

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 17, 2021 at 1pm. Those present and participating at the meeting:

Christine Collin, President
Lisa Hilton, Treasurer
Randy Griffin, Director at Large
Betsy(Betty) Willy, Secretary

Minutes from this meeting were approved electronically by the board members.

Approval of Agenda: The Agenda approved as distributed with the addition of the need to fill a board position due to the resignation of John Sypher.

Approval of Minutes: The minutes from 2/10/21 were ratified as approved electronically.

Business Conducted:

Resignation of Board Member:

John Szyfer submitted his letter of resignation for the board's consideration on 2/14/21, stating the reason to be a personal matter. A motion to accept the resignation was made by Lisa Hylton and seconded by Betsy Willy. The motion carried unanimously. It is with regret that the board has accepted this resignation as John was an active contributing member of the board. We wish him well.

The Club at Cobble Creek bylaws outline the process to fill vacancies. Section 4.05 states: "Any vacancy occurring on the Board shall be filled by appointment of a qualified individual to serve the unexpired term of the director by the remaining Directors." The unexpired term is one year ten months.

Christine will communicate John's resignation to the membership and request members interested in the position to put forward a letter by March 1st outlining their background and their vision for the community. Qualified individuals will be interviewed by the board and a selection made.

Employee Handbook:

Betsy Willy distributed the latest draft of the Employee Handbook and reviewed with the board areas that board members had indicated needed further discussion. These areas included Sexual Harassment, Drug and Alcohol policy, the definition of full-time vs part-time employees, the employee percentage discount for food and drink, bereavement and medical leave and the inclusion of a confidentiality clause regarding Club information.

Following a short discussion of each item, it was moved seconded and motion carried that the document be reviewed by the Club's attorney prior to distribution and review with employees.

Ideas for employee professional development were discussed, with the conclusion that the board would like to offer ongoing training for employees as need is identified. This will not only enhance their value to the club, but support the employees understanding that the Club appreciates their contribution to the Club's success.

The Club's liability under the State of Colorado Liquor Law was discussed. The Board will fully support the Tavern Staff's duty to prevent the serving of individuals who are visibly inebriated. To this end, a placard will be secured to post in the tavern stating that the tavern staff reserve the right to refuse service to anyone at any time. Also discussed was the need to post the contact numbers of board members willing to respond as needed to support the tavern staff at closing time. Lisa Hylton will review these items with Misha to determine if she has any additional tavern management concerns.

Fitness Center Waivers, Agreements and Contracts:

There was a short discussion of the need for general liability waiver options for the membership. Two versions had been distributed electronically to the Board members. The attorney will be asked to review the wording of these documents and advise the board how to proceed.

In order to ensure safe, quality programs, the instructors of exercise classes will be asked to sign agreements requiring current certification in the area in which they are teaching along with proof of liability insurance. These documents will be kept on file at in the Clubhouse Manager's office. There was a short discussion of the means used to pay the instructors for their service. Currently there are two systems in place: Pay per class or waiver of club membership fee for the instructor. These classes are then offered without cost to the members. The attorney will be asked to review the wording of these agreement documents.

Inventory Procedures:

It was noted that foreUp software includes inventory tracking among many other features. The Tavern and ProShop inventories will be entered into the software each month beginning 2021 by the appropriate department head..

Director and Officer Liability Insurance:

Randy Griffin reported that several options for coverage are on the table from Westfield/Landmark, and Selective Insurance. We are waiting for a bid from Nationwide before proceeding. Our current policy expires February 28, 2021. This policy can be rolled over while we consider our options.

Covid-19 Monitoring:

We remain in the "Yellow" phase based on the Montrose County Dept of Public Health's data assessment. Therefore, no changes need to be made to our Covid-19 compliance at this time.

Member Benefit Opportunities:

There was a discussion regarding increasing the Event Coordinator's position and responsibilities to include calendar development and marketing. The increase in hours for our current Events Coordinator will be based on need and budget. Christine will discuss this with Deb Patterson. Further discussion by the board will be needed to define this expanded position description.

Zoom Meeting for membership participation March 4th:

The board members will put together an agenda and plan for the content of this meeting.

Personnel Issues:

The board is planning a Meet and Greet session with current staff on February 24 at 11am.

General Manager recruitment process is moving forward with board members reviewing resumes that have been submitted via Indeed.com.

Accounting/Bookkeeper: Kim Lesure has begun working with Jean Leeper and Christine Collin regarding the foreUp software transitions among other functions. This will allow us additional time to fill this position. Pros and Cons of outsourcing part of this function were discussed.

Capital Improvements: The need for the board to continue monitoring the progress and costs of projects currently in process was identified as John Szyfer had been heading this initiative.

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

Betsy Willy

Secretary