

Bishop Estates Cabana Club Board of Directors Minutes

Meeting date: January 21, 2020, 6:00 p.m. at Chris Waller's house.

Attending: Joe Dauer, Bob Hooy, Lynne Ellis, Melissa Hagan, Lindsey Turkov, Eric Wood and Chris Waller.

Minutes and resolution approved. The Board unanimously approved and adopted the minutes for the September 5, 2019 meeting.

Agenda. No agenda was adopted for this meeting, but Joe outlined a number of issues that the Board addressed, including the need for the general membership meeting, which will include a President's report, election of officers and discussion of the Board's goals for the upcoming year.

Treasurer's report. Lindsey provided the Board with a profit and loss statement which compared the Club's finances over the past 4 years. A copy of her Profit and Loss Report is attached. She reported that the trend is good. Revenues are trending up and expenses like PG&E are trending down. For example, member dues were \$46,000 in 2019, while donations were about \$1,600. In 2018, membership dues generated about \$40,000, though donations totaled about \$3,600. The Board agreed to keep the member dues at the same amount as last year and to minimize donation/fundraising activities.

Lindsey also reported that the Club has about \$15,000 in the bank in two separate accounts, which is more than enough to pay for the expenses she expects we will incur before the club begins receiving members' dues payments, which typically pick up in April. The gardener's visits to the pool are now limited to 2 times per month; the Club is saving a \$160 by cutting the gardener visits from 4 times down to 2 times per month.

Guest Waiver. Bob agreed to modify the guest waiver to include a space for the guest to name the member, who is providing the guest permission to use the pool.

Club Policies. The Board elected not to make any changes to its policies, including the party policy. As to the latter, while it involves extra time to deal with the \$50 deposit, it seems to ensure that the party sponsors clean up after their event.

Budget. Using Lindsey's profit and loss report and her estimates for expenses for the upcoming year and having discussed Lindsey's estimates for revenue and expenses, the Board unanimously adopted the budget Lindsey included in the report as the Club's budget for 2020.

Fence expense avoided. New owners purchased the home that shares a fence with the Club. The owner installed a new fence and represented to Eric that they wanted no contribution from the Club. Thus, the Club avoided a significant expense related to the fence replacement. Given this, the Board unanimously agreed to provide the new owner and his family with a free Club membership for 2020.

Committees. In the coming year, the Board agreed to emphasize participation by members on committees. In this way, members can pursue their own interests while also reducing Board member involvement.

Priorities, Projected Costs, and Loan. The Board agreed that prior to opening it wanted to have the facility painted, repair the roof/women's bathroom, and possibly install sail-type sunshades. The Board estimated that these items could be installed at an estimated cost of about \$14,000. Joe offered to lend the Club \$14,000 on an interest-free loan so that these jobs could be completed. The board then unanimously agreed to accept Joe's generous offer and the board approved obligating the Club to repay Joe's loan. Bob agreed to prepare the promissory note.

General Membership Meeting. The Board agreed to set the annual membership meeting for February 9, 2020 at 3 PM at the pool.

