

**Continental Country Club
Homeowners Association
Regular Meeting of Board of Directors
September 29th, 2015
2:30 p.m.**

1. **Call to order** – DeeDee Malmstone, Vice President, called the meeting to order at 2:33 p.m.
2. **Roll Call** – CCC Staff Member Judi Barrett called roll. Bill Babb was not present. All other board members were present. Others present at the meeting were Executive Director Bobby Zweifel, FGMC Superintendant Jeff Plattis and staff members Noble, Barrett and Wright.
3. **Approval of Agenda** – Kleiner requested the agenda be modified so that the Pickleball Report is moved from item # 8 on the agenda to item # 2 on the agenda. Kleiner made a motion to approve the agenda as amended. **Motion was seconded and carried unanimously. (MSCU).**

4. **Resignation of Board Member**

- Malmstone made a motion to move Appointing of a Replacement to fill the vacant BOD position to executive session. **Motion was seconded and carried unanimously. (MSCU).**

5. **Homeowner Participation**

Homeowners Vicki Steadman, Ann Michaels, Jason Bond, Steve Brown, Michael Botwin and Barry Bertani were present.

- Michaels asked for an update on the grandkids pass. Malmstone reported that this was the first session with the new board and the subject had not been discussed. Michaels asked the board to consider having BOD meetings on weekends. The board discussed having a meeting on the weekend during the high summer season.
- Steadman inquired into how a vacant board position is filled. Malmstone stated that per the CCC Bylaws, the board appoints a replacement for the vacant position.
- Homeowner Jason Bond expressed his concern over the fence that was erected by his neighbors. He stated that the fence was not serving the function that the CC&R's required of an ornamental fence. He also stated that the fence was not constructed as the plans indicate.
- Building designer for proposed observatory on 701 Skyview St., Don Colegrove, appealed to the board the ACC's decision to not approve the construction of an observatory at 701 Skyview St. He gave a presentation on the benefits of having an observatory within CCC and stated that the observatory would be discreet. The board thanked him for his presentation and said they would consider and discuss his appeal further in executive session.
- Steve Brown gave an update report on the Pickleball Program. He stated that they had a fantastic summer season and the drop in group was continuing to grow. Pickleball was very happy with their relationship with Wyndham and their current net income was \$6200. Brown stated that the Pickleball group will continue to reimburse Wyndham for Pickleball court expenses incurred over the year. Michael Botwin stated that by next year they would have a firm policy set for making sure all pickleball players were CCC members and had paid their Pickleball Drop In fee.

6. **Approval of Minutes**

- Chambers stated that item # 6 needed to be amended so that it stated that Chamber's was "not able" to make the Annual Meeting, not "unable."
- Chambers stated that the following statement be removed from item #6, "The board instructed committees to have their 2016 financial requests prepared by the September board meeting."
- Chambers stated that item #8 in the minutes needed to include that the board established a committee that would review winter snowplay.

- Vicki stated that the animal “Ducks” needed to be changed to “Geese” under item #8 of the minutes.
- **Chambers made a motion to accept the minutes as amended. The motion was seconded and carried.** (MSCU).

