

**LAKE WILDWOOD ASSOCIATION  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
SEPTEMBER 28, 2010**

**A. CALL TO ORDER**

President Thies opened the meeting at 7:00 p.m. and then led the Pledge of Allegiance.

**B. ATTENDANCE**

President Terry Thies; Vice President Alex Alexander; Secretary Mary Ann Brandt; Directors Don Hatten, Bruce Stanton, Ward Thompson, and Tom Watson; Treasurer Chris Smallman; General Manager/Chief Operating Officer Edward Simpkins; Administrative Assistant Chris Olivas; and Recording Secretary Charlotte Orren.

**C. AGENDA APPROVAL**

(The agenda for the Board's Monthly Board Meeting on September 28, 2010 was distributed to the Members prior to the Board Meeting in accordance with the Davis-Stirling Act.)

Board members approved the agenda, as presented.

**D. APPROVAL OF MINUTES**

Director Stanton made the motion, with a second by Director Watson.

MOTION: That the Board approves the minutes from the regular monthly Board of Directors' Meeting held on August 24, 2010 and the Board of Directors' Executive Session held on September 8, 2010 to discuss legal issues.

The motion was unanimously carried.

**E. CORRESPONDENCE** – Director Thompson said that a resident sent a letter commending Public Works for putting up a sign which is visible from the lake to warn residents about the slippery boat ramp at Vista Park. He said these complimentary letters should be acknowledged.

**F. REPORTS**

1. Treasurer's Report

Treasurer Smallman gave his report, Attachment A. Operating results for the three months ending August 31, 2010 were \$134K revenue over expenses. August operating results were positive by \$31K.

2. Secretary's Report

Secretary Brandt said that there were two Executive Sessions, one on September 24, 2010 and another on September 28, 2010 which dealt with legal issues.

3. President's Report

President Thies said that the Board has been divided into focus groups to network with committees, in order to form a more educated board.

4. Management Report – Attachment B.

General Manager/COO Edward Simpkins said that the greens remodeling project is moving along, although there have been some delays. Members will be able to play on the new greens in 2011.

5. Committee Reports – Attachment C

6. Board Liaison's Report

Judith Scott, Liaison to the County Emergency Services said that flu shots are available. She attended a nurse's conference on coronary cerebral resuscitation.

**G. CONSENT CALENDAR**

1. The Board will be asked to approve resolutions from the Association's financial institutions authorizing the Board President, Vice President, Secretary, Treasurer, and the General Manager as signers on these accounts. (1009-01, Whiteaker/Simpkins)

2. The Board will be asked to approve appointments to fill various committee vacancies. (1009-02, Thies)

The following appointments were recommended:

Community Relations – Robin H. Eckhardt  
Planning – Ron Fuchs  
T.V. Advisory – Linda Pryor

3. The Board will appoint Board Members as liaisons to each of the Association's Standing and Ad Hoc committees. (1009-03, Thies)

The following recommendations were made:

Community Relations – Mary Ann Brandt  
Election – Tom Watson  
Environmental Management – Mary Ann Brandt  
Finance/Audit – Tom Watson  
Golf – Alex Alexander  
Hospitality Services – Bruce Stanton

Lake – Terry Thies  
Planning – Alex Alexander  
Public Safety – Don Hatten  
Public Works – Bruce Stanton  
Recreation – Ward Thompson  
Social – Mary Ann Brandt  
Tennis – Don Hatten  
TV Advisory – Ward Thompson  
Ad Hoc Communications – Ward Thompson  
Ad Hoc Energy – Tom Watson  
Ad Hoc Technology – Don Hatten  
Ad Hoc User Fees – Don Hatten

4. The Board will be asked to approve the 2<sup>nd</sup> Annual Christmas Tree Lighting Ceremony in front of the Community Center on Sunday, November 28<sup>th</sup> from 6:30 to 8:00 p.m. The Community Relations Committee (CRC) will serve hot chocolate and cookies following the lighting of the tree. The CRC will also ask the Board to approve Board Contingency funds not to exceed \$700 to offset the cost of the refreshments and the holiday entertainment. (1009-04, Community Relations Committee/Board Liaison)
5. The Board will be asked to withdraw the approval given at the June 22, 2010 Board Meeting to expend FY 2010/11 Community Improvement funds in the amount of \$1,200. This amount was the difference in cost between a bench shade cabana and two fence shade cabanas that were returned to the manufacturer; therefore, these funds were not needed. (1009-05, Whiteaker/Simpkins)
6. The Social Committee is withdrawing their \$3,000 donation that would have been used towards the purchase of a portable dance floor in the Oak Room at the Community Center. They will look for a future worthwhile project for consideration. (1009-06, Social Committee/Board Liaison)

Director Thompson made the motion, with a second by Director Brandt.