Respectfully Submitted

/s/ Bob Hooy

Bob Hooy, Secretary

Bishop Estates Cabana Club

PROFIT AND LOSS

January 2016 - December 2019

	JAN - DEC 2016	JAN - DEC 2017	JAN - DEC 2018	JAN - DEC 2019	TOTAL
Income					
401-00 Income					\$0.00
401-01 Membership Dues	28,553.00	33,545.00	39,950.00	45,992.31	\$148,040.31
401-03 Parties Income	460.00	1,085.00	1,175.00	1,381.41	\$4,101.41
401-04 Donations & Fundraising	545.00	500.00	3,658.58	1,635.00	\$6,338.58
401-05 Recycling Income	431.00	481.00	746.47	760.31	\$2,418.78
401-06 BEST Splash Fee	5,000.00	2,500.00	7,500.00	5,400.00	\$20,400.00
401-07 Snack Shack Sales			1,721.61	422.00	\$2,143.61
401-08 Guest Entrance Fees			157.80	257.00	\$414.80
Total 401-00 Income	34,989.00	38,111.00	54,909.46	55,848.03	\$183,857.49
Total Income	\$34,989.00	\$38,111.00	\$54,909.46	\$55,848.03	\$183,857.49
GROSS PROFIT	\$34,989.00	\$38,111.00	\$54,909.46	\$55,848.03	\$183,857.49
Expenses					
610-00 Payroll Expense					\$0.00
610-01 Lifeguard Payroll	1,878.00	9,008.00	2,233.78	1,828.51	\$14,948.29
610-02 Pool Assistant Payroll			1,117.14	742.60	\$1,859.74
610-05 Pool Manager Payroll	2,744.00	2,744.00			\$5,488.00
610-10 Payroll Processing Fees	601.00	676.00	343.47	341.62	\$1,962.09
610-13 Payroll CA EDD			-168.51	28.38	\$ -140.13
610-14 Payroll Taxes	748.00	2,374.00	1,743.38	528.47	\$5,393.85
Total 610-00 Payroll Expense	5,971.00	14,802.00	5,269.26	3,469.58	\$29,511.84
610-15 Unemployment Taxes				13.29	\$13.29
620-00 Dues and Fees					\$0.00
620-01 Contra Costa Health Dept	1,165.00	991.00	1,165.00	1,078.00	\$4,399.00
620-02 Website Maintenance Fee		110.00	111.05	166.17	\$387.22
620-03 PO Box Fee	101.00		136.00	140.00	\$377.00
620-04 CA Secr of State SOI			20.00		\$20.00
620-05 Online Service Fees				190.06	\$190.06
Total 620-00 Dues and Fees	1,266.00	1,101.00	1,432.05	1,574.23	\$5,373.28
630-00 Insurance					\$0.00
630-01 General Liability Insura	2,650.00	2,310.00	2,336.70	2,309.87	\$9,606.57
630-02 Commercial Property Ins.	816.00	846.00	864.00	889.00	\$3,415.00
630-03 Workers Comp Insurance	535.00	600.00	1,632.14	813.09	\$3,580.23
Total 630-00 Insurance	4,001.00	3,756.00	4,832.84	4,011.96	\$16,601.80
640-00 Snack Shack					\$0.00
640-01 Snack Shack Inventory			723.15	270.03	\$993.18
640-02 Snack Shack Supplies			66.86		\$66.86
Total 640-00 Snack Shack			790.01	270.03	\$1,060.04
650-00 Pool Maintenance					\$0.00
650-01 Maintenance and Repairs		1,512.00	1,628.15	1,469.53	\$4,609.68
650-01 Pool Equipment (deleted)	647.00	9,561.00			\$10,208.00
650-02 Pool Service - Labor	8,164.00	450.00	5,094.99	3,000.00	\$16,708.99
650-03 Supplies		5,600.00	2,113.77	372.48	\$8,086.25

	JAN - DEC 2016	JAN - DEC 2017	JAN - DEC 2018	JAN - DEC 2019	TOTAL
650-04 Pool Chemicals			2,303.00	3,740.40	\$6,043.40
650-05 Gardener	2,400.00	3,800.00	400.00	2,070.00	\$8,670.00
Total 650-00 Pool Maintenance	11,211.00	20,923.00	11,539.91	10,652.41	\$54,326.32
660-00 Events Expenses			939.34	1,453.40	\$2,392.74
680-00 Capital Improvements					\$0.00
680-01 Grounds & Structural Imp			40.00	1,885.13	\$1,925.13
680-02 Pool & Equipment Impr			782.18	2,551.64	\$3,333.82
680-03 Bathroom Improv				8,364.86	\$8,364.86
680-04 Snack Shack Impr			3,057.29	1,080.00	\$4,137.29
Total 680-00 Capital Improvements			3,879.47	13,881.63	\$17,761.10
710-00 Taxes					\$0.00
710-01 Property Taxes	3,243.00	1,130.00	2,300.94	2,385.55	\$9,059.49
Total 710-00 Taxes	3,243.00	1,130.00	2,300.94	2,385.55	\$9,059.49
720-00 Utilities					\$0.00
720-01 Garbage	987.00	1,005.00	886.89	789.17	\$3,668.06
720-02 PG&E	11,499.00	8,372.00	10,667.07	7,469.95	\$38,008.02
720-03 Water	7,869.00	5,047.00	5,040.57	3,807.14	\$21,763.71
720-04 Telephone & Internet	457.00	827.00	1,328.62	1,143.96	\$3,756.58
Total 720-00 Utilities	20,812.00	15,251.00	17,923.15	13,210.22	\$67,196.37
810-00 Banking Fees				0.00	\$0.00
810-01 Bank Fees	110.00	296.00	355.49		\$761.49
810-02 Credit Card Processing			47.63	524.19	\$571.82
Total 810-00 Banking Fees	110.00	296.00	403.12	524.19	\$1,333.31
Unapplied Cash Bill Payment Expense			0.00	0.00	\$0.00
Total Expenses	\$46,614.00	\$57,259.00	\$49,310.09	\$51,446.49	\$204,629.58
NET OPERATING INCOME	\$-11,625.00	\$-19,148.00	\$5,599.37	\$4,401.54	\$-20,772.09
NET INCOME	\$-11,625.00	\$-19,148.00	\$5,599.37	\$4,401.54	\$-20,772.09

