

**LAKE WILDWOOD ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS MEETING
NOVEMBER 16, 2010**

A. CALL TO ORDER

President Thies called the meeting to order at 2:30 p.m. and Fernando dela Torre led the Pledge of Allegiance.

B. ATTENDANCE

Present: 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

(The agenda for the Board's Monthly Board Meeting on November 16, 2010 was distributed to the Members prior to the Board Meeting in accordance with the Davis-Stirling Act.)

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

MOTION: That the Board approves the agenda, as presented.

The motion was unanimously carried.

D. APPROVAL OF MINUTES

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

MOTION: That the Board approves the minutes of the regular monthly meeting of the Board of Directors' held on October 26, 2010.

The motion was unanimously carried.

E. CORRESPONDENCE

President Thies said that he received a letter from the Women's Club along with a donation of \$1,500 for new buffet table skirts for the Clubhouse.

General Manager Simpkins said he received a letter from a member who wanted a refund on an unlimited golf membership because of health conditions.

F. REPORTS

1. Treasurer's Report – Attachment A

Treasurer Smallman focused on operating results for the five months ending October 31, 2010.

2. Secretary's Report – Director Brandt said that there was an Executive Session on November 2, 2010 to discuss personnel issues.

3. President's Report – None

4. Management Report – Attachment B

Edward Simpkins announced that there are 170 reservations for the Clubhouse Thanksgiving Dinner.

Collections outstanding have improved for this fiscal year from 143 to 99.

We have purchased a new AED for the security vehicle. He reviewed his project list and stated that the roof replacements for the Clubhouse and Pro Shop have been delayed by County regulations. Materials have been ordered this week to fill the drainage culvert at Commodore Park. Sod has been ordered for tees on holes #12, #13, and #14. The tree on hole #12 will be cut down before the end of the month. The RFPs for CAD maps of Meadow Park were released. BP Landscaping has made suggestions for landscaping at Hideaway Park, Commodore Park beach area, the area just inside the main gate and the corner near the Clubhouse. There have been County delays with the remodel of the pool structure, but the project should be completed in April. Edward continued with his report.

5. Committee Reports – Attachment C

6. Ad Hoc Committee – Ad Hoc Energy: Bob Pleski said that he will have energy saving devices and ideas at the Craft Faire. They are evaluating solar panels for the water pumps on the golf course. The estimate from Planet Solar is \$80,000 for solar panels at the 11th green.

7. Board Liaison – Judith Scott, Liaison to the County Emergency Services, said that Nevada County is ranked 11th in the state as far as being storm ready. Road work at the summit of Highway 80 will occur from May to

October 2011 and trucks may be traveling our roadways. The SAFE Special Assistance Program has been placed on hold and special needs people must work on their own preparedness.

G. CONSENT CALENDAR

1. The Board will be asked to approve appointments to fill various committee vacancies (1011-01), Thies)

The following appointment was recommended:

Environmental Management Committee: Heidi Estep

2. The Board will be asked to disestablish the Ad Hoc Technology Committee and to thank them for their contributions to the Association (1011-02, Hatten/Simpkins)
3. The Board will be asked to disestablish the Ad Hoc User Fee & Methodology Committee and to thank them for their contributions to the Association. (1011-03, Hatten/Simpkins)
4. The Board will remind the Membership about a program whereby Lake Wildwood residents who are trained tax preparation volunteers assist community residents, who have relatively simple tax returns, with their State and Federal taxes. (1010-03, Simpkins/Orran)
5. The Board will encourage residents of Lake Wildwood to support the LWW Motorcycle Club's Food & Toy Run Collection Program by dropping off toys and non-perishable food either at the Administration Office or the North Gate. (1010-04, Simpkins/Motorcycle Club)

President Thies thanked the Motorcycle Club volunteers for their efforts and the tax preparation volunteers. Director Hatten praised the work of the Ad Hoc User Fee & Methodology Committee and the Ad Hoc Technology Committee.

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

MOTION: That the Board approves the Consent Calendar, as presented.

The motion was unanimously carried.

