WEST ALMANOR COMMUNITY CLUB

BOARD MEETING MINUTES

Tuesday, July 28, 2020

10:00 AM

Via Teleconference

**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 10:05AM.
2. **Approval of the Regular and Executive Session Minutes from June 30, 2020:** The regular Board Minutes were approved as amended. The Executive Session Minutes were approved. 4 pieces of maintenance equipment are going to be replaced out of the reserve; a John Deere 8700-A 55.1 HP fairway mower for $68,514.25, a Toro 3420 Tri-Flex Hybrid (Demo 41+ hours) Tee Mower for $44,033.51, a Toro Workman HDXD (Demo 45 hours) service vehicle for $30,904.41 and a Toro Grounds Master 3500-D (Off lease 725 hours) perimeter trim mower for $19,841.25. All replaced equipment had zero or 1 year of life left in the reserve. (M/S/P)
3. **Announcements:**
4. **Correspondence:**
5. **Staff And Committee Reports**
6. **Association Manager:** 3 CC&R violation letters have gone out to members. One of whom has already complied. The 2nd round notices for property clean-up are due any time from the fire chief. There are several properties in collections, 2 of which are in escrow. The new greens mower has been delivered. The other 3 pieces of equipment will be here in about a month. COVID-19 and lack of staff is causing delays in the delivery of the equipment. Bids are expected shortly to replace the maintenance department driveway entrance.

1. **Golf Course Superintendent/Facilities Manager:** The maintenance department has been struggling to keep staff. There are 3 new perspective employees and they will come on as soon as the pre-hire documents are in. The crew has been aerating and watering the dry areas. Within the next couple of weeks they hope to fertilize the tees. The new greens mower is here. The other equipment is delayed until next month because of COVID-19. Privacy Patrol handed out 60 red citations to those who are not using their common area use pass. 8 temporary passes were issued. There were 2 vehicles that were 2 time offenders; one from the rec area and one from the boat ramp area.
2. **Almanor West Grill:** The restaurant has been slow the last week or so. The chef is watching his inventory and personnel expenses closely. The restaurant was closed 2 different days this last month due to lack of staff. Come on down and have lunch! The Grill is open Wednesday through Sunday 11am to 3pm.
3. **ProShop:** Year to date the ProShop’s revenue is up $21,377 and rounds of golf played are up by 1074 rounds. Retail Sales are down by $686.77 YTD. The board approved Brandie and Scott to go to the Reno Golf Show October 6-8th. The golf carts are showing wear. Frank Neth and Brandie DeRuiter will work together and bring to the next Board meeting recommendations and expenses associated with maintaining existing carts vs replacing them.
4. **Architectural Committee:** There have been 2 tree removal requests, 1 house painting and 1 new garage request approved this last month. There is 1 tree removal pending.
5. **LAWCC Auxiliary:** All of the Auxiliary functions to date have been cancelled because of COVID-19. Later in the meeting the Auxiliary is submitting to the Board a project idea that they would like to help fund.
6. **Treasurer’s Report:** Year to Date 6/30/2020

The Operating revenue is down approximately 6% primarily because there was less allocated to the assessments. Expenses are up about 1% because rental fees, tenant registrations and home owner late fees are down. Facility fees are down over $4,000 because of cancelations of weddings and other rec. area gatherings due to COVID restrictions not allowing groups of people to congregate. The Grill revenue is down approximately 20%; expenses are down accordingly. The golf course revenue and expenses are up. One of the reasons expenses for the golf course are up is due to the increased requirements of sanitation due to COVID. The treasurer is working on a projection sheet for each department. (M/S/P)

1. **Firewise 2019 Update:**  There was a Town Hall meeting on July 7th with approximately 90 participants. “Ready, Set, Go” was discussed. Defensible space around your home and propane tank is vital. Be sure and flame proof your perimeter. The fire chief has “Ready, Set, Go” packets available at the fire house for those who are interested. Be sure and sign up for Code Red so that you will receive emergency updates. If there is an emergency the fire department and volunteers will drive through the neighborhood to let people know.
2. **Old Business:**
3. **New Business:**
4. **Election of 2020-2021 WACC Board Officers:** Phil Springfield – President, Frank Neth – Vice President, Kathy Hass – Treasurer, Kris Mehan – Secretary and Larry Gibbs – Director at Large (M/S/P)
5. **Approval of 2020-2021 Board Calendar:** The Board meetings will be held on the 4th Thursday of each month with the exception of November. That meeting will be held the Thursday before Thanksgiving. (M/S/P)
6. **Approval of Architectural Committee:** The 2020 – 2021 architectural committee will be Susan Riney - chair and John Freeby, Chuck Priddy, and Kathy Campbell members. (M/S/P)
7. **Approval of Nominating Committee:** According to the new election rules approved earlier in the year members are able to self-nominate therefore a nominating committee is not necessary.
8. **Boat Ramp Gate:** Frank Neth and Larry Gibbs will work on the feasibility and costs of having an electronic gate at the boat ramp. They will bring more information to the next Board meeting.
9. **Pickleball Courts on Court #1:** Frank Neth and Kris Mehan will meet with the folks that play pickleball and come up with the associated costs of rotating and re-lining the pickleball sports court. They will bring this information to the next meeting.
10. **Landscaping the Clubhouse – Auxiliary Request:** Due to the shortage of maintenance staff the Auxiliary proposed hiring a landscaper to maintain the area around the Clubhouse. They are willing to pay for the service up to $5,000 annually. (M/S/P)
11. **Members Forum:**
12. **Adjourn Meeting:** The meeting was adjourned at 10:11AM. Next Regular Board Meeting – August 27, 2020 at 10AM, Place-TBA.

Respectfully Submitted,

Kris Mehan, Secretary

As Prepared by Sonja Anderson

On Site Office Manager