

**Continental Country Club  
Homeowners Association  
Regular Meeting of Board of Directors  
January 27<sup>th</sup>, 2015  
2:30 p.m.**

1. **Call to order** – Bill Babb, President, called the meeting to order at 2:27 p.m.
  
2. **Roll Call** – CCC Staff Member Judi Barrett called roll. Board members David Chambers, Bruce Clark, Brian Vance, Greg Kleiner and Immediate Past President Bob Prida, Vice President DeeDee Malmstone, and Treasurer Blake Rolley were present. Vicki Duncan was present via teleconference. A quorum was announced by President Babb and the meeting proceeded. Others present at the meeting were Executive Director of CCC Bobby Zweifel and staff members Wright, Plattis, Renning and Barrett.
  
3. **Approval of Agenda** – The agenda was presented and reviewed. **Immediate Past President Prida made a motion to approve the agenda. Motion was seconded and carried unanimously. (MSCU).**
  
4. **Homeowner Participation**  
Homeowners Mike Mann, Frank Malmstone and Anne Heitland were present. Director of the Diamond Point Spa, Ruth Rout, was also present.
  
5. **Approval of Minutes**
  - The Minutes for the November 2014 meeting were reviewed. Director David Chambers requested that Item #8 on the minutes regarding the CCC’s water contract with the City of Flagstaff be modified to reflect that the board is attempting to renew CCC’s water contract with the City of Flagstaff for 10 years instead of the Board being set to renew the contract with the City of Flagstaff for 10 years. **Immediate past president Bob Prida made a motion to approve the minutes as modified. The motion was seconded and carried unanimously. (MSCU).**
  
6. **Discussion/Standing Items**
  - **Improvements to the CCC Pool Deck**
    - ❖ CCC Executive Director Bobby Zweifel stated that the Board for the Wyndham Timeshares agreed to finance improvements to the CCC Pool deck area. Zweifel proposed a re-payment plan. CCC would apply half the amount of money it receives from Wyndham Timeshares for Annual Dues toward the total amount Wyndham Timeshares financed CCC for the pool deck. The repayment would continue each year until total amounts due to Wyndham Timeshare reached \$0. **Director Chambers made a motion to approve the loan from the Wyndham Timeshare Units. The motion was seconded and carried unanimously. MSCU.**
  
  - **CC&R Violation Letter for properties with reoccurring violations**
    - ❖ Staff member Barrett explained the current protocol for CC&R violations. Barrett then presented a policy and letter drafted by Association Counsel that addresses properties that repeatedly incur the same violation throughout the year. The violation policy and letter would expedite the violation process for property with repeat violations and allow the board to apply a fine that is retroactive to the date the violation occurred. Director

Chambers stated that there was a large spectrum between the lowest and highest fine amounts the board may apply to the violation. **Immediate Past President Prida made a motion to table the subject until the board received more guidance from Association Counsel about the fine amounts. The motion was seconded and carried unanimously.** (MSCU).

- **Library in the CCC Clubhouse**

- ❖ Executive Director Zweifel stated that he and CCC staff were working toward opening a small library on the second floor of the Continental Country Club clubhouse. The library, which would be operated by CCC members (volunteers) and available to CCC members, would add to the overall member experience for CCC homeowners.

## 7. Action Items

- **Finance Committee Report – November 2014: Treasurer Rolley reviewed the following financial reports:**

- i. Income statement for the month of November 2014
- ii. Income statement for Year to Date November 2014
- iii. Income statement for Golf Business Unit: month of November 2014
- ii. Income statement for Golf Business Unit: Year to Date November 2014
- iii. Income statement for Small Business Units: month of November 2014
- iv. Income statement for Small Business Units: Year to Date November 2014
- v. Statement of Cash Flows: Month to Date November 2014
- vi. Statement of Cash Flows: Total Year to Date
- vii. Statement of Cash Flows: Total Year
- viii. Cash Flow Estimate

**Vice President DeeDee Malmstone made a motion to approve the financials as presented. The motion was seconded and carried.** (MSCU).

- **2015 Budget: Revised**

- ❖ Director Chambers gave a brief synopsis of the 2015 CCC Budget. **Immediate Past President Bob Prida made a motion to approve the revised budget. The motion was seconded by Treasurer Rolley and carried.** (MSCU).

- **Spa Lease Renewel**

- ❖ Executive Director Zweifel stated that the Director of the Diamond Point Spa Ruth Rout has chosen to renew her lease with the Continental Country Club for another year. Director of Spa Ruth Rout expressed interest in renewing her lease for 2 years instead of one. Rout invited board members to make an appointment at the spa so that they may see the type of spa experience that is being offered to CCC members and Wyndham guests.

- **Liquor License Agreement**

- ❖ **Immediate Past President Prida made a motion to approve the transfer of CCC's Liquor License from CCC to Oakmont, LLC. The motion was seconded and carried.** (MSCU).

- **CCC Committees**

The following committees were created and include the following participants:

- ❖ Finance Committee: Blake Rolley and Dave Chambers
- ❖ ACC Committee: Bruce Clark, Greg Kleiner
- ❖ Membership Committee: Vicki Duncan, DeeDee Malmstone, Brian Vance
- ❖ Events Committee: Greg Kleiner and DeeDee Malmstone

## 8. Department Reports

- **Membership**

- ❖ Director of Membership & Marketing Krista Renning presented a sample of a Membership Packet which listed various memberships and their amenities.
- ❖ Krista presented the Membership Policy document that was last revised in 2006, with modifications that CCC staff and the Executive Director proposed. Immediate Past President Prida instructed Renning to disseminate to the board a copy of the current Membership Policy Document and a copy of the Membership Policy Document with the modifications so that they may first review the membership policies as it stands before they make a decision on the changes.

