

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

**Meeting date: June 6, 2018, 6:00 p.m.**

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

**Minutes approval.** With a second from Julie, Melissa 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 thanked everyone for their efforts and hard work on behalf of the club.

**Secretary's Report.** Deferred.

**Communications Committee Report.** Julie reported that communications is good, but perhaps too much for members who are receiving more communications than at any time in recent memory. Fundraising efforts are going well. People like the format Julie is using to convey the information.

**Treasurer's Report.** Lindsey prepared a proposed budget for 2018. IN it, she assumed the Club would have 95 members; she will increase the projection to 100 members. Based on discussion among the board members numbers for various categories of expense and revenue were adjusted up or down as appropriate. The Board unanimously passed Lindsey's proposed 2018 budget on motion made by Melissa and seconded by Julie; a copy of the budget is attached.

**Compliance Committee Report.** Bob reported that insurance options for the board are in process for increased liability limits and D & O coverage. Bob is also pursuing status as an additional insured under the swim team's liability policy.

**The Guest Policy.** The Board undertook a lively discussion about a guest policy for the Club. On motion made by Melissa and seconded by Lindsey, the Board passed a motion to adopt the Guest Policy proposed by Julie as amended to permit members to bring persons 13 and younger as guests, even if the person lives in Bishop Estates. The vote was all in favor except Bob, who voted no. A copy of the Guest Policy is attached.

**The Party Policy.** The Board undertook a discussion about a formal party policy for the Club. On motion made by Lindsey and seconded by Melissa, the Board unanimously passed a motion to adopt the Party Policy proposed by Julie as amended. A copy of the Party Policy is attached.

**Snack Shack.** On motion made by Joe and seconded by Melissa, the board unanimously approved a motion to authorize any member of the board to spend up to \$500 to buy supplies for the snack shack.

**Fundraising Opportunities.** Member Andrew Elkin, whose sister is the manager of the Five Guys franchise in Clayton, offered to arrange a Bishop Estate Cabana Club night at the store. The Club will receive 10% of the proceeds sold on the designated Tuesday, Wednesday or Thursday night from 4p.m to 10 p.m. Andrew also told the board that his sister will give the Club gift certificates that the club could use for fundraising purposes. The board gave both proposals a thumbs-up.

**Pool Hours.** Lindsey told the board that members are interested in using the pool earlier on weekends. There is no cost to the Club. The additional hours would be family swim with no lifeguard and swim at your own risk. The tarps merely need to be removed earlier. The Board agreed to announce that the pool will be open at 9:00 a.m. as Eric believed that he could arrange for removal of the tarps by 9 a.m.

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

Respectfully Submitted

Bob Hooy, Secretary

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

	<u>Jan - Dec 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
401-00 Income	
401-01 Membership Dues	40,000.00
401-02 Event Fees	500.00
401-03 Parties Income	1,500.00
401-04 Donations & Fundraising	3,000.00
401-05 Recycling Income	600.00
401-06 BEST Splash Fee	7,500.00
401-07 Snack Shack Sales	900.00
401-08 Guest Entrance Fees	300.00
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<b>Total 401-00 Income</b>	54,300.00
<b>Total Income</b>	54,300.00
<b>Expense</b>	
610-00 Payroll Expense	
610-01 Lifeguard Payroll	3,000.00
610-10 Payroll Processing Fees	325.00
610-14 Payroll Taxes CA	13.00
610-15 Payroll Taxes IRS	925.00
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<b>Total 610-00 Payroll Expense</b>	4,263.00
620-00 Dues and Fees	
620-01 Contra Costa Health Dept	991.00
620-02 Website Maintenance Fee	111.05
620-03 PO Box Fee	140.00
620-04 CA Secr of State SOI	20.00
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<b>Total 620-00 Dues and Fees</b>	1,262.05
630-00 Insurance	
630-01 General Liability Insura	2,337.00
630-02 Commercial Property Ins.	864.00
630-03 Workers Comp Insurance	1,061.00
630-04 D&O Insurance	1,000.00
	<hr/>
<b>Total 630-00 Insurance</b>	5,262.00
640-00 Snack Shack	
640-01 Snack Shack Inventory	500.00
640-02 Snack Shack Supplies	50.00
640-05 Square Card Proc Fees	30.00
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<b>Total 640-00 Snack Shack</b>	580.00
650-00 Pool Maintenance	
650-02 Pool Service	4,000.00
650-03 Pool Supplies & Chemicals	4,700.00
650-06 Sewer Maintenance	235.00
650-07 Security Expense	436.00
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<b>Total 650-00 Pool Maintenance</b>	9,371.00
660-00 Events Expenses	1,000.00
680-00 Capital Improvements	
680-01 Structural Maintenance	500.00
680-02 Grounds Improvements	0.00
680-03 Pool & Equipment Impr	1,200.00
680-04 Bathroom and Shower Impr	1,000.00
680-05 Snack Shack Improvements	3,000.00
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<b>Total 680-00 Capital Improvements</b>	5,700.00
710-00 Taxes	
710-01 Property Taxes	1,130.00

