

**Continental Country Club
Homeowners Association
Special Meeting of Board of Directors
January 26, 2017 3:00pm
Meeting Minutes**

1. **Call to order:** Vicki Duncan, President, called the meeting to order at 3:00pm.
2. **President of the Board Address:** Vicki Duncan welcomed the homeowners and board members and thanked them for their flexibility in rescheduling due to inclement weather. Duncan discussed that one of her main goals as president is to help “standardize” the clubs policies and yearly review of those policies. She then welcomed Blanca Robles new Controller and farewell to Zach Orsulak in his future in Phoenix. Lastly, Duncan updated the board and membership on the maintenance shed project.
3. **Roll Call:** All members of the board were present except for Jill Babb and Bobby Goitia. Robert Evans joined the meeting after roll call. Others present were Chris Shields, Tahlia Murray, Zach Orsulak, Blanca Robles and Brian Wright.
4. **Approval of Agenda:**
Stark made a motion to approve the agenda as amended with the following additions:
 - *Cell Tower Agreement at Bear Paw- approval*
 - *Rob Evans Discussion Item*
 - *OB Incentive Payment**The motion was seconded and carried unanimously. (MSCU)*
5. **Approval of Minutes:**
Chambers moved to approve the minutes. The motion was seconded and carried unanimously (MSCU).
6. **Department Reports:**

FGMC: Bill McGrath – Discussed the purchase of a new piece of equipment that is used to deter geese from both courses using loud popping noises. Plattis informed the Board that he reached out to Lance Roberts with Flagstaff Police Department to discuss the noise ordinances and confirm that CCC and Aspen were working within the City’s requirements. Lance Roberts suggested that Plattis inform the Dispatch Department at the City when he plans on using the equipment in case they get any complaints so they can explain what is happening and that it is within City Ordinance.

Marketing Report: Chris Shields discussed the High Country Card survey that was sent out on January 16th to our homeowners and our ezlinks database and its results. Shields also covered some new ideas that Brian Wright and himself learned from the OB Sports Conference that they had just attended such as trick shot videos, tips of the week and website enhancements. Shields also covered the pending tournaments contracts and upcoming membership events.

Finance Committee Report: Orsulak reviewed the December 2016/ Year End Financials. The Board requested that the Financials be added to the February meeting agenda to give accounting more time to complete the year end financials and answer more questions for the Board.

Delinquent Accounts Report: Orsulak reviewed the delinquent accounts report prepared by Maxwell & Morgan Community Association Law. ***Duncan proposed that CCC take the next recommended steps for the following accounts. Chambers suggested that in the future the delinquent accounts report be discussed in executive session because it includes homeowner's personal information.***

- Peter Brackett- Lien Foreclosure
- Earl & Michelle Ellis- Lien Foreclosure following Demand Letter
- Joy Gray & Dennis Michael- Lien Foreclosure

The motion was seconded and approved (MSCU).

Treasurer Report: David Chambers- no report

GM Report: Terracon

Shields reported that he met with Don Clarke from Terracon. They are bidding out Phase 1 of the Lake Elaine project at this time to three contractors. The contractors have until February 16th to submit their bids for Board decision for the February Board Meeting.

Chambers made a motion to allow Chris Shields and Vicki Duncan to choose a contractor before the February meeting, with the following requests:

- Email the quotes to all Board Members for review
- Answer any and all questions from Board Members before decision

The motion was seconded and carried unanimously (MSCU).

GM Report: Lake Elaine Maintenance Complaint

Wyndham Maintenance and Chris Shields walked the lake to respond to the complaint of trash surrounding the lake but did not find garbage. They did find brick and pipes that are beginning to show due to water levels dropping. Due to inclement weather, maintenance crews have not been able to haul off any bricks at this time but once snow melts off they will begin work.

GM Report: Golf Operations

Shields reported that due to the recent snowfall the course will not be opening and that he will let the Board know when they decide to open.

GM Report: House Committee

Shields reported that the work was completed on the Fitness Center ceiling and lights. There is no more popcorn ceiling and the lights were replaced with newer recess lighting. Shields also reported that construction on the maintenance shack for a concrete floor is complete and that Wyndham Maintenance crews are finishing up organizing the tools and equipment.

GM Report: CC&R Drive Log

Shields reported that the CC&R Team have been working diligently to ensure that CC&R violations are cleared. Shields asked that if anyone sees violations as they drive through the neighborhood to please notify Brian Young.

7. Homeowners Participation:

No homeowner commentaries

8. Discussion Items:

OB Sports Contract: Bill McGrath- McGrath reviewed the history of the contract which was originally signed in 2015. Discussed the progression of events over the past two seasons and how Continental has arrived to today's proposed amended contract.

City of Flagstaff Water Contract (Brad Hill): Chris Shields- Shields reached out to the water department at the city and received a five year contract which states that the water rates are the same rates and same tier level as the past 5 years. The board has been invited to go to the February 28th City Council Meeting- water open forum.

Conference Room Branding and Upgrades: Vicki Duncan- Duncan discussed goals for Ponderosa Room- Smart TV, conference calling capabilities, branding, and her desire to change the name of the Ponderosa Room to the Continental Room.

Board Member Commitment Form, Agreement to Serve Form & Code of Conduct Form: Duncan presented the three forms that have been used by Continental for new Board Members. Duncan feels that the forms can be combined into (1) form, which the board agreed with. Duncan stated that she would begin working on combining the forms.

Committee Charters: All Charters were disbursed to all Board Members. Bill McGrath requested that the Charters be added to the agenda next month to give the Chairmen time to review the charters.

The Conference Group vs. Go to Meeting: Duncan presented to the Board the two conference calling systems and the importance of having a strong system in the future with the increase of possible meetings. The Board agreed to stay with current system, The Conference Group and buy new conference phone.

Office Security: Vicki Duncan- Duncan discussed her concerns with security at the club including but not limited to key code entry on the administration door, computer access control, security cameras, and locking of personal offices.

Pickleball Program: Vicki Duncan- Duncan announced that Bill Marshall will be heading up the Pickleball program and Continental Country Club will be managing the Pickleball program with the assistance of Judi Barrett.

Statements from Rob Evans: Evans requested feedback from the board regarding a meeting that was held between him and Duncan and his absence at the monthly board meetings. He wanted to be sure that board doesn't want him to step down. The board all agreed they wanted him to stay on and that he was a productive board member when he was at the meetings.

9. Action Items:

OB Incentive Payment: \$10,000 Incentive Payment + \$7,000 Discretionary Incentive = \$17,000
Chambers made a motion to approve the OB Sports Incentive payment of \$17,000 as recommended by McGrath and his feedback from management and staff. The motion was seconded and carried unanimously (MSCU).

Bear Paw Cell Tower Agreement:

Chambers made a motion to approve the term sheet agreement with Crown Castle. The motion was seconded and carried unanimously (MSCU).

10. Informational Items to and from Board Members and Staff

11. Agenda Items for next monthly Board Meeting:

- **Committee Charters**
- **Board Member Commitment Forms & Code of Conduct**

12. Next Meeting: February 28, 2017 (Retreat)

13. Motion to Adjourn:

Duncan proposed to adjourn the Regular Board Meeting at 6:37pm. The motion was seconded and carried unanimously (MSCU).

Respectfully Submitted by,
Tahlia Murray
Director Marketing