

**Continental Country Club
Homeowners Association**
Regular Meeting of Board of Directors
May 23, 2017 3PM
Meeting Minutes

1. **Call to Order:** Vicki Duncan, President, called the meeting to order at 3:00pm
2. **Roll Call:** All members of the board were present. Bill McGrath joined the meeting late. Others present were Chris Shields and Tahlia Murray.
3. **President of the Board Address:** Vicki Duncan welcomed the homeowners and staff to May Board Meeting. Duncan updated all the members on the accomplishments around the club throughout the winter. Duncan specifically thanked each board member for their time and dedication. Bobby Zweifel, Wyndham Representative, has been a wonderful partner to Continental and is currently working with Chris Shields on expanding the Fitness Center. Brian Vance has been instrumental in helping around the club with hands on work such as our Maintenance Shed, which was recently converted from a dirt floor to a concrete floor. Vance is also working with staff review our property assets to complete a reserve analysis. Bobby Goitia has been working tirelessly around the club to help with maintenance repairs. Bill McGrath our president of the FGMC committee and chairman of the golf and greens committee has done a wonderful job working with staff to expand our golf business. Dave Chambers is the chairman of our Finance Committee and has been working endlessly to crunch numbers. Duncan extended a special thanks to Jill Babb, Rob Evans and Bobby Zweifel who are all Lakeside homeowners whom have recused themselves from any and all Lake Elaine discussions and votes.

On Arbor Day your Board Members did a clean-up at Lake Elaine. This consisted of removal of blocks, tubing and debris. They all worked very hard to their part. Recently, the board sat in this room for eleven hours for mediation regarding Lake Elaine. I want each every one of them to know that your time and dedication does go unnoticed.

I also want to thank the staff for their time and dedication to the club. Chris Shields and Tahlia Murray have picked up a lot of extra work since our recent staff changes.

4. **Approval of Agenda:**
 - ***Vance made a motion to approve the agenda. The motion was seconded by Stark and carried unanimously. (MSCU)***
5. **Approval of Minutes:**
 - Regular Meeting of the Board – April 25, 2017
 - ***Goitia made a motion to approve the meeting minutes. The motion was seconded by Vance and carried unanimously. (MSCU)***
 - Executive Session Minutes- April 25, 2017
 - ***Goitia made a motion to approve the meeting minutes. The motion was seconded by Vance and carried unanimously. (MSCU)***

6. Homeowner Participation:

- **Lou Diesel**- 5531 E. Latrobe Lane – Fence Variance request- Diesel's neighbor, who has since passed away, used to feed the deer daily. The deer are now domesticated and are now attacking people and pets in the neighborhood. Game and Fish have been shooting the deer with rubber bullets with no luck. They have already had to shoot one male deer which was too aggressive. Game and Fish made a strong suggestion towards installing a fence to redirect the pack of deer temporarily and then remove the fence when the deer stop coming.
- **Judy Mack**-2805 N. Walnut Hills Drive #34 & 1737 N. Lakeview Lane- Judy is a Bridge Player that is concerned about the change that is happening within the club regarding the usage of the two conference rooms upstairs. She requested the board to consider letting the bridge club continue to play upstairs Mondays between 1pm-3:30pm for free if there are no prior reservations.
- **JP Rizza**- VRBO homeowner with day pass questions- JP continues to have issues at the front desk with day passes and the rules surrounding them. He wanted confirmation from the board on the age limit for kids and how much day passes are. The board confirmed that day passes are \$15 per day and children 5 & under free.

7. Department Reports

FGMC Report – Bill McGrath & Jeff Plattis: Plattis gave a brief overview of the current projects that are being worked on around the course. McGrath announced the promotion of Chris Mandziuk to Director of Golf. He also informed the board of the hire of four new golf shop hires. He also informed the board of not hiring for a 1st assistant this season to replace Chris' position. FGMC is under budget on expenses. There was only one special project scheduled for 2017, the resealing of the cart paths which has been completed.

