

**Continental Country Club  
Homeowners Association  
Regular Meeting of the Board of Directors  
April 24, 2018 3:00pm  
Meeting Minutes**

1. **Call to Order:** Bill McGrath, President, called the meeting to order at 3:00pm
2. **Roll Call:** All members of the board were present except Brian Vance. Others present were Chris Shields, Kim Rushing and Tahlia Murray.
3. **President of the Board Address:** McGrath welcomed everyone to the April Meeting. He thanked the returning homeowners and new homeowners that he saw in the audience for attending the meeting.
4. **Approval of Agenda:**
  - *Goitia made a motion to approve the agenda. The motion was seconded by Thompson and carried unanimously. (MSCU)*
5. **Approval of Minutes:**
  - Regular Meeting of the Board- March 27, 2018
    - *Chambers made a motion to approve the minutes. The motion was seconded by Rhoton and carried unanimously. (MSCU)*
6. **Presentation of the 2017 Year-End Financials:** Kevin Stephens, CPA representing Hinton Burdict, presented the Board and homeowners the year-end financials and answers all questions.
7. **Homeowner Participation:**

This portion of the meeting is for items that are NOT on the agenda. **Please limit comments to two minutes.**

  - **Bob Prida-** 6030 E. Laurel Loop- Homeowner questioned the legal status of Lake Elaine and the current water level.

**8. Department Reports:**

**FGMC Report** –Jeff Plattis: Jeff was not present for the meeting. Chris Shields presented on his behalf. Shields announced that FGMC is fully staffed and cross training. He informed the Board the #8 Tee Box experienced stress over the winter and is expected to open early June. Lastly, tee box projects will begin in May.

**Golf Committee Report** –Chuck Thompson: Thompson gave the board a brief update regarding the golf course maintenance. He congratulated the Golf Team on total revenues received YTD through April 15<sup>th</sup> are 16% ahead of 2017. He informed the Board of the areas

of the operation that are succeeding and the areas that are trailing last year. Lastly, he covered the Marketing efforts that are currently running for the club.

**GM Report** – Chris Shields: Chris announced the renovation of the Oakmont. He explained the expansion of the dining area inside and renovation of the patio which included laying pavers and incorporating artificial turf. Shields informed the Board of the hiring of a new Maintenance Technician, Bailey Flores. Lastly, he encouraged the Board to look at the new furniture in the upstairs landing area.

**Golf Operations:** Chris Mandziuk: Mandziuk reported that the 2018 season is off to a great start with five new golf memberships. He announced the two April tournaments including the NAU Scholarship Tournament which is a sold out field.

**Drive Log** – Carole Swain: Carole was not present for the meeting. Chris Shields presented on her behalf. Shields reported that Swain has been focusing on Firewise this past month, primarily pine needles. He reported that almost all friendly notices resolved the matters.

**Marketing Report-** Tahlia Murray: Murray updated the Board on golf tournament contracts. She reviewed how many Properties transferred in January, February, March and April. She also informed the Board how many pending escrow contracts. Per request of a homeowner she reviewed email blast statistics for March and April email blasts. Lastly, she reviewed how many website visitors CCC had in 2017 and the top three pages that have the most click-through.

**Finance Committee Report:** Kim Rushing- Rushing reviewed the March 2018 Financials with the Board.

## 9. Discussion Items

- Board of Director Candidates

1. **Robert Hoadley-** 2000 Southern Hills- Mr. Hoadley introduced himself to the Board and homeowners present. He stated that he has lived in the community since October 2017 and works as a Nurse Practitioner. He is interested on serving on the Board of Directors because he loves the community and feels that he can bring new ideas and a sense of community back to the group.
  - **Don Richardson- 4701 E. Green Mountain-** Asked if when he is not living in his home if he rents it as a short term rental?
2. **Steven Schlosser-** 2800 N. Saddleback Way #7 – Mr. Schlosser owns a townhouse in the community and is interested in serving on the CCC Board as he has recently retired and has been serving on a HOA Board in Phoenix as a Treasurer and enjoys it. He stated that he grew the reserve fund for his Phoenix HOA and would like to assist CCC as well.
3. **Dave Whitmore-** 5115 E. Mount Pleasant Drive- Mr. Whitmore introduced himself to the Board and homeowners present. He stated that he retired from owning a sports shop in California and moved to Flagstaff. He stated that he has experience managing a 20,000 apartment home community. He feels that

*he could be a big help to CCC financial department and would like to be considered as a Board member.*

4. **John Keegan-** 1552 N. Continental Drive- Mr. Keegan withdrew his application before the Board Meeting.

- **Results of Written Consent Tally-** Bill McGrath

McGrath reviewed the tally results from the count on April 18th:

Amendment A-	YES- 562	NO- 306	UNMARKED- 7
Amendment B-	YES- 500	NO- 370	UNMARKED- 5
Amendment C-	YES- 667	NO- 200	UNMARKED- 8

Based on these results from Forms returned with YES responses, all three amendments failed to get the required 2/3rds to change the CC&Rs. The Board wants to thank the staff for all the time and effort they spent in collection and processing of the Forms.

