WEST ALMANOR COMMUNITY CLUB

BOARD MEETING MINUTES

MARCH 26, 2018

10:00 AM

CLUBHOUSE

111 SLIM DRIVE

**DIRECTORS PRESENT:** President Phil Springfield, Vice President Frank Neth, Treasurer Don Van Alen, Secretary Barbara Ames, and Director at Large Jim Regimbal (via phone)

**DIRECTORS ABSENT:**

**STAFF PRESENT:** Association Manager Jennifer Treff,, On Site Office Manager Sonja Anderson, and Golf Course Superintendent/Facilities Manager Josh Voboril

**STAFF ABSENT:**

1. **Call to Order:** A quorum being present, the meeting was called to order at 10:00AM.
2. **Approval of Regular Board Minutes from November 13, 2017, and Executive Session Minutes from November 13, 2017, Executive Session Minutes from December 18, 2017, February 5, 2018, March 1, 2018 and March 12, 2018:** The above minutes were approved by the Board.On 11-13-17 no action was taken. On 12-12-17 three dead and dying trees from the rec area will be removed by Almanor Tree Service for $2,900. Gallegos Construction was awarded the remodeling of the tennis court restrooms at $3,750. WACC will purchase the replacement items needed. Gallegos was also awarded staining of office, three mailbox structures and the three kiosks at $4,900. Replacing the tennis court restroom roof was awarded to Gallegos at $2,300. Gallegos will replace damaged corner trim, caulk cracks, and remove dirt build-up against the siding of the golf course ball shed at $400. The golf course pump sheds will receive replacement siding and trim where needed, dirt removed from against the building and the paint touched up by Gallegos at $1,500. The Rec Area restrooms will receive pull bars by Gallegos at $145. Gallegos will install fishing weight bat deterrents at the tennis court bathrooms and WACC office porch for $200. For $280 Gallegos will replace damaged corner trim, caulk holes and touch up paint at the tennis court ball shed. For $270 Gallegos will paint the fence around the trash area to match the rest of the building at the Clubhouse. It was approved to have Gallegos, while working with Neth, Van Alen and Vorboril, to replace the roofs at the golf course pump sheds and replace one of the doors. Work not to exceed $4,800. The contract with the Hignell Company was discussed and approved. On 2-5-18 there was no action taken in executive session. On 3-1-18 it was approved to make the restrooms at the maintenance department ADA compliant. Labor to complete the interior will be $3,250 and WACC will supply all necessary materials and fixtures. New concrete walkways to these restrooms will be completed for $2,300. Gallegos was awarded both contracts. It was approved to extend the cold air duct work in the kitchen of the Grill. Mountain Pride Mechanical received the bid at $2,100. Direction was given to Hignell management co. to charge $11,000 in tree removal costs to the 2017 budget although these monies will not be spent until 2018 when the work is completed. An RFP will be developed by 2 Board members with input from Josh Voboril to purchase a new vehicle for the maintenance department. Josh and Sonja will seek bids based on the RFP. On 3-12-18 Chuck Patterson was awarded the bid for a 2018 Dodge Ram 1500 pick-up in the amount of $42,561.87.
3. **Announcements:** There are 3 upcoming Board vacancies. Board Applications are available in the office and are due back to the office no later than Wednesday, April 25th at 2PM.
4. **Correspondence:**
5. **Staff and Committee Reports**
6. **Association Manager:** Once Board nominations are closed Hignell will work on getting ballots mailed to members. No CC&R violation letters have been written. There are 2 members who are not complying with the Tenant Registration policy. They will be asked to comply or come to a hearing before the Board. There are 49 delinquent accounts. They are receiving follow-up statements with fees attached. All departments will be fully staffed at the beginning of the season with the only shortfall being a part-time cook for the Grill and one part-time employee for maintenance. Ads are continuing to be run until all departments are fully staffed.
7. **Golf Course Superintendent/Facilities Manager:** The new vehicle is running great! The golf course superintendent is demoing equipment and will be getting bids for replacement equipment. Josh attended a conference in Texas during the winter where he took classes and looked at new equipment.
8. **Almanor West Grill Report:** Nikole Machado is gearing up for the season. She is working on a new menu, checking with vendors and looking at inventory. There will be an employee training day prior to the opening of the grill.
9. **ProShop Report:**  Ryan Trask is getting ready for the season to start. The ProShop will not open until a date has been set to open the course all of which is weather dependent.
10. **Architectural Committee Report:** There has been three tree removal requests, 1 fence extension request and one new garage request approved.
11. **LAW Auxiliary:** The first meeting of the year will be May 16th at the Clubhouse at 9:30AM.
12. **Treasurer Report:** Information is Year End 12/31/17

