



# Forest Park Cabana Club

Dear Forest Park Members,

April 1, 2020

**Welcome back to Forest Park Cabana Club for the 2020 season!** The annual letter, dues statement and "2020 FPCC Pool Rules, Procedures, and Calendar of Events", are contained in this message, and are also posted under the Members tab on the FPCC website: [www.forestparkcabanaclub.com](http://www.forestparkcabanaclub.com).

## **Critical Items in this Letter:**

Below is a summary of the critical items that each member should be aware of for the 2020 season:

- ✓ **Annual Dues are \$925 this year and must be received within two weeks of the pool opening.** The current planned open date is May 4, 2020; hence the dues due date is currently May 18, 2020.

**Please Note: The FPCC Board of Directors is closely monitoring guidance from the Santa Clara County Public Health Department and the State of California about COVID-19, and the opening date may change as a result. More information will be communicated by the end of April 2020.**

As noted in the proxy letter that was sent out in February, dues for 2020 will be \$925, which is \$25 more than last year. The primary driver of the dues increase is the 2.7% increase in the minimum wage, which has a ripple effect on the pay structure for all staff, our employer contribution to federal and state taxes, and our workers compensation insurance costs. The good news is that this year there is NO extra fee to pay by credit card, so payments by either check or credit card are the same amount. We are absorbing the cost of the credit card transaction fee in order to encourage members to get away from sending in checks, although checks will still be accepted should that be your preference. If you plan to sell your membership, you must do so in the next month in order to avoid paying the annual dues.

- **Credit Card** - The instructions for paying by credit card using the FPCC website are as follows:
  - Open the FPCC website ([forestparkcabanaclub.com](http://forestparkcabanaclub.com))
  - Click the "Sign in" menu on the upper left of the screen
  - Enter the email address and password for your FPCC membership to login
  - Click "My Account" menu on the left of the screen; it will expand to show several tabs below it
  - IF YOU HAVEN'T LOADED IN CREDIT CARD INFO BEFORE:
    - Click on the "Payment Setup" tab
    - Click on "+ Add New Card" and follow the instructions
  - Once your credit card info is added (or if it exists from previous transactions), click on "\$ My Invoice/Payment" in the left-hand toolbar, and click on the "Make Payment" tab at the top of the screen
  - Verify the "enter payment amount" is correct (\$925 for annual dues), enter your CVV number, and then click the "Pay Now" button at the lower right-hand corner of the screen.
- **Checks** - The dues can be paid by check, although the FPCC Board of Directors recommends paying by credit card. Checks should be mailed to the PO Box; please include the dues statement included at the end of this document. Do not drop off at the pool and do not mail to the 2911 Pruneridge address.

- ✓ **FPCC Renovation Update**

As mentioned in previous emails and in the 2020 proxy letter, at the end of last season we found that the main drain in the big pool had cracked and was leaking 1600+ gallons of water per day. Because of this, we started the renovation this year; we selected Padilla Pools as the contractor. This project will include the following improvements:

- Removing & replacing the pool plaster, repairing cracks with reinforced rebar and Gunitite (aka concrete), new pool plumbing and main drain, new tile and coping, new steps and handrails (to meet code), new pool lights, new lane markers and targets, pool filters and chemical controllers.
- The concrete deck will be removed and replaced with concrete pavers.
- Repairs to the beams and posts that support the roof over the deck.

Upgrades to the existing bathrooms are still part of our plans, but the focus is on getting critical pool and deck work done in order to get the facility open as soon as possible. As a reminder, this project will be financed with FPCC savings. A loan is not needed thanks to the assessment that was collected in 2019 as well as the money that the club has been saving over the last 10 years.