- **Golf Operations**

- ❖ Director of Golf Brian Wright presented to the board two (2) items for discussion that were presented at the Golf Conference with OB Sports; a discount golf card and golf rates for 2015. Members who purchased the discount golf card also known as the High Country Card would receive discounts on golf rates. Director Wright also proposed golf rates for 2015. **Immediate Past President Prida made a motion to approve the following proposed golf rates.**
  - i. Peak Season/Peak Times: \$69 + tax
  - ii. Off Season/Peak Times: \$59 + tax
  - iii. Twilight: \$38 for Non-Members and \$31 + tax for Members
  - iv. Cart price \$14 +tax for 18 holes and \$7 + tax for 9 holes
  - v. Bucket Price \$7 for a small and \$11 for a large

**The motion was seconded and carried.** (MSCU).

- ❖ Per the recommendation of OB Sports, the board discussed changing the name of the Golf Course to the Continental Golf Club. **President Babb called for a vote on changing the name of the golf course from the Continental Country Club Golf Course to the Continental Golf Club. All members of the Board except Director Kleiner were in favor of the name change. Director Kleiner abstained from the vote.**
- ❖ Staff member Renning proposed that CCC discontinue their contract with Club Essential and pursue the website created by Golf Mgt. Co. The board agreed that as long as it is within budget, CCC Executive Director Bobby Zweifel should have the ability to make such decisions.

- **FGMC**

- ❖ Superintendent Jeff Plattis spoke about the equipment inventory at FGMC. FGMC will be using 7 new pieces of equipment for maintaining the golf course. The lease for this equipment will begin on April 1<sup>st</sup>, 2015. Plattis stated that he also a “Necessary Equipment Items” list for their insurance agency. Plattis is in the process of selling the older equipment that is being replaced.
- ❖ Despite warm and dry temperatures Plattis stated that the overall winter has been wet enough for the golf course turf to sustain.
- ❖ Current Projects for FGMC include trimming & knocking down trees from elk damage, preparing older equipment for the upcoming season, and obtaining the fishing wire needed to put over the lakes to assist with minimizing goose populations.

- **Restaurant Operations**

- ❖ CCC Executive Director Zweifel reported that the new restaurant would like to take over all marketing and operations for weddings at the Continental Country Club. The restaurant will give CCC \$500 per wedding for the use of CCC event space. **Immediate Past President Prida made a motion to accept the offer from the restaurant for 2015. The motion was seconded and carried. (MSCU).**

- **Executive Director Report**

- ❖ CCC Executive Director Bobby Zweifel reported on the operations of Continental Country Club. Staff are currently going through extensive customer service training. Zweifel stated that he and staff are also performing audits on all equipment operations and evaluating contracts with vendors. In addition, Zweifel also took measures to secure CCC Clubhouse by installing security cameras in the fitness room & in the main lobby and changing the locks in the clubhouse building. He is also focusing on CCC signage and branding of the CCC Logo.
- ❖ Zweifel presented options to the Lake Elaine water situation. He stated that CCC needs to go back to the court to (1) ask for a reduction of the volume of water Lake Elaine is required to have and (2) present to the court and to homeowners surrounding Lake Elaine the option of reducing the volume of water in the lake and landscaping the area that is not immersed in water so that it is still aesthetically pleasing.
- ❖ Zweifel stated that using the driving range property as the sole event space for the music festivals could be cumbersome to the driving range operations. Zweifel asked the board to consider the option of having Timberline Golf provide event space for some of the events that occur throughout the year. He stated that it was important that we keep the driving range open during the season.

- **CC&R Compliance**

- ❖ Staff member Barrett reported on the status of CC&R compliance operations at CCC. She reported that CC&R Monitor Brian Young was working diligently on assuring CC&R compliance from all properties within the CCC HOA. Barrett reported that Decals with CCC’s logo on it and the words “HOA Monitor” were ordered for Young to use on his

compliance drives. Barrett stated that it was important that the act of CC&R Monitoring be more visible to homeowners so that they can see that CCC is actively working to maintain the values of their property. Decals will be key to visibility.

- **Tennis**

- ❖ Director of Tennis Kleiner reported that tennis made \$16,000 in 2014. Between NAU and NPA the CCC tennis courts are 100% booked in the winter. Kleiner reported that NPA wanted all possible courts CCC could give them. NPA is currently paying CCC \$2500 for the use of their courts, which is up from the amount they paid in 2014 which was \$1500. Kleiner also reported that the French drain that was installed behind tennis courts 5-8 continued to work very well.
- ❖ Kleiner stated that Pickleball had moved to the Aquaplex for the winter. Prida stated that the members of the Pickleball Program were looking to CCC to have the Pickleball courts re-surfaced. The board discussed different options regarding funding the re-surfacing of the Pickleball Courts, including having the Pickleball Program raise their own funds through fundraising. Zweifel stated that he will be meeting with representatives of the Pickleball program the following weekend to get a better understanding of what the Pickleball program is looking for in 2015.

**9. Adjourn.** There being no further business, **Immediate Past President Prida made the motion to adjourn the meeting at 5:59 p.m. The motion was seconded and carried unanimously (MSCU).**

Respectfully Submitted:

Judi Barrett, Administrative Director

Continental Country Club