with Banquet on 7/1/19.

Tennis instructor for 2019 will be Amy McCampbell

Swim instructor for 2019 will be Chase Cliatt

Tennis quote resurface quote received from both suppliers. Evaluating quotes.

Ceiling fans in the covered area are not working. Need to repair. - Venessa

Watering of grounds is insufficient as grass and bushes are stressed. Need to confirm sprinkler system is working.

Bench in front of Pool building was painted. Not sure who painted it.

Discussed number of pool guards needed vs number of people in the pool. Are there guidelines / rules? – Janice
Gators have inquired about using the Jester pool in June (usually only use pool in May). 2 days/wk 7-8am.

Dallas discussed Whoozin meeting schedule tool and will continue to evaluate if we should continue using.

Safety Update:

No incidents to report.

Projects Status Review

Project	Status	Cost	Project Leader
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"> Austin Deck installed the deck – COMPLETE 6/1/14 2 in ground charcoal grill installed. – COMPLETE 6/1/14 Need to determine guidelines for usage. – COMPLETE 7/1/14, grills part are reserved like space is reserved for parties. 	Complete 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"> Install in Fall to improve plant survival rate Need increased ground cover (rocks) under the grills 	Complete 3-2015	~ \$2,000	Jennifer Whitlock / Teri Milan
Tennis & basketball court resurface – Dobbs Tennis Courts Inc. <ul style="list-style-type: none"> Lakewood recently resurfaced their courts & used Courtex Westover recommends David Dobbs Anderson High School & River Place CC used Dobbs Jester prior tennis court resurface was done by David Dobbs 	Complete 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"> Exploring an online tennis court scheduling application Westover Club uses “Reservemycourt.com” River Place Woodlands uses “onlineschedulingsoftware.com” Lakewood uses first come first serve basis. No sheet for signup. Other: holdmycourt.com, onlinecourtreservations.com 	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.
Facility Improvements in Swimming Pool Area: <ul style="list-style-type: none"> Paint Buildings in Swimming Pool Area (\$10,5k) Update signage & light fixtures Update bathrooms lighting New plantings in flower beds around pool. 	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"> Current lights are metal halide with life expectancy of 2.5yrs and cost \$800/light to repair with ballast out. (retail \$1500/light) LED lights last ~99 years (@ 3 hrs/day usage). Instant on/off. 5 yr warranty, brighter light, use less energy. Current lights spend ~1300/yr to 1800/yr maintenance 	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.
Landscape/Xeriscape along the streets of the Jester Club. <ul style="list-style-type: none"> Cost \$7k plus irrigation repairs \$1,400 	Complete 12-2018	\$8,400	
Updated playground with new slide, replaced wood bridge flooring, repaired fencing btwn pool & playground, perform maintenance.	Completed 12-2018	\$6,000	
Install vending machine & ice machine at the pool to generate money and provide food options for members	TBD	TBD	Recommend NOT to install due to reqd maintenance
Heat the pool in the winter to increase usage and possibly generate revenue by renting to swim clubs.	TBD	TBD	
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"> \$4500 Water Cannon 1.5 (Cannon \$3675, Cart \$42, Wiring \$300, Other \$75). Darran thinks it can be done DIY for ~\$1k 	TBD	\$4500	
FOB Keyless Entry System	TBD	TBD	
Pool pump replacement upon failure.	TBD	\$30k	

Tennis court resurface (~\$20k) or install new base (~\$100k). Once foundation is unstable, resurfacing will not stop cracks from reappearing. Request quote from David Dobbs (due e/June) and Pro Track & Tennis (received 5/10/19)	2019	\$20k or ~\$100k	Crack on court 1 by wall getting large.
Replace pool furniture	2019	TBD	

Financial Update:

Finances – Finances are healthy and on budget.

Membership Update:

Annual Membership update (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.

- 285 “A” Members - \$390/yr + \$500 initiation fee or \$250 transfer fee (not required to be a Jester/Canyon Ridge resident).
 - 250 resident
 - 35 non-resident
- 122 “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.

