

FLCC Board of Directors Meeting Minutes
Monday, January 28, 2019, 7:00 PM

In Attendance: 7 board members – Ron Ball, Brett DeGallery, Fred Jenne, Deborah McManus, Bob Stumpf, John Statler and Michael Woodcock. Also attending -- Steve Gress (Asset Management), Bret Shifflet (FLCC General Manager) plus Larry Welford (expansion update)

Deborah called the meeting to order 7 PM

Harbor Club Expansion Update (Larry Welford)

- Permit status
 - Site permit issued
 - Early footing and foundation permit issued 1/8/19
 - No cost to club
 - Final building permit submission 1/8/19, in review at County
- Construction status
 - First day on site 12/13/18
 - Early actions
 - Removal of two buildings
 - Removal of porch on east end of building
 - Remove window in Sarah Hollar's (Accounting Director) office to prepare for door
 - Remove dumpster enclosure and dumpster
 - Remove metal fence on HOA side
 - Remove patio slab
- Utilities
 - Relocate HVAC system outside units over 1/2/19 to 1/7/19 shutdown. All units working properly
 - Refrigerant unit moved
 - Water service relocated. 2" PVC line that goes under the proposed building
 - Electric service to construction trailer installed
 - We are preparing to install the temp service to the building
 - Installed WIFI to trailer and tennis area
- Weather & soils related issues
 - Significant rain/snow
 - Member grill side soil
 - Rutting and pumping
 - Test pits – soil on top 6" to 8" soft
 - Remediation – remove 6" to 8" soil and replace with inert AB soil
 - Foundation to begin 2/4/19
 - Event center
 - 5 test pits, soil inconsistent – very soft to fairly good
 - Pool building was built on poor soil
 - Pool area may be okay, pool filling seems to be good
 - Propane tank area looks okay
 - Excavate foundations to grade and determine if enough support and is suitable
 - Use concrete or flowable fill to improve bearing

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- Changes to the work
 - Added service door/temporary HC access door \$1,673
 - Requested black screening to facilitate events being shielded from construction \$938
 - Moved silt fences closer to the lake to reduce visual impact on outside events \$2,280
 - County required additional E&S measure at catch basin inlets \$800
 - As part of county approvals, utility department required sewer cleanouts at edge of easement \$2,125
 - Revise grading behind event center to reduce fill placement
 - Terrace narrower, savings \$1,400
 - Revise storm drain design to keep more existing pipe in place 24" 0 pipe
 - Savings \$3,840
 - Discussion on using permanent color Hardie Plank siding on additions and eliminate painting
 - Additional materials cost \$3,000+ or –
 - Then paint front and rear of existing Harbor Club. Waiting for price.
 - Interior Design firm to assist in exterior color selections that would coordinate with look of pro shop, will review with board and ARC.
 - Lighting package substitution
 - Ready to forward to architect
 - Potential savings \$12,000
 - Window substitution
 - Jeld-Wen vs Pella
 - Savings to project: \$10,000 to \$15,000
 - Propane tanks. Need to install 3 underground propane tanks instead of 2 that were planned. 1-year cost went from \$1,500 to \$1,750.
 - Need to rent storage container for food storage for \$2,000
 - Install WIFI upgrade for total of \$2,294
 - \$658 GLMG construction (wifi to trailer)
 - \$658 expansion project (wifi to trailer)
 - \$978 reserve account (wifi to tennis hut + pro shop upgrade)
 - Underground piping for beer and soda -- \$6,800. Working on improved alignment, more direct and shallower
 - Obtaining price for temporary relocation of existing walk-in refrigerator
 - Obtaining prices for relocation of existing water line
 - On the horizon -- potential door substitution to save money

Harbor Club Expansion Update for Other Expenses (John Statler)

- Other expenses
 - Landscaping
 - Camouflage trellis \$1K by fencing
 - Fire pit seeing if Blossman Gas will help out and sponsor
 - Making parking lot interior medians grass
 - Talk to vendors about AV within next 6 weeks

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Harbor Club Expansion Finance Update (Deborah McManus)

- Reviewed spreadsheet item by item
- Total project costs, new project projection, spent to date
- Details being tracked and updated

Finance (Michael Woodcock and Bret Shifflett)

Members: Lloyd Harrison, Mike Kennison, Sarah Hollars, Deborah McManus

- Michael reviewed 2018 year-end financials
- Bret reviewed the 2019 capital budget. A motion was made to adopt the 2019 FLCC capital budget. The motion carried unanimously 7-0.
- Bret reviewed the 2019 budget. A motion was made to adopt the 2019 FLCC budget. The motion carried unanimously 7-0.
- Also, Deborah McManus discussed the idea of offering a discount for members who paid their dues in advance. The Board decided to table the idea for now.
- Quarterly finance meeting to be held 1/28

Membership Committee (Bob Stumpf)

Members: Claudette Taylor, Carol Rankin, Sally Elliott, Bret Shifflett, Kristy McCormally, Sherry Pressley, Kathy Wanat