Bishop Estates Cabana Club

BUDGET VS. ACTUALS: FY_2019 - FY19 P&L

January - December 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
401-00 Income				
401-01 Membership Dues	45,992.31	46,000.00	-7.69	99.98 %
401-02 Event Fees		300.00	-300.00	
401-03 Parties Income	1,381.41	1,500.00	-118.59	92.09 %
401-04 Donations & Fundraising	1,635.00	1,600.00	35.00	102.19 %
401-05 Recycling Income	760.31	1,000.00	-239.69	76.03 %
401-06 BEST Splash Fee	5,400.00	5,400.00	0.00	100.00 %
401-07 Snack Shack Sales	422.00	500.00	-78.00	84.40 %
401-08 Guest Entrance Fees	257.00	250.00	7.00	102.80 %
Total 401-00 Income	55,848.03	56,550.00	-701.97	98.76 %
Total Income	\$55,848.03	\$56,550.00	\$-701.97	98.76 %
GROSS PROFIT	\$55,848.03	\$56,550.00	\$-701.97	98.76 %
Expenses				
610-00 Payroll Expense				
610-01 Lifeguard Payroll	1,828.51	1,800.00	28.51	101.58 %
610-02 Pool Assistant Payroll	742.60	700.00	42.60	106.09 %
610-10 Payroll Processing Fees	341.62	250.00	91.62	136.65 %
610-13 Payroll CA EDD	28.38	40.00	-11.62	70.95 %
610-14 Payroll Taxes	528.47	500.00	28.47	105.69 %
Total 610-00 Payroll Expense	3,469.58	3,290.00	179.58	105.46 %
610-15 Unemployment Taxes	13.29		13.29	
620-00 Dues and Fees				
620-01 Contra Costa Health Dept	1,078.00	1,000.00	78.00	107.80 %
620-02 Website Maintenance Fee	166.17	110.00	56.17	151.06 %
620-03 PO Box Fee	140.00	136.00	4.00	102.94 %
620-04 CA Secr of State SOI		20.00	-20.00	
620-05 Online Service Fees	190.06	200.00	-9.94	95.03 %
Total 620-00 Dues and Fees	1,574.23	1,466.00	108.23	107.38 %
630-00 Insurance				
630-01 General Liability Insura	2,309.87	2,350.00	-40.13	98.29 %
630-02 Commercial Property Ins.	889.00	889.00	0.00	100.00 %
630-03 Workers Comp Insurance	813.09	800.00	13.09	101.64 %
Total 630-00 Insurance	4,011.96	4,039.00	-27.04	99.33 %
640-00 Snack Shack				
640-01 Snack Shack Inventory	270.03	275.00	-4.97	98.19 %
Total 640-00 Snack Shack	270.03	275.00	-4.97	98.19 %
650-00 Pool Maintenance				
650-01 Maintenance and Repairs	1,469.53	1,500.00	-30.47	97.97 %
650-02 Pool Service - Labor	3,000.00	3,000.00	0.00	100.00 %
650-03 Supplies	372.48	400.00	-27.52	93.12 %
650-04 Pool Chemicals	3,740.40	2,700.00	1,040.40	138.53 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
650-05 Gardener	2,070.00	2,000.00	70.00	103.50 %
Total 650-00 Pool Maintenance	10,652.41	9,600.00	1,052.41	110.96 %
660-00 Events Expenses	1,453.40	1,500.00	-46.60	96.89 %
680-00 Capital Improvements				
680-01 Grounds & Structural Imp	1,885.13	4,000.00	-2,114.87	47.13 %
680-02 Pool & Equipment Impr	2,551.64	2,500.00	51.64	102.07 %
680-03 Bathroom Improv	8,364.86	8,000.00	364.86	104.56 %
680-04 Snack Shack Impr	1,080.00	1,000.00	80.00	108.00 %
Total 680-00 Capital Improvements	13,881.63	15,500.00	-1,618.37	89.56 %
710-00 Taxes				
710-01 Property Taxes	2,385.55	2,342.00	43.55	101.86 %
Total 710-00 Taxes	2,385.55	2,342.00	43.55	101.86 %
720-00 Utilities				
720-01 Garbage	789.17	800.00	-10.83	98.65 %
720-02 PG&E	7,469.95	7,000.00	469.95	106.71 %
720-03 Water	3,807.14	4,000.00	-192.86	95.18 %
720-04 Telephone & Internet	1,143.96	1,200.00	-56.04	95.33 %
Total 720-00 Utilities	13,210.22	13,000.00	210.22	101.62 %
810-00 Banking Fees	0.00		0.00	
810-02 Credit Card Processing	524.19	525.00	-0.81	99.85 %
Total 810-00 Banking Fees	524.19	525.00	-0.81	99.85 %
Transfer to Capital Reserves		5,000.00	-5,000.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$51,446.49	\$56,537.00	\$-5,090.51	91.00 %
NET OPERATING INCOME	\$4,401.54	\$13.00	\$4,388.54	33,858.00 %
NET INCOME	\$4,401.54	\$13.00	\$4,388.54	33,858.00 %

