

# 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 June 8, 2021 at 5pm. Those present and participating at the meeting:

Christine Collin, President  
Pat Pitz, Vice President  
Lisa Hylton, Treasurer  
Randy Griffin, Director at Large  
Betsy(Betty) Willy, Secretary

**Approval of Agenda:** The Agenda was approved unanimously.

**Approval of Minutes:** The Minutes of the Board meeting dated 5/24/21 were unanimously approved as corrected by email collaboration.

## **Old Business:**

**Entrance Flag:** The American Flag suspension system and solar lighting have been replaced and the flag was erected in time for Memorial Day. Special thanks to Randy Griffin and the staff who assisted in this repair.

**Employee Handbook:** This document will serve as a reference for staff and board regarding Human Resource policies. It was initiated by the prior board, reviewed by our attorneys and revised to reflect their recommendations.

The handbook has been distributed to department heads today. Betsy Willy reviewed the highlights with special emphasis on:

- professional appearance and decorum,
- Harassment definition, reporting and management mandatory response,
- Employee Benefits including those provided under the newly enacted Healthy Families and Workplace act,
- Restriction of alcohol consumption by employees,
- Workplace Violence Protection,
- Smoke free working environment, and restrictions regarding acceptance of gifts from Members, Vendors, Guests.

Department Heads will provide each of their staff members with a copy for their reference and will review the important items with them before requesting signatures documenting their receipt of the document.

The handbook is available in Madison's office if members wish to review it. Here is a short summary of items emphasized during review.

**Alcohol Consumption by employees:** Members will be reminded that employees may not accept alcohol drinks purchased for them by Members, guests or the public and that employees may not provide free drinks or food to members, guests, other employees or the public. Alcohol consumption by employees while on the clock or during business hours will not be tolerated. Employees may not accept free drinks or food from members, vendors, guests or public. Management reserves the right to test an employee for drug or alcohol levels for any reason.

**Professional appearance and decorum:** Employees, who interact on a regular basis with members and the public, will be asked to wear shirts with Cobble Creek Logo and nametags. In addition, they will wear clean modest attire functional for the jobs which they must perform. Each staff member of the tavern and ProShop will be provided two logo shirts by the Club with replacements as needed.

The staff are the face of Cobble Creek and were reminded that they represent our Club both on and off the job.

**Harassment:** Harassment both implicit or explicit by members, vendors, employees, supervisors or the public to an employee will not be tolerated. The handbook spells out the process for an employee to report harassment and management's mandatory response.

**Protection from Violence in the Workplace:** The handbook defines aggressive behavior and the recognition and reporting of behavior which may ramp up to a level of actual physical assault. In addition, it describes safety measures and reporting process to secure intervention.

**Smoke Free Work Environment:** Smoking is prohibited within 25 feet of the entrances of any building or structure on the property as well as within any building or structure.

**Gifts of Value:** Employees are restricted from accepting gifts valued over \$100 from members, guests, vendors or members of the public.

**Employee Benefits:** The board discussed and further defined and approved the following Employee Benefits.

**Holiday compensation and pay** for Christmas, New Year's Day, Memorial Day, Independence Day, Labor Day and Thanksgiving was defined. Exempt employees

may take compensatory time off if required to work one of the above holidays. Hourly employees will be paid time and one half for holiday time worked.

**Free Golf and Fitness Center access** is available to employees who work an average of 18 hours or more per week. All employees have free access to the Club's fishing ponds as long as they display the HOA "fishing cap" on their person.

**Colorado Healthy Family and Workplace Act (CHF&WA):** Enacted January 1, 2021 requires employers to provide paid time off for a variety of physical and mental health needs. These are detailed in the handbook. Employees accrue one hour paid time off for every 30 hours worked up to a total of forty-eight hours per year.

**CHF&WA Public Health Emergency Pay:** This same act mandates employers provide paid time off during a state declared public health emergency to allow the employee to isolate or seek preventive or medical care for their own illness or to care for an immediate family member (in this case due to Covid), Employees who work 40 or more hours per week are entitled up to 80 hours mandatory paid time off for this purpose. Employees who work less than 40 hours per week may have up to the amount of paid time off that the employee is normally scheduled in a fourteen-day week. Employees may donate paid time off to other employees. Further details for coverage are available in the handbook.

**Logo Shirts** for Tavern and ProShop employees and discounts for ProShop merchandise as well as food and non- alcoholic beverages at the tavern for all employees.

The Board agreed to continue to explore the provision of additional employee benefits which will aid in recruitment and retention of good employees.

**General Manager:** Two additional resumes of potentially qualified applicants were received this week through the PGA posting along with an additional candidate through Indeed.com. Christine continues to review the references of the current candidates. We will schedule interviews with these additional candidates in the near future.

**Long Range Planning Committee:** Randy Griffin brought the board up to date regarding the status of this committee. The following individuals have agreed to serve: Pete Joufas, Mike Weber, Bill Crittendon, Suzanne Hansen and Randy Griffin. Two additional individuals were suggested and Randy will follow up with them. First meeting is scheduled for this Thursday at 2pm. This committee is charged with thinking outside the box as they consider issues that will affect the club over a one to five year or longer time frame.

**Golf Focus Committee:** The following individuals have agreed to serve on this committee: Joe Sullivan, Mary and Terry Lane, Rick Chapman, Gail Reitz, and Brandon Baker. Joe Sullivan will serve as chairman. Selection of these members was based upon a desire to include members with history with the club plus individuals recommended by Kala who are avid golfers and as newer members potentially bring fresh ideas to the table. Two additional potential members will be approached by Joe before setting their first meeting. This committee is charged with examining the golf business and making specific, cost effective recommendations for improved services.

**New Business:**

**Fishing access:** The incidents of non-HOA residents accessing the Club's fishing ponds is increasing and will continue to increase if the HUB becomes a reality. Monitoring and confronting public use of our ponds is not a pleasant task for our members. Calling the police is ineffective as the interlopers will most probably be gone before the officer can intervene. The board discussed possible solutions including increased signage. Last year's HOA fishing chairman recommended that the HOA refrain from stocking those ponds that have easiest public access. These include the Fish and Chip ponds, holes # 4, 9, 10 & 11. The HOA has stocked these ponds in the past. The Club board decided to seek additional signage which will state that the ponds are private property and for the use of members and guests only and that trespassers will be prosecuted.

**Financials:** It is the board's goal to make YTD financials available to the membership following the close of second quarter business.

**At 6:10 the board adjourned to Executive Session**

Following the close of the executive session, there being no further business, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 7:10pm.

*Betsy Willy*

*Secretary*