

# Executive Summary Board of Governors Meeting Minutes

Tuesday, June 15, 2021, at 9:00am

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**Attending:** Art Camiolo, Mike Meersman, Mark Mitchell, Tom Spaeth, Beth Wardlaw;  
via telephone Karen Adair, Mark Bonner, Claire Comstock, Ron Rosselot;  
Joseph Iafe (GM), Dan Newman, (Dir. of Finance), Lisa Dillinger (staff)

Mrs. Comstock called the meeting to order at 9:01am.

## President's Report – Claire Comstock

- Board of Governors Meeting minutes approval for 5-11-21  
*Motion to approve the minutes from the 5.11.2021 meeting was made and seconded, approved.*
- Confirmation of E-mail Board Motion and Votes
  1. Following the guidance of the CDC, all fully vaccinated members, guests and employees will be excused from the Club's mandatory indoor mask policy effective Wednesday, May 19, 2021. All individuals are highly encouraged to get vaccinated and must, until fully vaccinated, continue to wear appropriate face coverings while indoors. Masks may be removed temporarily while eating or drinking at a table.  
*Motion to approve the above was made and seconded, approved.*
  2. To approve the Coast-to-Coast Automation Inc. proposal for the Clubhouse Audio Visual needs at a cost of \$108,782.91. This expense will be considered an owner's contingency expense.  
*Motion to approve the above was made and seconded, approved.*

## Finance Committee Report – Mark Bonner (Presented by Dan Newman)

- Review May 2021 Financials

**Balance Sheet:** The balance sheet was reviewed first. Operating Cash balance is \$2,697,079 in SunTrust and Wells Fargo. The Capital Reserve balance is \$282,409 in SunTrust and Wells Fargo. The renovation account in Wells Fargo has \$545. \$358,066 was moved from the capital account to fund the renovation project in May. There was a decrease on golf merchandise inventory of \$15,611 and we should continue to see that trend down over the summer.

**Summary Income Statement:** The Net Operating deficit for the month was \$5,234 which was \$3,527 unfavorable to budget. The revenue of \$445,617 was \$26,036 more than budget, driven by strong golf merchandise sales. Non-Operating surplus, including renovation revenue of \$59,078, of \$48,052 was \$398 below budget for the month.

**Dues:** Operating dues of \$287,054 were favorable to the budget by \$5,116 in May. There were 40 Sport memberships with a budget of 45, creating a \$1,696 deficit in the Sport memberships. Year to date dues revenue of \$1,955,986 exceeds the budget by \$3,166.

**Administration:** Total Administration expenses were \$927 favorable to budget for the month of May. Variances include \$1,175 higher in property insurance per month, which will be \$15,000 higher than budget for the year, as well as higher office supplies which were driven by extra color copies for menus.

**Membership & Marketing:** Total Membership and Marketing expenses were \$2,828 favorable to budget for the month. For the year Membership is operating \$10,290 better than budget.

**Golf:** Golf revenue of \$114,142 was \$17,289 favorable to budget for the month and \$32,294 favorable to last year, due to Covid closings. Golf merchandise sales of \$26,700 were \$14,445 more than budget in May and are \$40,062 than budget year to date, excluding the invitationals. The only variances were timing differences in PGA dues, towels, and scorecards. The net income for May was \$56,548, which was \$4,036 more than budget. Year to date the golf surplus of \$419,186 is \$43,655 below budget.

Rounds were down 17.2% over this month 2020 (3,532-4,264) with guest rounds up 687.4% (748-95). In May 2020, we had 725 cart rounds and 3,539 trail fee rounds. This year cart rounds increased to 1,1120 (54.5%) and trail fees decreased to 2,412 (-31.8%).

**Golf Course Maintenance:** Total Golf Course Maintenance expenses were \$9,083 unfavorable to budget for the month and \$21,853 unfavorable to last year. Variances included a timing difference in fertilizer granular, a contract labor invoice paid late, a savings in insecticide due to changing to one that works better on Latitude, chemicals were high due to needing to use a wetting agent due to the lack of rain, sand, verticutting and uniforms were all timing differences. Golf Course Maintenance is operating \$17,704 better than budget year to date. This is mostly due to lower water costs of \$17,735. Most of this will be spent this year.

**F&B:** The COVID-19 pandemic has had a significant impact of the food and beverage department during season. The club food revenue in May of \$29,522 was \$3,222 more than budget and \$6,080 less than last year. The total beverage revenue of \$13,807 was \$207 more than budget and \$1,346 more than last year.

