WEST ALMANOR COMMUNITY CLUB

BOARD MEETING MINUTES

Tuesday, August 27, 2019

9:00 AM

Clubhouse, 111 Slim Drive

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

**Directors Absent:**

**Staff Present:** ProShop Manager Brandie DeRuiter, Association Manager Jennifer Treff and On Site Office Manager Sonja Anderson

**Staff Absent:** Grill Manager Antonio Mejia and Golf Course Super Josh Voboril

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 July 23, 2019:** The minutes were approved as written. In Executive Session the website was discussed with no action taken. A bid in the amount of $4,805 was awarded for fuels reduction and landscape maintenance of the tennis court area. The $4,700 bid for the pump house repairs was approved. No other action was taken.
3. **Announcements:**
4. **Correspondence:**
5. **Staff And Committee Reports**
6. **Association Manager:** There are 8 delinquent accounts headed to collections. There were several CC&R violation letters sent to members – 2 were for changing the footprint to their property without going through the office, 8 final property clean-up notices were sent – 3 of which have complied. Randy Fluke is finishing up “2nd Round” notices. Pump house re-roofing and replacing siding are new expenditures to the Reserve totaling $9,230.00.

1. **Golf Course Superintendent/Facilities Manager:** August tournaments were a success. All employees are working hard at providing the best golf course possible.
2. **Almanor West Grill:** The restaurant is normally closed Monday’s and Tuesday’s but will be open Monday of Labor Day weekend. Current hours of operation are 11am to 4pm, after Labor Day hours of operation will be 11am-3pm. The restaurant will be closing for the season on September 8th. There are 2 special events later in September that Antonio will be catering for WACC.
3. **ProShop:** Though rounds of golf are down compared to last year, revenue is up. July produced $71k in sales. Employee John Longacre has come back to help the ProShop for the season. There were 4 successful tournaments in August. It is yellow jacket season and the staff reacts quickly when notified of a bee nest. There is a customer comment box available for member and guest input. The Reno Golf Show is October 8th, 9th, and 10th. Brandie and Scott were approved to attend. Golf Pro Aaron Gausemel was a huge hit for those who requested lessons this year.
4. **Architectural Committee:** There have been 3 tree removal requests, 2 house paintings, 1 re-roofing and 1 addition approved since last month.
5. **LAWCC Auxiliary:** Hot August Nights was a huge success. Wine in the Pines is September 22nd. The cost is $35 with choice of Prime Rib or Fresh Salmon. Get your payment in as soon as possible. There will be a budget meeting September 17th at the Clubhouse. Auxiliary purchased a new bocce ball score board for the rec area. They and WACC are working on a procedure to approve reimbursement requests.
6. **Treasurer’s Report:** Year to Date 7/31/19

 Replacement Reserve Balance - $1,098,187.35

 Combined Operations:

 Total Revenue = $796,210.55 Operating Costs = ($430,974.56) Operating Income = $365,235.99

 Administrative/Common Area

 Total Revenue = $571,525.95 Operating Costs = ($147,359.14) Operating Income = $424,166.81

 Grill

 Total Revenue = $36,221.13 Operating Costs = ($66,975.66) Operating Loss = ($30,754.53)

 Golf Course/ProShop

 Total Revenue= $188,463.47 Operating Costs = ($216,639.76) Operating Loss = ($28,176.29)

 (M/S/P 5:0)

1. **Firewise 2019 Update:** The Firewise committee is waiting on a response concerning insurance necessity for volunteers. They would like to clean up Area “D” as their community event. Members may submit their hours and expenses to the committee to count toward maintaining the Association’s Firewise status. There is a link with the form attached on the lakealmanorwest.org website.
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 also mimics past practices. Annual disclosures will go out to the membership 45 days before the start of the fiscal year. Assessments are due February 1st and delinquent if not *received* by February 15th. The assessment and the annual disclosure will be sent separately to the membership. The Board approved the changes to Policy 22 and motioned to send the updated policy out to the membership for the 30 day review. (M/S/P 5:0)
4. **Fire Safety Letter Feedback:** The letter that went out to the membership reiterating Cal-Fire requirements for property clean-up was met with some confusion by members. The office fielded several calls and offered clarification. The letter’s intent was to reiterate Cal-Fire property clean-up requirements. Some understood it to mean that we were telling them to clean up their property.
5. **Phase 2,3 and 5 Area Clean-up Report:** Bids are being sought from 10 plus vendors. Completed bids must be to the office by noon on September 9th. Phase 2 is the area continuing around the driving range. Phase 3 is common area running along the back side of the 11 homes starting at 178 LAW to 198 LAW. Phase 5 is 18 trees in the common area surrounding the golf course. Individual tree prices for these 18 trees have been requested.
6. **New Business:**
7. **Member Request to Rescind Late Fees – Letter A, B and C:** After discussion, it was approved to rescind the late fees from letter A (M/S/P 3:1:1) and C (M/S/P 5:0). No action was taken on letter C therefore late fees are as stands.
8. **Overview of 2020 Budget Setting Process:** Association Manager Jennifer Treff gave a summary of the WACC budget setting process. Actuals through September are looked at. Ending income, expenses and individual balances are projected through the end of the year. Sonja meets with each manager to discuss needs and wants. These are presented to the Board. The Board reviews upcoming projects – both operating and reserve projects. Spreadsheets for estimated payroll are prepared. The Board receives the spreadsheets, reviews, discusses and comes up with next years projected budget. The Board has requested September month’s end report as soon as it is available.
9. **Update the Board Signers on the US Bank Account:** It was motioned and approved to update the signers on the account at US Bank. (M/S/P 5:0)
10. **Schedule Facility Tour 2019:** The Facility Tour was scheduled for Friday, August 30th at 10AM.
11. **Process for Requesting Donations from the Auxiliary:** Tabled until next meeting. Treasurer Kathy Hass will work with the Auxiliary in coming up with a procedure.
12. **Tee Box Signs:** New tee signs are approximately $1,000 each and we will need 9 of them. Phil Springfield, Frank Neth, Brandie DeRuiter and the Men’s and Women’s Golf Clubs will work together and come back to the Board with suggested new tee box signs and how to come up with the replacement costs.
13. **AED Request from the Fire Department:** Tabled to Budget talks
14. **Members Forum:**
15. **Adjourn Meeting:** The meeting was adjourned at 11:48AM. Next Regular Board Meeting – September 24, 2019 at 10AM at the Clubhouse.

Respectfully Submitted,

Kim Mullikin, Secretary

As Prepared by Sonja Anderson

On Site Office Manager