7. Discussion

- **Pride in the Pines** – Representative Kimberly Ott presented the Pride in the Pines committee proposal to have the festival on the CCC Practice Facility Grounds for 2016. Ott explained that the number of attendees they were expecting for 2016 was larger than what Thorpe Park can reasonably accommodate. Based on the location of CCC and the size of the Practice Facility, the P.I.P. Committee and the City of Flagstaff considered the CCC Practice Facility an ideal location. The board inquired into how the P.I.P Committee intended to manage such a large crowd in terms of parking, security and safety among other issues. Ott and a representative from the City of Flagstaff explained their established protocol for such matters. The Pride in the Pines Committee reviewed the requested dates for set up, days of event and break down of event with the Board; they would need Friday to set up, Saturday & Sunday to hold the festival and Sunday evening and part of Monday morning to complete the breakdown of the festival. The board thanked Ms. Ott for her presentation and stated that the matter would be further discussed & considered in executive session. Chambers asked that it be put on the record that he supported of the Flagstaff Pride in the Pines using the CCC Practice Facility as the location for the Festival in 2016.
- **Dan Devere, Lake Elaine & Fungi Presentation** – Mr. Devere stated that he managed aquatic systems throughout Northern Arizona. He explained a water sample of Lake Elaine revealed an increased level of phosphorus in Lake Elaine, which then leads to an increase in algae. Algae eats up oxygen in the lake, proofed by the presence of Cyanobacteria, a toxin which thrives in the anaerobic conditions. Because there is too much phosphorus present in the lake to treat with chemicals, the anaerobic/algal producing cycle would continue to perpetuate itself and snowball as the presence of oxygen continued to decrease. Mr. Devere strongly recommended CCC purchase more aerators in order to properly maintain proper lake conditions. Superintendent of FGMC Jeff Plattis supported his statement.
- **CC&R’s** – Staff member Barrett reported on the need for a revised violation policy that will address properties with repeating & re-occurring violations. She gave an overview of the Revised Violation Policy the Association Counsel drafted and the sample Violation Letter that Association Counsel drafted for these specific cases. The board asked Barrett to include this item on October’s agenda under action items.
- **Billing procedure for 2016 Lot Assessment** – Staff member Noble explained the technique CCC will be using to receive and process payment information from members who wish to pay their Annual Lot Assessment in semi-annual payments.
- **Daily Sun Water Usage Report** –The board stated that CCC’s water use quantities, as reported in an AZ Daily Sun article, included a number of other entities (such as Aspen Valley Golf, the tree farm, Timberline Par 3 course, FGMC and Humphrey Lake) that drew from the same source as CCC. All entities were grouped under the umbrella of CCC. Therefore, the quantities reported in the AZ Daily Sun article were a misrepresentation of the amount of water CCC used. The board also discussed alternatives to keeping Lake Elaine full with water.

- **Spa Closing/Fitness Room Expansion** – Zweifel reported that Diamond Point Spa, located in the CCC Clubhouse, will be closing their business. Zweifel reported that Ruth Rout, Director and Owner of Diamond Point Spa had requested to be released from the lease agreement between her and CCC early. **Vance made a motion to push up the end date of the lease agreement to the end of September 2015. The motion was seconded and carried. (MSCU).**
- **2016 Budget** – Chambers reviewed the budgeting schedule for the Golf Committee. The board set a date of October 9th at 9:00am to meet and review committee budget proposals. At the meeting, committees are to provide line items for all capital improvements and expenditures that need to be put into the budget. Committees are also to provide the date at which the projects need to be performed. Chambers stated that he would try to get cart proposals from OB Sports by the time of the meeting so that it can be discussed and finalized at the meeting.
- **Board Retreat** – The board agreed to have their Board Retreat on **January 16th, 2015**. Only board members, general manager Bobby Zweifel and staff member Murray (to facilitate the meeting) would need to be present.

8. Actions

- **Finance Committee Report – August 2015: Rolley reviewed the following financial reports:**
 - i. Income statement for the month of August 2015
 - ii. Income statement for Year to Date August 2015
 - iii. Income statement for Golf Business Unit: month of August 2015
 - iv. Income statement for Golf Business Unit: Year to Date August 2015
 - v. Income statement for Small Business Units: month of August 2015
 - vi. Income statement for Small Business Units: Year to Date August 2015
 - vii. Statement of Cash Flows: Month to Date August 2015

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

- **Election of Board Officers** – The board appointed the following BOD Officers for 2015-2016
 - ❖ DeeDee Malmstone, President
 - ❖ Greg Kleiner, Vice President
 - ❖ Blake Rolley, Treasurer
 - ❖ Vicki Duncan, Secretary
- **CCC Committees** - The following committees were created for 2015-2016
 - ❖ House Committee – Zweifel and Vance
 - ❖ Greens & Grounds Committee – Duncan, Wright, Plattis, Frank Malmstone
 - ❖ Golf Committee – Babb, Chambers, Duncan, McGrath, Wright
 - ❖ Finance Committee- Rolley, Chambers, Noble, Wright
 - ❖ Events Committee- Malmstone, Kleiner, Murray
 - ❖ CC&R’s Committee – Kleiner, Barrett, Young, Zweifel
 - ❖ Lake Elaine – Babb, Zweifel, Vance

The board stated that the role of such committees are to gather info and make recommendations to the board. The board will make the bigger, policy based decisions and the committee will make smaller decisions.