Open Action Log:

Action Date	What	Owner	Due	Status
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
2/18/18	Tennis court 1 has large cracks – get quote to repair <ul style="list-style-type: none"> • Pro Track and Tennis - \$4k fix crack, \$19.8k resurface + Armor Crack System \$14.7k. (total ~28k). Quote received 5/10/2019. • Dobbs TBD 	Terri	6/2019	Quote from Dobbs due 6/10 (at court on 5/31)
1/20/19	Schedule the food trucks for the summer. 2018 had: Top Taco, Bohemian Barbecue, P Terrys <ul style="list-style-type: none"> • Lessons learned – don’t do the weekend before school starts & schedule the trucks in Jan/Feb for the summer as they book fast 	Venessa	Next 1/2020	Decision not to do the food trucks in 2019 due to lack of volunteers to coordinate the events.
3/20/20	Identify the Jester Club swim instructor and Tennis Instructor for 2020 and pricing model.	Terri	3/2020	2019: Swim-Chase Cliatt, Tennis-Amy McCampbell
1/20/20	Schedule the Jester Club Annual Meeting (usually in Feb/Mar)	All	1/2020	
4/20/20	Summer Kickoff Party date – usually first Sunday after last day of school.	All	5/2020	2019: 6/9
1/20/19	Movie Nights at Pool - decide if we want to have	All	5/2020	2019: did not do movie nights.
2/24/19	Perform club manager salary survey at clubs similar to Jester (rollingwood, westover,...)	TBD	TBD	
4/28/19	Fence btwn tennis and bbal court farthest end from parking lot, top pole has slid out and protruding onto tennis court.	Terri	7/2019	open
6/2/19	Direct Lifeguards to use duties checklist daily. Review checklist in BOD mtg. Checklist to be posted and visible.	Terri	7/2/19	Review checklist at BOD meeting
8/18/19	Club manager evaluations due for 9/15 meeting	BOD	9/2019	To review at Sept BOD meeting
8/18/19	Decision on allowing Gators to use Jester pool in June – 2 days/wk 7-8am	BOD	TBD	

8/18/19	Review lifeguard evolutions at BOD mtg	Terri	9/2019	Terri to bring reviews
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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"> Comprehensive system quote \$6k Less expensive system quote \$2.5k 	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"> 2019 - \$2,540 + \$250 refundable deposit (18 days usage) 2016/17/18 - \$2,240 + \$250 refundable deposit (18 days usage) 2015 - \$2,500 (\$1,440 + \$800) + \$250 refundable deposit (22 days usage) 2014 - \$2,000 + \$400 additional chemicals & cleaning 2013 - \$2,200 + \$400 additional chemicals & cleaning 2012 - \$1,564 + \$400 additional chemicals & cleaning 2011 - \$1,534 2010 - \$1,560 2009 - \$890 	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 \$700 extra chemicals plus \$400 daily clean fee (18days *\$22.22/cleaning) = \$2,900. Board agreed to 20% discount to party rate. \$1800-\$360=\$1440 plus \$1100 (chem. + daily clean) = \$2540. 2019 increased clean fee from weekly \$20/wk (total \$100) to daily \$22.22/day (total \$400 for 18 days).
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	Decision – BOD Approved 7-0
11/20/16	Decision to increase the membership dues late fee from \$30 to \$50.	BOD	Closed 11/20/16	Decision – BOD Approved 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 st 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"> BOD approved 6-0 to pay for swim instructor insurance 	BOD	Closed 2/18/18	Decision - BOD approved 6-0
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.
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	
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	Terri	Closed 3/24/18	Terri confirmed no personal information is stored on Drop Box. She has hard copies.
11/19/17	Replace the basketball court post / backboard. Determine what is really needed? Board voted to approve replacing.	Janice	Closed 5/1/18	
2/18/18	Tennis court 2 – net needs replaced	Terri	Closed 3/24/18	
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"> 3 interested instructors – need to pick 2 Alternate insurance being evaluated which may be cheaper & instructor pays. Terri researching 	Terri	Closed 5/2018	
3/25/18	Schedule food trucks for the swimming pool in the summer. Jester club guarantees food truck set amount of business – if not met, club must pay the delta. <ul style="list-style-type: none"> Top Taco - June 1 Bohemian BBQ – July 20 P. Terry's – Aug 17 	Vanessa	Closed 5/2018	
4/15/18	Sign in round-about, trim/remove bush to improve visibility & repair light	Terry	Closed 7/24/18	
6/26/18	Decide if we want to have movie night in fall	All	Closed 8/2018	Decision not to have.
8/19/18	Jester Club passed the yearly city inspection. Areas noted and fixed include: <ul style="list-style-type: none"> Spacing under fence greater than 4 inches – \$2,000 Fence between playground and pool replaced and made higher so kids can't easily climb/jump over and enter \$2,100 Removed cedar tree between playground and pool which was part of the fence replacement noted above. Replaced tube slide in playground 	Terry	Closed 8/2018	
8/19/18	Board decided not to offer C Memberships in 2019. Motion by Dallas, Second by Carlson, All Approved. <ul style="list-style-type: none"> Nonresident pool use only during summer when lifeguards on duty - \$350/yr 	BOD	Closed 8/2018	Decision – BOD Approved 5-0
8/19/18	Club manager pay raise 2% eff 5/1/18 and 2% eff 9/1/18.	Venessa	Closed 9/2018	
9/1/18	Evaluate if should buy Tennis Ball Machine. Challenges: where to store, how to control checkout. Cost ~\$1,645 for Tennis Tower Competitor Ball w/AC & T	Curtis	Closed 9/2018	Too difficult to manage. Members can bring their own.

