**WEST ALMANOR COMMUNITY CLUB**

**BOARD MEETING MINUTES**

**Thursday, April 29, 2021**

**10:00 AM**

**Clubhouse**

**Board Members Present**: President Phil Springfield, Vice President Frank Neth, Treasurer Kathy Hass, and Director at Large Larry Gibbs

**Board Members Absent:** Secretary Kris Mehan

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

1. **Call to Order** – a quorum being present the meeting was called to order at 10:01am.
2. **Approval of Regular and Executive Session Minutes from 11-19-20, Executive Session 12-22-20, 1-21-21, 2-3-21 and 2-22-21, Regular and Executive Minutes from 4-19-21:** All minutes were approved. On 11-19-20 contracts were discussed with no action taken, on 12-22-20 one time bonuses were given to employees who completed the season for the outstanding work they did under COVID conditions, on 1-21-21 grinder bids were reviewed and approved, and employees will be attending communication training, on 2-3-2 leasing of the Grill was approved, and on 2-22-21 purchasing a greens mower, new reels and a utility vehicle were approved. Changes to the Grill lease and employee handbook were approved. (M/S/P)
3. **Announcements –** 2 applications have been received for upcoming Board vacancies. There will be an election for those open positions on the Board. Member Carol Kemp spoke and encouraged members to attend the Town Hall meeting concerning the discussion of a thermal curtain in Lake Almanor. The meeting is at the Memorial Hall May 10th at 5:15. You may attend in person or via Zoom.
4. **Correspondence:**
5. **Staff and Committee Reports**
6. **Association Manager:** Two CC&R violations have been written, one concerning

property clean-up and one concerning tenant registration. There are 5 delinquent accounts plus 2 properties in collections. Two Board applications have been received. Members can expect a May Newsletter. Members will also be receiving the annual confirmation of mailing address request. The updated Organizational Chart was reviewed. The expenditures in the reserve to date were reviewed.

1. **ProShop Report**: The ProShop opened on April 28th for the season and the golf

Course opened for play on April 30th. Tee sheets are filling up for weekend play. The ProShop is still in need of a Starter. The new golf carts that were purchased last fall are here! Some of the accessories are on their way. There is new merchandise for sale in the ProShop.

1. **Almanor West Grill Report:** Boshion Crandall and Ryan Lee introduced

themselves and handed out menus. The Grill will be open for coffee, pastries and other grab and go(lf) items from 7:30am to 3:00. The Grill open with a full lunch menu starting Memorial weekend. Friday and Saturday dinners will follow. Dinner will be by reservation only. The grill is closed Mondays and Tuesdays. Almanor Argentine Grill is on Facebook and Instagram.

1. **Architectural Committee Report**: Since 11-19-21, one garage/addition, 1 addition

and paint, 1 solar panel, 1 new garage, 2 new homes, 1 new addition and deck, 1 new driveway and 6 tree removals all approved.

1. **Treasurer Report**: Year to Date 3/31/2021

Combined Operations:

Total Revenue = $439,440.61 Operating Costs = ($76,251.23) Operating Income = $363,189.38

Administrative/Common Area

Total Revenue = $439,439.61 Operating Costs = ($45,797.69) Operating Income = $393,641.92

Grill

Total Revenue = $1.00 Operating Costs = ($1,695.41) Operating Loss = ($1,694.41)

Golf Course/ProShop

Total Revenue= $0 Operating Costs = ($28,758.13) Operating Loss = ($28,758.13)

A higher percent of the annual assessments went into the reserve than last year. (M/S/P)

1. **Firewise**  – Tim Grewis the new Firewise Coordinator introduced himself. He

attended the annual Firewise meeting. Code Red is going to be changing. Chipping is coming to our area. Spring Clean-up will be May 21st and 22nd. The volunteers will be working on cutting back the sides on Slim. The LAWCC Auxiliary will be helping pay the dump fees and for breakfast food items. Members are encouraged to report their hours and costs incurred to cleaning up their property. The form can be found on the website.

1. **Old Business**

**A. Boat Ramp Gate –** PG&E requires that the Association make every attempt at maintaining privacy to our common areas. The Board has approved the purchase and installation of a card activated entry gate for the boat launch area. The boat ramp entry card will be registered to an individual property. If there isn’t enough solar power, the gate will lift up and stay up. The battery will be able to lift the gate 200 lifts without solar power. The fire department will have a key lock for emergency access. In the winter the boat ramp will be locked for safety purposes. When we sell a card to a member we will have the ability to shut that card off upon the sale of the property. There are plans for a walking/cart path to the side of the gate for members who wish to enter without using a card. The actual dates of installation and the actual cost of the boat ramp entry card is yet to be determined. As more information becomes available it will be posted to the website and bulletin boards.

1. **New Business**
2. **Appoint Inspector of Elections – Approve Mike Willhoit:** Member Mike Willhoit

was approved as the Inspector of Elections. (M/S/P)

1. **Architectural – Approve Scott Holmes:** Member Scott Holmes was approved as a member of the architectural committee. (M/S/P)
2. **Firewise Coordinator – Approve Tim Grewis:** Member Tim Grewis was approved as the Firewise Coordinator. (M/S/P)
3. **Sober Grad Night Donation Request:** The Board will donate $500 to the CHS Sober Grad Night. (M/S/P)
4. **Insurance:** All insurance quotes were not in at the time of the meeting. The Board appointed Phil Springfield and Kathy Hass to review the quotes and make the decision prior to the renewal insurance date. (M/S/P)
5. **Construction/Alteration Form:** The construction/alteration form was approved for use. (M/S/P)
6. **Tenant Registration Form:** The tenant registration form was approved for use. (M/S/P)
7. **2021 Fee Schedule:** The 2021 Fee Schedulewas approved for use. (M/S/P)
8. **COVID-19 Prevention Program – OSHA required:** The required COVID-19 Prevention Plan was approved for use. (M/S/P)
9. **Updated Job Descriptions:** Job descriptions for the ProShop and for the Maintenance department were approved. (M/S/P)
10. **Union Bank Account**: The Board approved closing the Union Bank Account. (M/S/P)
11. **Members Forum**
12. **Adjourn** – The meeting was adjourned at 11:23am. The next Board Meeting is

May 27th at 10am at the Clubhouse.

Respectfully Submitted,

As Prepared by Sonja Anderson

On Site Office Manager