

**Continental Country Club  
Homeowners Association  
Regular Meeting of Board of Directors  
September 27<sup>th</sup>, 2016 3:00pm  
Meeting Minutes**

1. **Call to order** – Vicki Duncan, President, called the meeting to order at 2:57pm
2. **President of the Board Address** – Duncan established the following format for Regular Board Meetings:
  - In meeting board/committee reports limited to 10 minutes per report
  - Homeowners will have the opportunity to make comments and/or pose questions only during the following times:
    - i. During the Homeowners Participation portion of the meeting (limited to 2 minutes)
    - ii. After a motion has been made and before it is voted on (limited to 30seconds)
  - The Discussion portion of the meeting is for Directors and Staff only. Discussion comments to be limited to a maximum of three (3) minutes
3. **Roll Call** – CCC Staff Member Barrett called roll. All board members except McGrath and Evans were present. Others present at the meeting were CCC staff members Noble, Barrett, Plattis, Murray and Wright.
4. **Approval of Agenda** – *Vance made a motion to remove CWPA Proposal from Discussion and Action items on the agenda. Dannenfeldt made a motion to approve the agenda as amended. Motion was seconded and carried unanimously. (MSCU)*
5. **Approval of Minutes** – *Chambers made a motion to approve the minutes with the following amendment: Item #4 from August 8<sup>th</sup> Special Meeting of the Board to be removed from the minutes as there was no such statement made. The motion was seconded and approved (MSCU).*
6. **Homeowners Participation** –

Gerald Mc Glothin inquired into the status of the engineering company that was hired to drain Lake Elaine. Duncan reported that Terracon was still performing preliminary work. Homeowner John Nilson asked the board if their intention was to proceed with draining Lake Elaine without first litigating. Duncan confirmed and added that Terracon was hired to drain the lake and study the lake. Jerry Suggs inquired into options for draining the lake. Duncan reported that there were several options being looked at and being considered.
7. **Water Levels at Lake Elaine**
  - The board instructed Shields to follow up on measuring water levels at Lake Elaine
8. **CC&R's** – *Chambers made a motion to start imposing the continuing & recurring violation policy fines on 4701 Quail Valley. The motion was seconded and approved unanimously (MSCU).*
9. **Finance Committee Report**– Larry Dannenfeldt
  - i. Income statement for Year to Date **August 2016**
  - ii. Income statement for Golf Business Unit: month of **August 2016**
  - iii. Income statement for Golf Business Unit: Year to Date **August 2016**
  - iv. Income statement for Small Business Units: month of **August 2016**
  - v. Income statement for Small Business Units: Year to Date **August 2016**
  - vi. Statement of Cash Flows: Month to Date **August 2016**

- Preliminary Budget review will be added as an action item to the October 2016 Agenda
- ***Chambers made a motion to approve the financials as presented. The motion was seconded and carried. (MSCU).***

**10. Department Reports:** The Board reviewed the following reports. With the exception of items noted, there was no further discussion/action taken on the written reports provided

- **FGMC** - Plattis reported on golf course conditions. There was no further discussion/action taken
- **Golf Committee** – Wright reported that golf had eighteen (18) days of rain which in turn effected a tournament and lead to a loss of rounds for August
  - Upon inquiry from Duncan, Wright reported that EZ Go will not be submitting a second bid for Golf Cart lease
- **Golf Operations** – Wright reported operations success and challenges. There was no further action/discussion taken
- **House Committee** – Vance reported on cart sheds on the fairways and plans for an overhaul (cleaning out & organizing) of the storage space on the second floor of the clubhouse.
- **Fitness Center & Bear Paw** – Zweifel reported that Wyndham has plans for remodeling Bear Paw and presented modified plans for the Fitness Room remodel. Zweifel reported that plans to remodel will now include turning one of the spa rooms into an ADA approved bathroom that would also work as changing rooms.
- **Marketing** – Murray reported on upcoming golf specials and upcoming Trunk or Treat event. Upon inquiry from Duncan, Murray reported that social media sites such as instagram, facebook and yelp are trending really well for CCC for the month
- **GM Report** – **Chris Shields** reported that he had been reviewing the budget with Controller Kristy Noble. Wyndham maintenance department will be assessing the CCC Pool for possible maintenance needs. Shields looks forward to growing the marketing department for CCC and Membership sales and generating more revenue for CCC
- **CC&R Report** – Barrett reported that she had been reviewing short term rental sites online and that she had reached out to South west security services for assistance in responding to time sensitive violations that occur during the weekend. Upon inquiry from Chamber it was determined with the help from homeowner Art Glass that “Single Family” is defined by the City of Flagstaff by eight (8) people not related and nine people (9) or more must be related to live in one property.