Variances included salaries and wages due to budgeting for less nights than were open, as well as higher Styrofoam costs due to additional take out.

Operations in Food and Beverage had a deficit of \$50,021 which was \$11,733 unfavorable to budget for the month and \$30,778 unfavorable to last year. Year to date, Food and Beverage has a deficit of \$297,943, which is \$124,511 worse than budget.

**Racquets:** Racquets was \$958 favorable to budget for the month and \$2,287 unfavorable to last year. Year to date, Tennis has a deficit of \$71,737 which is \$1,083 favorable to budget.

**Clubhouse:** Total Clubhouse expenses were \$3,423 favorable to budget for the month. Year to date the Clubhouse department has a deficit of \$84,534 which is \$1,231 unfavorable to budget.

**Capital:** The only Capital addition in May was \$3,614 in sidewalk repairs.

**Membership:** The Membership worksheet indicates we have 338 golf members as of May 31, 2021. In addition, there are 162 social members and 40 sport members.

- Budget Worksheet Assumptions  
Board reviewed the worksheet and made some suggested changes.

## **Operations Report – Joseph Iafe**

### **Construction Committee Update**

The Construction committee meets bi-weekly on Tuesdays with the on-site supervisors of Heatherwood.

- An additional electrical box and CAT 5 connection was added to the plans in the outdoor patio to allow the Club to use a mobile POS system in the future as needed to service tables on the outdoor patio.
- Interior design committee is in its final phases. The decision to use semi-gloss trim paint for the dining room ceiling beams has been made. The room dividers have been completed and will be ordered and was included in the Interior design budget and will not be a contingency expense.

## **Membership Committee Report – Tom Spaeth**

### **May Membership Changes for Approval**

#### **New Members**

Worley	Social	from Zurek (Gold)
Zalis	Silver	from Kogut (Social)

#### **Summer Trial**

Egozi, Zac Smith, Sicnolf, Kunda, Filiault, Andre, Waldron, Goulet, Koating, Claman, LeDuff

#### **Upgrade/Downgrade**

Herterick	to Summer	Upgrade from Social
Hebble	to Summer	Upgrade from Social
DiBrita	Widow Downgrade	from Golf

### **Sale/Relinquish**

Zurek                      Sold/Gold                      to Worley (Social)  
Kogut                      Sold/Social                      to Zalis (Silver)

***Motion to approve the May membership changes was made and seconded, approved.***

Members should express their desire to downgrade or resign in writing by 90 days prior to the end of the fiscal year.

***Motion to accept the above was made and seconded, approved.***

### **Golf Committee Report – Beth Wardlaw**

#### **Rounds Review – May 2021**

- Total Rounds for May 2021 were 3,532, down 732 (17.2%) from May 2020.
- Member rounds were down 1,385 (33.2%) from the previous year, marking a drastic decrease as vaccination rates are high, and many seasonal members can head north for the summer.
- Non-Member rounds went from 95 in 2020 (when guests were limited to 3 per member, and the Club was not accepting reciprocals or PGA Pass holders) to 748 in 2021, up 653 (687.4%).
- Non-member rounds accounted for 21% of total rounds in May 2021, versus 2% in 2020. We hosted 154 Equity Guest rounds and 60 Family Guest rounds in May. We also had 304 Reciprocal rounds and 171 PGA Pass holders.
- Trail Fee rounds accounted for 68% of rounds played; cart fee rounds represented 31%.

#### **General**

- The Club hired two new starters. Both have had multiple training shifts to help get acclimated to the Club. We will provide ongoing training to gain familiarity with the members and how to pronounce their names.
- Most seasonal members have left for the summer, and we are seeing the impacts on the tee sheet. With our modified crossovers, we can allow for a quicker pace of member play, with open tee times left open on the back 9 to accommodate reciprocal and PGA Pass play without adversely impacting pace.
- The Club was able to host a league (sponsored by Laura Lipman) of lady amateur players from the area. They had 40 players that teed off between 11:54am and 12:26pm on a Sunday afternoon, generating \$1,880 in guest and cart fees.
- Most of our (24) Summer Members are getting settled in and meeting some of our full-time residents. Thank you to all the members making them feel welcome.