Replacement Reserve (year-end funding level 72.1%)

2017 Contribution $ 160,000

2017 Interest $ 11,452

2017 Expenditure $ 94,486

12/31/17 Balance $1,047,290

Operations Budget Actual

Revenue

Combined Operations $774,282 $775,871

Expenses

General & Admin $229,957 $254,936

Facilities & Grounds $544,325 $509,876

Total: $774,282 $764,812  **\***

Operating Income $ 0 $ 11,059

\*Includes $34,232 contribution to Operations Contingency Fund. The Operations Contingency Fund should be funded at $100,000 and is at approximately $79,000. It was approved to move the $11,059 to the Operating Contingency Fund. (M/S/P 5:0)

1. **Firewise 2018 Update:** WACC has received the 2017 Renewal Certificate and is considered in “Good Standing” for 2018. A Firewise volunteer coordinator is needed. The coordinator would organize a firewise project that has expenditures to meet the threshold required by the state. In the past an education day was offered to members. If you are interested please contact the office as your earliest convenience.

1. **Old Business**
2. **Tennis Court Restrooms update –** The prep work and painting is complete. Gallegos Construction will be working on the project as weather permits.
3. **Maintenance Restrooms update –** Gallegos Construction and Treasurer Van Alen have been working together to ensure that these restrooms will soon be ADA compliant. Work to be completed as weather permits.
4. **Pavers in the Rec Room update –** Lopez Construction will complete this project as soon as weather permits.
5. **Fans in the Dining Room update –** Van Alen has been working with Branch Electric install four fans in the Clubhouse. The project is to be completed by the end of April 2018.
6. **Staining and painting update –** Gallegos Construction will stain and paint the WACC office, the 3 mailbox structures and the 3 kiosks as soon as weather permits.
7. **New Business**

1. **1998 Ford Truck:** It was approved to offer any interested current or returning employee the possibility of bidding on the 1998 Ford truck at $500 OBO. All possible bidders will be made aware of the defects of the vehicle. Vehicle will be sold as non-operable and “as is”. Sealed bids are due to the office by April 16th at 2PM. (M/S/P 3:2)
2. **Lettering on the 2018 Dodge truck:** A “Lake Almanor West” design in dark green was approved for signs on the new truck on both side door panels and on the tailgate. (M/S/P 5:0)
3. **Architectural Committee Volunteer – Lou Mullikan:** Member Lou Mullikan of 111 Marion Trail was approved as the new Architectural Committee volunteer. (M/S/P 5:0)
4. **WACC Employee Handbook 2018:** New laws went into place the first of the year and the employee handbook was updated by HR at Hignell. The newly updated 2018 WACC Employee Handbook was approved for use. (M/S/P 5:0)

1. **2018 Golfing Fees:** 2018 Golfing Fees will stay the same except for the 10 Play Card. It will be $300 for owners, $330 for Renters and Guests, and $360 for Public play. WACC will also offer a new “Monthly” golfing rate to members, public, renters and guests. The rates will be $200 for May, $250 for June, $350 for July, $325 for August, $200 for September and $150 for October. (M/S/P 5:0)
2. **Almanor West Grill Flooring/Carpet decision:** Barbara will continue to work on this project and get more samples and bids.
3. **Replacement Swim Floats:** It was approved to purchaseyellow and white 5”x9” floats, 2 sombrero buoys for the corners and 1,000’ yellow ¾” rope. 364 floats will be needed and placed very 24” on the rope. Sonja will check with LACC as they have recently purchased new floats as well. (M/S/P 5:0)
4. **Tennis Court key/Recreation Area toy box:** No Action taken
5. **Plumas County Tax Assessor Appeal date/May WACC Board Meeting date change:** May’s meeting was changed to the 29th of May at 10AM because of the conflict between the Board meeting date in May and the day that the hearing will be held (May 22nd and 23rd at 10AM) between WACC and Plumas County to try to rectify paying taxes on our common areas. All members are encouraged to come to the meeting in Quincy. The place of the hearing is Plumas County Courthouse, Board of Supervisors Room No. 308, 520 Main Street, Quincy, CA 95971
6. **Members Forum**

**9.0 Adjourn Meeting to Executive Session –** Meeting adjourned at 12:34PM and the Board immediately went into Executive Session at the WACC office. The next regular WACC Board meeting will be April 24, 2018 at 10:00AM at the Clubhouse

Respectfully Submitted,

Barbara Ames, Secretary

As Prepared by Sonja Anderson

On Site Office Manager

The Hignell Companies