

## **Bishop Estates Cabana Club Board of Directors Minutes**

**Meeting date: May 23, 2018, 6:00 p.m.**

**Attending:** Lynne Ellis, Eric Wood, Lindsey Turkov, Joe Dauer, Bob Hooy, Julie Dennler and Melissa Hagen (late).

**Minutes approval.** With a second from Eric and an amendment, Bob moved that the minutes be adopted, and the Board unanimously passed the motion. A copy of the approved minutes is attached.

**President's Report.** Joe described the website as "awesome".

**Secretary's Report.** No report.

**Treasurer's Report.** Lindsey converted the data she received from Lexi to QuickBooks and is digitizing last year's records. Lindsey put Lynne and herself on the Club's US Bank account, arranged for online banking, ordered a debit card, and purchased checks for the Club (she paid the \$50 cost as a donation to the Club). Lindsey reported that all bills are paid and provided a P & L for the Club as of April 8, 2018, a copy of which is attached. Lindsey also commented on a number of line items and she and Joe agreed to schedule a meeting the Swim Team to discuss the unpaid \$7,500 splash fees. On motion made and seconded, Lindsey's report was unanimously approved by the board.

**Membership Committee Report:** Lynne reported we have 76 members.

**Operations Committee Report.** Eric reported on operations and provided a list of what he has and needs; a copy of his list is attached. Eric also reported that the Club has two accounts with vendors: Rex Lock and Key and Ace Hardware; Eric agreed to put the board members on the Ace account.

**Compliance Committee Report.** Bob provided a summary statement for the duties and responsibilities of the committee; a copy of the statement is attached. He also reported on efforts to provide the board with insurance options regarding additional coverages and limits.

Bob also made it clear that he is not the attorney for the Club or the board. If legal services are needed and provided, the scope of the representation will be strictly delimited.

**Communications Committee Report.** Julie reported on current issues and provided a committee charter, a copy of which is attached.

**Activities Committee Report.** Melissa reported on her plans to gather input on events people want and on mechanisms and collaborations to distribute information concerning the same.

## **Unfinished Business**

**Tiny Library.** On motion made by Julie and seconded by Eric, the board unanimously approved a motion to authorize Eric to place the library on the Club's fence at a place of his choosing.

**Party Policy.** Three or 4 parties are already scheduled. The policy remains an issue to be discussed outside the meeting.

**Insurance.** Bob is awaiting information from our insurance broker.

**Committee Charters and additional.** In addition to the above reports, the board decided that policy creation and modification would become a responsibility of the Compliance Committee. Bob agreed to work with Julie and Melissa to develop a party policy that can be presented to the board. For now, the board agreed that fundraising would remain a board function. The board discussed member and guest waiver forms; Bob agreed to revise but is awaiting information from the liability carrier as to whether it has a preferred form. For the Memorial Day weekend, Eric moved, Melissa seconded and the board unanimously passed (with Julie abstaining) a motion passed imposing no fee on member guests, but all guests must be accompanied by a member, including minor guests; there will be no lifeguard on duty.

## **New Business**

**Budget.** Lindsey provided a proposed budget, a copy of which is attached.

**Associate memberships.** The board agreed to place the issue on next meeting's agenda.

**Schedule of Authorizations:** On motion made by Joe and seconded by Eric, the board unanimously approved extending operational authority to all of the committee chairs in the areas described in the charter for each such committee. Also, on motion made by Eric and seconded by Bob, the board unanimously approved extending spending authority to all of the committee chairs in the areas described in the charter for each such committee in the amount of \$50 for any one item and cumulatively up to \$500 without further approval from the board.

