

**Continental Country Club
Homeowners Association
Regular Meeting of Board of Directors
February 24th, 2015
2:30 p.m.**

1. **Call to order** – Bill Babb, President, called the meeting to order at 2:32p.m.

2. **Roll Call** – CCC Staff Member Judi Barrett called roll. Board members David Chambers, Bruce Clark, Brian Vance, Greg Kleiner, Immediate Past President Bob Prida, and Vice President DeeDee Malmstone were present. 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 Carmichael, Wright, Renning and Barrett.

3. **Approval of Agenda** – The agenda was presented and reviewed. **Prida made a motion to approve the agenda. Motion was seconded and carried unanimously. (MSCU).**

4. **Homeowner Participation**
Homeowners Bill McGrath and Anne Heitland were present. Homeowners did not have any questions and/or comments for this portion of the meeting.

5. **Approval of Minutes**
 - The Minutes for the January 2015 meeting were reviewed. **Chambers made a motion to approve the minutes. The motion was seconded and carried unanimously. (MSCU).**

6. **Discussion/Standing Items**
 - ❖ **There were no items for discussion**

7. **Action Items**
 - **Finance Committee Report – December 2014: Carmichael reviewed the following financial reports:**
 - i. Income statement for the month of December 2014
 - ii. Income statement for Year to Date December 2014
 - iii. Income statement for Golf Business Unit: month of December 2014
 - iv. Income statement for Golf Business Unit: Year to Date December 2014
 - v. Income statement for Small Business Units: month of December 2014
 - vi. Income statement for Small Business Units: Year to Date December 2014
 - vii. Statement of Cash Flows: Month to Date December 2014
 - viii. Statement of Cash Flows: Total Year to Date
 - ix. Statement of Cash Flows: Total Year
 - x. Cash Flow Estimate

Prida made a motion to approve the financials as presented. The motion was seconded and carried. (MSCU).

- **Capital Improvements**

- ❖ Executive Director Zweifel presented to the board of directors requested the following capital improvements for CCC:
 - i. Server for administrative offices
 - ii. Range Servant Golf Machine
 - iii. Safe Lock ID Card Printer, Security Entry and Data Keeper, compatible with CCC Member ID's and Wyndham Guest Key Cards.
 - iv. Installation of pavers for front entryway
 - v. Replacement carpet for the 2nd floor of the Clubhouse; with Babb to meet CCC half way on the cost of the carpet

Chambers made a motion to approve \$50,000 for capital expenditures for 2015. The motion was seconded and carried. (MSCU).

- ❖ **Additional improvements**

- i. Zweifel stated that improvements to the pool deck, to be initially financed by Wyndham Timeshares are set to begin in April 2015.
- ii. Malmstone requested that the maintenance department replace the siding on the west side of the cart barn this season.
- iii. The board agreed that CCC would put up \$7500 for pickleball court improvements that the Pickleball Program participants will need to match.

- **Proposed Changes to the Membership Policies last revised in 2006**

- ❖ Staffer Barrett presented the proposed modifications to the current Membership Policies
- ❖ Chambers directed Barrett to include Lot Assessment amounts for 2016 in the Membership Policies as well as the Associate to Full Member upgrade amount for 2016
- ❖ Chambers directed staff to add to the back of the Grandkids Pass for 2015, "2015 is the final year Grandkids Passes will be issued."
- ❖ **Kleiner made a motion to approve the modifications to the Membership Policies as presented. The motion was seconded and carried. (MSCU).**

8. Department Reports

- **Marketing/Events**

- ❖ Director of Membership Sales, Marketing and Events Krista Renning stated that CCC will be changing website designers. CCC will be going from Club Essential to "CyberGolf." Renning stated that users who type in the old CCC website address will automatically be re-directed to the new website. Renning went over the Month of Golf Timeline. Renning presented the new logo and logo colors for CCC. She also presented the new name for the CCC Golf Course; Continental Golf Club, Flagstaff.
- ❖ Renning stated that she will be getting multiple corporate businesses in Flagstaff to purchase the High Country Card in bulk.
- ❖ Renning stated that there were 13 weddings confirmed for 2015 and 15 Golf Tournaments

- **Membership**
 - ❖ Renning stated she would generate monthly email blasts to HOA members