1:51 PM  
07/30/18  
Cash Basis

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

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	<u>Jan - Dec 18</u>
710-02 Federal Taxes	400.00
<b>Total 710-00 Taxes</b>	<b>1,530.00</b>
<b>720-00 Utilities</b>	
720-01 Garbage	800.00
720-02 PG&E	8,200.00
720-03 Water	4,800.00
720-04 Telephone & Internet	900.00
<b>Total 720-00 Utilities</b>	<b>14,700.00</b>
<b>810-00 Fees</b>	
810-01 Bank Fees	350.00
<b>Total 810-00 Fees</b>	<b>350.00</b>
<b>Transfer to Capital Reserves</b>	<b>10,000.00</b>
<b>Total Expense</b>	<b>54,018.05</b>
<b>Net Ordinary Income</b>	<b>281.95</b>
<b>Net Income</b>	<b>281.95</b>

# Bishop Estates Cabana Club

## 2018 Guest Policy

June 2018 DRAFT

*The Bishop Estates Cabana Club is a private, members only pool. It is not a public pool. It is a benefit to the members who choose to join the Cabana Club each summer. The limitations on guest usage exist to help preserve the quality of the Cabana Club experience for all our members.*

### Guest passes, fees

Each Cabana Club membership includes 10 free "guest" passes per year. The 10 guest passes apply to each membership (i.e. your family), not to each family member. If you exceed your allotment of free passes, the fee for guests is \$3.00/person.

Each guest pass may be used to admit one person only to the Cabana Club, and only for one day; no guest pass is transferrable from one person to another. Members must use a guest pass or pay for each invited guest, whether or not the guest intends to swim in the pool.

Members may pre-purchase additional guest passes that will be added to the member's file by contacting the board at [bishopestatescabanaclub@gmail.com](mailto:bishopestatescabanaclub@gmail.com). The fee for a single guest pass is \$3.00. Members may buy 10 passes for \$25.00.

Guest passes cannot be used to bring guests to special events held at the pool where non-member entry fees or other fees (like the fee for the steak dinner) are charged.

Guest passes cannot be used to pay for party reservation fees.

Guest passes are non-transferrable, non-refundable, expire at the end of the summer season in which they are issued, and have no cash value. They cannot be used to purchase food or beverage items at the Snack Shack.

### Permitted and Non-Permitted Guests.

Members in good standing may invite up to 9 guests on any one day; more than 10 guests on a single day is a party and is subject to other rules and minimum charges as a party.

Residents of the Bishop Estates neighborhood, who are not Cabana Club members, may NOT be brought in as guests, unless the non-member Bishop Estates resident is 13 years of age, or younger.

### Member Responsibilities.

ALL guests must sign in and sign a liability waiver whether paid or free. If a guest is a minor, the member must sign in and for each such guest.

Any member inviting a guest to the Cabana Club must ensure that ALL guests sign in and sign a liability waiver, whether admitted using a guest pass or paying a guest fee.

If an attendant is present at the Snack Shack, he or she will check guests in, and either redeem an existing guest pass on file, or collect guest fees upon entrance to the pool. If no attendant is present,

members are responsible for notifying the Cabana Club of the members invited and each guest pass used to admit a guest.

Members must ALWAYS accompany his or her guests; when a member leaves the pool, the member must ensure that his or her invited guests also leave the Cabana Club.

Any person, including any guest, who is not accompanied by a member, must leave the pool immediately.

Members must not open the gate for non-members unless they are the guest's host. It's the host member's responsibility to make certain that they admit only his or her guests. Members shall not leave the gate open, whether propped open, held or otherwise restrained from closing.

Any member who invites a guest to the Cabana Club is responsible for ensuring that his or her guests understand the Cabana Club Rules and ensuring that each invited guest behaves and conducts himself or herself in accordance with the Cabana Club Rules.

While it is the responsibility of the gate guard and the lifeguards to enforce these rules, we need the BECC community's help too. If you see violations of the polices listed above, please report violations to the Board at [bishopestatescabanaclub@gmail.com](mailto:bishopestatescabanaclub@gmail.com).