H. OLD BUSINESS

1. The Board will be asked to approve proposed changes to Golf Operations and Maintenance rules to add Policy 7.20 and make changes to Rule R-7.10.55, R-7.10.60, and Clubhouse Rule R-5.10.20, and Recreation Policy 9.10 related to charitable donations, participation in charitable events and the use of common facilities by organizations both within and outside of Lake Wildwood. Further, the Board will be asked to approve the proposed change to Finance Rule R-4.10.25 regarding donation funds. (0909-05, Thies/Brandt/Simpkins)

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

MOTION: That the Board approves the proposed changes to the Golf & Maintenance rules to add: Policy 7.20 and make changes to Rule R-7.10.55, R-7.10.60, and Clubhouse Rule R-5.10.20, and Recreation Policy 9.10 regarding charitable donations, participation in charitable events and the use of common facilities by organizations both within and outside of Lake Wildwood. Further, the Board will be asked to approve proposed changes to Finance Rule R-4.10.25 regarding donation funds. These proposed changes will be published in *The Wildwood Independent* and will come back before the Board at a future meeting for final approval. No less than 30 days after the proposed changes are published in *The Wildwood Independent*, the General Manager should place this item on the Board's agenda for approval.

Director Hatten said that we need to change the authority reference to Declaration of Restrictions, Article III, Section 7(a). Finance Chair Glenn Orren referenced policy 7.20. 2.D.(b), which states that tournaments shall be played on Sundays. There was a discussion about changing this, but Board Members decided to stay with Sunday. Finance/Audit Chair Glenn Orren encouraged the use of "*non-profits instead of charities.*"

Director Brandt made the motion to amend the motion with a second by Director Thompson, as follows:

The draft rule will contain the words "*non-profit and charities,*" and will change the authorities.

The motion to amend the motion was unanimously carried.

The main motion was unanimously carried.

2. The Board will be asked to approve proposed changes to Environmental Management Rules R-6.30.20 and R-6.30.30. These changes will update the rules regarding driveways, storage, maintenance of properties, weed abatement, and screening & cover requirements. (1010-05, Environmental Management Committee/Brandt)

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

MOTION: That the Board approves the attached changes to Environmental Management Rule R-6.20.40, Provision 6, R-6.30.20, and R-6.30.30, which will update the rules regarding: building design requirements and restrictions regarding driveways, storage, maintenance of properties, weed abatement, and screening & cover requirements. Further, these proposed rule changes would be published in the Association's newspaper that is distributed to all members. No less than 30 days after these proposed rule changes are published in *The Wildwood Independent*, the General Manager should place this item on the Board's agenda for final approval.

There was a discussion regarding driveways, whether they should be concrete, asphalt or brick. Phyllis Guerwitz of the Environmental Management Office said that the County ordinance eliminates only gravel driveways. Board Members requested that the Rule R-6.20.40 rule be returned to Public Works Committee for study.

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

MOTION: That the Board withdraws the motion.

The motion was unanimously carried.

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

MOTION: That the Board approves the attached changes to Environmental Management Rule, R-6.30.20, Provisions 7 & 8, and R-6.30.30, Provision 3.C. Further, these proposed rule changes would be published in the Association's newspaper that is distributed to all members. No less than 30 days after these proposed rule changes are published in *The Wildwood Independent*, the General Manager should place this item on the Board's agenda for final approval.

The motion was unanimously carried.

President Thies, Bud Springer, Lot #1984, and Don Streseman, Lot #1882, said that these rule changes must be publicized more to the membership. General Manager Simpkins said that rule change information may be reviewed in the office, as stated at the bottom of the last page of the agenda.

I. DISCUSSION

Traditionally, the Board asks members to support a Holiday Fund for the Association's employees and independent contractors. The President of the Board will again solicit Board, member, and resident support for this program. (1010-07, Thies/Community Relations Committee)

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

MOTION: The Board thanks the Community Relations Committee for their outstanding efforts at collecting dollars for our employees through the holiday gift fund and heartily endorses our Treasurer, Chris Smallman, for volunteering to receive and distribute these funds. Contributions may be placed in the Employee Holiday Fund box in the Administration Office or mailed to Chris Smallman at 12222 Lake Wildwood Drive, Penn Valley, CA 95946.

