

***Hop Brook Tennis Club Board Meeting***  
***February 25<sup>th</sup>, 2024***

The meeting of the Hop Brook Tennis Club Board was called to order by Rich Halbert at 4:03 p.m. The meeting took place at Rich Halbert's residence.

**Present:** Rich Halbert, Ted Almy, Todd Raymond, Jennifer Larwood, Althea Schwartz, Marc Philo, and Charlie McCormick

**Absent:** Lucy Eyre

**I. Minutes**

- The minutes to the Hop Brook Tennis Club Board meetings that took place on January 17<sup>th</sup> and January 28<sup>th</sup> were approved as presented.

**II. Financial Update**

- Todd Raymond informed the Board that 2024 checks (membership & assessment fees) have started arriving at the P.O. Box.
  - To date Todd has deposited approximately 9 checks. Three of those members paid the assessment in full.
  - Todd informed the Board Sandy & Todd McGee generously wrote a check for \$5,000 instead of just the single full membership assessment due.
- Todd has received 10 inquiries from members about paying via installments.
- Todd informed the Board that the deposit balance is approximately \$36,000 after paying \$20,000 for the first Court Pro down payment.
- Todd will be in Connecticut until March 12<sup>th</sup> and will be checking the P.O. Box regularly for checks.
  - Rich Halbert asked to get the checks deposited as quickly as possible given the assessment need, and for the convenience of members balancing their check books.
  - Marc Philo will assist Todd in checking the mailbox and depositing incoming funds.
- Todd informed the Board he is working closely with Rich regarding the membership type that members are sending checks in for. Rich is keeping a master spreadsheet of all members and membership type.
- Todd & Rich are working together to eliminate all members who have resigned from the Club's Accounts Receivable.
  - When a member has informed Rich or Todd of their resignation Todd has reminded that member of the option to pay via installments.
  - If the member is stepping down in membership from 'Full' to 'Associate' Todd informs them of the associate rules (2x per month).
  - Resigning members have been told they have access to the club until 4/15/24.

**III. Property Donation**

- Rich informed the Board that the Pastor's have accepted an offer for the property they listed on Westledge and time is of the essence in agreeing to the proposed donation site.

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- Marc Philo and Ted Almy will be walking the site in the next 48 hours to determine the most desirable plot (no road frontage).

**IV. AED Review**

- Rich informed the Board that he looked into the AED at Simsbury Farms and they use a 'Heartsmart' kit.
- After discussion on AED's the Board agreed to decide on the AED purchase at the next board meeting and the goal is to have an AED at the club this spring.

**V. Membership Changes**

- Rich shared his membership resignation spreadsheet with the Board. To date 10 full-members and 8 associate members have resigned.
- Ted Almy informed the Board Rob & Betsy Richards are resigning from the club per an email he received this weekend (not yet on Rich's spreadsheet). Rich stated another anticipated change is Kevin and Nan Schultz going from full members to associate members.
  - Including the Richards' 12 full time members have resigned.

**VI. Thomaston Savings Bank Loan Details**

- Rich informed the board he is meeting with Thomaston Savings Bank lenders Charlie McCormick and Michael Dayton.
- The proposed loan terms are below:
  - \$180,000 loan amount
  - 6.75% fixed interest rate
  - 5-year term, intent is to pay off the loan in 3 years
  - No prepayment penalty
- Charlie McCormick discussed the loan structure & process and the Board voted on the below loan signatories and board members with draw authorization.
  - **Loan Signatories**
    - Rich Halbert and Todd Raymond were unanimously voted to sign the loan package on behalf of Hop Brook.
  - **Draw Authorization**
    - Marc Philo and Jennifer Larwood were unanimously voted to request draws on behalf of Hop Brook.

**VII. Capital Plan Status**

- The bathroom renovations/demolition is currently being done with Rolf Anderson and Tom Getler completing the work.
  - The Board agreed that Rolf & Tom should be compensated and will decide compensation later.

**VIII. 2024 Initiation Fee**

- The Board engaged in a lengthy discussion of initiation fee for the below categories:

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- Two Adult Full Members
- One Adult Full Member and one Associate Member
- One Full Member
- During the discussion each board member recommended an initiation fee for each category and after all board member input was received the Board unanimously voted on the below 2024 initiation fee schedule.
  - Two Adult Full Members - \$1,250
  - One Adult Full Member and one Associate Member- \$800
  - One Full Member - \$800

**IX. Managing Paddle/Tennis Guest Discussion**

- Marc Philo presented the role for a membership category of a paddle/tennis guest. The guest would pay \$325/year for unlimited access to the facility (no assessment) but would not have any voting rights. The guest would be required to be accompanied by a member. Any league that uses guests that do not currently pay a yearly guest fee must collect \$100 per guest and league time would have to be off peak hours.
- The Board engaged in a lengthy discussion regarding club guests, reciprocity with other clubs, and how the guest would be policed. The Board also discussed if members can resign and become guests and how long someone can be a paying guest before being required to join.
- After the lengthy discussion the Board decided to table the guest discussion until after the assessments were received.

**X. Facility Use for Personal Parties**

- The board discussed club members hosting a private party at the club and agreed that members would be able to use the facility for a nominal fee. The fee discussed was \$50 and club members could request to Board a day & time to book the club for the event. The event would have to take place on non-peak day/hours.

**XI. Carson Payne Membership**

- Rich informed the Board that Carson Payne (new member in 2023) did not pay his 2023 membership invoice. According to his sponsor, Mark Howland, Carson submitted questions regarding his membership invoice, but these questions were not seen/answered. The Board agreed to invoice Carson as if he were a new member in 2024 and waive the 2023 dues.

**XII. Terry Langevin Membership**

- Rich informed the Board that Terry Langevin and her husband were both charged as full members but should have been 1 full member and 1 associate member.
  - Rich sent Terry their application which lists both individuals as full-time members and Rich is awaiting Terry's reply. The Board will revisit this when Terry clarifies the application.

**XIII. Wi-Fi Phone**

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- The Wi-Fi phone has been installed inside the paddle hut. The phone's voicemail tree is listed below.
  - 1-Rings Phone
  - 2-Membership (voicemail emailed to Lucy)
  - 3- Accounting (voicemail emailed to Todd)
  - 4- All other voicemails are emailed to Rich

**XIV. Wi-Fi Cameras**

- Rich informed the Board he has received pushback from several members regarding the installation of cameras at the club. After discussion, the Board has decided to table the idea of cameras at the club given the ongoing assessment.

**XV. Big Paddle Tournament**

- The Board decided to host the Big Paddle Tournament on Saturday, April 20<sup>th</sup> with the Friday night Dinner/Parimutuel Betting taking place on Friday, April 19<sup>th</sup>. Marc Philo will be coordinating the tournament, and the Board will reach out to Pat Sullivan to ask if we can once again use the Coon Club for Friday's Dinner.
- Since Hop Meadow Country Clubs courts will be taken down, the matches will be played at Hop Brook and Avon Country Club.
- Marc will draft a Save the Date for members and Rich will handle incoming RSVPs with slots taken first come first serve.

**XVI. Other Items**

- The membership season & billing season will be brought up when we re-write the By-Laws.
  - Billing may make sense to have on a calendar year. More discussion at a later date is anticipated.

Adjournment by Rich Halbert:

Respectfully submitted:  
Charlie McCormick