



Forest Park Cabana Club

Dear Forest Park Members,

April 9, 2019

Welcome back to Forest Park Cabana Club for the 2019 season! This letter and dues statement is being mailed and e-mailed to you along with the "2019 FPCC Pool Rules, Procedures and Calendar of Events", which is also available under the Members tab of the FPCC website: 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 2019 season

- **Dues are \$900 this year and must be received by May 10, 2019**

As noted in the proxy letter that was sent out in February, dues for 2019 will be \$900, which is the same as 2018. We were able to reduce expenses in 2018 and will try to do the same in 2019 to offset increases in minimum wage (to \$15 per hour), workers compensation insurance and utilities.

- **Assessment of \$500 must be received by June 10, 2019**

An Assessment of \$500 that was approved by the membership in 2017 will be collected this year to help pay for the renovation that will begin after the season ends. The assessment must be collected in June to qualify for the loan needed to pay renovation expenses. Payments must be postmarked or paid by credit card by June 1. The same instructions outlined below, for paying the dues by credit card, can be used to pay the assessment. The assessment will appear in the "account balance" in the middle of May.

- **Dues and Assessment Payments**

- The dues and assessment can be paid by check, or by credit card via the FPCC website.
 - Checks should be mailed to the PO Box, please include the dues statement or assessment statement included at the end of this document. It cannot be dropped off at the pool and should not be mailed to the 2911 Pruneridge address.
 - If using a credit card, a 2.9% transaction fee will be added. Note, that the transaction fee is not imposed by FPCC nor does FPCC receive any percentage of the fee.
- If you plan to sell your membership, you must do so before May 10th to avoid paying the annual dues.
- Instructions for paying by credit card using the FPCC website are as follows:
 - Go to the FPCC website (forestparkcabanaclub.com) which will navigate you to the Team Unify FPCC web page.
 - Click "Sign in" menu on the upper left of the screen.
 - Login by entering your primary email address and password for your FPCC membership.
 - Click "My Account" menu on the left of the screen, it will expand to show several tabs below.
- 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 already exists from previous transactions) click "\$ My Invoice/Payment" in the left-hand toolbar, and click the "Make Payment" tab at the top of the screen
 - Verify the "enter payment amount" is correct (\$900 for annual dues, \$500 for the assessment), enter your CVV number, and then click "Pay Now" at the lower right-hand corner of the screen.

- **IMPORTANT NOTES**

- **In order to prevent the website from automatically charging your credit card when membership fees are due**, you must turn the auto-pay feature off on the website. At the time this letter is being sent, all auto-pay settings have been turned off, but if you add a new card or change the settings, you may accidentally reactivate the auto-pay feature. To turn it off, follow these steps:

- On the “Payment Setup” tab under “My Account” make sure the “Use for On Demand Payments” radial button is checked in the “Credit and Debit Cards” section.
- If “Use for Fees Associated with Your Account” is selected, scroll down to the “Mail Payments” section and select “Use for Fees Associated with Your Account,” this will deactivate automatic credit card payments.
- Make sure to click “Save Payment Setup” at the bottom of the page afterward.

- **FPCC Renovation Update**

The renovation will begin at the end of this season with an expected start date of October 1st. The renovation will include remodeling both the big pool and baby pool, and replacing the concrete deck. We are also working through details on the building renovation; however, we have not yet come to agreement with the Santa Clara building department on how to incorporate mandatory Americans with Disabilities Act (ADA) upgrades. Additional details are as follows:

- Remodeling of the pool is desperately needed. We had another significant leak in the big pool in December that required a major patch. There are other leaks in the skimmers (for both pools) and drainage pipes which can’t be repaired until we remove the concrete deck. The pool leaks damage the foundation of the pool which could add substantial cost to the remodel if allowed to continue. We are working with Aqua Gunitite, a pool building and remodeling company from Livermore, CA to define the scope of the work and cost. We met with them at FPCC on Jan. 12th and expect to sign a contract with them after the drawings for the pool renovation are complete. The estimated cost is ~ \$237K. This includes (but not limited to) removing & replacing the plaster, new skimmers, and main drain, repairing cracks, new tile and coping, new steps and rails (to meet code), new pool lights, new lane markers and targets and chemical controllers.
- We met with the concrete contractor on Feb. 9th at FPCC to review the scope of the concrete work needed. The plan is to remove and replace the concrete deck (about 9000 sq. ft.) and replace all plumbing to and from the pool. The new plumbing will resolve the pool water circulation problems that hampers filtration and eliminate the chemical imbalances that often occur.
- We’ve been working with KMA Architects on designs for the building remodel, which will incorporate ADA upgrades, a new roof on the existing building, a new roof structure over the equipment and storage area and outdoor showers. We’ve had some challenges coming to an agreement with Santa Clara building department over how best to incorporate ADA requirements into the design. A meeting with the planning & building department is being planned to review our latest proposal.
- FPCC is not the only pool club in the area faced with a renovation. Laurelwood Cabana Club just completed a renovation of their clubhouse. Killarney Farms has increased their dues to save money for a renovation. Queensboro swim club is using many different techniques (increased dues, life time memberships, Go Fund Me, etc.) to try to raise money to replace their pool equipment (heater and pumps) which is failing. The International Swim Center is trying to replace their facility and last month the circulation pump’s impeller failed closing the 50-meter pool and training pool for 2-6 weeks. Mary Gomez Pool had a pipe break last month that shut down the pool for two weeks. FPCC, like all of these other facilities, was built in the early 1960’s and needs to be renovated to replace outdated equipment and decaying infrastructure.

