

**Continental Country Club
Homeowners Association**
Regular Meeting of Board of Directors
April 25, 2017 3PM
Meeting Minutes

1. **Call to Order:** Vicki Duncan, President, called the meeting to order at 3:03pm
2. **Roll Call:** All members of the board were present except for Larry Dannenfeldt, Brian Vance and Rob Evans. Others present were Chris Shields, Brian Young and Tahlia Murray.
3. **President of the Board Address:** Vicki Duncan welcomed the homeowners and staff to April Board Meeting.
4. **Approval of Agenda:**
Chambers made a motion to approve the agenda with the following item removed:
 - *Add phone conference with Don Clarke*
 - *Add Mark Woodward from OB Sports*
 - *Add Reserve Fund**The motion was seconded by Stark carried unanimously. (MSCU)*
5. **Approval of Minutes:**
 - Regular Meeting of the Board – March 28, 2017
 - *Goitia made a motion to approve the meeting minutes. The motion was seconded by McGrath and carried unanimously. (MSCU)*
6. **Homeowner Participation:**

David DeGraff- Lake Elaine Update- Duncan informed Mr. DeGraff that she prepared an email and sent it prior to the start of the meeting detailing the most up to date information that can be shared at this time per the discretion of the HOA legal team. Duncan informed Mr. DeGraff that on March 29th CCC had its first hearing and that the judge ruled mediation which is scheduled on May 15th. She encouraged Mr. DeGraff to read his email and that if he had any further questions to reach out to Chris Shields at the club.

OB Sports: Mark Woodward- Senior Vice President with OB Sports.
His plan this season is to make regular visits to touch base with Chris Mandziuk, Director of Golf, to make sure his first year managing is a success. He plans to be here once a month at the board meetings to give a presentation and listen to what is happening around the club in addition to touching base with golf team.

7. Terracon: Don Clarke

Can you give us an update regarding Lake Elaine and the cofferdam proposal?

Don Clarke reminded the board that the first phase was to secure bids for the draining of Lake Elaine, conduct an engineer's evaluation of the lake and with those findings move forward with a plan for phase two of the project of ultimately fixing Lake Elaine. Clarke stated that he had prequalified contractors for the first phase of this project. One of the final companies, FNF included in their bid an option to purchase some of the water from Lake Elaine for another project that their company is working on. FNF also was able to obtain some original engineering information on pipeline running from Humphrey Lake to Lake Elaine which has now provided a new option for the draining of the lake through reversal of the system.

The cofferdam proposal that was submitted by the Lakeside owners was reviewed by Don Clarke and he stated his concerns with lack of detail in the construction of the actual cofferdams themselves and his overall concern with the construction company, KLP, the bid this proposal and their experience level with cofferdams. He went on to explain the proper way a cofferdam is built and why it's imperative the cofferdam is water tight because water is moved from one section to the next during the repair. He then reviewed the costs listed on the bid and his estimations of the final costs being between \$2.3M-\$2.4M.

His final recommendation with all the above in mind would be to contract with FNF and proceed with the draining of the lake through the existing line back to Humphrey Lake. Duncan asked if the club were sign a contract with FNF to begin the draining of the lake, how long before they would begin that process? Clarke stated he believed they could start within the next few weeks.

8. Department Reports

FGMC Report – Bill McGrath:

McGrath covered miscellaneous announcements such as: golf restrooms on course are now open, cart paths on back 9 to be seal coated in early May and dead-limbing trees have been re-scheduled to next year due to budget. He also covered FGMC staffing changes, upcoming May tournaments and the response from golfer on the new golf cart fleet.

Marketing Report – Chris Shields:

Murray announced the expansion of Continental's Junior Program for the 2017 summer season. She gave a brief overview of social media statistics for the past year and the trending demographics for our clientele.

Finance Committee Report- David Chambers:

February 2017 Financials- Revenues were up 6% due to 3 new golf memberships and expenses were under budget for the month. Chambers reminded the board that the budget was approved in December but needed approval again because the 2.5% employee increases had been added in.

