WEST ALMANOR COMMUNITY CLUB

BOARD MEETING MINUTES

Tuesday, April 23, 2019

10:00 AM

Clubhouse, 111 Slim Drive

**Directors Present:** President Phil Springfield, Vice President Frank Neth, Treasurer Kathy Hass, Secretary Kim Mullikin and Director at Large Jim Regimbal (via phone)

**Staff Present:** Golf Course Superintendent & Facilities Manager Josh Voboril, ProShop Manager Brandie DeRuiter, Association Manager Jennifer Treff and On Site Office Manager Sonja Anderson

**Staff Absent:** Restaurant Manager Antonio Mejia

1. **Call to Order:** A quorum being present, the President called the meeting to order at 10:00AM.
2. **Approval of the Regular Board Minutes from October 30, 2018, November 13, 2018 and December 11, 2018 and Executive Session Minutes from October 30, 2018, November 13, 2018, December 11, 2018, January 8, 2019, February 11, 2019 & April 1, 2019:** The minutes were approved as written. In the Executive Session held on October 30th contracts and personnel were discussed. Josh Voboril’s and Sonja Anderson’s wage changes were approved. The Grill was discussed with no action taken. Almanor Flooring was awarded the ProShop carpet bid of $2,547 in Executive Session on November 13, 2018. Legal was discussed on December 11, 2018 with no action being taken. Antonio Mejia was interviewed for the Grill Managers position on January 8, 2019. On February 11, 2019 Almanor Floorings revised carpet bid was accepted. Almanor Welding and RBS Masonry were awarded the BBQ repair requests at the rec area and at the driving range. Almanor Welding won the bid to repair the boat dock. Mountain Pride Mechanical won the bids to add rain gutters to the Clubhouse. Legal was discussed with no action taken. On April 1st legal was discussed with no action taken. Gallegos Construction was awarded the bid to make the ProShop restroom ADA compliant.
3. **Announcements:** A moment of silence was given to Fire Chief Fluke and his family. The Directors have been receiving spam emailsand they are working on tracing the IP address. Be cautious opening emails and verify via phone call over opening suspicious emails. Fish will be released off of the WACC boat ramp several times this summer.
4. **Correspondence:** The most recent Lake Almanor water quality report was favorable. The rest of the Board Correspondence will be addressed later in the meeting.
5. **Staff And Committee Reports**
6. **Association Manager:** No CC&R letters were written. There are 45 delinquent accounts. Appfolio, the new software program allows members to access their account, make payments, update their information, and communicate with the Board. The Board is able to see financial reports, review payables and approve invoices. Plumas County has updated their tax requirements and WACC is no longer paying taxes on common areas except for the Clubhouse and it a lesser amount. This two year project will save the association approximately $13,000 annually.

1. **Golf Course Superintendent/Facilities Manager:** The snow is melting quickly. Staff will be coming on as needed. Repairs to the boat dock are being done. Bids will be sought to remove the dangerous trees on the course. Maintenance is fully staffed except for the Assistant’s position.
2. **Almanor West Grill:** Antonio will start on May 1st to set up inventory system, create the menu and prepare for opening. He will cater the Cinco de Mayo for the Auxiliary on May 5th and will open the restaurant on May 10th. The Grill will be open Wednesdays through Sundays as well as special holidays that land on Monday. A draft menu was presented.
3. **ProShop:** The ProShop is fully staffed. There are new retail items available. Both Brandie and Sonja went to social media training. Check out our Facebook and Instagram pages. Don’t forget to use #lakealmanorwestgolfcourse when you post pictures so that we can see all the fun you are having at Lake Almanor West. Brandie has created a QR code that will take you straight to being able to schedule a tee time. There will be golfing specials from May to June 14th. Even though it was necessary to increase golf rates we are still the most reasonable golf course on the lake. Managers have been working closely together to open as soon as possible. We are working of finding a teaching pro.
4. **Architectural Committee:** There have been 2 tree removal requests approved, one new house and garage pending approval, and one deck enlargement pending approval.
5. **LAWCC Auxiliary:** Cinco de Mayo will be held May 5th. The next Auxiliary meeting will be May 8th. For 2019 the Aux. Board President is Lydia Freeby, Vice President – Lorie Sinclair, Vice President – Cheryl Springfield, Treasurer and Sunshine Chair – Sherry Neth and Secretary – Karen De Moe.
6. **Treasurer’s Report:** The following Treasurers Report was approved by the Board.

Report is YTD 12/31/18

Replacement Reserve Balance - $997,707.59

Combined Operations:

Total Revenue = $721,382.36 Operating Costs = ($706,626.33) Operating Income = $14,756.03

Administrative/Common Area

Total Revenue = $403,593.36 Operating Costs = ($225,223.69) Operating Income = $178,369.67

Grill

Total Revenue = $ 52,991.88 Operating Costs = ($112,503.67) Operating Loss = ($59,511.79)

Golf Course/ProShop

Total Revenue= $264,797.12 Operating Costs = ($368,898.97) Operating Loss = ($104,101.85)

There is a new law that mandates that Boards vote on financials. The CPA has done a review on our financials. (M/S/P 5:0)

1. **Firewise 2019 Update:** A letter has gone out to the Department of Transportation and to the US Forest Service requesting clean-up of bordering properties to WACC. Plumas County residences met in Quincy to meet and be proactive in Firewise clean-up efforts. May 30th at the Clubhouse at 6PM there will be a Firewise presentation put on by the Sierra Institute. All are welcome to attend.
2. **Old Business:**
3. **Ratification of letter to CA Department of Transportation:** The letter to the Department of Transportation requesting thinning and area cleanup was approved. (M/S/P 5:0)
4. **Update on Property Tax Appeal:** Report given earlier by Association Manager
5. **New Business:**
6. **CHS Sober Grad Donation Request:** A $500 donation was approved for CHS Sober Grad Night. (M/S/P 5:0)
7. **Golfing Fees:** The 8 to 10 percent increases to golf fees were approved and based on the rates of the surrounding courses we still have the best rates. (M/S/P 5:0)
8. **2019 Reserve Projects Prioritization:** Frank Neth, Phil Springfield and Josh Voboril will work on prioritizing the list.
9. **Budget Reallocation:** Reallocation of the 2019 budget was approved as presented. (M/S/P 5:0)
10. **West Almanor Mutual Water Co. Tree Removal Request:** The Water Co. requested approval to remove a minimum of 5 trees around #6 and #7 pump. (M/S/P/ 5:0)
11. **Money Market Accounts:** The 3 maturing CD’s will be rolled into 3 month CD’s with the best rates.(M/S/P/ 5:0)
12. **WACC Insurance Renewal:** WACC insurance policies are up for renewal the first part of May. The Association Manager and Board President will work together to get the Association the best rates possible. (M/S/P/ 5:0)
13. **Board Correspondence – Rescind Late fees 1 – 21:** After discussion, the Board took no action on removing the late fee from requests numbered 1-18. These late fees stand as posted on their individual accounts. The Board voted to rescind the late fee requests from #19, #20 and #21. (M/S/P/ 5:0)
14. **Timeline for Annual Meeting:** The Board approved the annual meeting timeline.

(M/S/P/ 5:0)

1. **Appoint an Inspector of Elections:** The Board approved The Hignell Company as the Inspector of Elections. (M/S/P/ 5:0)
2. **Members Forum:**
3. **Adjourn Meeting:** The meeting was adjourned at 12:37PM. Next Regular Board Meeting – May 28, 2019 at 10AM at the Clubhouse

Respectfully Submitted,

Kim Mullikin, Secretary

As Prepared by Sonja Anderson

On Site Office Manager