7/16/17	Review Club Manager compensation. Terri (club mgr) tracked her time. <ul style="list-style-type: none"> 2018 averaged 1.8 hrs/day 7 days per week (12.6hrs/wk), 54-56 hrs per month, 648-672 hrs/yr Salary \$1,238/month results in hourly rate of \$22.92/hr to \$22.10/hr. If round hours up to 2 hrs/day (14hrs/wk) = \$20.63/hr. 	Jennifer / John	Closed 9/2018	Board considered pay to be reasonable for the duties.
6/26/18	Decision on grounds update outside of club to remove grass and replace with something else. Get layout plan and quote from "George" <ul style="list-style-type: none"> price \$6,000 	Janice	Closed 2/2019	Decision to move forward and replace grass with rocks/crushed granite.
1/20/19	Pool deck mastic repair completed at cost of \$1,197	Terri	Closed 2/2019	
1/20/19	New circular slide for the playground installed at cost of \$2,500	Terri	Closed 2/2019	
1/20/19	Irrigation system update completed – cost \$1,400.	Terri	Closed 2/2019	
1/20/19	Identify the Jester Club swim instructor and Tennis Instructor for 2019 and pricing model.	Terri	Closed 3/2019	2019: Swim-Chase Cliatt, Tennis-Amy McCampbell
1/20/20	Summer Kickoff Party date – usually first Sunday after last day of school.	All	Closed 4/2019	2019: 6/9
2/24/19	Replace foot bridge wood in playground with trex decking like material.	Terri	Closed 3/2019	
3/3/19	Adjust playground lights in back before tunnel, they shine into neighbors house.	Terri	Closed 4/2019	Action from Annual Mtg – DONE
2/24/19	Verify latest version of by-laws on the website, if not post.	Dallas	Closed 6/2019	By-laws reviewed and posted.
4/28/19	Tennis court score keepers need replaced along with court #1 sign.	Terri	Closed 7/2019	
6/2/19	Landscapers to trim bushes on power boxes	Terri	Closed 7/2019	
6/2/19	Ceiling fans in covered area not working, need repair	Terri	Closed 7/2019	
3/3/19	Notify swim instructor when both lanes taken with lesson, to create 3 rd lane for members.	Terri	Done 4/2019	Action from Annual mtg