

**FLCC Board of Directors Meeting Minutes**  
**Monday, March 25, 2019, 6:30 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 Shifflett and Heather Allen (FLCC management) plus Larry Welford (expansion update)

**Deborah called the meeting to order 6:30 PM**

**Harbor Club Expansion Operational Overview (Heather Allen, John Statler)**

- Heather discussed the operational plan with a detailed overview
  - Covered current Harbor Club, Member Grille, future Harbor Club and Event Center
  - Went through almost 40 areas line item by line item
  - Provided examples of staffing uniforms for venues
  - Showed menu ideas
    - Harbor Club fine dining menu changes each week
    - Extensive Member Grille menu changes twice per year
- Discussed proposed business hours for Harbor Club and Member Grille
- Showed event staffing template
- Reviewed staffing structure org charts for 2019 and proposed for 2020, 2021
- John gave summary of other expenses we will need to budget for the expansion
  - Landscaping
  - Irrigation
  - Security
  - Audio/visual
  - Firepit
- John has met with multiple vendors to solicit bids

**Harbor Club Expansion Update (Larry Welford)**

- Frustration – rain has continued to delay progress
- Demolition on the Event Center side of the project is essentially complete
  - Walk-in refrigerator moved 3 feet
  - Ice machine moved
  - Soda bag 'n box moved
- Foundation walls on Member Grille side started and completed
- Relocation work for primary service line was started
  - REC required conduit
  - Conduit installed
  - Primary service line switchover was done today
  - Existing line will be abandoned in place
- Storm sewer structures were delivered to site
- Some sewer structures are on site
- Continued working on adapting design of roof leader system
  - Based on location efforts previously completed
- Under-slab conduits in the Member Grille/Kitchen is nearly done

**FLCC Board of Directors Meeting Minutes**  
**Monday, March 25, 2019, 6:30 PM**

- Plumbing
- Roof drains
- Beer/soda change
- Ground locks inspection 3/15/19
- 90% completion of installation of storm sewer
  - 3 structures
  - Pipe
  - Power lines/cable lines
- Demolition of walks near cul-de-sac
- Coordination with kitchen equipment supplier
  - Power supplies – locations critical
  - Drains/plumbing
  - Meeting today
- County inspections proceeding and passing as intended
- Non-construction items
  - Building permit was issued 3/8/19. Permit fee under budget.
  - Received and showed Board material samples for pre-colored Monterey gray HardiePlank siding, metal roof and asphalt shingles. Board agreed on selections. Will do a change order for the color HardiePlank.
  - Door value engineering no longer under consideration
- Change orders
  - CO #10 Water line backfill/soil remediation adjustment/electrical line backfill. \$674.
  - CO#11 Additional silt fence required \$278.25
  - CO#12 Conduit for relocation of primary electrical lines \$3,221
- Soil remediation
  - Complete on member grill side \$5,000
  - Event center – begin as soon as storm sewer installation complete
- Upcoming events
  - Sewer line construction in front of building (4 weeks)
  - Place slab for Member Grille/Kitchen 4/11
  - Soil remediation Event Center 4/1
  - Framing Member Grille/Kitchen 4/15
- New issues
  - Code requirements at kitchen fan penetrations
    - Trusses/roofing/railings
  - Ceiling change in Event Center
  - REC accident with secondary line to Harbor Club. Need to check all electrical to ensure no problems.
  - Grey water discharged near new storm sewer line
  - Handicapped member asked about electrical opening door

**Harbor Club Expansion Finance Update (Deborah McManus)**

- Reviewed spreadsheet item by item

**FLCC Board of Directors Meeting Minutes**  
**Monday, March 25, 2019, 6:30 PM**

- 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 February and 2019 YTD financials
- Provided some highlights
- Tracking well with budget
- Balance Sheet
  - Total assets of \$1,959,573, total liabilities of \$576,813
- Income Statement vs Budget
  - Net Ordinary Income
    - February 137% of budget
    - YTD 166% of budget

