

## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE CLUB AT COBBLE CREEK, INC.

A meeting of the board of directors of THE CLUB AT COBBLE CREEK, INC. (the "Club") was held on February 10, 2021 at 1pm. Those present and participating at the meeting:

Christine Collin, President

John Szyfer, Vice President (left during new business due to a prior engagement)

Lisa Hylton, Treasurer

Randy Griffin, Director at Large

Betsy(Betty) Willy, Secretary (joined the meeting at the beginning of Old Business)

**Approval of Minutes:** Minutes from the February 3rd meeting were approved electronically by the board members.

**Approval of Agenda:** The Agenda for the meeting was approved as distributed

### **Old Business:**

**Directors and Officers Insurance:** The application for insurance has been submitted. Renewal of the old policy is due in March. It is anticipated that bid from Selective will be available prior to the renewal date of the current provider.

**foreUp implementation:** Outstanding items for implementation and coordination of Quick Books and foreUp were reviewed. The board agreed that when Kim Lesure begins work this Friday, she will work with Christine and Jean to ensure that these items are addressed.

Included in items to be completed are:

- Complete the Transfer of data to QuickBooks
- Identification and correction of any outstanding sales tax for 2020
- Entering the Cash Drawer closeouts in foreUP at the end of each business day.
- Insure that QuickBooks and foreUp accounts have the same channels of profitability to allow more accurate and accessible reporting
- Establish administrator rights versus user rights for security purposes
- Refer questions regarding billing by members to Jean or to Madi in Jean's absence
- Documentation of protection of Credit Cards by PCI.

**2020 Financial Statement Status:** Randy has completed a review of the income statement. Balance Sheet adjustments are in process. Once Kim has completed the balance sheet

adjustments and the financials are in final form, Randy will prepare a final Budget to Actual Comparison for 2020 which will be posted on the website.

### **Member Benefit Opportunities:**

**Chair Massage program:** The vision is to offer chair massage sessions free to members on a scheduled basis. Madi is seeking bids from area providers and we are waiting for estimates of cost.

**Women's Coffee:** A regular women's coffee will be offered to members for no charge. For now, they will meet in Creekside Restaurant space. Madi will prepare coffee and Christine will provide goodies for the first meeting. Frequency of the coffees will depend upon response. The first meeting was advertised in this week's update – February 17, 9am at Creekside.

**Winter Golf Coaching clinics:** Offering off season coaching sessions has been discussed with Gerard and during the board meeting. It was agreed to postpone this initiative until Gerard and Kala can meet with John and Betsy to make plans to move forward with their planned outdoor meet and greet clinic.

**Pilates and Balance training:** Betsy has feelers out to several physical therapists regarding the possibility of providing sessions in the fitness center.

**Golf - Injury Prevention Preseason Presentation:** In Motion Therapy will provide a presentation demonstrating strategies for prevention of injury during golfing. This will be free to members and at no cost to the Club. This is tentatively scheduled for March 8<sup>th</sup> at noon . Madi will market this in the weekly update.

### **Covid-19 monitoring –**

**Increased Capacity:** Montrose County Public Health Department announced that the county moved from Orange to Yellow February 6<sup>th</sup>, which allows an increased capacity for the Tavern, Fitness Center and Banquet Room. The Tavern 16, Fitness Center 10, and the Banquet Room 32. The calculation of these numbers was based on actual square footage and the need to continue to maintain 6 foot distances from those not in your immediate household or cohort. These capacities are subject to ongoing change dependent upon the Public Health Department's directives.

It is the Board's intention to assertively increase activities and encourage participation within the guidelines of the Public Health Department. Each participant needs to consider their own acceptable level of risk and the risk they may present to others.

**Mask wearing** continues to be mandatory within any of the Club's facilities unless actively eating or drinking.

**Tavern:** For staff protection and that of customers, Individuals are strongly encouraged to reapply their mask when approaching the bar to place orders.