## 11. Discussions:

- **Insurance and Inspections** – Duncan reported that CCC staff will be cleaning up and organizing the attic in leaux of renewing the insurance policy in the beginning of 2017. Tenants of CCC Clubhouse rental leases do not include use of storage space
- **Committee Charters** – **Vicki Duncan**
  - Duncan asked the board to draft charters for committees and present the charters for approval at the following Regular BOD Meeting

## 12. Action Items:

- **Advisory Committees**  
*Duncan made a motion to approve the formation of advisory committees made up of HOA members, with at least one board member or staff member on the committee. The advisory*

*committee will brainstorm resolutions for local neighborhood issues within the HOA. Advisory Committee will not make decisions on management or policy. Advisory Committees will be formed as needed. The motion was seconded and approved (MSCU)*

- **Board Committee Membership**

*Chambers made a motion that as a trial run, the board of directors allow a CCC HOA member, that is not a board member, to participate on the Finance Committee. The motion was seconded and approved (MSCU)*

- **Mandatory Golf Privilege Policy**

Motion to approve updated Mandatory Golf Privilege policy was tabled until the October 2016 Regular Board Meeting

- **Update Signers for CCC Accounts**

*Chambers made a motion to approve a change in signers for Sunwest Bank, Chase Bank and National Bank to add Vicki Duncan, David Chambers, Brian Vance and Chris Shields, and to remove DeeDee Malmstone, Greg Kleiner, Blake Rolley, Kristy Noble and Larry Dannenfeldt. And to add Joe Cordova as a signer on the Chase Bank Account only. Motion was seconded and approved (MSCU).*

- **Committees with Board & Staff Members only**

*Duncan made motion to assign board members and staff members only to the following committees: FGMC, Golf Committee, Activities & Events Committees, Architectural Control Committee, the Restaurant Committee and the House Committee. Motion was seconded and approved (MSCU).*

- **CCC Committee Assignments** - The following board members and CCC Staff were determined for the following committees for 2016-2017:

- ❖ **Finance Committee**- Chambers (Chairman), Cordova and Shields
- ❖ **Restaurant Committee** – Bobby Zweifel (Chairman), Mike Stark, Chris Shields, Tahlia Murray and Oakmont representatives
- ❖ **House Committee** – Vance (Chairman), Zweifel and Chris Shields
- ❖ **Golf Committee** – McGrath (Chairman), Dannenfeldt, Wright, Plattis, Chris Shields and Tahlia Murray
- ❖ **FGMC Mgt. Committee** – McGrath (Chairman), Duncan and Dannenfeldt
- ❖ **Architectural Committee** – Stark, Dannenfeldt (alternate) & Duncan

Members of the following committees to be determined:

- ❖ **Activities & Events Committee**
- ❖ **Donate a Tree Program Committee**

Committee assignments for two incoming board members to be determined

### 13. Informational Items

- **Agenda for Regular Board Meetings**

- The board instructed Barrett to email agenda for upcoming Regular BOD Meetings out to the membership prior to the meeting

- **Encroachment of home onto CCC 15<sup>th</sup> tee box**

- After discussion, the board decided to reach out to the homeowners and see if CCC can negotiate something that would be agreeable to both the homeowners and CCC for the encroachment of their property onto CCC's 15<sup>th</sup> tee box

- Duncan reported that, upon the suggestion of Association Counsel, as President of the Board, she will be the primary contact person for all contracted firms hired by the board. Duncan will copy the board with any and all new information. In addition, Duncan and CCC GM Chris Shields will manage communications that will need to occur between Terracon, the board and other CCC departments and committees.

**14. Agenda Items for October 2016 monthly Board Meeting:** Preliminary budget review, possible board retreat, golf survey, Blues n Brews contract, golf privilege policy

**15. Next Meetings (tentative):** October 25<sup>th</sup>, November 15<sup>th</sup> and December 20<sup>th</sup>.

**16. Executive Session:** The board went into executive session at 5:53 pm

**17. Call to order** – Duncan called the Regular Board meeting back into order at 7:04pm

**18. Golf Cart Bids**

- *Stark made a motion to have CCC contract with Yamaha based on their last bid for golf carts. The motion was seconded and approved (MSCU)*

**19. Peaks Events – Blues n Brews**

- Shields reported that Peak Events had offered \$8000 for the rental of the driving range for two days for the Blues n Brews Festival. The board requested Shields to obtain a written proposal from Peak Events with this offer

**20. House Committee request to gather bids for a wood floor**

- The board granted Vance permission, as chairman of the House Committee, to ask for bids for a wood floor in the back of the cart barn

**21. Adjourn: Stark moved to adjourn the Regular BOD Meeting at 7:17pm**

Respectfully Submitted:  
Judi Barrett, Director of Membership Services  
Continental Country Club