

Hop Brook Tennis Club Board Meeting

June 6th, 2024

The meeting of the Hop Brook Tennis Club Board was called to order by Rich Halbert at 7:36 p.m. The meeting took place at Rich Halbert's residence.

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

Pat Sullivan (maintenance chair) attended the beginning of the meeting via zoom.

Absent: Cheryl Fitch (social chair)

I. Minutes

- The minutes to the April 30th board meeting will be decided at the next scheduled board meeting.

II. Maintenance Chair Update

- Pat Sullivan joined the board to provide an update on the club facilities. Pat informed the board the new tennis court fences have been installed (and look fantastic).
- Pat was asked about the succession plan of the maintenance chair and provided the following members who he has been working with for different aspects of the club.
 - Jeff Winsor-Paddle
 - Peter Scott- Tennis
 - Rolf Anderson- Mechanicals
 - Tom Getler- Facilities
- Pat recommended the board add a social event to the club clean-ups. There will no longer be a need to “open the bathrooms” or “close the water.” Pat had two thoughts, either look into paying a third party for the spring and fall cleanups or make it a fun social event afterwards.
 - The clean-ups are currently a ‘clean & leave’ event attended by the same members year over year.

III. Social Chair Update

- While Cheryl Fitch was not able to attend, Cheryl will be providing the board an email update regarding the social calendar. Cheryl is hoping this calendar will be viewable to prospects.

IV. Financial Update

- Todd Raymond provided the board with a financial update as of 6/6/24. The new tennis court fence invoice has been received and will be paid. Todd will also be paying the tennis court prep fee. Due to capital payments being made the checking balance has dropped to \$44K and Vanguard remains at \$10K.
- Almost all of the club receivables have been collected (\$2,039 outstanding), Todd closely monitoring the remaining receivables.

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- Todd informed the board that the paddle and tennis court maintenance figures are slightly higher this year than compared to years past.

V. Membership Status

- Lucy Eyre has contacted prospect Anna Hedges and invited Anna to the upcoming Sunday Tennis drop-in/social.
- Ann Fisher has informed the club she will be upgrading to a full-member (from associate). Todd will invoice Ann accordingly.

VI. Capital Plan Status

- Rich Halbert provided the board an overview of the capital plans items including the below:
 - Bathrooms- 95% complete, \$15,000
 - Supplies are now in each bathroom
 - The women's bathroom has a latch to prevent access while in use, a latch will also be placed in the men's bathroom.
 - Fence- 100% Complete- \$9,930.59
 - Invoice has been sent to Todd to pay
 - Paddle Tennis Courts- \$150,062.95
 - Project began 5/28/24, screens and paddle surfaces have been removed.
 - Rich Halbert is checking on tax liability, not stated on invoice
 - Deck Replacement- \$17,987.50
 - Project in process, \$5,770 Saved by members removing previous deck.
 - Piers and Caps- \$10,890
 - Issue found when removing screens and paddle surfaces
 - 19 Piers will be added and 23 existing piers will be capped to secure the courts and meet the height of the observation deck
- The project was originally budgeted to cost \$250,000 and the current total owed is \$198,101.04 (not including sales tax).
 - Club received \$23,000 in donations
- Once the project is completed Todd will provide a summary of assessments paid to date and projected assessment income in 2025 and 2026. Todd will then recommend a loan draw to the board to approve and draw on the Thomaston Savings Bank construction loan.
 - The loan has an interest only draw period then then terms out and fully amortizes over 5 years.

VII. Open Action Items

- Court 1 Heaters- The board unanimously approved the \$10,000 cost of new heaters for Court 1
- AED Purchase- Lucy will be sending the invoice to Todd to purchase the AED. The AED will then be placed inside the men's bathroom, with signage added to the door.

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- Pickleball Lines- After a discussion, the board agreed pickleball lines should be added on Court 2. The board recommends only Court 2, but is open to possibly adding the lines to Court 1 in the future.
- Observation Deck- The board agreed for the observation deck to be green.

VIII. Bylaws Review

- The board engaged in a lengthy discussion with input from all board members regarding proposed membership groups, respective group rights, restrictions, and respective group costs. The board proposed the following:

1. Family Membership

- a. (2) Adults residing in the same home. Adults are 18 in age and over.
- b. All Children residing in the same home. Children must be 26 or under in age.
- c. Adults and children have full access to the club, its facilities, and Social Events.
- d. (2) Adults have voting rights for annual dues, assessments, and Bylaws changes.
- e. Subject to assessments and initiation fees.

2. Single Membership

- a. (1) person 18 years of age and older.
- b. Full access to the club, its facilities, and Social Events.
- c. (1) Adult has voting rights for annual dues, assessments, and Bylaws changes.
- d. Subject to assessments and initiation fees.

3. Single Plus Membership

- a. (1) person 18 years of age and older.
- b. Full access to the club, its facilities, and Social Events.
- c. (1) Adult has voting rights for annual dues, assessments, and Bylaws changes.
- d. Subject to assessments and initiation fees.
- e. Spouse / Partner can:
 - Attend Social Events
 - Use the court facilities as specified in the Club rules:
 - 1. Must play with Spouse / Partner.
 - 2. Club Rules will state twice a month to start.
 - 3. No voting rights

4. Social Membership

- a. All current Associate members would become Social Members.
- b. Can participate in all Club Sponsored Social Events.
- c. Does not have access to the court facilities.
- d. Cannot reserve courts.
- e. Not subject to assessments.
- f. Does have voting rights for annual dues only.

5. Honorary Membership

- a. Board approved
 - Vote must be unanimous
 - Significant contribution to the Club.

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- Must be a member for at least 20 years.
 - Pays no dues or assessments.
 - Full access to the club, its facilities, and Social Events.
 - No voting rights.
- Rich Halbert drafted the below example of fees for the respective proposed membership categories:

<u>Membership Category:</u>	<u>2024 Dues:</u>	<u>2024 Initiation Fee:</u>	<u>2024 Qty:</u>	<u>2024 Dues Income:</u>	<u>2025 Dues:</u>	<u>2025 Est Qty:</u>
Family Membership	\$650	\$1,250	17	\$11,050.00	\$725	17
Single Membership	\$325	\$800	63	\$20,475.00	\$400	58
Single Plus Membership (2025)					\$450	10
Social Membership (2025)	\$90				\$110	5
Associates (2024):						
Partner / Spouse Full Member	\$90		44	\$3,960.00		
Partner / Spouse Not a Full Member	\$90		15	\$1,350.00		
Total Associate/Social Members:			59			15
Total Full Members:			97			102
Honorary Membership						
Total:				\$36,835.00		

IX. Other Items

- The board agreed to send the membership bills out after the annual meeting. This would mean the bills are sent around November 1st and due for December 31st.
- The board agreed to change the By-Laws from Tennis Committee and Paddle Committee shall govern guests to “The Board of Governors shall govern guests.”

Adjournment by Rich Halbert at 10:17 p.m.

Respectfully submitted:
Charlie McCormick