



Forest Park Cabana Club

Dear Forest Park Members,

April 6, 2017

Welcome back to Forest Park Cabana Club for the 2017 season! In addition to being mailed to you, this letter and dues statement has also been e-mailed to you along with the annual information for the “2017 FPCC Pool Rules, Procedures, and Calendar of Events” (which is also posted for your convenience on the FPCC website at www.forestparkcabanaclub.com).

Critical Items in this Letter:

Below is a summary of the critical items that each member needs to be aware of including a membership vote on the renovation which will be expanded further below:

- **Dues are the same as 2016.** The dues are \$790.00 and must be received by May 1, 2017. The dues can be paid by check or by credit card via the new FPCC website. If paying by check, please fill out the attachment on the last page of this letter and mail it to the PO Box; it cannot be dropped off at the pool. If using a credit card, the member will have to pay the transaction fee (2.9%) which results in a total membership fee of \$813 (note, the transaction fee is not imposed by FPCC). A reminder that if you plan to sell your membership, you must do so before May 1 to avoid paying the annual dues.
- **The instructions for paying by credit card using the FPCC website are as follows:**
 - Open the FPCC website (forestparkcabanaclub.com) which will take you to the new FPCC web page on Team Unify
 - Click “sign in” menu on the upper left of the screen
 - Enter the email address and password for your FPCC membership to login
 - *An email was recently sent to all members with instructions on how to access their FPCC account and create a password.*
 - Click “My Account” menu on the left of the screen, it will expand to show several tabs below it
 - Click on the “\$ My invoice Payment” tab
 - A screen will appear to the right, click on the “Make Payment” tab at the top of the screen
 - A screen will appear that allows you to enter credit card information. You can autofill the Billing Info by pressing the yellow “copy from account info” button. The payment amount (\$813) will be auto-populated at top of the screen. When done press “Next”
 - *Note: if credit card info is already saved in team unify, just click the “use this card” button*
 - A screen will appear that asks for the credit card CVV number, enter it and press “pay now” in the lower right of the screen.
- **The pool renovation planned for 2016 off-season had to be postponed.** The plan was to begin the renovation at the end of the 2016 pool season. After much work by the FPCC Board, a contractor was selected (SBI Builders), plans were submitted for city review (plan check), and several banks were contacted for financing. Wells Fargo showed the most interest in working with us and we applied for a loan. After several meetings with the loan officer, we seemed to be on track to be approved for the loan; however, the loan officer was unable to secure underwriters because our savings balance (\$260k) was considered too low. The loan officer recommended that we accrue a balance of \$500k to better position ourselves for approval. To raise the necessary amount in 2017, we considered a prepayment option, as discussed at the AGM. However, after re-evaluating our cash balance, the cost of the renovation, the cost of some necessary repairs to FPCC for 2017, and the need for contingency funds, we concluded that the safest and most effective option for reaching the necessary cash balance in 2017 would be an assessment of \$500 dollars per member (due July 1). This assessment requires a 2/3 of the membership approval in order to take effect. The alternative is to continue accruing savings, as we have been doing, and start a renovation in 2020.

- **This letter includes a membership vote to accept/reject the \$500 assessment for a 2017 FPCC renovation.** It is extremely important that all members vote since a 2/3rd majority is needed before any assessment can be levied. A non-vote means you are voting by proxy and asking the board to represent you. The results of the vote will be made available to the membership by May 15th, and if the assessment is approved, the membership would be required to pay the \$500 fee by July 1. Refusal to pay the assessment, if approved, would have same consequences as refusal to pay annual dues.
 - If the assessment is approved by 2/3 of the membership, we would reapply for the loan and begin planning for the renovation. The pool would continue to operate as normal through Labor Day and would close soon after to begin preparations for the renovation.
 - If the assessment is rejected, the pool will continue to operate as normal and we would plan for a renovation after the 2020 pool season. To achieve the 2020 date, the club would have to continue to increase its cash balance by at least \$50k/year as we have been doing for the last several years. If any major repairs are needed to the facility during that time (e.g. pipes fail), it may force us into a renovation prior to 2020 and require an emergency assessment.

