

Continental Country Club
Homeowners Association
Regular Meeting of Board of Directors- Retreat
February 28, 2017 9:00AM- 5:00PM
Meeting Minutes

1. **Call to Order:** Vicki Duncan, President, called the meeting to order at 9:00AM
2. **President of the Board Address:** Vicki Duncan welcomed the Board of directors and staff to the 2017 Retreat at Little America hotel. Duncan discussed that the purpose of a retreat is to look back at your operations and examine how you can do better in the future. She ended by reading the clubs mission statement.
3. **Roll Call:** All members of the board were present except for Larry Dannenfeldt and Mike Stark. Others present were Chris Shields, Tahlia Murray, Judi Barrett and Brian Wright.
4. **Approval of Agenda:**
Chambers made a motion to approve the agenda with the following items removed:
 - *Approval of December 2016 Financials*
 - *Approval of January 2017 Financials**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. **Homeowners Participation**
No homeowner commentaries
7. **Discussion Items & Presentations:**
Insurance Presentation: Chris Shields & Joe Eden- Shields presented Continental Country Club's three lines of insurance: General liability, Directors & Workers Compensation. Joe Eden clarified that the General liability policy legal fees (Defense Cost, Attorney Fees) are paid by the Insurance Company which is not included in the \$1M occurrence amount. The Directors and Officers Policy covers Lawsuit Protection if someone sues the board directly, and not the club. Lastly, Workers Compensation covers the club if an employee is injured while working.

Current State of Finances: Dave Chambers-

- Chambers presented total golf revenue, total golf expenses and adjusted golf income charts. He reviewed ADR=Average Daily Rate golf charts from 2006 to 2016
- Chambers then moved into CCC revenues, expenses and income. He discussed how revenue and expenses are tracking about the same.
- Next he reviewed membership, HOA, golf and total revenue income and revenues from 2004-2016
- Lake Elaine and Walnut Canyon total expenses from 2004-2016 showed a gradual increase with Walnut Canyon. Lake Elaine showed drastic drop in 2017 due to work being done on Lake Elaine- no fish, treatment, water or electrical cost.

- Cash spending from operating was presented from 2004-2016 as well as capital improvements.
- Net cash flow for 2016 and 2017 year was reviewed.

Lake Elaine Performa's were presented from 2017-2020 for the different options for fixing the lake:

1. Status Quo
2. Brown 36 MIL RPP- \$ 1.6M
3. Valley Restoration -\$ 1.1
4. 10 1/2 Acre Lake- \$1.5

Terracon RPP 36 MLI Liner- \$2.4

Lastly, Chambers presented a Reserve Analysis. The Board Members agreed that it's a wonderful start but the House Committee should work on updating the information to continue to give management an accurate look into the future.

HOA Governance Guide: Judi Barrett- Barrett presented the differences between meetings and notification timelines.

Regular Meetings- Place & Time is fixed by the bylaws

Special Board Meetings- All other meetings

Notifications- Regular Meetings 20 days notice

Special/Emergency meeting 48 hours (must state purpose of the meeting)

Executive Session Meetings-

1. Legal Advice
2. Pending potential litigation
3. Personal Health Finance
4. Employee Personal matters
5. CC&R Hearing

Barrett then moved into discussing the rules surrounding VRBO's. The board CANNOT adopt additional rules regarding the use of lots of single family homes & residential purposes.

Flagstaff CITY ZONING Code- 6 unrelated vs. 8 related

What can you do? Continue to evolve the CC&R's by further defining ambiguous terms in there that are related to architectural matter and activities that occur on the lot. Nuisance, lights, party calls, ect.

You cannot single out short term rental for steeper fines or more regulatory monitoring. It has to be uniform throughout all homes. Continuing & reoccurring violation policy can be used but only applies to a specific repeating violation. Example: overflowing garbage multiple times can be issued a continuing & reoccurring.

It is imperative that we educate our homeowners, property management companies and realtors on the rules that apply regarding short term rentals and the fines can be issued.

Business Plan 2017 & Administrative Updates: Chris Shields- Shields discussed the importance of a business plan for any organization. He informed the board that the continental business plan will be updated on a yearly basis. The SWOT analysis was reviewed and how he plans to address the clubs weaknesses throughout the upcoming season.

