WEST ALMANOR COMMUNITY CLUB

BOARD MEETING MINUTES

Tuesday, July 23, 2019

9:00 AM

Clubhouse, 111 Slim Drive

**Directors Present:** President Phil Springfield, Treasurer Kathy Hass, Secretary Kim Mullikin and Director at Large Larry Gibbs

**Directors Absent:** Vice President Frank Neth

**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:** Grill Manager Antonio Mejia

1. **Call to Order:** A quorum being present, the President called the meeting to order at 9:00AM.
2. **Approval of the Regular and Executive Session Minutes from June 25, 2019:** The minutes were approved as written. In Executive Session on June 25th personnel was discussed with one pay raise approved. Legal was discussed with no action taken. There was discussion with no action taken concerning locking the kitchen for health code reasons. Log sign replacement was discussed with no action taken. (M/S/P 4:0)
3. **Announcements:** Larry Gibbs and returning Board member Frank Neth were welcomed to the Board. Both will serve on the Board until July of 2021.
4. **Correspondence:**
5. **Staff And Committee Reports**
6. **Association Manager:** There are 25 delinquent accounts. There have been no new reserve expenditures. There were 10 CC&R violation letters sent to members concerning final notices to clean their property and also to members concerning not getting architectural approval for changes to their property. Reserve Specialist, Derek Eckert will be here August 15th for a site visit for the upcoming audit.

1. **Golf Course Superintendent/Facilities Manager:** The department is running short staffed. Employees are prepping for the upcoming Osprey Classic. The PGWA women thanked Josh and crew for a fantastic time golfing. They will bring their tournament back to LAW golf course next year.
2. **Almanor West Grill:** The Grill is doing well. The restaurant is closed Monday’s and Tuesday’s. They are open all other days from 11am to 5pm. The top 3 entrée sellers are the Rueben, the Burger, and Fish and Chips. The slowest moving item on the menu is the French Dip. The manager is watching his inventory closely. He has had very little waste this year.
3. **ProShop:** Revenue is up from last year. Retail clothing sales are up with $10,800 in sales so far this year. The PGWA Ladies tournament was a great success. They came a day early, purchased items from the ProShop and practiced the day before their tournament. Tuesday Night Scrambles are a great time to golf. The cost is $20 with a cart. Sign up today.
4. **Architectural Committee:** Chair Lou Mullikin has retired as Architectural Chair.Susan Riney has stepped up as the Chairman. There have been 6 tree removal requests, 1 house painting, and 1 dog run approved. The water company will be clearing around their buildings 100’. They will also come back to the architectural committee as soon as they have decided on what kind of structure to put over the new generator.
5. **LAWCC Auxiliary:** The annual Garage Sale is on Saturday July 27th. In front of the Fire House, during the garage sale, there will be fabric and sewing items for sale. Hot August Nights is August 10th with Mike Angelis catering and Doug Cain will be the DJ. Get your reservation in soon.
6. **Treasurer’s Report:** Year to Date 6/30/19

Replacement Reserve Balance - $1,101,630.89

Combined Operations:

Total Revenue = $705,234.76 Operating Costs = ($322,912.61) Operating Income = $382,322.15

Administrative/Common Area

Total Revenue = $569,875.94 Operating Costs = ($125,249.11) Operating Income = $444,626.83

Grill

Total Revenue = $17,835.29 Operating Costs = ($41,864.36) Operating Loss = ($24,029.07)

Golf Course/ProShop

Total Revenue= $117,523.53 Operating Costs = ($155,799.14) Operating Loss = ($38,275.61)

(M/S/P 4:0)

1. **Firewise 2019 Update:** CC&R Property Clean Up notices were sent to members who need to clean up their property. The Chipping Program is up and running. The Firewise Committee is going to clean up Common Area “D” as a community project. They will get rid of the manzanita and burn the existing piles of debris. Work will take place over the winter. Members are encouraged to contact Kim Mullikin, Firewise Committee Chair and report their hours and expenditures spent on cleaning up their property. This information helps the Association maintain their Firewise status.
2. **Old Business:**
3. **Policy 22 – Assessment Collection Policy:** The Board approved the changes to Policy 22 which now follows CC&R 5.5.1 and 5.11. Policy 22 will also mimic past practices. The Annual Disclosures will go out to the Membership 45 days before the start of the fiscal year (January 1st). Assessments will be due February 1st and will be delinquent if not *received* by February 15th. The assessment and the annual disclosure will be sent separately to members. The Board approved changes to Policy 22 and Policy 22A will be sent to the membership for a 30 day review. (M/S/P 4:0)
4. **New Business:**
5. **Election of 2019-2020 WACC Board Officers: It was motioned and approved that the Board would hold the following positions:**

Phil Springfield – President Frank Neth – Vice President

Kathy Hass – Treasurer Kim Mullikin – Secretary Larry Gibbs – Director at Large

(M/S/P 4:0)

1. **Approval of 2019-2020 Board Calendar –** The 2019-2020 Calendar was approved as presented. Meetings will be the 4th Tuesday of each month with the exception of November and that meeting will be the 3rd Tuesday – Nov. 19th. The annual meeting will be held Sunday, July 5th at 1PM at the rec area. (M/S/P 4:0)
2. **Approval of Architectural Committee:** The architectural committee for 2019-2020 will be Susan Riney (Chair), John Freeby, Chuck Priddy, and Cathy Campbell. (M/S/P 4:0)
3. **Approval of Nominating Committee:** Kim Mullikin and Larry Gibbs volunteered to be on the 2019-2020 Nominating Committee. (M/S/P 4:0)
4. **CC&R’s – Section 3.19:** Section 3.19 pertains to the clearing of trees.The procedure to update an Associations CC&R’s was discussed. Attorney’s fees would be $8,000 to $10,000. Once the Board agrees to the changes they would go out to the members by ballot. It takes a membership quorum for the suggested changes to take effect. The Board gave the Association Manager direction to write a letter to the membership informing them of the Cal-Fire rules concerning property clean-up and maintenance of their vegetation.
5. **Phase 2 &3 (driving range area and Phase 4 (Common Area “D”) and Phase 5 (17 trees surrounding the golf course):** Bids for tree work must be to the office by Monday, August 26th by noon. Phase 4 was taken out of the RFP.Phil, Larry and Josh will walk Phase 5 and mark the 18 trees to be included in the bid. Tree fallers will be encouraged to attend the walk through on August 6th at 10AM.
6. **Members Forum:**
7. **Adjourn Meeting:** The meeting was adjourned at 10:48AM. Next Regular Board Meeting – August 27, 2019 at 9AM at the Clubhouse.

Respectfully Submitted,

Kim Mullikin, Secretary

As Prepared by Sonja Anderson

On Site Office Manager