#### **Events**

- Our first 9 & dine was held on Thursday, May 27. There were 44 players who were paired using A, B, C, D handicaps. They played a 9-hole scramble on the front 9 and came into the Formal Dining Room for a casual dinner. The overwhelming feedback was, “Do more of these.”
- Patriot Golf Day was held this year on Memorial Day; there were 115 participants. Staff organized a fundraiser associated with our traditional Memorial Day Scramble. Using both an online donation portal and a traditional donation board in the Golf Shop, initial estimates show over \$3000 raised to support the Folds of Honor Foundation.

**Ad Hoc-COVID-19 Task Force – Tom Spaeth (n/a)**

**Grievance Committee – Art Camiolo (n/a)**

**Greens Committee Report – Mark Mitchell**

#### **Greens**

We have been making good progress with the grain on the greens. Almost every week we have been carrying out the vertical mowing. Quite a substantial amount of grass has been removed. Greens have been recovering well each week. I have now started to raise the height of cut on the greens to avoid any summer stress including disease pressure. My goal is to maintain height of cut for the summer at 0.125”. Daily greens speeds will drop to 10.5”. Due

to summer closures, weather changing, and higher humidity daily makes greens more challenging to gain faster greens speeds.

June closure is 2 weeks away, we will be carrying out a much more aggressive verti-cut which will be carried out by an outside contractor. The same contractor will also be carrying out a deep slicer at a depth of 10", this will help break the layering up that we have recently discovered. I will follow up with a solid tine punch on the greens. Since our roots are not well establish, I am concerned too much turf with cores tines will lift and cause some damage. At the same time, we do not need to remove cores since we only have 0.4% organic in the greens, this should be between 4 to 7%. The solid punch will allow me to apply a sand top-dress mixed with peat.

### **Tees/Fairways/Approaches**

These areas have continued to do well considering the dry spells we have been receiving. I think we are making much faster progress for maturity. I believe at this stage we should have the fairways in great shape for the new season except for the few weak areas due to poor soils.

We will continue to work on these areas that are currently struggling with poor soil conditions and poor irrigation coverages. Irrigation coverages are being worked on now. During our closures we will apply some heavy amendment to correct the soil issues. Should this not work by the end of the summer we will need to look at replacing the soil and grass before season.

Chipco Choice application was carried out on May 11th, all went well with no disruption on these playing surfaces. Our closure for these areas will be punching holes with solid tines and verticutting, these will be carried out in-house with rental machines.

### **Roughs**

We have sprayed several applications of soil sprays for our Latitude. I am not seeing much improvement, but we will continue to keep trying. The dry weather is not helping, and I have noticed the grass tends to shift when heavy equipment is applied.

We will be using solid tines to punch holes in our roughs. I am very concerned on how well this will carry out because of the root structure. I do have a large roller rented out to help smooth areas out should the turf lift or roll. Should this be too disruptive, we will eliminate the aerification altogether for the roughs. It is my hope this will work as we very much need to aerify these areas due to all the compaction we received this past season.

### **Irrigation**

We are struggling with some hotspots on the golf course. It seems to be combination of things. We have had several days where we have run out of water at our irrigation pond due to limited amount of water and this has shut our irrigation pumps off due to low pressure. Being closed on Tuesday allows us to monitor the irrigation much closer and we have witnessed a few areas when irrigation heads are running, and the pressure has dropped. This could be since our pipes on our lateral are not big enough and not looped.

We have changed out over 75 nozzles and added nozzles at the back where some had none. We continue to replace heads that are not functioning.

Hole #13 and #18 green have been swapped out with Rainbird heads. Because of the layout of these two greens, we have swapped out some outer heads with greens head. On hole 18 we have added an additional head as there was no head-to-head coverage even with changing out new nozzles at the back of the green. This has already made a big difference on our moisture readings. I am noticing some of the spacing on the green's heads are way off.

I met with a former Superintendent Russ Geiger who used to be at Hole in the Wall who now owns a company called Hydro Logic. We discussed our existing irrigation system, and I would like for him to carry out a site assessment and system performance audit. This will give us an overall report on our existing sprinklers, Irrigation system control, valves, and piping. I would choose only 3 holes and that will include holes #6, #11 and Driving Range. I think this information will be valuable as a document to justify why we must replace our entire irrigation system but also provide the members data to explain this and more importantly carried out by a certified auditor.

### **Equipment**

We currently have fixed two carts out of four.