Shields then presented each department goals for the 2017 season. Lastly, he update the board on administration updates such as the use of the front office being converted into a meeting space, mailing out the membership cards to avoid the rush of people from November to January and the Continental Economic impact study to be presented to City Council.

Soliere Project: Bobby Zweifel- Zweifel informed the board regarding his meeting with Walter Crutchfeild with vintage partners. He explained that the main purpose of the meeting was to discuss the effect the construction and expansion of Soliere will have on the golf course. Walter stated that the impact to the course is minimal. There was a discussion on planting trees behind the 6th hole to minimize the view of buildings

Meeting Space and Reasonable Accommodation: Vicki Duncan- Duncan first discussed the issue of the club not having a downstairs meeting area to ADA accommodations. With this in mind, Duncan informed the Board that the first office will be converted into a conference room. This room will have a conference phone and a TV with video capabilities so any homeowner can join any HOA meeting via video conference.

Clubhouse Bathrooms: Vicki Duncan- Duncan discussed her concerns with the current number of bathrooms on-site. She suggested that the board start considering looking into adding additional bathrooms to accommodate areas such as fitness center Oakmont and front lobby. She also wanted to add that the current bathrooms need renovations and cleaning

Leasing and Subleasing: Vicki Duncan- Duncan presented to the board the current lease that is set to terminate in July. She explained to the board that she wanted them to seriously think about the use of room being split into two meeting spaces via an air wall therefore producing more revenue making area for the club. Chambers made a suggestion to bring a professional in to give their opinion on how to best use the space upstairs.

Finance Committee Charter:

Duncan made a motion to approve the finance committee charter with the following items edited:

- ***Remove- "Review the annual Reserve Analysis prepared by the GM and make recommendations as deemed appropriate in concert with the 3-year business plan"***
- ***Add- Review Charter every year.***

The motion was seconded by Duncan and carried unanimously. (MSCU)

Options to change the Policy oversight to HOA General Manager

"Motion to approve the board appointments for board directors as chairpersons, to Finance Committee and Golf Committees as the two standing- open policy, committees Appointments to be made annually with the election of board officers "

Duncan made a motion to approve the options to change the policy oversight to HOA General Manager. The Motion was seconded by Vance and carried unanimously. (MSCU)

Board Member Commitment Form

Vance made a motion to approve the Board Member Commitment Form with the following item added

- *Board members are required to read “A summary of Homeowner association Law”*

The motion was seconded by Duncan, Chambers abstained, motion carried.

General Manager Evaluation Process: Bill McGrath & Larry Dannenfelt- McGrath presented a proposed evaluation for the executive committee to further review to use to evaluate Chris Shields, General Manager at CCC, this coming season. McGrath explained they worked hard to research other companies’ processes and felt that what they were presenting was fair.

8. Action Items:

Finance Committee Charter:

Duncan made a motion to approve the Finance Committee charter with the following items edited:

- *Remove- “Review the proposed annual Reserve Analysis prepared by the GM and make recommendations as deemed appropriate in concert with the 3-year business plan”*
- *Add- Review Charter every year*

The motion was seconded by Goitia and carried unanimously. (MSCU)

Golf Committee Charter:

Vance made a motion to approve the Golf Committee Charter with the following items edited:

- *Change- FGMC Director title FGMC General Manager*

The motion was seconded by Duncan and carried unanimously

Options to change the Policy oversight to HOA General Manager:

“Motion to approve the board appointments for Board Directors as chairpersons, to the Finance Committee and the Golf Committees as the two standing- open policy, committees. Appointments to be made annually with the election of board officers.”

Duncan made a motion to approve the Options to Change the Policy oversight to HOA General Manager. The motion was seconded by Vance and carried unanimously. (MSCU)

Board Member Commitment Form:

Vance made a motion to approve the Board Member Commitments Form the Following Item added:

- *Board members are required to read a “summary of Homeowner Association Law”*

The motion was seconded by Duncan, Chambers abstained, motion carried.

9. Informational items to and from Board Members and Staff

10. Agenda items for next monthly Board Meeting :

- **December 2016 Financials**
- **January 2017 Financials**

11. Next Meeting: March 28, 2017

12. Motion to Adjourn:

Duncan proposed to adjourn the Regular Board Meeting at 5:15pm. The motion was seconded and carried unanimously

Respectfully Submitted by,
Tahlia Murray
Director of Marketing