MOTION: That the Board accepts the Consent Calendar as presented.

The motion was unanimously carried.

## **H. OLD BUSINESS**

The Board will discuss charity and charitable events and the use of common facilities by organizations both within and outside of Lake Wildwood. The Board will be asked to establish an Ad Hoc Committee to provide recommendations concerning charity golf tournaments. (0909-05, Thies/Simpkins)

Board Members discussed the charity events policy and the fact that there are two sets of rules – one for golf events and one for other events. The Board decided to use a Focus Group to review the rules regarding charity golf tournaments. The CRC would become the administrative organization to collect applications and forward these to the General Manger, and then to golf and other committees.

Directors Alexander, Brandt, and Thompson were chosen to be members of the Focus Group.

President Thies tasked the Focus Group to address the golf tournament guidelines and to rewrite the rule and have it ready for the October meeting.

## **I. DISCUSSION**

1. The General Manager will discuss the Construction Zone Coupon program with the Board. (1009-07, Simpkins)

General Manager Simpkins explained the incentive program whereby golfers receive drink coupons in lieu of reduced green fees since the golfers are inconvenienced by the golf course reconstruction. 4,145 coupons were issued and 2,466 have been redeemed. Cost of the program was \$2,200. Revenue of \$1,500 from the Roots and Wings Tournament sponsored by the Motorcycle Club could help offset the expense.

2. Board Member Bruce Stanton would like to discuss the installation of an elevator in the Community Center. (1009-08, Stanton)

Bruce Stanton started the discussion regarding the elevator and said that he hears pros and cons from members. Visitors have a difficult time traipsing from the main level to the lower level. Board Members mentioned that the loop road from the upper level to the lower parking lots is gone and the new paved pathway is stalled.

Amanda Biswell said that it is difficult to move furniture from the upper level to the lower level. People arrive for classes upstairs, realize that the classes are downstairs, so they get in their cars and drive to the lower level.

Director Watson said that the cost, approximately \$60-\$80K, is inconsequential when compared with members' enjoyment of the facilities. Director Hatten suggested that this matter be referred to the Planning Committee and inclusion in the budget process.

Ray Gutendorf, Lot #2236, asked the Board to consider the economy and to reduce spending.

**J. NEW BUSINESS**

1. The Recreation Committee and the Recreation Director will ask the Board to approve Trick or Treat activities and a location they would like the Board to approve for this year's Halloween activities. The activities will also include a Haunted House in the Community Center. (1009-09, Biswell/Simpkins)

Director Brandt made the motion, with a second Director Alexander.

MOTION: That the Board authorizes Trick or Treating on Wildflower Drive, Camas and Dockside Courts as outlined on the attached map during the hours of 6:00 p.m. to 8:00 p.m. on October 31. This event would be announced on posters at the gates and in the E-Bits. Participating residents would place a pumpkin sign at the entrance to their homes or driveways. The Association will also provide locations where non-participating residents could leave candy that would be available for residents participating in this year's event. Further, the Board approves the Recreation Committee's request to set up a haunted house to be held on Thursday, October 28<sup>th</sup> from 7:00 to 9:00 p.m. and Friday, October 29<sup>th</sup> and Saturday, October 30<sup>th</sup> from 7:00 p.m. to 11:00 p.m. in the Manzanita and Dogwood rooms in the Community Center; cost is \$4 per person. This approval is contingent upon receiving clearance from the Penn Valley Fire Department and that we have sufficient volunteers to assist with this event.

The motion was unanimously carried.

2. The Board will be asked to accept donations totaling \$1,095 from the Women's Club, Aquatics Club, Community Relations Committee, and the Recreation Committee for the purchase of an Automated External Defibrillator (AED) for the second security vehicle. Further, the Board will be asked to approve this purchase. (1009-10, Public Safety Committee/Biswell)

Director Hatten made the motion, with a second by Director Stanton.

MOTION: That the Board of Directors thanks the Aquatics Club, Women's Club, Community Relations, Recreation Committees, and the Yacht Club and accepts their generous donations totaling \$1,213.00. With these donations, along with the previous \$500 donation from the Singles Club, the Board authorizes staff to purchase an Automated External Defibrillator (AED) to be located in the second security vehicle. Further, the Board directs staff to add this asset to the Replacement Reserve Schedule.

The motion was unanimously carried.

3. The Public Safety Committee will discuss the problems inherent with Scotch Broom and the need to form an ad hoc committee to research the possible elimination of Scotch Broom in Lake Wildwood. (1009-11, Public Safety Committee/Board Liaison)

Director Hatten made the motion, with a second by Director Brandt.