Treasurer Report- David Chambers:

Chambers updated the board on his recent meeting with Kevin Stephens (Hinton Burdict CPA Firm). Continental has not done the year-end audit as of yet but will be working with Kristy to get this finalized. Chambers also updated the board that he is working with Kevin Stephens and CFO Now to get an assessment done on CCC operations and the compatibility of QuickBooks.

GM Report- Fitness Center Remodel: Chris Shields

Shields informed the board that the walls have been removed and Jim Booth, Booth Plumbing, has removed and re-routing all plumbing. Continental and Wyndham are looking at purchasing new equipment including treadmills, stationary bikes and Thera-Band resistance training equipment. The Fitness Center projected completion date is scheduled for May 25th.

GM Report- Continental Pool: Chris Shields

The Continental pool pump system was completed by Leslie's Pool. We have purchased new pool cushions for the chairs; umbrellas and new junior swim equipment which will give the pool a fresh new look this season. The pool is scheduled to open on Memorial Day weekend!

GM Report- Continental Flag Pole: Chris Shields

Shields stated that he is working with Wyndham Maintenance and will be renting a 60' lift that will be utilized to fix the top fixture on the Flag pole near the chipping green.

GM Report- Warner's Planting Projects: Chris Shields

April 1st Warner's will begin working on all planters throughout the property including the front planter on Oakmont Drive, pool planters, patio planters and front parking lot planter. Shields informed the board that Continental is spending money and time on landscaping to give the club a fresh new look.

9. Discussion Items

2017 Annual Meeting August Date- Vicki Duncan:

The board discussed the two proposed annual meeting dates and agreed on August 26, 2017 at 9:00AM. The annual meeting will be held at Christ's Church of Flagstaff.

10. Action Items

- Approval of January 2017 Financials
Duncan made a motion to approve the January 2017 Financials. The motion was seconded by Goitia and carried unanimously. (MSCU)
- Approval of February 2017 Financials
Duncan made a motion to approve the February 2017 Financials. The motion was seconded by Goitia and carried unanimously. (MSCU)
- Approval of Revised 2017 Budget
Duncan made a motion to approve the Revised 2017 Budget. The motion was seconded by Goitia and carried unanimously. (MSCU)
- Approval of Amended Staff Organizational Chart
Duncan made a motion to approve the Staff Organizational Chart. The motion was seconded by Stark and carried unanimously. (MSCU)
- Approval of Reserve Fund

Chambers made a motion to open a separate bank account and deposit the money that is designated reserve fund per the transfer fees retroactive to January 1, 2017. The motion was seconded by Duncan and carried unanimously. (MSCU)

11. Informational items to and from Board Members and Staff

- Signage
 - Duncan informed the board of the purchase of signage for Walnut Canyon Lakes stating “Private Property, No Trespassing.” She also announced the purchase of the signs for the Driving Range “No Overnight Parking.”
- Attic Update
 - Duncan informed the board of the recent clean-up in the attic with Bobby Goitia. She reminded management to ensure all doors are locked at all times and to purchase a garbage can to prevent trash from being left on the floor.
- Lake Elaine Clean-up & Update
 - Duncan thanked all the board members that came on Saturday April 22nd to help clean-up around Lake Elaine.
- Pickleball Update
 - Duncan updated the board of the new main contact for Pickleball, Bill Marshall. She stated that CWPA and CCC are working on building a program that is fair for both groups and easy to understand.
- Clean Start Program
 - Duncan launched a new program with the Continental Staff encouraging them to take pride in the property and always pick up trash. In the summer months the Continental Project, which does a majority of the trash pick-up on property during the day, is reduced due to summer break.

12. Agenda items for next monthly Board Meeting

13. Next Meeting: May 23, 2017

14. Motion to Move to Executive Session

Chambers made a motion to move into executive session. The motion was seconded by Duncan and carried unanimously. (MSCU) 5:42pm

15. Motion to Adjourn

Duncan made a motion to adjourn the meeting at 7:02pm. The motion was seconded by Bobby Goitia and carried unanimously. (MSCU)

Respectfully Submitted by,
Tahlia Murray
Director of Marketing