Renovations & Assessment Comments:

The reasons for having to renovate the club are extensive as noted below. FPCC is not the only Cabana Club faced with this situation, Killarney and Laurelwood Cabana Clubs are also considering renovations and Santa Clara Swim Club is in the process of getting approval from the city to rebuild their facility. FPCC, like all of these other facilities, was built in the early 1960's and needs to be rebuilt to replace outdated equipment and decaying infrastructure. Some of the key issues are:

- The facility does not meet the Americans with Disabilities Act (ADA) requirements as required by code.
- Pipes need to be replaced – The sanitary sewer line and drain lines are in very poor condition and likely leaking as evidenced by cracking pool deck and significant baby pool leaks despite patching pool cracks.
- Pump and filters are out of date – the pumps have to be rebuilt because newer pumps won't work with existing pipes. The pool filters we use are no longer being sold so we have had to improvise.
- Electrical service does not meet code – Since the service line runs under the big pool this cannot be repaired unless we dig up the concrete deck and reroute the service line.
- Big pool does not meet health department code – because of how we use the pool (swim team), the deep end of the pool must be 6 foot, not 4.5 foot to meet Health Department code.

After the renovation, the facility will look basically like it does now, except:

- Pool equipment (pumps and filters) will be new and meet energy efficiency standards
- Bathrooms will be a bit larger (100 sqft,) and meet ADA guidelines
- Big pool will be deeper at one end (6 feet vs. 4.5 feet)
- Pool equipment area (i.e. pumps, filters etc.) will be covered and protected from the elements
- Pool office and snack shack will be slightly larger
- Outdoor showers (4) will be added

Why are we proposing an Assessment?

If we want to be proactive and renovate the facility in 2017, we need an assessment to raise the money to proceed. Other methods of raising the funds (prepayment) may leave the club short of funds in future years, so were rejected. The Board believes renovating in 2017 is more cost-efficient and proactive than waiting until 2020 for several reasons:

- The city is currently reviewing the renovation plans and is on track to provide approval this year. If we wait until 2020, we would have to restart the plan check process and update the plans to meet new code guidelines. This would require additional money (\$5K to \$20k)
- Maintenance on our aging pool is becoming increasingly expensive. All the pool equipment is out of date and expensive to maintain. The concrete deck is also cracking and pipes under the deck (sanitary sewer line and drain lines) are in very poor condition and leaking. The longer we wait to do the renovation, the more likely we are to have a failure of the pipes. If the pipes fail it would likely shut down of the pool for an extended period and require expensive repairs. It would also likely require us to bring the entire

facility up to code (so basically require us to renovate). The cost would likely be more than if we planned the renovation on our own terms. An assessment would be needed to raise the money to qualify for a loan to pay for the repairs/renovation.

- We have a contractor who is interested in the job, a loan officer at the bank that is willing to work with us to secure the loan and a Board that is willing to contribute time and energy to oversee the process.
- Interest rates are expected to increase in the future, which will make the renovation more expensive due to the higher costs of a loan.

I realize that an assessment may not be viewed favorably by the membership. The board debated at length using this option to raise the money needed for the renovation, but in the end, we felt that starting the renovation in 2017 is the safest and most cost-effective approach and this requires an assessment. If you are in favor of doing the renovation in 2017 and are willing to pay the \$500 assessment by July 1st, please circle "FOR" on the ballot. If you prefer to wait until 2020 for the renovation and accept the risk of waiting, please circle "AGAINST" on the ballot. A non-vote means you are voting by proxy and asking the board to represent you. The ballot is included on the Dues Statement at the end of the letter. Please Vote!

Swim Lessons:

The schedule for swim lessons is contained in the 2017 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 see the pool manager.