### **Swim Lessons:**

The schedule for swim lessons is contained in the “2020 FPCC Pool Rules, Procedures, and Calendar of Events” and on the website. Swim lessons have been extremely popular and fill up quickly, so if you are interested in lessons, please sign up when registration begins on May 1<sup>st</sup>. Registration for 2-week sessions can be done easily using your forestparkcabanaclub.com online account (Team Unify). When you register, in order to receive the member discount (\$71 off, for a total of \$224 per session), you must enter the session coupon code when prompted. You will be asked to "Please enter coupon code (Case Sensitive)" before you enter your credit card information. The code will be different for each session. For Session 1, the coupon code is **SESSION 1** (with a space). For each consecutive session, simply replace the number 1 with the number of the session (eg. coupon code for Session 2 is **SESSION 2**). Please be sure to enter the coupon code before paying and confirm that the amount you are being charged is the reduced rate of \$224 per session. If you have any questions, please email the lesson coordinator at [swimlessons@forestparkcabanaclub.com](mailto:swimlessons@forestparkcabanaclub.com). Note that sessions may change as a result of COVID-19 impacts.

### **Member Guidelines:**

As members, you make a significant impact towards the overall experience of everyone at the pool. Please ensure that you and your guests take care of the facility. Some important issues to consider while at the pool:

- Please watch your children, especially if they are in the baby pool.
- Please remind your children to keep the showers to 5 minutes or less. Taking long showers is inconsiderate for those waiting to shower and also wastes water (and money).
- When you leave the facility, make sure to clean up your space, put away pool toys and close your umbrella!
- If you bring guests to the pool, please make sure the \$5 guest fee is paid and the guest waiver form signed.
- During keyholder hours:
  - Anyone 14 or younger entering the club must be accompanied by an adult (18+).
  - Make sure the front door to the club is closed after you enter and when you leave the facility.
  - If you see any problems with the facility (broken equipment, leaking water, clogged drains etc.) or unruly member behavior, please contact the Pool Manager ASAP with your concern at: [manager@forestparkcabanaclub.com](mailto:manager@forestparkcabanaclub.com).
- Please respect the requests of the lifeguards and Pool Manager.
- Please take a moment to review the “2020 FPCC Pool Rules, Procedures, and Calendar of Events” provided with this letter to understand the rules for members and guests.

### **FPCC Website:**

Please check out the FPCC website (hosted by Team Unify) at [www.forestparkcabanaclub.com](http://www.forestparkcabanaclub.com) for the latest information on pool hours, social events, swim lessons and swim team. You can also use the website to update your contact information, pay annual dues, sign up to volunteer at events, join the swim team and sign up for swim lessons. If there is ever any difference between a mailed document and the website, assume the website is accurate, since that will be updated through the year as things change.

## **Pool Schedule:**

- The pool opens for keyholder swimming starting as soon as the facility is ready (including getting the Department of Environmental Health signoff). Keyholder hours are sunrise to sunset.
- Starting the first weekend after the facility is reopened, lifeguards will be at the pool on weekends.
- Swim team begins the first week after the facility is reopened. The team will practice on Monday, Tuesday and Thursday afternoons from 3:30pm to 6:15pm and Saturday mornings from 9am to 12pm. During this time, the pool is closed for member use.
- In June, the swim team transitions to morning workouts from 8:00am to 11:30am (Monday to Friday) and afternoon workouts from 4:00pm to 5:15pm (Monday-Thursday). During the afternoon workouts, 3 lanes will be used by swim team and 3 lanes will be available for member use. There will not be a dedicated adult lap swim lane during the afternoon swim practice. To make up for this, one lane will be available for adult lap swimmers, during the morning swim team practice. The full pool schedule is in the “2020 FPCC Pool Rules, Procedures, and Calendar of Events” and on the FPCC website.

## **Personnel:**

Erika Harvey will be returning as Pool Manager and the Swim Team Head Coach. Erika is a graduate from San Jose State University and was formerly the swim coach at De Anza Cupertino Aquatics.

The following members have been elected to serve as the 2020 FPCC Board of Directors:

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Name</u></b>
President:	Oliver Smith (former Treasurer)	Treasurer:	Eldon Pei (new)
Vice President:	Robert Lingscheit (returning)	Accounts Receivable:	Katie Fuller (returning)
Secretary:	Heidi Richey (returning)	Co-Athletic Director:	Danielle Mina (returning)
CTO:	Alan Young (returning)	Co-Athletic Director:	Lisa Wood (returning)
Social:	Leslie Sifferman (returning)	Co-Facilities:	Mike Otte (returning)
Member at Large:	Kristi Busch (returning)	Co-Facilities:	Scott Hutflesz (returning)

Please show them your appreciation for all their work. If anyone is interested in taking on a Board position for 2020 (we anticipate several openings) please E-mail the Board at: [board@forestparkcabanaclub.com](mailto:board@forestparkcabanaclub.com).

