

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 November 14, 2022, at 4pm. Those present and participating at the meeting:

Mike Weber, President

Pat Pitz, Vice President

Betsy (Betty) Willy, Secretary

Gary Poteet

Eric Wolf

Eddie Anderson, General Manager

Ned Frazier, liaison Spruce Point HOA

Approval of Minutes: The Minutes for October 31, 2022 were ratified as revised and approved by the BOD by email.

General Manager's Report:

Financials:

3rd Quarter Financial Report: posted on the Website

2022 Cash Flow Projections: Cash Flow for the remainder of the 2022 year will be tight per Eddie's projection. This is due in part to the golf merchandise credits which will not be realized until early next season. (Postscript – Eddie has been asked to provide the BOD with an accurate projection of cash flow for the remainder of 2022.)

Non-Member (public) golf fees: Following discussion of the need to remain competitive with other community golf courses, Eddie was asked to report back to the board regarding his recommendation for appropriate increases in public annual and daily golf fees including course play, range balls and cart rentals.

Financial Review: The proposal for the financial review by Parker Consultants and Accountants has been received. Alexander Parker CPA will conduct the review. This proposal covers the scope of the review to substantiate the disbursements by the Club at Cobble Creek during the nine months ending September 30, 2022, as well as the methodology to be used. The estimated cost to the Club is \$2,500. The review will commence immediately.

Check Signatures: Further discussion of the logic to require two signatures on all checks written on behalf of the Club at Cobble Creek ensued. The current policy requires a second signature for amounts over \$5,000. Mike Weber is the 2nd signer. Having acknowledged that current banking processes do not identify those checks without a required second signature, the BOD has decided to continue under the current policy.

Staffing: Filling the event coordinator position will be deferred till early next year. In the meantime, the Tavern Supervisor position will be filled. This will allow a shift of responsibilities from the GM to the Tavern Supervisor. By stabilizing the tavern staff and providing appropriate supervision, the Club will

be able to provide excellent customer service while protecting inventory and cash management. (Postscript – in light of the tight cash flow, filling this position will be deferred until a later date.)

Overall Club staffing hours are reduced during the Winter Season per department as appropriate to reduce expenses and continue to meet the needs of the business.

Personnel Cross Coverage: Eddie reported that Nick (asst pro) will cover some tavern shifts during the Winter Season as well as provide assistance to Kayla in management of events.

Tavern Supervisor interview schedule: Eddie reported that three interviews are scheduled for Thursday and one for 11/14/22. Additional interviews will be scheduled next week. Once those who are not qualified for the position are eliminated, a second round of interviews including one applicant from the current tavern staff will be provided with the GM, Gary Poteet and Eric Wolf conducting this round of interviews. (Postscript

Policy Approval: The Club is in the process of creating policies to provide a consistent structure for the management of the Club. This process will take some time and priority is being given to areas which need to be formalized and implemented immediately. The Employee handbook describes the Club's general policies as they relate to personnel management and for the time being provide guidance for management and employees alike. Each employee receives and acknowledges receipt of this information at the time of employment.

Sharing of tips/gratuities: (This policy is in process and will be finalized soon.) Having received input from restaurant consultants and the Club Attorneys, a tip sharing policy was written to meet the standards set by Colorado Law.

Tips are defined as money given voluntarily by the customer to those individuals providing a service. Tips/gratuities are the property of the employees, not the Club. It is the policy of the Club to ensure that customer tips voluntarily given for services received in the tavern or during events are shared on an equal basis with all employees who participate in provision of the food and beverage preparation, service, and cleanup based on hours worked.

Cash tips are to be shared at the end of each shift. Documentation of the cash amount dispersed the method of determining the amount to be received by each employee and initials indicating receipt are addressed in the policy. Credit card tips are added to the employee's paycheck at the end of the pay period. Employees are responsible for reporting their own tip income for tax purposes.

For department heads to participate in tip sharing when assigned to work tavern shifts, dual role descriptions were added to their position descriptions. The general manager, independent contractors and owners are ineligible to receive a share in the tip pool unless they are the sole provider of the service

Hiring and Orientation Policies: These policies were reviewed and approved by the BOD. Background checks are to be done on all candidates for Club positions before an offer is made. The orientation policy utilizes the Employee Handbook which emphasizes customer service, professionalism, and team work along with specific requirements regarding alcohol and drug free workplace, protection from violence, sexual and other types of harassment and many other issues. A copy can be found on the CC website under members.

Termination Policy: This policy includes exit interviews being conducted by a manager other than the employee's direct supervisor to determine what the employee liked about their position, issues and concerns they wish to share and recommendations for improvement of the work environment. If the employee is not present to do an exit interview, an exit questionnaire is to be mailed to them to voluntarily complete and return. In this way, we will be able to identify trends, specific issues and perhaps reverse the employee's decision to resign.

Personnel Management:

Performance review and improvement plan: Process includes revision of the July 2021 position descriptions with department and GM input. Creation of a rating sheet and dashboard reporting system. Trial and review of the system (already completed with Kala Rusk's input). Schedule reviews with each department head along with the development of employee specific goals and coaching requested. Re-review in specified time frame dependent upon the immediacy of issues identified. Documentation of interviews. Rating sheets and interview/action plans to be filed in personnel files. The goal is to provide a concrete plan for each employee and through coaching help them to develop professionally and as a team. The Dept heads will then use the same system with their line staff.

BOD Election:

Important dates and process:

Currently, there are three open positions (Pat Pitz, Mike Weber and Betsy Willy are retiring). Each open position's term runs for two years beginning January 16, 2023, through January 16, 2025.

There are currently two continuing BOD members. Gary Poteet's term is an elected position. His term started January 16, 2022 and expires January 16, 2024. Eric Wolf's term as an appointed member of the BOD by Weststar terminates January 16, 2024. At that time, both are eligible to run for an elected position should they desire along with any other candidates for the BOD who come forward at that time.

The schedule for the election for 2023 BOD open positions is as follows:

Workshop with Applicants and BODs 11/16/2022 5:30pm - Agenda planned by Mike Weber and Gary Poteet. The purpose of the workshop is sharing the directors' required qualifications, time commitment, and responsibilities with the potential candidates to assist them in the decision to run for the BODs.

Resumes to be submitted to the BODs

12/2/2022

Submit a one-page description of your background, what qualities you would bring to the Club as a BOD member, and your vision of the path forward for the Club to Kayla Bright who will blast email them to the members.

Mail ballots and Proxy forms to members

12/16/2022

Ballots will be mailed to all members

***** Zoom presentation to members by applicants**

1/3/2023

Candidates will be given a time limited slot to address the members followed by Q& A from the Zoom participants. (Undecided if in person and Zoom or just Zoom)

Deadline for ballots to be submitted

1/11/2023

Returning ballots are addressed to Maxwell Parker PC (accounting firm) for safe keeping

Vote Count and announcement of winners

1/13/2023

The count will be conducted and monitored by member volunteers organized by Tracy Dickenson (a Club Member) and a representative from Maxwell Parker PC. Announcements of winners will be made by email as soon as the count is completed.

First board meeting 2023

1/16/2023

This is a combined board meeting in which the retiring members of the previous board are present to update the new board members and answer any questions they may have. Although the Club does not have an official status for retiring board members, it has been tradition that they remain a resource to be used by the incoming members. The retiring members then leave the meeting, and the current board elects their officers for 2023.

The Executive session was then convened after which the BOD meeting was reconvened, and no further actions were taken.

There being no further business, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 7pm.

Betsy Willy

Secretary