- Reviewed the number of new members and members who resigned
- Have an upcoming new member event. Will also have 3 smaller events this year.
- Discussed the importance of member retention
- Discussed letter received from Doris Balut and ways to resolve
- Discussed raising annual golf membership initiation fee from \$1,250 to \$1,500. Made motion to make the increase effective March 1, 2019. Motion carried unanimously 7-0.
- Summertime Test Drive Promotion (Social/Tennis members were able to upgrade to full golf for one year to test it out.) - Discussed what happens when the year is up. Made motion to allow them to stay in Full Golf for another year for an annual initiation fee of \$1500 that would count toward full initiation fee. Motion carried unanimously 7-0.
- Starting new golf and tennis promotion in April.
- Ron, Ball, Chairman, Social Committee, joined the meeting to “brainstorm” ideas for enhancing the value of a membership in the Harbor Club. These ideas were discussed.
 - Fried Chicken night more often
 - 2:1 cocktails
 - Happy Hour everyday
 - Small plates from 4:00 pm to 6:00 pm
 - Free meal on member birthdays
 - Veterans Day event
 - Mongolian Barbecue night
 - Chinese New Year Event next year (February 3 is date this year)
 - Neighborhood Night -- identify captains/deputies

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- Block parties
- Holly Ball
- Drive in Movie for kids after pool party
- Burger Night every Thursday, Special burger each week and onion rings
- Articles in Fawn Lake Lifestyle magazine with pictures
- Loyalty program
- Other discussion:
 - Promote theme: “Think Harbor Club First”
 - Assist Social Committee in planning 2020 News Years and Grand Opening, Kristy, Kathy, and Sherry
 - Provide reports to Community/membership, w/short video of construction progress, increasing frequency as activity accelerates
 - Hold a contest to name the Member Grill

Greens Committee (Brett DeGallery)

Members: Bette Connelly, Jim Bost, Steve Pendry, Greg Ried

- The Committee reviewed its role/function: *“It is the Greens Committee’s role to see that golf course maintenance remains a high priority in relation to other functions of the club. You should not, however, become involved in the day to day management of the golf course. Rather, the Greens Committee members consist of an advisory board that serves an important role in developing policy as well as long-range initiatives.”*
- Dave presented a thorough slide-show from 2018 identifying the issues affecting the course. A very wet golf season and cold winter created many challenges, as was the case with courses throughout our region. Due to wet conditions in December/January, much of the on-course work was not possible. Staff focused on equipment repairs, tree work and assisting at the Harbor Club.
- New tee markers were discussed and approved. The new markers are wood with a poly coat and will result in big savings in manpower and expense.
- The Committee established goals for spring and summer (these are not all-inclusive):
 - Greens health is #1 priority!
 - Continued recovery of the rough
 - Drainage work
 - Bunker and cart path work
- Aeration is a top-priority for 2019. Dates were set and sent to the Golf Committee for schedule planning.
- Dave plans to attend Golf Committee meeting to assist with 2019 Calendar planning.
 - Scheduled dates for Greens aeration: April 22-24, Aug 19-21
 - **Scheduled** date for Fairway aeration: July 9
- The committee discussed and approved the formation of a Long-Range Planning Committee (LRPC).
 - The purpose of the LRPC is to develop a “Master Plan” for our golf maintenance operation. This is a “blueprint” for future operations only, it **DOES NOT** obligate the Board in any way.
 - The intent is for the LRPC members to have a longer tenure with a focus on the future.

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- There is no timeline yet for completing the Master Plan but it will take some time.
- The committee is currently reviewing the Capital Reserve Study that was done in 2016.
- The committee will consult with other clubs who have done this and utilize the expertise of our members who have experience.
- The Board will continue to be updated on the status of the LRPC regularly.
- Emphasis: this is a golf maintenance plan only. Does not include other aspects of the Club.
- The next Greens Committee Meeting is scheduled for Friday, Feb 22

Golf Committee (Brett DeGallery)

Members: Keith Armstrong, Terry Thompson, Becki Davis, Jerry Watson, Chad Bell

- Welcomed 6 new members: Keith Armstrong, Terry Thompson, Becki Davis, Jerry Watson, Chad Bell and Brett DeGallery (Chairman)
- Bret Shifflett (Club GM), Drew Falvey (Club Pro) and Dave Smith (Club Superintendent) also attended
- Discussed consolidation of Golf and Greens Committees
 - The decision was made to not combine committees due to extensive issues and length of meetings
 - The intent is to bring the Golf and Greens committees closer together (communication, course schedule, etc.)
 - Having a common Committee Chair will help. Also, Dave and Drew will attend the other Committee meetings when appropriate.
 - The possibility of having a combined quarterly meeting was discussed
 - The 2019 Golf Program Mission Statement and Organizational Flowchart was reviewed and approved
 - Use of the committee email address was reviewed. The address is: golfcommittee@fawnlakeecc.com and is included in every Golf Gazette. The committee decided that we will respond to every email. If a member takes the time to write, we will respond within a reasonable amount of time. We decided that 24 hours would be reasonable.
- 2019 changes to the Rules of Golf were discussed
 - We have received 100 updated Rule Books to be distributed to members
 - We are sending links to the USGA website in the Golf Gazette and displaying signage in the Pro Shop
 - The intent is to familiarize the members with the rule changes
- A 90-minute Rule Change Seminar is scheduled for Tuesday, Feb 19 @ 11:00 am
 - A second seminar is being scheduled in March, planning for a weekend to accommodate members who work during the week
- New Rules took effect Jan 1. No action required prior to that date by local Clubs
 - Local rules changes (marking Penalty Areas RED or YELLOW and OB option) are agenda items for upcoming meetings. We will solicit input from Club groups, Pros, and Course Superintendent before recommending any local rule changes.
- Golf Subcommittee structure was established, and the Subcommittee Chairs were appointed:
 - Ladies Golf Subcommittee: Becki Davis