Swim Lessons:

The schedule for swim lessons is contained in the “2019 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 April 15th. Typically swim lessons are geared towards children, but this season we are providing more options for adult swim lessons including longer lessons and convenient weekend timeslots. If you would like more information on adult swim lesson options, please contact the swim lesson coordinator at swimlessons@forestparkcabanaclub.com.

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 when you use it. Some important issues to consider while at the pool:

- Please keep an eye on your children, especially if they are in the baby pool.
- Please remind your children 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 guest fee is paid and the guest waiver form at the front desk is signed.
- During keyholder hours:
 - Anyone 16 or younger entering the club must be accompanied by an adult.
 - 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. They can be reached at: manager@forestparkcabanaclub.com.
- Please respect the requests of the lifeguards and Pool Manager.
- Please take a moment to review the “2019 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 at www.forestparkcabanaclub.com for the latest information on pool hours, social events, swim lesson 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 the mailed document and the website, then 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 Monday, March 25th. Keyholder hours are sunrise to sunset.
- Starting April 13th, lifeguards will be at the pool on weekends.
- Swim Team begins the week of April 22nd and the team will practice on Monday, Tuesday and Thursday afternoons from 3:30pm to 6:15pm and Saturday mornings from 9am – 12pm. During this time the pool is closed for member use.
- In June, the Swim team transitions to morning workouts from 8a-11:30a (Monday to Friday) and new this year, there will be afternoon workouts from 4-5:15pm (Monday-Thursday). We are adding the afternoon practice because many kids attend camp and are not available for morning workouts.
 - During the afternoon workouts, 3 lanes will be used by swim team and 3 lanes will be available for member use, but there will be no lap swim lane.
 - During the morning workouts, 5 lanes will be reserved for swim team and one lane will be available for lap swim.
- The full pool schedule is in the “2019 FPCC Pool Rules, Procedures, and Calendar of Events” and on the FPCC website.

Personnel:

Christa Prior will be returning as Pool Manager, but will only be with us until mid-July. Unfortunately for us, she is moving out of the area and will not be able to complete the season. Once Christa departs, Erika Harvey will take over as pool manager. Erika is a graduate from SJSU and is presently the swim coach at De Anza Cupertino Aquatics. She will serve as an assistant manager prior to Christa’s departure.

The following members have been elected to serve as the 2019 FPCC Board of Directors:

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

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.

Social Events:

The Social events for 2019 will include the annual Memorial Day, Independence Day and Labor Day Parties. Information regarding the 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:

Your Dues Statement is on the 5th page of this letter. If you are paying by check, please fill it out and mail it in with your check to the PO Box. Please do not drop it off at the cabana club or mail it to the Pruneridge address. If you are paying by credit card, you still need to fill out your dues statement and mail it to the PO Box. 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

A \$100.00 late fee will be charged for any annual dues payment received (credit card) or postmarked (US mail) after May 10, 2019. **Memberships will be confiscated for dues not paid after July 10, 2019.** 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!

I'm looking forward to a great 2019 pool season! 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 or in person when I'm at the pool. There is also suggestion box at the entrance to the pool for those who wish to remain anonymous.

Sincerely,

Adam Prince
FPCC Board President

Forest Park Cabana Club – 2019 Dues Statement

2019 Dues – \$900.00 Payable May 10, 2019 (\$100.00 penalty if 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

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

Forest Park Cabana Club – 2019 Assessment Statement

2019 Assessment – \$500.00 Payable June 10, 2019 (\$50.00 penalty if 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 payment to: **FPCC, P.O. Box 2151, Santa Clara, CA 95055**

Name _____ **Phone** _____

Street Address _____

City, Zip Code _____

Membership Number _____ **E-mail Address** _____