**Membership Committee (Bob Stumpf)**

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

- Membership Statistics, February (3+, 2-, 1 downgrade)
  - Golf 188
  - Sports 20
  - Tennis 25
  - Social 268
  - TOTAL 501
- New Member Reception, Second Quarter
  - Scheduled for Saturday, May 18
  - Sally Elliot's home
- Fredericksburg Chamber of Commerce
  - Meeting held on March 6 with Wendy Zelazny, Bus Dev Mgr
  - Chamber to promote memberships, weddings, and business meetings to its membership
  - Member for a Day promotion sent to membership via email, a first
- Regency at Chancellorsville (Debbie Sandstrom)
  - Membership for a Day flyer posted on bulletin board and emailed
  - Chancellorsville Open House at FLCC in late April, early May
- Corporate Agreements (2019 Goal: 5)
  - Working on draft with graduated discounts based on volume
  - Will circulate for review and comments
- Swing Into Spring Promotion (Atch)
  - Same as highly successful Summertime Test Drive except tennis included
  - Upgrade from social to tennis or golf without initiation fee for 12 months
  - After 12 months
    - Revert to Social, or

**FLCC Board of Directors Meeting Minutes**  
**Monday, March 25, 2019, 6:30 PM**

- Pay \$1,500 annual initiation fee to remain at Full Golf, or \$500 one-time initiation fee to remain at tennis
  - Term: March 20- June 20, 2019
  - Requires Board approval
  - Bob made motion to approve Swing into Spring promotion. The motion carried unanimously 7-0.
- Chris Cressy Upgrade Request from Social to Full Golf
  - Downgraded to Social in July when out of work
  - Did all the drone photography for website at no cost
  - Will be moving to Denver, Co this summer
  - Upgrade requires Board approval since less than one year
  - Board agreed and approved upgrade request

**Greens Committee (Brett DeGallery)**

Members: Bette Connelly, Jim Bost, Steve Pendry, Greg Ried and Brett DeGallery

- Irrigation system
  - This is ongoing and as usual; we've had a few glitches. A big leak on 1 next to the leak from last fall as well as a bad heater exchange coil (part of the pump station). Also had a power issue at the pump station. We don't need to water grass yet, but we need the water for filling spray tanks, topping off ponds, and washing equipment.
  - Pipe that feeds the clay tennis courts needs to be replaced after the excavation work is completed near beach club circle.
- Drainage
  - Repaired a broken drain on the driving range where two large trees had broken the pipe.
  - Re-graded a portion of the front of 1 collar and approach right in front of the green. The green drains poorly and water collected on the front of the green regularly.
  - Currently putting a drain in behind 2 green.
  - Hope to put a drain in on the left side of 2 fairway soon as well.
  - Cleaned off the top few inches of an old drain left of the path on 17.
  - Most of the drainage work we need to do will require more money than we have in the budget. We are focusing on small jobs that can be done with the supplies we have in inventory. When we use up the gravel on hand, we'll probably have to stop.
- Course maintenance
  - We'll be getting back to using the normal pin locations. It's been a labor saver over the winter and during the slow weeks.
  - Mowed greens a couple of times lately just to smooth them out. Greens are still not growing yet due to the cold soils.
  - Carts have been released from the path finally after months of soggy ground. It's clear in the first two days that we need to start blasting out reminders on what the signs and posts mean.
  - We are spraying revolver (a selective herbicide) to kill poa annua and other winter weeds in the zoysia. It was too wet to use round up earlier and now it's too late to use that. Revolver can get tracked into the rough for several days following the application so we'll

**FLCC Board of Directors Meeting Minutes**  
**Monday, March 25, 2019, 6:30 PM**

likely have some cart path only days on a few holes soon even if it's dry. I'll get a note for the golf shop counter when that happens.