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- Men's Golf Subcommittee: Keith Armstrong & Terry Thompson
- Junior Golf Subcommittee: Chad Bell & Jerry Watson
- Tournament Subcommittee: Keith Armstrong & Terry Thompson
- New Golf Member Welcome Subcommittee: Brett DeGallery
- New Golf Member Welcome Subcommittee was established. Currently, Drew reaches out to all new golf members. The concept behind the new subcommittee is to have the Golf Committee Chair follow-up as well. This will give the Committee the opportunity to steer them to the appropriate contact group (Ladies, Men's, Junior, etc).
- The 2019 Golf Calendar was drafted and sent to the Board for approval. Ladies Golf, Men's Golf, Junior Golf, and Outside Events were aligned to accommodate golf maintenance schedule (aeration, etc). The calendar was forwarded to Tennis Committee and Harbor Club to deconflict events
- The Committee has a very busy agenda, especially at the beginning of 2019. We will have two meetings during February: Friday, Feb 8 & Friday, Feb 22

Tennis Committee (Fred Jenne)

Members: Jim Silk, Melissa Watson, George Cheng, Brian Wexler, Phil Basso, Carol Gregory, Jon Scrivani, Darren Long

- Our new tennis pro Brian Ratzlaff starts in March
- Looking at sun safety issues in Summer (shade and fans)

Harbor Club Committee (John Statler)

Members: Kristi Statler, Leslie Hummel, Krystal Bell

- The Harbor Club committee met in January. John is looking to add a new committee member.
- Introducing a new menu in early February
- Having to deal with dress code issues at the club
- There is also an issue about closing time. We need to come up with a closing policy and communicate that to members.
- The feedback from members is that they want curbside delivery and perhaps in the future home delivery
- We will start marketing curbside delivery ASAP. Goal is home delivery by Spring.

Social Committee (Ron Ball)

Members: Emily Emr, Mark Bradley, Marjorie Stratford, Stephanie Maxwell, Gerry Bradshaw, Peter Zeransky

- Had a good meeting with the membership committee to get some of their ideas
- Incorporated them in our social committee meeting discussion
- Talked about the importance of member retention
- What works best is creating habitual events: take-out Tuesday, wine down Wednesday, 1-2-3 Friday
- Getting members to come one more time a month would help us make up revenue. Need to remind members.

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- We have experienced people who are enthusiastic in helping with events
- Sherry Pressley and Kristy McCormally are working on a plan for New Year's Eve
- We also discussed putting together a plan for the club's grand opening
- Reviewed past events such as New Year's Eve and Kid's night
- Went over planned upcoming events
 - Prime Rib Night 1/26
 - Trivia Night 1/29
 - Super Bowl 2/3
 - New Menu 2/5
 - Steal the Glass 2/8
 - Taco Tuesday 2/12
 - Valentine's Day 2/14
 - Brunch 2/17
- Revisited other past ideas
 - Bourbon whiskey tasting – March
 - Kid's Event?
 - Veteran's Event – November
- New ideas
 - Who are we aiming at for new ideas?
 - Are we gaining new members because of our events?
 - How can we target non-members?
 - Member retention
 - Are our current members happy with events?
 - Are we missing a certain age group?
- One of the ideas that came up at the social committee meeting was to start a wine club
 - Peter Zeranski put together a concept (handout).
 - The wine club would be open to FLCC members
 - Want to gauge interest by doing a quick 1-minute survey to members. Shows we're getting their input.
 - Board agreed for the Social Committee to draft a quick feedback survey to members
 - If there's enough interest, evaluate financial benefits and develop plan for board approval

Marketing & Technology (Deborah McManus)

- Will update at next board meeting

Synergy (Deborah McManus)

- The lease changes have not yet been reviewed or approved by Asset Management. They will be reviewing soon.

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General Manager's Report (Bret Shifflett)

- The letter and coupons to Fawn Lake residents who are not members went out and were well received.
- Hired new tennis pro.
- Bret will be doing staff reviews of his direct reports in February. The rest of the staff reviews will be done in March.

Meeting adjourned at 11:45 pm

Next meeting: Monday, February 25