GM Report – Chris Shields: Shields gave a brief update to the board regarding the misc projects happening around the club. The fitness Center project is taking longer due to moving some plumbing and the new opening date is June 15. All planting projects are completed through Warner's Landscaping. The Pool is set to open Memorial Day weekend and the conversion of the locker to ADA compliance has been completed. Lastly, Shields welcomed Kim Rushing, Controller to the team!

Drive Log Report- Chris Shields: Shields presented the board with the drive log and asked if they had any questions or concerns.

Marketing Report- Tahlia Murray: Tahlia announced the Welcome Back BBQ board members and homeowners and encouraged all to attend. She also briefly described the addition of the new Junior Tennis, Golf and Swim Program at Continental that starts on June 5th!

Finance Committee Report: Dave Chambers: see discussion items

8. Discussion Items

- **Now CFO Assessment for QuickBooks Compatibility-** Dave Chambers: Chambers informed the board of the final cost associated with Now CFO coming for a whole day to do an assessment of CCC current accounting system and give a recommendation with converting over to QuickBooks. Final cost would be \$500 and requires board approval.
- **Employee Handbook-** Vicki Duncan: Duncan informed the board that the management has been working on modifying the employee handbook policies. She asked the board for approval to create a small committee of three board members to review and approve the final policy handbook. The board agreed that the three board members would be Bill McGrath, Bobby Goitia and Vicki Duncan. The board also agreed that we will send to HR Attorney for final approval.
- **Transfer Fees-** Dave Chambers: CCC currently charges a \$1,000 transfer fee. The transfer fee is broken down into two line items: \$400- Document Processing Fee, \$600- Capital Reserve Fee to be used for maintenance, repairs, replacements and additions. Chambers recommended that the board increase the transfer fee to \$1,400.
 - ***Chambers made a motion to increase the total transfer fee to \$1,400 with \$400- Document Processing Fee and \$1,000- Capital Reserve Fee to be used for maintenance, repairs, replacements and additions. The motion was seconded by Vance and carried unanimously. (MSCU)***

9. Action Items

- Approval of March 2017 Financials
McGrath made a motion to approve the March 2017 Financials. The motion was seconded by Chambers and carried unanimously. (MSCU)
- Approval of April 2017 Financials
McGrath made a motion to approve the April 2017 Financials. The motion was seconded by Chambers and carried unanimously. (MSCU)
- Chase Bank
 - Add: Kim Rushing, Chris Shields & David Chambers
 - Remove: Blanca Robles***Chambers made a motion to add Kim Rushing, Chris Shields and David Chambers to the Chase accounts and remove Blanca Robles. The motion was seconded by Stark and carried unanimously. (MSCU)***
- National Bank (Walnut Bank) as property managers
 - Add: Kim Rushing & Chris Shields
 - Remove: Blanca Robles & Zack Orsulak***Chambers made a motion to add Kim Rushing and Chris Shields to the National accounts and remove Blanca Robles and Zack Orsulak. The motion was seconded by Stark and carried unanimously. (MSCU)***
- Sun West
 - Add: Kim Rushing & David Chambers***Duncan made a motion to approve the Staff Organizational Chart. The motion was seconded by Vance and carried unanimously. (MSCU)***

10. Informational items to and from Board Members and Staff

- Announcement of Judi Barrett last day on May 19, 2017
- Duncan wants Shields to that any decisions that are made during a board meeting that effect staff are communicated in staff meetings.

11. Agenda items for next monthly Board Meeting

- Diesel Variance Request
- Amended & Restated Board Resolution- Transfer Fee's
- Update from Kim Rushing on Accounting System

12. Next Meeting: June 27, 2017

13. Motion to Adjourn

Duncan made a motion to adjourn the meeting at 4:27pm. The motion was seconded by Evans and carried unanimously. (MSCU)

Respectfully Submitted by,
Tahlia Murray
Director of Marketing