**Bylaws Committee.** Joe is to head this committee.

**Vision Statement.** Joe outlined what he was seeking.

**Next Meeting:** To be later scheduled.

Respectfully Submitted

Bob Hooy, Secretary

**Bishop Estates Cabana Club**  
**Profit & Loss**  
**January 2013 through December 2018**

Bishop Estates Cabana Club P&L

	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Dec 16	Jan - Dec 17	Jan - Dec 18
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
401-00 Income						
401-01 Membership Dues	35,351.00	37,757.00	34,756.00	33,553.00	31,045.00	22,500.00 *
401-02 Event Fees	0.00	0.00	0.00	0.00	0.00	0.00
401-03 Parties Income	786.00	1,340.00	760.00	460.00	1,085.00	0.00
401-04 Donations	0.00	34.00	0.00	545.00	500.00	1,500.00
401-05 Recycling Income	465.00	385.00	579.00	431.00	481.00	66.00
401-06 BEST Splash Fee	4,000.00	4,000.00	5,000.00	0.00	5,000.00	2,500.00 *
401-10 TRANSFERS FROM IMPROV	0.00	11,190.00	0.00	0.00	11,153.00	200.00 *
Total 401-00 Income	40,602.00	54,706.00	41,095.00	34,989.00	49,264.00	26,768.00
<b>Expense</b>						
610-00 Payroll Expense						
610-01 Lifeguard Payroll Expens	2,151.00	3,519.00	2,042.00	1,878.00	9,008.00	0.00 *
610-05 Pool Manager Payroll	2,741.00	3,000.00	3,000.00	2,744.00	2,744.00	0.00
610-10 Payroll Processing Fees	297.00	532.00	530.00	601.00	676.00	118.00 *
610-15 Payroll Taxes	1,111.00	655.00	575.00	748.00	2,374.00	1,136.00
Total 610-00 Payroll Expense	6,300.00	7,706.00	6,147.00	5,971.00	14,802.00	1,254.00
620-00 Dues and Fees						
620-01 Contra Costa Health Dept	940.00	991.00	1,239.00	1,165.00	991.00	991.00
620-02 Website Maintenance Fee	0.00	0.00	0.00	0.00	110.00	111.00
620-03 PO Box Fee	198.00	140.00	95.00	101.00	0.00	108.00
Total 620-00 Dues and Fees	1,138.00	1,131.00	1,334.00	1,266.00	1,101.00	1,210.00
630-00 Insurance						
630-01 General Liability Insura	2,706.00	2,758.00	2,650.00	2,650.00	2,310.00	2,337.00 *
630-02 Property Insurance	1,165.00	1,174.00	934.00	816.00	846.00	430.00
630-03 Workers Comp Insurance	837.00	174.00	553.00	535.00	600.00	102.00
Total 630-00 Insurance	4,708.00	4,106.00	4,137.00	4,001.00	3,756.00	2,869.00
650-00 Pool Maintenance						
650-01 Pool Equipment	0.00	0.00	79.00	647.00	9,561.00	2,010.00
650-02 Pool Service	2,527.00	7,945.00	1,552.00	8,164.00	450.00	0.00
650-03 Pool Supplies	5,289.00	68.00	5,960.00	0.00	5,600.00	0.00
650-05 Gardener	0.00	0.00	0.00	2,400.00	3,800.00	0.00
650-07 Other Pool Maintenance	707.00	630.00	2,278.00	0.00	1,512.00	0.00
Total 650-00 Pool Maintenance	8,523.00	8,643.00	9,869.00	11,211.00	20,923.00	2,010.00 *
710-00 Taxes						

Bishop Estates Cabana Club

Profit & Loss

January 2013 through December 2018

	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Dec 16	Jan - Dec 17	Jan - Dec 18
710-01 Property Taxes	2,319.00	2,033.00	2,095.00	3,243.00	1,130.00	1,130.00
Total 710-00 Taxes	2,319.00	2,033.00	2,095.00	3,243.00	1,130.00	1,130.00
720-00 Utilities						
720-01 Garbage	609.00	705.00	682.00	987.00	1,005.00	259.00
720-02 PG&E	7,795.00	8,027.00	9,687.00	11,499.00	8,372.00	2,703.00
720-03 Water	3,719.00	4,000.00	4,316.00	7,869.00	5,047.00	1,709.00
720-04 Telephone	435.00	402.00	411.00	457.00	827.00	484.00
Total 720-00 Utilities	12,558.00	13,134.00	15,096.00	20,812.00	15,251.00	5,155.00
810-00 Fees						
810-01 Bank Fees	133.00	410.00	112.00	110.00	296.00	234.00
Total 810-00 Fees	133.00	410.00	112.00	110.00	296.00	234.00
Total Expense	35,679.00	37,163.00	38,790.00	46,614.00	57,259.00	13,862.00
Net Ordinary Income	4,923.00	17,543.00	2,305.00	-11,625.00	-7,995.00	12,906.00
Net Income	4,923.00	17,543.00	2,305.00	-11,625.00	-7,995.00	12,906.00

Day to day pool operations:

Lifeguard hiring and scheduling Weekends from 1-6 Family swim 6-8  
Gateguards Weekends 1-6  
Terps/bathrooms and garbage

Systems Needed:

Shared google drive for lifeguard and gate guard assignments  
Hire and a pool opener and closer

What is needed:

Bulk Hand soap  
Toilet Seat covers  
Regular Toilet paper  
Large Roll Toilet paper rolls  
Feminine Disposal Bags  
Urinal Deodorizers  
Tri Fold Paper towels  
Bleach  
Toilet bowl cleaner  
Rubber gloves  
55 Gallon Trash Bags  
White Trash Bags 13 Gallon

General Maintenance:

Lights.....pool, floods and flagpole spotlight  
Baby Pool Filter  
Slide Removal  
BBQ upgrade or removal  
Tarp repair  
Various Paint touch ups  
Shade fabric repair  
Update ACE Hardware Account

What is needed:

Misc Lights

Landscaping:

Lawns  
Sprinklers  
Trees and Shrubs

Systems Needed:

Shared sign up genius for lawn mowing

What is needed:

Misc sprinkler parts  
Dump runs

## Compliance Committee: Duties and Responsibilities

Overview: The Compliance Committee is tasked with overseeing and reporting to the board on recurring transactions that are necessary to the ongoing operations of the Club in areas in no particular order of importance as follows:

1. Insurance. The Club maintains commercial insurance for the Club, including general liability and property. The Club's current insurance agent is:

Melissa Espitia, Account Manager  
Dorsey, Hazeltine & Wynne  
800 S. Broadway #103  
Walnut Creek, CA 94596  
Office: 650-858-2375 ext. 117  
Direct: 650-858-1284  
License #0281413  
[www.dhw-ins.com](http://www.dhw-ins.com)

The Club's existing general liability insurance is placed with Scottsdale Insurance Company, a California Department of Insurance approved surplus lines insurer. The main coverages are \$2,000,000 per policy period and \$1,000,000 per occurrence. The property insurance is placed with Travelers; it is limited to damage to the pool facilities. The policies as well as copies of historical policies are maintained by the committee.

The Club is exploring the addition of directors' and officers' insurance as well as options relating to the coverages and liability limits of the existing insurance.

The committee must annually explore the adequacy of the coverages and liability limits and report to the board as to its options and implement the board's decision(s) to secure the insurance authorized by the board's action(s).

The Club is also seeking review of its member and guest liability waiver form. The committee is seeking the form preferred by the insurer from Scottsdale.

The Club also maintains worker's compensation insurance for its employees. The committee is charged with monitoring that a policy is in place for employees of the Club, including volunteers.

2. Health Department. Each year the Club renews its health department permit, which issues after an inspection of the Club. The committee is charged with applying for the permit and working with the repairs and maintenance committee chair to address any items requiring correction. In addition, the Health Department requires ongoing monitoring of water quality in the pool. The

Committee is charged with creating and monitoring implementation of water quality testing procedures and the record keeping related thereto.

3. Other areas of service. The Committee will be charged with such other and further duties and responsibilities as are imposed by the Club board.

**Bishop Estates Cabana Club  
Communications Committee Charter  
May 23, 2018 version**

I. The Committee will be called the Communications Committee.

It is authorized by the Bishop Estates Cabana Club and will serve at the pleasure of the governing body.

II. Purpose

The Committee is created for the purpose of communicating timely messages to the Cabana Club membership that are thoughtfully, directly, clearly and honestly written. The specific responsibilities of the Committee may include the following:

- Draft and send out email campaigns to members
- Posting updates to the Cabana Club's social media platform(s)
- Responding to members who reach out via social media platform(s)
- Assisting fellow Board members and committee chairs with their communication needs
- Responding directly to, or appropriately directing incoming email from members to the appropriate committee chairs
- Ensure accurate and complete contact information for membership and Bishop Estates residents

III. Relationship of Committee to Bishop Estates Board

It is the role and sole prerogative of the Board to enact policy. The advisory committee is expected to offer recommendations for communication initiatives and to provide information and feedback obtained from members via communication channels.

IV. Membership

Composition: The advisory committee shall consist of four members. Members will be selected by the Committee Chair. Committee members will Cabana Club members who have specifically expressed a desire to assist with communications, or with the maintenance and procurement of member and neighbor contact information.

V. Procedural Rules

By-Laws: The committee will have blanket authority to self-organize and act with relative autonomy. The committee will communicate only decisions, activities, news, and general announcements that are related to decisions made by the Board.