Member Behavior:

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).
- During key-card hours, anyone 17 or younger entering the club must be accompanied by an adult.
- During key-card hours, please make sure the front door to the club is closed after you enter and when you leave the facility.
- Please respect the requests of the lifeguards and Pool Manager.

Please take a moment to review the 2017 FPCC Pool Rules, Procedures, and Calendar of Events document provided with this letter to understand the rules for members and guests.

FPCC Website:

Please check out the new and improved FPCC website at www.forestparkcabanaclub.com. If you haven't logged into your new FPCC account, please do so soon. If you didn't receive an email with instruction on how to log in, or the login is not working, please email us (board@forestparkcabanaclub.com). The new website will make it easier for members to maintain their contact information, pay annual dues, sign up to volunteer at events, join the swim team and sign up for swim lessons (coming soon). The website also provides detailed information about our pool, membership rules and procedures, swim team, swim lessons and social events. If there is ever any difference between the mailed document and the website, then assume the website is accurate because that will be updated through the year as things change.

Pool Schedule:

The pool opens for key-card swimming starting **Monday, April 3**. Starting April 15th, lifeguards will be at the pool on weekends. Swim Team begins practice on Tuesday April 18th and will practice on Tuesday, Wednesday and Thursday afternoons from 3:30pm to 6:15pm and Saturday mornings from 9am – 12pm. Key-card swimming will be available from sunrise to sunset, except during swim team practice and when lifeguards are on duty. The full pool schedule is in the 2017 FPCC Rules, Procedures and Calendar document.

Personnel:

We are very happy to announce that Helen Cox will be returning as Pool Manager and Head Swim Coach for the 2017 season. Please give her your support.

The following members have been elected to serve as the 2017 FPCC Board of Directors:

<u>Position</u>	<u>Name</u>	<u>Position</u>	<u>Name</u>
President	Adam Prince	Co-Facilities	Mike Otte
VP / Membership	Rob Lingscheit	Co-Facilities	Scott Hutflesz
Secretary	Heidi Richey	Co-Athletic Director	Kristi Busch
Treasurer, Accts Receivable	Katie Fuller	Co-Athletic Director	Yvonne Hirsch
Treasurer, Accts Payable	Oliver Smith	Social	Leslie Sifferman
Technology	Alan Young	Member-at-Large	Steve Johnson

Please show them your appreciation for all their work. If anyone is interested in taking on a Board position for 2018 please E-mail me at board@forestparkcabanaclub.com.

Social Events:

The Social events for 2017 will include the annual Memorial Day, Independence Day and Labor Day Parties. Information regarding the social events will be posted at the pool, on the website and via email notification. 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:

Over the past several months we’ve done some necessary maintenance to the facility, including patching concrete, painting the entryway, repairing the irrigation system, repairing the fence, and installing a new water fountain and lighting. While these repairs don’t replace the need for a renovation, it will make the facility more enjoyable to use this summer.

Your Dues Statement is on the last page of this letter, it includes the ballot to vote on the assessment. 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, including your ballot 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.

A \$100.00 late fee will be charged for any member payments received on or after May 2, 2017. **Memberships will be confiscated for dues not paid after July 1, 2017.** 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 pool season! I welcome you to contact me or any other board member via e-mail (board@forestparkcabanaclub.com) if you have questions, concerns, or ideas about Forest Park Cabana Club operations, facilities, personnel and/or events. There is also suggestion box at the entrance to the pool for those who wish to remain anonymous. In addition, you may also contact me while I’m at the pool.

Sincerely,

Adam Prince
FPCC President

Forest Park Cabana Club – 2017 Dues Statement

2017 Dues – \$790.00 Payable May 1, 2017 (Delinquent \$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
- ✓ Fill out the ballot on the Assessment
- ✓ 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

Please circle whether you are FOR or AGAINST the \$500 assessment to initiate the Forest Park Cabana Club Renovation in 2017:

FOR

AGAINST

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