Bishop Estates Cabana Club

BUDGET OVERVIEW: 2020 BUDGET BECC - FY20 P&L

January - December 2020

	TOTAL
Income	
401-00 Income	
401-01 Membership Dues	48,000.00
401-03 Parties Income	1,500.00
401-04 Donations & Fundraising	1,500.00
401-05 Recycling Income	750.00
401-06 BEST Splash Fee	5,000.00
401-07 Snack Shack Sales	500.00
401-08 Guest Entrance Fees	250.00
Total 401-00 Income	57,500.00
Total Income	\$57,500.00
GROSS PROFIT	
	\$57,500.00
Expenses	
610-00 Payroll Expense	
610-01 Lifeguard Payroll	2,000.00
610-02 Pool Assistant Payroll	200.00
610-10 Payroll Processing Fees	300.00
610-13 Payroll CA EDD	25.00
610-14 Payroll Taxes	500.00
Total 610-00 Payroll Expense	3,025.00
610-15 Unemployment Taxes	10.00
620-00 Dues and Fees	
620-01 Contra Costa Health Dept	1,100.00
620-02 Website Maintenance Fee	175.00
620-03 PO Box Fee	140.00
620-05 Online Service Fees	100.00
Total 620-00 Dues and Fees	1,515.00
630-00 Insurance	
630-01 General Liability Insura	2,400.00
630-02 Commercial Property Ins.	900.00
630-03 Workers Comp Insurance	800.00
Total 630-00 Insurance	4,100.00
640-00 Snack Shack	
640-01 Snack Shack Inventory	400.00
Total 640-00 Snack Shack	400.00
650-00 Pool Maintenance	
650-01 Maintenance and Repairs	1,500.00
650-02 Pool Service - Labor	3,000.00
650-03 Supplies	400.00
650-04 Pool Chemicals	4,000.00
650-05 Gardener	2,500.00
Total 650-00 Pool Maintenance	11,400.00
660-00 Events Expenses	1,500.00

	TOTAL
680-00 Capital Improvements	
680-01 Grounds & Structural Imp	12,000.00
680-02 Pool & Equipment Impr	1,500.00
680-03 Bathroom Improv	500.00
Total 680-00 Capital Improvements	14,000.00
710-00 Taxes	
710-01 Property Taxes	2,400.00
Total 710-00 Taxes	2,400.00
720-00 Utilities	
720-01 Garbage	800.00
720-02 PG&E	7,500.00
720-03 Water	3,800.00
720-04 Telephone & Internet	1,000.00
Total 720-00 Utilities	13,100.00
810-00 Banking Fees	0.00
810-02 Credit Card Processing	500.00
Total 810-00 Banking Fees	500.00
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$51,950.00
NET OPERATING INCOME	\$5,550.00
NET INCOME	\$5,550.00