WEST ALMANOR COMMUNITY CLUB

BOARD MEETING MINUTES

Tuesday, September 24, 2019

10:00 AM

Clubhouse, 111 Slim Drive

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

**Directors Absent:** Vice President Frank Neth

**Staff Present:** ProShop Manager Brandie DeRuiter, Association Manager Jennifer Treff and On Site Office Manager Sonja Anderson, Grill Manager Antonio Mejia and Golf Course Super Josh Voboril

**Staff Absent:**

1. **Call to Order:** A quorum being present, the President called the meeting to order at 10:05AM.
2. **Approval of the Regular and Executive Session Minutes from August 27, 2019 and Ex. Session held on Sept. 19, 2019:** The minutes were approved as written. In Executive Session 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. Bid for Phase 2, 3 and 5 was reviewed in Executive Session held on Sept. 19, 2019. Almanor Tree Removal was awarded all 3 Phases for a total of $36,900. Bids for a spreader, fairway aerator, and greens airifier were reviewed and approved. The bid for the “sports court” log sign, the repair of the boat ramp log sign and maintenance of the rec area log sign were approved. Elite Builders will be doing the work.
3. **Announcements:** Fuels reduction work will start with Phase 5, the removal of 18 dead and/or dangerous trees and Phase 2 and 3 will be completed, weather permitting, this fall and possibly into the spring.
4. **Correspondence:**
5. **Staff And Committee Reports**
6. **Association Manager:** There were 4 delinquent accounts forwarded to the attorney to continue the process of liening the property. 75 CC&R property clean-up violation letters were sent to members as a follow-up to the 2nd notices given by fire chief Randy Fluke. 5 members have been asked to meet with the Board later today concerning their “final notices” they received earlier this summer concerning cleaning up their property. One CC&R letter was sent to a member concerning encroaching on WACC common area property. Staining the wood fence at the Clubhouse with a higher quality stain was approved. (M/S/P 4:0)

1. **Golf Course Superintendent/Facilities Manager:** Almanor Tree Removal will be using a crane where possible concerning the cleanup of Phase 2, 3 and 5. The new cart path will be started next week. The swim dock and buoys will be removed as soon as the Fire Department is available to help. The maintenance crew will be working on limbing up and cleaning up of the common areas. Several employees have left for the season due to medical reasons.
2. **Almanor West Grill:** The Chef, Antonio Mejia had a very successful season running the Grill and will be back again next year. The restaurant is closed for the season. In September sales were up $3,500 for the month and almost $1,000 in the month of August compared to last year’s sales. Inventory has been completed.
3. **ProShop:** August totals are $4,500 up from 2018 August sales. Monthly passes are a great deal and are selling well. There will be a couple smaller tournaments before the end of the season. Punch cards are now isolated in the reporting system and sales this year are up from last. The ending inventory goal is less the $8,500 and Manager DeRuiter feels like she will be able to meet that number. The Men’s Golf Bash will be held later in the week. New tee signs will run approximately $1,100 each to replace.
4. **Architectural Committee:** There have been 1 driveway, 2 tree removal requests approved since last month. 1 sleeping in the RV while renovating their home was denied. There is 1 tree removal and 1 deck replacement pending.
5. **LAWCC Auxiliary:** The Wine in the Pines was a lot of fun. 55 members attended. October 2nd is the last meeting of the year.
6. **Treasurer’s Report:** Year to Date 8/31/19

Replacement Reserve Balance - $1,086,724.60

Combined Operations:

Total Revenue = $873,332.63 Operating Costs = ($545,139.68) Operating Income = $328,192.95

Administrative/Common Area

Total Revenue = $577,233.72 Operating Costs = ($181,829.05) Operating Income = $395,404.67

Grill

Total Revenue = $52,196.75 Operating Costs = ($86,376.83) Operating Loss = ($34,180.08)

Golf Course/ProShop

Total Revenue= $243,902.16 Operating Costs = ($276,933.80) Operating Loss = ($33,031.64)

(M/S/P 4:0)

1. **Firewise 2019 Update:** The Firewise committee would like Members to be sure and report their hours and expenses related to cleaning up their properties. Chipping will start this week for members to take advantage of. The US Forest Service will start cleanup of the southern boundary of the Association hopefully sometime next year.
2. **Old Business:**
3. **Policy 22 – Assessment Collection Policy:** The updated policy will be going out to the general membership for the 28 day review.
4. **Tee Box Sign Report:** Brandie, the ProShop Manager, has done research on tee sign replacement. They will be either cast aluminum or cast bronze.The committee will be working on finding 9 sponsors to replace the tee signs. They will also be discussing how long the sponsorship of the tee sign will be.
5. **Process for Requesting Donations from the Auxiliary:** A draft process for requesting funds from the Auxiliary was presented and approved. (M/S/P 4:0)
6. **Management Request to the Auxiliary – Cold Station, Harvester or Snow Blower:** The Board approved the request for the Grill to ask the Auxiliary for a sandwich station replacement. The other requests were not approved.
7. **New Business:**
8. **Member Request to Rescind Late Fees:** No action taken
9. **Member Renovation Request:** No action taken
10. **October Meeting Date Change – Change October’s Board Meeting date from the 22nd to 24th at 10:00AM:** The October meeting date change was approved to October 24th at 10:00AM at the Clubhouse (M/S/P 4:0)
11. **Value of old Tractor:** Tabled until more information is compiled
12. **Value of old Deep-Fryer:** Deep fryer has no value, it will be thrown away
13. **Employee Request – painting the interior of the ProShop:** request withdrawn
14. **EcoGreen Solutions – retrofit lighting, HVAC, pumps etc.:** After discussion, and with no cost to the association, the Board voted to move forward on the EcoGreen survey to see if the Association would benefit from retrofitting the lighting, HVAC and pump systems.

(M/S/P 4:0)

1. **Insurance coverage report for Volunteers and for the Auxiliary:** Volunteer insurance will cost $300 annually to have secondary medical insurance coverage on volunteer members. (M/S/P 4:0)
2. **Members Forum:**
3. **Adjourn Meeting:** The meeting was adjourned at 11:42AM. Board Training – October 8, 2019 at 11:00AM at the Hignell office. Budget Meeting – October 11th at 10:00AM at the Clubhouse. Next Regular Board Meeting – October 24, 2019 at 10AM at the Clubhouse.

Respectfully Submitted,

Kim Mullikin, Secretary

As Prepared by Sonja Anderson

On Site Office Manager