In my last report, I had mentioned our existing rotary rough mowers are doing a lot of damage to the latitude, the deck wheels are digging into the grass and with the suction of the deck it is pulling some of the latitude out of the ground. I was able to investigate if we can swap out the decks and use reels, unfortunately you must replace the hydraulic pump and motor. We will need to consider replacing these two sidewinders for reel mowers.

I have begun to work on a long-term plan for our existing equipment with several equipment aging. I do see a negative impact financially on our operating should failing parts continue to arise. I do foresee that next years

operating budget will significantly increase to cover those unknown expenses unless we work out a lease program that could bring the operating budget down substantially at least 50%.

We are currently over budget on this line item. The existing budget has not been reflecting the true number due to equipment not been worked on or maintained as should be.

#### **Staff**

Two new employees have started, one full time and the other is a workforce employee. I have a seasonal employee working for us in the summer starting in June. Two existing workforce employees are close to becoming legal and hope to transition them to be full time employees soon.

#### **Beds/Landscape/Trees/Paths**

Trimming has been completed on hole #8 by Golden Services. They will be back again on June 1st and if all goes well, they should be finished by June 16. It has been estimated to take 10 to 12 days for the initial trimming since majority of the plants are overgrown. Once this has been completed it has been recommended to come back in the fall before our pine straw application but this time it has been proposed to only take 5 days.

#### **Other Business**

I would like to make a recommendation to close the course for two weeks with one week already been accounted for our cultivation closure. First day we would be closed is 16th August and re-open 28th. I would like for us to have the opportunity to work on our traps, reshape them, add sand, and compact the traps. It would also allow us to work on additional projects such as sod work, improve and change the Chipping Greens bunker to two small pot bunkers. These projects and reshaping the bunkers is very time consuming, it would help us tremendously and be more efficient to allow us to carry these out with interruption and setting the course up.

#### **House and Entertainment Committee Report – Karen Adair**

- We had our first ever ala carte brunch for Mother's Day this year. A limited prix fixe menu was offered. After the first thirty minutes and expected hiccups were milled over everything was fantastic. Chef received wonderful feedback on the food and presentation.
- The clubs first Nine and Dine was had on Thursday, the 27th. All went well on the food and beverage front.
- Chef has already begun to lay out initial menus for the club to offer post renovation. Figuring out now, what we want to be as a club in this area will greatly assist in the upcoming budgeting process.
- FOH hired a new employee for the summer in plans of re-vamping staff, but it fell through at last minute. We will need to re-post an ad for servers. We had no luck filling the food runner position yet and are still looking for an employee.
- We established the Pavilion offering beginning June: Two nights a week (Weds & Friday) will be dinner buffets. Alternating Fridays, we will offer either Fab Friday entertainment or our Homesteader appreciation night with a free drink. Happy Hour will be offered every Wednesday night.
- We created a bar bite menu offering for days that we do not offer dinner service from 2-5pm. This includes items that FOH staff can grab without keeping a culinary staff member on premise after lunch hours.

#### **Long Range Planning Committee Report – Mike Meersman (n/a)**

#### **Ad Hoc Construction Committee Report – Mark Mitchell/ Mike Meersman (n/a)**

#### **Nominating Committee Report – Ron Rosselot (n/a)**

#### **Racquets Committee Report – Ron Rosselot**

- Tennis courts received clay maintenance during the month by adding clay to high lines and low spots.
- Courts are looking much better with the rains now.
- Tom Funk coordinated bids for the Tennis resurfacing projects in August with Ritzman Tennis.
- Tennis play is slowing down, we have had many players head back north over the past two weeks. We have 3.0 ladies on Tuesday & Thursday at our club and a ladies 3.5 with the Forest CC and Breckenridge on Wednesdays. The men are setting up a play day on Fridays with Belle Lago and Breckenridge.
- Everyone likes having the water back on the courts. I am having Culligan come out and do a check up on all three coolers.

- We have started to set up our summer events:
  - Cardio Triples on Friday is going well.
  - The Ultimate Member Match Play has completed the first round of play.
  - Summer Tennis Mixers and Boot Camps will be held this month.

**Enhancement Committee** – Presented by Claire Comstock (n/a)

**Old Business** (n/a)

**Executive Session** (n/a)

**An escorted tour of the renovation progress was be given by Joseph Iafe, GM**

**Adjourn, Motion to adjourn was made at 12:02, seconded, approved.**

**Next scheduled meeting: Tuesday, July 13, 2021, at 9am**