- **Golf Operations**
 - ❖ Director of Golf Brian Wright stated that the contract for the Range Ball Machine was secured with an overhead door on the driving range and that the driving range would open on March 16th, 2015.
 - ❖ Babb inquired into whether there will be an official kick-off day for golf. Renning replied that March 16th was going to be the restaurants soft opening and that the restaurant can include a soft opening kick-off for golf on April 1st, 2015 upon which the restaurant would provide hors d'oeuvres.
 - ❖ Wright announced the new Peak Season golf rates for 2015
 - i. Weekday - \$69 plus tax without a High Country Card. \$52 plus tax with a High Country Card
 - ii. Weekend - \$75 plus tax with a High country Card. \$58 plus tax with a High Country Card
 - ❖ **Vance made a motion to form a Golf Committee. The motion was seconded and carried. (MSCU).** Members on the Golf Committee are Bill Babb, Bob Prida, Dave Chambers, and Vicki Duncan.
 - ❖ **Prida made the motion to give the Golf Committee the latitude to expand on golf rates as necessary, to approve the EZ Links contract and the ability to operate the program as needed. The motion was seconded and carried. (MSCU).**

- **FGMC**
 - ❖ Superintendent Jeff Plattis was not present for the meeting. The FGMC report was given by Prida.
 - ❖ Current Projects for FGMC include preparing older equipment for the upcoming season, and laying down the fishing wire needed to put over the lakes to assist with minimizing goose populations.

- **Restaurant Operations**
 - ❖ Zweifel reported that CCC did not collect a \$5500.00 security deposit from the restaurant owners upon signing the contract, as is stated in the contract. **Prida made a motion to waive the restaurant's security deposit of \$5500.00 in lieu of the improvements the restaurant has invested into the dining facilities. The motion was seconded and carried. (MSCU).**
 - ❖ The Board agreed that they would tour the dining facilities after the board meeting

- **Activities**
 - ❖ Klaudia Ness, Activities Director for Flagstaff's Wyndham Resort gave her report on Activities. Ness stated that employees at Bear Paw Recreation Center were going to be very vigilant about checking for proper identification from CCC Members. It was going to be top priority this year. Ness discussed plans for various activities at Bear Paw Rec.

Center that would be open to CCC Members. Activities include a men & women's Boutique, an Art Show, CCC Homework Club where kids will receive free tutoring, lazer tag, Ballroom Dancing lessons and Zumba, movies on the grass with an inflatable screen, a golf swap, and the possibility of turning the Benally show into a dinner show in conjunction with the restaurant. Ness stated that she would also like to incorporate swimming lessons for CCC members into the CCC Pool Schedule this year.

- **Executive Director Report**

- ❖ CCC Executive Director Bobby Zweifel gave his report. Zweifel reported that staffer Carmichael had returned back to work from leave. Zweifel introduced a new Customer Service, Employee Rewards program called "All In," upon which employees would receive a poker chip each time they demonstrated a time when they went above and beyond a members/guests expectations. Employees will trade in their poker chips for various rewards.
- ❖ Zweifel stated that the tv's in the fitness will act as digital brochures displaying activities and events occurring at CCC & Bear Paw. Zweifel also reported on his plans to move the pool gate so that it would encompass the grassy area. CCC members could then use that space for activities.

- **Tennis**

- ❖ Director of Tennis, Greg Kleiner reported that tennis made \$16,000 in 2014. Between NAU and NPA the CCC tennis courts are 100% booked for the remainder of the 2015 winter season. Kleiner also reported that although NAU will be using indoor courts come 2016, they will still require CCC Courts for all of their home tennis tournaments in the future. Kleiner stated that tennis courts 5-8 required better restroom facilities than the port-a-potty that is currently being used.
- ❖ Kleiner reported on snowmaking for a snow play area at CCC. Kleiner stated that it would be between \$400k - \$500k to create a full blown snowplay area at CCC, which is something CCC would work their way up to. The board asked Kleiner to continue to do research on a snow play area.

- **Lake Elaine**

- ❖ Zweifel reported that he intends to gain more support from local homeowners on CCC's request to the city to allow us to lower the water level of Lake Elaine. Zweifel intended to accomplish this by bringing in soil and creating a successful landscaped environment on a portion of Lake Elaine. This would demonstrate the success of alternative managing practices beside just keeping it full of water.

- **CC&R Compliance**

- ❖ Staff member Barrett reported on the status of CC&R compliance operations at CCC. Barrett reported that Brian Young is doing great as the CC&R Compliance officer. He is working about 12-16 hrs a week currently, hours dependent on whether. Zweifel stated that Barrett will be providing the board with monthly driving log, listing all of the violations for that month.

9. Adjourn. There being no further business, **Chambers made the motion to adjourn the meeting at 5:01 p.m. The motion was seconded and carried unanimously (MSCU).**

Respectfully Submitted:

Judi Barrett, Director of Administration

Continental Country Club