In the interest of increasing indoor seating capacity while maintaining social distancing, the board decided to remove the bar seating (as further protection for staff) and to place as many tables in the tavern space as is deemed safe. Customers are encouraged not to move tables together unless to accommodate their own household or cohort.

Tavern staff will place cushions on seating outdoors as weather permits to encourage outdoor socialization. Customers are welcome to enjoy the outdoor heaters. However, operation of these heaters should be in consort with the Tavern Staff.

### **Staffing:**

**Accountant/Bookkeeping** – Kim Lesure has agreed to work two days per week until this position is filled. Kim created our accounting system and will be a great asset as we transition accounts to foreUp. She will begin this Friday. Recruitment continues.

**General Manager** - The recruitment process was described in last week's minutes. Christine will follow up with:

- Posting to general membership
- Posting to PGA website
- Posting to Indeed.com
- Networking locally

**Club Manager** – There was general discussion regarding who will pick up Madi's responsibilities when she is on maternity leave. Madi has expressed her desire to work from home and remain accessible. The board needs to explore the legalities of contacting an employee while they are on official maternity leave. Christine will ask our legal consultant to respond to this question before we establish any parameters.

**Event Coordinator** - The board is looking at a plan for a full-time marketer and event planner. Further discussion relative to the budget will occur.

### **New Business:**

#### **Golf Course – Date of opening**

The opening of the course will be delayed by approximately two weeks in order to complete the pouring and curing of concrete cart paths. This will prevent workers from being hit by errant balls and the golfers from interfering with their work. The pouring of concrete is weather dependent. Therefore, Paul and Gerard will communicate when it is safe to open.

In the meantime, Paul will create temporary golf cart paths to access holes one, fifteen and nine. This will allow the course to open once the concrete is cured and before the grading is complete. Work will then commence to backfill around the new paths and the temporary paths will be removed.

Madi will be asked to remind members that the Driving range and practice areas for putting and chipping are open. The bathroom on 6450 road will be reopened for the convenience of resident walkers, now that there is staff available to clean the facility weekly.

**Communication to and from Staff:** The prior board established a liaison system for communication and support of the department heads until a new General Manager could be hired. The board discussed whether to keep this system or to appoint one person to communicate with the department heads. The liaison system was left in place for now.

**Current Liaison relationships:**

Club Manager – Madi – Christine  
 Golf Pro – Gerard – Betsy and John  
 Golf Course – Paul – Randy  
 Tavern – Misha – Lisa

This will be communicated to department heads by Christine

**2020 Audit:**

The board discussed the pros and cons of performing a financial audit at this time. It was agreed that an audit with an emphasis on business processes would be helpful to the current board as well as the incoming GM. A motion was made by Betsy and seconded by Lisa to explore resources and seek estimates for this work. The motion passed by the majority vote. Christine has agreed to report back to the board regarding this item.

**Fitness Center Report**

Betsy Willy will submit a report to the board of the review of fitness center current practices that she and Madi have completed. It was determined that there is no government agency that oversees the practices of unmanned fitness centers, just traditional best practices. Our center falls under the category of unmanned hospitality fitness centers.

**Update on new and resumed fitness programs**

The yoga exercise program will resume beginning next Friday. Decisions regarding other fitness center programs will be made after the board reviews the certification and insurance policy for these instructors.

**Cost of sign at entrance**

John will continue to gather accurate information regarding costs and projected costs.

**Cost of Water Distribution to Sub HOAs:**

Lisa Hylton made a motion, seconded by Betsy Willy that the board undertake a study to determine the actual cost of distribution of water to the Sub HOAs based on distance,

electricity costs, maintenance of pump stations and other factors. The motion was unanimously passed.

The following items on the agenda were tabled till next meeting on 2/17/2021.

2021 Calendar

Liability Waiver

Agreements/Contracts

Proposed Performance program

Cost sharing agreements with Weststar

Staff Items: Paul – equipment, HOA waterways, Tee Markers

There being no further business, upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

*Betsy Willy*

*Secretary*