1. **Gary Smith-** *feels that the homeowners have spoken and a second mailer should not be mailed out.*
2. **Larry Dannenfelt-** 2775 N. Fairview Drive- Former Board Member who expressed his thoughts regarding the amendments to bylaws. He feels that although there were not enough votes to make the changes to make the changes at this time, the members have spoken. He also feels that we shouldn't conclude that the members didn't understand the form.
3. **Don Richardson-** 4701 E. Green Mountain Drive- Feels that the Board should be looking at this in a different way. Instead of this amendment failing that 72% of the membership have turned the forms in. Mr. Richardson thinks that if more time went into educating the homeowners what each amendment meant instead of terminating the process the club would get more votes.
4. **John Keegan-** 1552 N. Continental Drive- Expressed his view of the tally results with non-votes which are not included in those numbers.
5. **Glenda Knight-** 1414 N. Mariposa Road- Expressed frustration over not receiving emails from the club.

- **Tenant Registration Form-** Chris Shields

Shields presented the Tenant Registration form to the Board and homeowners present.

1. **Glenda Knight- 1414 N. Mariposa Road-** Suggested that the Board add rules and fines when there are errors.
2. **John Keegan- 1552 N. Continental Drive-** Expressed support for the Tennant Registration Form but felt that the Board needed to allow the homeowners to share their thoughts on the form before approval.
3. **Bob Prida-6030 E. Laurel Loop-** Suggested that the Board gather advice from other HOA's that utilize the form for Pro's and Con's.

- **Communication Regarding Membership to (5) Subdivisions-** Chris & Tahlia Shields presented the two part campaign that would involve the below listed Subdivisions:

1. Canyon Country Club Estates I
2. Canyon Country Club Estates II
3. Canyon Country Club Estates III
4. Canyon Country Club Estates IV
5. Coconino Country Club Estates

Shields reviewed the first part of the campaign which would include communicating with the lots that are currently deed restricted with Continental and ensure that the homeowners understand their voting rights, usage rights of club amenities and have been issued the correct CC&Rs for their lots.

The last part of the campaign would include actively trying to get lots that are not deed restricted to join Continental Country Club. Once the whole subdivision deed restricts that subdivision has the option to amend their CC&Rs under Continental Country Club's CC&Rs.

- **Employee Golf Privileges Policy-** Chuck Thompson  
Thompson reviewed the final policy as revised per the direction of the Board.
- **ADA Compliance Update-** Chris Shields  
Shields reviewed three proposals received for: automatic door openers, elevator and a chairlift. The Board recommended that Shields move forward with the automatic door openers for the front doors of the club out of the operational budget as soon as possible.
- **Oakmont Rent Increase-** Kim Rushing  
Rushing reviewed the Oakmont lease with the Board and reminded them that rent is to increase on an annual basis on April 1<sup>st</sup> of each year by the greater of 2% or the annual increase in the Consumer Price Index.  
Rushing explained that the rent was not increased in 2017 and she could only assume that it was overlooked due to the turnover in accounting staff. With that being said Rushing proposed that the Board retro the rent increase for 2017 and increase the 2018 rent by CPI.  
The Board agreed with Rushing and informed her that for the future this did not require a Board vote and to just follow the lease agreement.
- **Second Amended & Restated Bylaws-** Chris Shields  
Shields presented the Board the Second Amended and Restated Bylaws which amends the first four sentences of Article II, Section 2.4 of the Bylaws and Article II Section 2.16 of the Bylaws in its entirety.

## 10. Action Items

- Board Appointments
  - *McGrath announced that the Board Appointment Ballots were tallied and it ended in a tie vote between Dave Whitmore and Robert Hoadley. He announced Steven Schlosser has been appointed to one of the positions which expires in August 2020.*
- Results of The Written Consent Forms
  - *Dave Chambers made a motion to terminate the process for approving the proposed amendments to the Declaration effective immediately and indefinitely, which will also act to remove the following sentence from Paragraph 2 of the Second Amended and Restated Resolution of Continental Country Club, Inc Board of Directors Policies and Procedure for Counting Written Consent Forms: "However, the Association will send out a new written consent form in the form attached to this Resolution by June 1, 2018.". The motion was seconded by Thompson. MSCU*
- Employee Golf Privileges Policies  
*Smith made a motion to approve Employee Golf Privileges Policies. The motion was seconded by Chambers and carried unanimously. (MSCU)*
- Second Amended & Restated Bylaws  
*Thompson made a motion to approve Second Amended & Restated Bylaws. The motion was seconded by Smith and carried unanimously. (MSCU)*
- Updated Fine Schedule  
*Thompson made a motion to approve Updated Fine Schedule. The motion was seconded by Chambers and carried unanimously. (MSCU)*
- March 2018 Financials  
*Schlosser made a motion to approve the March 2018 Financials. The motion was seconded by Thompson and carried unanimously. (MSCU)*
- 2017 Year-End Financials  
*Chambers made a motion to approve the 2017 Year-End Financials. The motion was seconded by Smith and carried unanimously. (MSCU)*

**11. Informational Items to and From Board Members and Staff**

- McGrath requested staff to prepare new Board Member Binders

**12. Agenda Items for Next Month**

- Tenant Registration Form
- Rules & Regulations

**13. Next Meeting: May 22, 2018**

**14. Adjourn:**

- *Thompson made a motion to adjourn the meeting at 5:53pm. The motion was seconded by Chambers and carried unanimously. (MSCU)*

Respectfully Submitted By,  
Tahlia Murray  
Director of Marketing