#### Parties.

Any group consisting of more 10 or more guests must be booked as a party. For more information or to make a party request, please refer to the Party Policy on our website [www.bishopestatescabana.info/private-parties](http://www.bishopestatescabana.info/private-parties).

# Bishop Estates Cabana Club 2018 GUEST PASSES

<p style="text-align: center;"><b>2018 Guest Pass</b></p> <p>Member family: _____</p> <p>Date Issued: _____</p> <p>Issued by: _____</p> <p>Guest Name: _____</p> <p>Date of Guest's visit: _____</p>	<p style="text-align: center;"><b>2018 Guest Pass</b></p> <p>Member family: _____</p> <p>Date Issued: _____</p> <p>Issued by: _____</p> <p>Guest Name: _____</p> <p>Date of Guest's visit: _____</p>
<p style="text-align: center;"><b>2018 Guest Pass</b></p> <p>Member family: _____</p> <p>Date Issued: _____</p> <p>Issued by: _____</p> <p>Guest Name: _____</p> <p>Date of Guest's visit: _____</p>	<p style="text-align: center;"><b>2018 Guest Pass</b></p> <p>Member family: _____</p> <p>Date Issued: _____</p> <p>Issued by: _____</p> <p>Guest Name: _____</p> <p>Date of Guest's visit: _____</p>
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Guest passes are non-transferrable, non-refundable, expire at the end of the summer season in which they are issued, and have no cash value. They cannot be used to purchase food or beverage items at the Snack Shack. Guest passes cannot be used to bring guests to special events held at the pool where non-member entry fees are charged.

# Bishop Estates Cabana Club

## 2018 Party Policy

June 2018 DRAFT

*The Bishop Estates Cabana Club is a private, members only pool. It is not a public pool. It is a benefit to the members who choose to join the Cabana Club each summer. The party policy requirements exist to help preserve the quality of the Cabana Club experience for all our members.*

Members of the Bishop Estates Cabana Club can reserve either the covered area to the left of the entrance or the grass area to the rear of the pool to host their own parties.

### "Party" Defined

You are obligated to comply with the 2018 Party Policy if:

1. You wish to bring 10 or more non-member guests, or
2. You wish to *reserve* either of the party areas, regardless of number of persons attending your event

### Fees

Reservation Fee: \$150.00. This fee covers the costs associated with providing party amenities (propane in the barbeque, trash removal, increased utilities, and access to a refrigerator).

Cleaning Deposit: Party host is responsible for providing a \$50.00 refundable cleaning deposit, which will be retained by BECC if the party area is not thoroughly cleaned, and BECC staff must do it.

The maximum number of persons attending any event is 25 (excluding babies who are not yet self-ambulatory).

The maximum duration of any event shall be no longer than 3 hours.

If your party has more than 10 children, a second lifeguard is required on deck for date of the party and will incur an additional hourly fee of \$25.00/hour. For every 10 children, an additional lifeguard will be required, and a fee of \$25.00/hour will be charged. Please be as forthcoming as possible about your anticipated headcount. This is for the safety of your party guests, as well as the members who will also be using the pool that day.

Party host is responsible for reservation fee, cleaning deposit, additional lifeguard fee (if applicable) and completing event waiver form. The deposit, reservation and extra lifeguard fees must be paid in full to reserve the event date, and to ensure appropriate lifeguard staffing.

### Booking Your Party

Parties are booked on a first come, first served basis. Check the online calendar on the BECC website to see if your desired date is available and then fill out the online form to request your party. Parties must be booked and paid for at least two weeks prior to the event date to ensure appropriate staffing.



### Party Host's Responsibilities:

- Submitting party information in advance and paying the reservation fee and additional lifeguard fee (if applicable). Failure to comply with these requirements will result in cancellation of party booking.
- Having one adult present for every five children
- Physically being at the party from start to finish.
- Cleaning up after your party, including the barbeque, if applicable. You must make sure all garbage is put in the trash cans, recycling deposited into the appropriate bins, and party décor is removed.
- Agreeing to pay \$50 clean up deposit that will be retained by the BECC if the area is not thoroughly cleaned and BECC staff must clean it.
- Accepting full responsibility for the conduct of all party guests.

While it is the responsibility of the gate guard and the lifeguards to enforce these rules, we need the BECC community's help too. If you see violations of the polices listed above, please report violations to the Board at [bishopstatescabanaclub@gmail.com](mailto:bishopstatescabanaclub@gmail.com).