- Moss on greens will be sprayed next week
- Annual Bluegrass Weevils are starting to migrate from the wood lines to the greens. We will be spraying for that very soon. This is the insect that attacked us for the first-time last year. It's a nasty pest of short turf, especially poa annua and bentgrass. We have a lot more poa annua than we used to and the insects have finally migrated this far south. Courses in the north spend \$50K annually to fight this.
- Pre-emergent herbicides will go down in the next few weeks in the roughs
- Zoysia will have a slight green tint by the April Green Committee Meeting
- Practice Tee
  - The range tee is very dormant still. We typically open it for use once it's been mowed a couple of times which is late April-early May. Hopefully the new mats will arrive soon.
- Staffing
  - This is a big issue for 2019 and beyond. We're hunting for help now.
  - We are going to have to find ways to do with less help or start paying more competitive wages. Our existing staff, some of whom have 5+ years with us, are not making as much as most of the new applicants expect. We have been fortunate to find some folks that just like this type work. We need guys from April-October when students aren't available. Guys willing to work for \$10/hour doing manual labor and working weekends are not readily available. \$12 is a stretch. \$13-14 is more like it based on recent results. Competition is very stiff. Raises for existing staff would be needed in order to crank the starting wage up to competitive levels. It's always been tough, but it's getting much tougher.

**Golf Committee (Brett DeGallery)**

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

- The Golf Committee met on Friday, Mar 1, 2019 @ 9:00 am. Drew Falvey (PGA) attended.
- Membership Report (as of 1/31/19):
  - Total Membership: 500 (+0): 265 Social (+5); 25 Tennis (-1); and 210 Golf (-4)
  - Golf Memberships: 210 (-4): 163 Full Golf (-5); 27 Jr Executive (+0); 20 Sports (+1)
- The Committee reviewed the *Green Committee* February Meeting Minutes.
- The Committee reviewed new purchases approved by the Board.
  - A new range ball gang picker has been ordered. The current one is 5 years old.
  - New range mats are being ordered. The current mats are 8 years old. We will have 14-15 new mats and 2 instructor mats, depending on size. Expected to arrive in April.
- The FLCC Golf Blog is receiving good traffic
  - 705 visits since the launch.
  - [www.flccgolf.com](http://www.flccgolf.com) is blog site
- The FLCC golf dress code was reviewed and discussed; signage to be posted at the range and in the Golf Shop and briefed to members at opening night events.
- The Committee thoroughly reviewed the local rule options allowed under the 2019 changes to the rules of golf.

**FLCC Board of Directors Meeting Minutes**  
**Monday, March 25, 2019, 6:30 PM**

- The Committee voted NOT to implement any local rule changes at this time and will reevaluate further over the course of the season.
- Ladies Golf Subcommittee Update (Chair: Becki Davis)
  - LGA Calendar was briefed.
  - An email was sent to 23 new Full Golf members introducing our Ladies programs. Getting great feedback.
  - Home/Away matches vs Evergreen CC scheduled: Aug 6 away, Oct 2 home
- Men's Golf Subcommittee Update (Chairs: Keith Armstrong & Terry Thompson)
  - FLMG Calendar was briefed.
  - FLMG Opening Night, scheduled for March 12 was discussed; formats and payouts finalized.
  - FLMG will solicit volunteers as requested by the Club Pros to assist with outside events.
  - The intent is to "professionally" engage our customers and help with understanding our rules and pace of play expectations. Specific guidance will be given to volunteers.
- Junior Golf Subcommittee Update (Chairs: Chad Bell & Jerry Watson)
  - Jr PGA registration ongoing. Getting very positive response.
  - All coaches have received online training required by the PGA.
  - Carol Pendry volunteered to be the Team Mom. She will be AWESOME for the team.
  - Season starts on Friday, April 19.
- Next Golf Committee Meeting is Friday, March 22

