WEST ALMANOR COMMUNITY CLUB

BOARD MEETING MINUTES

Thursday, September 24, 2020

10:00 AM

Clubhouse and Via Zoom

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

**Staff Present:** Association Manager Jennifer Treff and On Site Office Manager Sonja Anderson

1. **Call to Order:** A quorum being present, the President called the meeting to order at 10:04AM.
2. **Approval of the Regular and Executive Minutes from August 27, 2020:** The minutes were approved. In executive session bids for golf cart replacement was discussed with no action taken. Bids for the maintenance driveway were reviewed and Dig It Construction was awarded the bid. They are also to repair cracks and holes in the Clubhouse parking lot as well as holes in the Rec area parking lot for a total of $16,580. (M/S/P) Purchasing of new yardage markers was approved in the amount of $1,800 plus tax and shipping. (M/S/P) Sonja is working on getting prices to repair the sports courts. Personnel was discussed with no action taken. A member being in compliance of current safety laws was discussed with no action taken.
3. **Announcements:** The West Shore South Project EIF is being released and public comment is being asked for. This is a forest vegetation and fuels treatment project. All members are encourage to respond with their concerns. Further information will be brought to the next meeting.
4. **Correspondence:**
5. **Staff And Committee Reports**
6. **Association Manager:** Several CC&R violation letters have been sent to members. The 2nd round notices for property clean-up are due any time from the fire chief. There were 4 properties in collections, 2 of which paid their accounts in full before the close of escrow, the third property is on a payment plan and they are current in their payments. There are 8 members with late fees on their account. The list of reserve projects was reviewed. $47,649 has been spent to date out of the reserve. The ProShop was given Board approval to ask the Auxiliary if they would be interested in helping to purchase a new ball washer in the amount of $1,531.64. (M/S/P) In the last month 29 permanent common area passes and 7 temporary passes were issued to members.

1. **Golf Course Superintendent/Facilities Manager:** The airifacation of greens will begin on September 28th and will take several days. Temporary greens will be made so that the course can stay open for play. 3 of the new fairway markers have been installed. Once there is verification that they were installed correctly the rest of them will be installed. The swim buoys will be brought in out of the water shortly. The contractor taking care of the hazard trees is about half done taking down the trees. Most of the limbs have been cleaned up. 3 of the trees to be removed at the maintenance shop will remain until it is certain that the ospreys have vacated their nest.
2. **Almanor West Grill:** The 2020 inventory has been completed. Income and expenses are both down from 2019. As of 8-31-20 the grill was down $21,250 for the year.
3. **ProShop:** As of 9/24/20 inventory is at $10,265.05. ProShop sales are up $35,271.92 from last year, rounds of golf are up 1545 rounds from a year ago and retail sales are down $551.96 from a year ago.
4. **Architectural Committee:** There have been 2 tree removal requests, 2 pre-construction tree removals pending, 1 new house and garage request approved and 2 repainting request approved this last month.
5. **LAWCC Auxiliary:** All Auxiliary functions to date have been cancelled because of COVID-19 restrictions.
6. **Treasurer’s Report:** Year to Date 8/31/2020

 Replacement Reserve Balance - $1,129,742.33

 Combined Operations:

 Total Revenue = $867,798.28 Operating Costs = ($520,264.12) Operating Income = $347,534.16

 Administrative/Common Area

 Total Revenue = $552,975.15 Operating Costs = ($168,505.54) Operating Income = $384,469.61

 Grill

 Total Revenue = $37,368.93 Operating Costs = ($58,616.31) Operating Loss = ($21,247.38)

 Golf Course/ProShop

 Total Revenue= $277,454.20 Operating Costs = ($293,142.27) Operating Loss = ($15,688.07)

 Overall revenue is 98% of projected budget while expenses are 59% of projected budget.

 While revenues will not increase significantly for the remaining 2 months of our revenue

 generating period, expenses will continue to be incurred for G&A, payroll and facility

 expenses. Due to COVID-19 issues, County/State mandates will require additional supply

 expenses and changes in personnel operations to meet mitigation guidelines. Electrical cost

 are up across the board. (M/S/P 5:0)

1. **Firewise 2020 Update:** “Living With Fire” is a very good brochure and is available at the fire department. Oct 2nd and 9th is a Community Clean-Up event. Breakfast items are offered at 8:30 with clean-up starting at 9am and going to 1pm. Volunteers will be cleaning up the boat ramp area, the center divider towards the entrance as well as on Slim Drive. All members are encouraged to volunteer to help. Meet at the fire station if you would like to participate. The volunteer will be borrowing the dump trailer from Maintenance.
2. **Old Business:**

**A. Boat Ramp Gate:** The committee is at a standstill as they are waiting for costs associated to install an electric or solar gate. They are also wanting to talk to PG&E about finding a closer switch box so that the install expense would be less. They will bring more information to the next meeting.

**B. Pickleball Court Relining:** The committee is waiting to hear back from a court repair company for the cost associated to reline the courts.

1. **New Business:**
2. **Schedule Budget Meetings:** The open budget meeting will be October 21st at 10AM at the clubhouse. Each Board member will take a cost center to analyze trends and expenditures. Phil and Frank will analyze golf course trends and expenditures. Larry and Kris will analyze the Grill trends and expenditures. Kathy and Sonja will analyze the operating trends and expenses.
3. **Rescind Late Fee Request:**  Member will receive their one time rescinding of late fees. (M/S/P)
4. **Members Forum:**
5. **Adjourn Meeting:** The meeting was adjourned at 11:22AM. Next Regular Board Meeting – October 22, 2020 at 10AM at the Clubhouse. Seating will be limited. Masks are required.

Respectfully Submitted,

Kris Mehan, Secretary

As Prepared by Sonja Anderson

On Site Office Manager