**2018 PROPOSED BUDGET DRAFT**  
Bishop Estates Cabana Club P&L

	Jan - Dec 15	Jan - Dec 16	Jan - Dec 17	Jan - Dec 18	2018 Goals/Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
401-00 Income					
401-01 Membership Dues	34,756.00	33,553.00	31,045.00	22,500.00	36,000.00 90 memberships
401-02 Event Fees	0.00	0.00	0.00	0.00	600.00 6 events, \$100 each
401-03 Parties Income	760.00	460.00	1,085.00	0.00	1,500.00 15 booked parties
401-04 Donations	0.00	545.00	500.00	1,500.00	5,000.00 further solicitation/advertisement
401-05 Recycling Income	579.00	431.00	481.00	68.00	500.00 continue efforts
401-06 BEST Splash Fee	5,000.00	0.00	5,000.00	2,500.00	7,500.00 collect remaining of 2017 and 2018
401-10 TRANSFERS FROM IMPROV	0.00	0.00	0.00	200.00	0.00
Total 401-00 Income	41,095.00	34,983.00	49,264.00	26,768.00	51,100.00
Total Income	41,095.00	34,989.00	49,264.00	26,768.00	51,100.00
<b>Expense</b>					
610-00 Payroll Expense					
610-01 Lifeguard Payroll Expense	2,042.00	1,878.00	9,008.00	0.00	4,320.00 Weekends only June - Sept, \$15/hour
610-05 Pool Manager Payroll	3,000.00	2,744.00	2,744.00	0.00	0.00
610-10 Payroll Processing Fees	530.00	601.00	678.00	118.00	240.00 \$60/month
610-15 Payroll Taxes	575.00	748.00	2,374.00	1,136.00	375.00 est 10% of payroll
Total 610-00 Payroll Expense	6,147.00	5,971.00	14,802.00	1,254.00	4,935.00
620-00 Dues and Fees					
620-01 Contra Costa Health Dept	1,239.00	1,165.00	991.00	991.00	991.00 paid
620-02 Website Maintenance Fee	0.00	0.00	110.00	111.00	111.00 paid
620-03 PO Box Fee	95.00	101.00	0.00	108.00	108.00 paid
Total 620-00 Dues and Fees	1,334.00	1,266.00	1,101.00	1,210.00	1,210.00 paid
630-00 Insurance					
630-01 General Liability Insura	2,650.00	2,650.00	2,310.00	2,337.00	2,337.00 paid
630-02 Property Insurance	934.00	816.00	846.00	430.00	430.00 paid
630-03 Workers Comp Insurance	553.00	535.00	600.00	102.00	102.00 paid
Total 630-00 Insurance	4,137.00	4,001.00	3,756.00	2,869.00	2,869.00 paid
650-00 Pool Maintenance					
650-01 Pool Equipment	79.00	647.00	9,561.00	2,010.00	
650-02 Pool Service	1,552.00	8,164.00	450.00	0.00	
650-03 Pool Supplies	5,960.00	0.00	5,600.00	0.00	
650-05 Gardener	0.00	2,400.00	3,800.00	0.00	
650-07 Other Pool Maintenance	2,278.00	0.00	1,512.00	0.00	
Total 650-00 Pool Maintenance	9,869.00	11,211.00	20,923.00	2,010.00	\$
710-00 Taxes					
710-01 Property Taxes	2,095.00	3,243.00	1,130.00	1,130.00	6,000.00 Let's talk - aim for low end of last 5 years
Total 710-00 Taxes	2,095.00	3,243.00	1,130.00	1,130.00	1,130.00 paid
720-00 Utilities					
720-01 Garbage	682.00	987.00	1,005.00	259.00	\$ 682.00 reduce to 2015 level of svcs
720-02 PG&E	9,687.00	11,499.00	8,372.00	2,703.00	\$ 7,534.80 aim to reduce by 10% from prior year
720-03 Water	4,316.00	7,869.00	5,047.00	1,709.00	\$ 4,542.30 aim to reduce by 10% from prior year
720-04 Telephone	411.00	457.00	827.00	484.00	600.00 new quote \$600/year, Lindsey to call
Total 720-00 Utilities	15,096.00	20,812.00	15,251.00	5,155.00	13,359.10
810-00 Fees					
810-01 Bank Fees	112.00	110.00	296.00	234.00	0.00 Reduced to zero with online banking
Total 810-00 Fees	112.00	110.00	296.00	234.00	0.00
Total Expense	38,790.00	46,614.00	57,259.00	13,862.00	31,503.10
Total Ordinary Income	2,305.00	-11,625.00	-7,995.00	12,906.00	19,596.90
Net Income	2,305.00	-11,625.00	-7,995.00	12,906.00	19,596.90