MOTION: That the Board of Directors asks for volunteers to prepare a Charter to establish an Ad Hoc Scotch Broom Research Committee for the purpose of devising a proposal to ban and eliminate Scotch Broom from within Lake Wildwood within the next two years.

PSC Chair Diana Thompson recommended that the Public Safety, EMC, and Public Works committees and the Environmental Management Office work together to rid the community of the highly flammable Scotch Broom and other flammable weeds, especially in the common areas. We should also inform residents to clean up their own properties.

Director Hatten made the motion, with a second by Director Brandt.

MOTION: That the Board withdraws the motion.

The motion was unanimously carried.

The Board will task the Public Safety Committee to form a Focus Group and advise the Board.

4. The Board will be asked to approve a Project Approval Document (PAD) and FY 2009/10 and FY 2010/11 Special Assessment funds not to exceed \$ TBD to remodel the pool building. (1009-12, Public Works/Board Liaison/Simpkins)

President Thies made the motion, with a second by Director Brandt.

MOTION: That the Board moves to release FY 2009/10 Special Assessment funds of \$59,100 and FY 2010/11 Special Assessment funds of \$250,000, totaling \$309,100, and to contract with the lowest bidder. Further, the Board approves the PAD for remodel of the swimming pool building.

The Board tasked Finance/Audit and Administration to complete the funding mechanism. Bob Pleski, Lot #1847, was concerned about too much spending. Director Hatten would have liked to see better planning before execution. General Manager Simpkins said that we have a window of opportunity and now is the time to start the project.

The motion was approved 6-0-1, with one abstention from Director Thompson.

5. The Board will be asked to approve a Project Approval Document to remove thirteen (13) golf course bunkers as outlined in the Golf Master Plan. Further, the Board will be asked to approve funding this project with FY 2011/12 Golf Carry-Forward or FY 2010/11 Board Contingency funds not to exceed \$13,000. (1009-13, Golf Committee/Thies)

Director Alexander made the motion, with a second by Director Watson.

MOTION: That the Board approves the attached Project Approval Document to remove thirteen (13) golf course bunkers and reshape the areas to conform to the Master Plan. The Board authorizes the General Manager to let a sole source contract with DHR Construction for this project. Further, the Board approves FY 2011/12 Golf Carry-Forward funds not to exceed \$12,000 to complete this project.

Finance/Audit Chair Glenn Orren stated that a sole source contract should be avoided, but under the circumstances, the committee agreed to it. Gary Turzak of the Golf Committee said that first year savings would be 80% of the contract amount.

The motion was unanimously carried.

6. The Board will be asked to approve budgeted FY 2010/11 Replacement Reserve funds not to exceed \$22,200 and unbudgeted FY 2010/11 Replacement Reserve funds not to exceed \$7,230 to replace the flat portion of the roof on the Clubhouse. (1009-14, Dan Watson/Simpkins)

Director Watson made the motion, with a second by Director Brandt.

MOTION: That the Board authorizes the General Manager to let a contract with Flat Roof Specialists, Inc. to replace the flat roof on the Clubhouse and to approve budgeted FY 2010/11 Replacement Reserve funds not to exceed \$22,200 and unbudgeted FY 2010/11 Replacement Reserve funds not to exceed \$7,230 for this project.

Bob Pleski, Chair of the Ad Hoc Energy Committee, urged the Board to consider cool coat insulation under the shingles.

The motion was unanimously carried.

7. The Board will be asked to approve budgeted FY 2010/11 Replacement Reserve funds not to exceed \$16,000 and unbudgeted FY 2010/11 Replacement Reserve funds not to exceed \$3,640 to replace the flat portion of the roof on the Pro Shop. (1009-15, Dan Watson/Simpkins)

Director Watson made the motion, with a second by President Thies.

MOTION: That the Board authorizes the General Manager to let a contract with Flat Roof Specialists, Inc. to replace the flat roof on the Golf Pro Shop and to approve budgeted FY 2010/11 Replacement Reserve funds not to exceed \$16,000 and unbudgeted FY 2010/11 Replacement Reserve funds not to exceed \$3,640 for this project.

The motion was unanimously carried.

**K. PUBLIC COMMENT**

Judy Scott, Lot #1615, said that there are new regulations for the AED's and software replacement material will be sent to the Association.

**L. ADJOURNMENT**

Director Brandt made the motion, with a second by Director Watson

MOTION: That the meeting be adjourned.

The motion was unanimously carried. The Meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Charlotte Orren  
Recording Secretary