**Tennis Committee (Fred Jenne)**

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

- Team Update
  - Jim Silk appointed FLCC Intramural League Commissioner. Captains Darren Long and (2nd to be named this week) will coordinate with Commissioner Silk re. 2019 schedule.
  - Jim will send out a flyer shortly re. team sign up procedure.
- Facilities
  - Tennis Shed: Discussion re. priority items that require repair/ replacement for 2019.
    - Minimal expense quick fix list: Includes Outdoor ceiling fan on front porch, ceiling storage, A/C Unit (1 unit currently in storage; Dave S. has another unit as well), basic indoor/outdoor carpet, folding partition, peg board, small refrigerator.
    - Long Term Considerations: Front door conversion, picture window(s), internet computer system, overall shed expansion.
- Clay Roller to be stored in Dave Smith's shed. This will enable Dave to maintain the roller at his site and not be a dangerous impediment behind the shed.
- Tennis Kickoff Event Flyer Out. We expect a healthy response and look forward to introducing Brian to our membership at this event on 4/2. Brian/Committee Members will follow up with Speakers; Check-in Table to register name, email address & cell phone numbers; Hand-outs distributed (programming, calendar, pro information re. clinics et al.) Introductory remarks, (Fred), New Tennis Pro Brian Ratzlaff to provide majority of commentary with background and 2019 Agenda. Communicate to HC that we want open seating vs. specific assignments.

**FLCC Board of Directors Meeting Minutes**  
**Monday, March 25, 2019, 6:30 PM**

- Canopy/Umbrella Project: We will solve with existing tables/umbrellas and likely addition of mobile cantilever umbrellas.
- Hardcourt Resurfacing Project (Fred): Fred met with FLCA Board Members on Friday, March 22nd to discuss the current condition of the courts and their ultimate repair. Those present included Steve Gress, Resident Director and President; Commons Committee Chair Ron Bishop; Bill McCarthy, Liaison to the Commons Committee and Helen Bradley, NTS Secretary. In summary, all agreed that the courts require repair. There are major cracks present that are dime-sized on both courts. Helen indicated that she received a quote to repair in 2018 and Fred will follow up with additional quotes now for comparison purposes. Due to the current financial condition of the club, it was suggested that Fred present the “case” to the full Commons Committee on April 15th. Reason: Fixes are not budgeted this year, but priorities can always be adjusted by the Commons, Finance & Board out of cycle if necessary. If the repair is put off in 2019, the ultimate repair will likely be much higher in the near future. This is due to water intrusion through the cracks and other factors.
- 2019 Major Tennis Events: Bret has sent out an updated Events Calendar delineating all the events currently planned (and others that will be added shortly). Note: Fred is meeting with Theo Marcus to work out specific dates for the Clambake III Events.

Next Meeting: Friday, April 12th @ 7PM (Golf Facility)

**Harbor Club Committee (John Statler)**

Members: Kristi Statler, Leslie Hummel, Krystal Bell

- John covered his items in the expansion report

**Social Committee (Ron Ball)**

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

- Reviewed January and February events
- Mentioned may want to emphasize in the Harbor Club Happenings for members to make reservations, especially since some events are sold out
- Discussed future events
- Ron Ball provided input on the role of the social committee
  - Get input from FLCC members as to what functions/events members currently like and what they would like in the future.
  - Propose events to the club management
  - Work closely with the club management on implementation
  - Track all the ROI (return on investment) on all events so we know which ones are working and which aren't.
  - Be aware that we advise and consult. Club management has overall accountability because they have line responsibility to the Board, including MBOs they are measured on as well as food and beverage costs.
  - Also, the social committee has no budget nor do any of the other committees. Any monies needed are allocated from the FLCC annual budget.

**FLCC Board of Directors Meeting Minutes**  
**Monday, March 25, 2019, 6:30 PM**

- Got update on the proposed Wine Society. Still need financial feasibility before making final proposal to FLCC Board. The Wine Society Steering Committee has held two meetings.

**Marketing & Technology (Deborah McManus)**

- No report this month

**Synergy (Deborah McManus)**

- No report this month

**General Manager's Report (Bret Shifflett)**

- No report. Covered in expansion report and financials.

**Meeting adjourned at 10:43 pm**

**Next meeting: Monday, April 22**