

**Continental Country Club
Homeowners Association
Regular Meeting of the Board of Directors
December 19, 2018 3:00pm
Meeting Minutes**

1. **Call to Order:** David Chambers , President, called the meeting to order at 3:00pm
2. **Roll Call:** All members of the board were present except Robert Hoadley and Charlie King. Robert Hoadley's absence is excused due to the last minute change in date and work conflict. Others present were Chris Shields, Kim Rushing and Tahlia Murray.
3. **President of the Board Address:** Mr. Chambers welcomed Board Members, staff and homeowners to the meeting and informed everyone that he did not have a president's address this month because there was a call scheduled at 4:30pm with the attorney's regarding Lake Elaine.
4. **Approval of Agenda:**
 - *McGrath made a motion to approve the agenda. The motion was seconded by Goitia and carried unanimously. (MSCU)*
5. **Approval of Minutes:**
 - Regular Meeting of the Board- November 27, 2018
 - *Evans made a motion to approve the minutes. The motion was seconded by McGrath, Rhoton abstained, vote carried.*
6. **Homeowner Participation:**
 - This portion of the meeting is for items that are NOT on the agenda. **Please limit comments to three minutes.**
 - **No Homeowner Participation**
7. **Department Reports:**

General Manager Report- Chris Shields- Shields reported that he has been working diligently with Kim Rushing, Controller, to finalize the 2019 budget to present for approval at today's meeting. He informed the Board that he has been working with Maintenance Manager Bailey Flores and the City of Flagstaff to ensure that Continental Country Club, specifically the Pickle ball Courts are compliant with the dark sky initiative. Lastly, Shields updated the Board on the progress of the Neighborhood Safety mailings to the owners. He stated that the homeowners have been mailed the newly revised Membership Policies, Rules and Regulations, a letter detailing the after hour's security and a magnet for their homes.

- The Board suggested that the after hour's services with Messages & More and Southwest Security begin on December 31st as opposed to January 1st.

Drive Log – Linda Caniglia: Caniglia reported since the November Meeting she issued 21 violations. She stated has been focused on utility trailers, illegal parking, unsightly construction materials and RV/Trailers parked on lots past the 72 hours. Lastly, she informed the Board and homeowners present that attended a one day training at Lynn Krupnik’s office, HOA attorney, for HOA Compliance and Law. She reported that our violation letters and policies were compliant and she did not have any recommendations for changes at this time.

Marketing Report- Tahlia Murray: Murray informed the Board that she has been working with Board Member John Keegan weekly on marketing strategies and effective communication. The most recent meetings have focused on analyzing our email marketing program efficiency and lack of delivery. The Marketing Group: John Keegan, Tahlia Murray, Chris Shields and Chris Mandziuk switched to a new program called iContact which they all feel confident will deliver they e-blasts more efficiently. The second item the group has been focusing on is creating a detailed marketing plan for 2019 using 10-15 golf clubs/country clubs and tracking their campaigns. Murray informed the Board that the Marketing Team has determined the email delivery issues and have corrected the problem.

8. Discussion Items

- **Design Review Form- Fees & Itemization**- Tahlia Murray- Murray reviewed HOA Design Review Forms for other HOA’s in Arizona and modified the form in an effort to make it easier for the homeowners to submit work and improvements on their properties.
- **Zero-Scaping & Irrigation on Golf Course**- TABLED- MARCH MEETING
- **Design Review Fees & Itemization**- Tahlia Murray- Murray provided the Board Members with the clubs current Design Review Form. Murray informed the Board that the current categories (1. Remodel/Addition- \$100 review fee 2. New Construction- \$200 review fee 3. All Other Improvements- \$25 review fee,) are confusing and unclear to people. The Board recommended that Linda and Tahlia look at what other HOA’s are doing and bring a recommended form and fees to the December Meeting.
- **2019 Budget**- David Chambers- Chambers presented the 2019 Budget to the Board and homeowners present. He alerted the Board to three main reasons why the Budgeted Expenses increased significantly from 2018 to 2019: 1) Legal and Consulting for Lake Elaine, 2) Minimum Wage Increase and 3) Water Rates.

9. Action Items

- Appoint Treasurer
Goitia made a motion to appoint Dave Evans as the Treasurer. The motion was seconded by McGrath and carried unanimously. (MSCU)
- Design Review Fees
Evans made a motion to approve the revised design review form and below listed design review fees. The motion was seconded by Goitia and carried unanimously. (MSCU)
 - Remodel/Addition- \$100 review fee
 - New Construction- \$200 review fee
 - All Other Improvements- NO CHARGE
- Membership Policies
Evans made a motion to approve the Revised Membership Policies effective January 1, 2019. The motion was seconded by Goitia and carried unanimously. (MSCU)
- Tenant Registration
Smith made a motion to approve the Revised Tenant Registration Form effective January 1, 2019. The motion was seconded by Goitia and carried unanimously. (MSCU)
- 2019 Budget
Evans made a motion to approve the 2019 Budget with the below modifications. The motion was seconded by Goitia and carried unanimously. (MSCU)

Total Revenues

From	\$2,914,687
To	\$2,888,914
Difference	\$(25,773)

Golf Revenues

Driving Range From	\$125,000
Driving Range To	\$117,733
Difference	\$ (7,267)

Cart From	\$268,506
Cart To	\$264,100
Difference	\$ (4,406)

Green Fees From	\$515,600
Green Fees To	\$501,500
Difference	\$(14,100)

Net Profit From	\$75,453
Net Profit To	\$49,680
Difference	\$(25,773)

10. Informational Items to and From Board Members and Staff

11. Agenda Items for Next Month

12. Next Meeting: **January 26, 2019- Retreat**

13. Adjourn:

- *Goitia made a motion to move into Executive Session at 4:30pm. The motion was seconded by Keegan and carried unanimously. (MSCU)*

Respectfully Submitted By,
Tahlia Murray
Director of Marketing