- **CC&R Variances – Chambers made a motion that any request for variances to the CC&R’s must be reviewed and approved by the board. The motion was seconded and carried. (MSCU).**

9. Department Reports

- **Executive Director of CCC, Bobby Zweifel reported that:**
 - ❖ Listed the businesses that are set to go up on the corner of Soliere and Country Club Dr.
 - ❖ Wyndham provided a total of \$15,000 to \$16,000 on Pickleball Court repair and upgrades
 - ❖ Zweifel is looking into expanding the fitness room
 - ❖ Restaurant is coming out with a new menu
- **Marketing : Director of Marketing Tahlia Murray reported that:**
 - ❖ In 2015 CCC spent a lot of money contracting out design & marketing projects to third party sources. Murray stated that she could and would complete many of the design and marketing projects in house herself for 2016
 - ❖ There will be a Birdies, Brats & Beer Tournament at CCC scheduled in October
 - ❖ She worked with Young and Kleiner to establish two (2) CCC tennis leagues. Unfortunately, the leagues were not as successful as they had hoped
 - ❖ 60% of CCC Yelp reviews are on mobile devices
 - ❖ Duncan asked how CCC did with weddings in 2015. Murray responded that CCC had four weddings in 2015. Duncan requested that CCC Weddings be a topic of discussion at the Board Retreat.
 - ❖ Murray stated that she had a goal to send out email blasts every Wednesday and Friday
- **Director of Golf, Brian Wright reported that:**
 - ❖ Players looked favorably upon the 2015 Golf Rates at CCC
 - ❖ McGrath stated that the level of customer service at the Golf Shop has been fabulous
 - ❖ Wright stated that Womens League grew by 12% this year
 - ❖ Chambers stated that he, Zweifel and Wright needed to meet with a Mens League Representative with two proposals; Mens League needs to play three (3) times a month and league rates will begin at noon.
- **Golf Committee – Chambers reported that:**
 - ❖ Golf Play is up 12.5%.
 - ❖ Goal of the Golf Committee remains to increase amount of play at CCC
 - ❖ The Golf Committee recommended that the front nine (9) and back (9) remain as is, League rates begin at 12:00pm and there be a \$1 increase on all twilight play for 2015

- ❖ The Initiation Fee for Golf Memberships were going to be increased by 5%. Annual Dues will be increased by 6%
 - ❖ Wright received an Evaluation Form that the Golf Committee could use to evaluate OB Sports performance during their first year with CCC
 - ❖ Chambers reviewed the results from the Golf Survey
- **Greens and Grounds Committee – Duncan reported that**
 - ❖ There are a growing number of complaints about the geese from Walnut Canyon. Zweifel reported that he has the lake walkways blown off of geese droppings daily
 - ❖ Oakmont Guests are playing in and disturbing the sand bunkers. Vicki requested signs be put up informing guests to keep their children out of the sand bunkers
- **FGMC - Superintendent of FGMC Jeff Plattis reported that:**
 - ❖ FGMC year to date was under budget
 - ❖ 2016 Budget will be completed by Oct. 9th
 - ❖ Turf in great shape. Turf growth is slowing down
 - ❖ They are blowing off the walking path around Walnut Canyon Lakes daily and allowing the geese to hang around the practice facility more
 - ❖ Took down fencing near #1 tee
 - ❖ FGMC will begin winter aerification. They will identify areas that freeze up first and get to those first
- **Tennis – Director of Tennis Greg Kleiner reported that:**
 - ❖ NAU has been billed \$10,000 to use the courts during the 2015-2016 winter months.
 - ❖ USTA booked \$750 worth the tennis courts for this autumn
- **CC&R Report – CC&R Supervisor Judi Barrett**
 - ❖ Barrett reviewed the drive log
- Rolley instructed Barrett to move the Department Reports to Item # 6 on the Agenda for October

10. **Adjourn.** There being no further business, **Malmstone made the motion to adjourn the meeting at 6:57 p.m. The motion was seconded and carried unanimously (MSCU).**

Respectfully Submitted:

Judi Barrett, Director of Membership Services

Continental Country Club