## **Social Events:**

Social events for 2020 will include the annual Memorial Day, Independence Day and Labor Day parties. Information regarding social events will be posted at the pool and on the website and distributed via email.

Since it does take some work to provide a well-organized party, we will be soliciting volunteers to help with set-up and clean-up. If you have the opportunity, please sign-up as a volunteer.

## **Closing Important Comments:**

The current Coronavirus (COVID-19) pandemic has had unprecedented impacts on conducting business, including, but not limited to, travel restrictions, self-imposed and governmentally required isolations, and closures of stores, offices, and schools. This situation is undoubtedly impacting the financial well-being of the households that belong to FPCC. As such, we are being more flexible this year on the collection of dues and assignment of late fees. You can see the details in your Dues Statement on the 5<sup>th</sup> page of this letter.

If you are paying by check, please fill out the dues statement and mail it in with your check to the PO Box. Please do not drop payments off at the pool or mail them to the Pruneridge address. If you are paying by credit card (preferred method), you still need to fill out your dues statement and mail it to the PO Box, or email a scanned copy to [secretary@forestparkcabanaclub.com](mailto:secretary@forestparkcabanaclub.com), so we have an accurate record of your contact and family information as well as an attestation that the 2020 FPCC Pool Rules have been read and will be abided by. Regardless of how you

are paying, please take a moment to log into your FPCC account to review your email and contact information and make any needed corrections. If you have problems logging in, please contact the Board at [board@forestparkcabanaclub.com](mailto:board@forestparkcabanaclub.com).

**A \$100.00 late fee** will be charged for any annual dues payment received (credit card) or postmarked (US mail) ten days after the annual dues are due. If there are extenuating circumstances that prevent timely payment, please notify the Treasurer [treasurer@forestparkcabanaclub.com](mailto:treasurer@forestparkcabanaclub.com) in advance if you believe that you will be delinquent. **Memberships will be confiscated if dues are not paid within two months of the due date.** Please remember that FPCC is a non-profit organization and that the annual dues are the main source of funding for the pool's operational expenses. Your timely payment is necessary and much appreciated!

**I'm really looking forward to the 2020 pool season! It will be great to finally enjoy our renovated facility and to share it with our friends and family.**

If you have any questions, concerns, or suggestions for Forest Park Cabana Club operations, facilities, personnel and/or events please contact me at: [president@forestparkcabanaclub.com](mailto:president@forestparkcabanaclub.com) or in person when I'm at the pool. There is also a suggestion box at the entrance to the pool for those who wish to remain anonymous.

Sincerely,

Oliver Smith  
FPCC Board President

# Forest Park Cabana Club – 2020 Dues Statement

The 2020 Dues are \$925.00 - Payable two weeks after the pool officially opens - as determined by the FPCC Board. (example: as of this letter date, opening day is planned for May 4<sup>th</sup>, 2020 therefore dues should be paid by May 18<sup>th</sup>, 2020) **\$100.00 penalty if ten or more days late**

- ✓ Please make check payable to: **Forest Park Cabana Club**
- ✓ If paying by check, include your membership number on the check to ensure proper credit
- ✓ Mail dues to: **FPCC, P.O. Box 2151, Santa Clara, CA 95055**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City, Zip Code \_\_\_\_\_

Membership Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

*PLEASE LIST BELOW THE FAMILY MEMBERS RESIDING IN YOUR HOME. FAMILY MEMBERS WHO ARE NOT LIVING IN YOUR HOME ARE NOT FREE TO USE YOUR MEMBERSHIP. THEY ARE CONSIDERED GUESTS AND MUST FOLLOW GUEST GUIDELINES.*

**Adult Names**

**Children's Names and Ages**

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I, and the other persons listed above, have read through the FPCC Rules document and **agree to abide by all the rules of the pool**. We understand that failure to do so may result in penalties up to and including forfeiture of our membership.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**