The motion was unanimously carried.

J. NEW BUSINESS

1. The Board will be asked to approve FY 2010/11 Replacement Reserve Funds not to exceed \$27,000 to replace a security vehicle. (1011-04, Findley/Simpkins)

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

MOTION: That the Board authorizes staff to expend FY 2010/11 Replacement Reserve Funds not to exceed \$27,000 to purchase a replacement security vehicle with vehicle striping decals, and a one hundred thousand mile drive-train warranty.

Director Stanton recommended that this replacement be postponed until after the security audit.

Security Chief Jeff Findley said that the Pontiac Torrent vehicle has 104,000 miles on it and it is unsafe to drive. Glenn Orren, Chair, Finance/Audit Committee recommended the low bid amount of \$22,000 or \$23,000.

Director Hatten made the motion to amend the motion, with a second by Director Watson as follows:

MOTION: That the Board authorizes staff to expend FY 2010/11 Replacement Reserve Funds not to exceed \$23,000 to purchase a replacement security vehicle with vehicle striping decals, and a one hundred thousand mile drive-train warranty.

The amended motion was unanimously carried.

The main motion was unanimously carried.

Director Hatten recommended that the Security Chief evaluate other brand vehicles and to work on straightening out the Replacement Reserve Schedule.

2. The Board will be asked to approve budgeted FY 2010/11 Non Capital Reserve funds not to exceed \$9,300 and unbudgeted FY 2010/11 Non Capital Reserve funds not to exceed \$20,847 for dredging the #12 pond and related dumping fees. This is in connection with the reconstruction of the #12 pond walls. (1011-05, Wolford/Simpkins)

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

MOTION: That the Board approves budgeted FY 2010/11 Non Capital Reserves in the amount of \$9,300 and unbudgeted FY 2010/11 Non Capital Reserves not to exceed \$20,847 for the dredging of the #12 pond and related dump fees.

The motion was unanimously carried.

3. The Board will be asked to approve the Association's Annual Activities Calendars for 2011. These calendars contain Clubhouse activities; committee events such as jazz concerts, the 4th of July Fireworks and Boat Parade, Memorial and Labor Day weekend activities, and the Association's Annual Tools, Trash & Treasures Sale; Association approved Club events; community events such as the Roots & Wings Lake Cruise; and golf tournaments and related golf events and activities. (1011-06, Simpkins/Olivas/Romell)

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

MOTION: That the Board approves the 2011 Master Calendars which concern golf/tennis play and social, recreation, and miscellaneous activities within Lake Wildwood.

The motion was unanimously carried.

4. The Board will be asked to accept a generous donation in the amount of \$1,500 from the LWW Women's Club to be applied towards the purchase of buffet table skirting for the Clubhouse. (1011-07, LWW Women's Club/Beever/Simpkins)

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

MOTION: That the Board of Directors thanks the LWW Women's Club and accepts their generous donation of \$1,500 to be applied towards the purchase of buffet table skirting for the Clubhouse. It is also noted that if any funds remain after this purchase is made, these funds may be used by our Food & Beverage Director towards the purchase of any other Clubhouse enhancements.

The motion was unanimously carried

5. Annually the Board tasks the Finance/Audit Committee to audit specific areas of the Association. This year the Board will ask the Finance/Audit Committee to perform an audit of the report and supporting documents that were submitted to the Board in a report issued by the Golf O&M Enhancement Sub-committee dated November 11, 2010. (1011-08, Thies/Alexander/Simpkins)

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

MOTION: That the Board task the Finance/Audit Committee to perform an audit of the report and supporting documents that were submitted to the Board in a report issued by the Golf Operations and Maintenance Enhancement Sub-Committee dated November 11, 2010.

The motion was unanimously carried.

6. The Board will be asked to approve FY 2010/11 Replacement Reserve funds not to exceed \$3,300 to replace the tennis ball machine. (1011-09, Biswell/Simpkins)

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

MOTION: That the Board approves FY 2010/11 Replacement Reserve Funds not to exceed \$3,300 to purchase a tennis ball machine. Further, the Board authorizes the General Manager to issue a sole source contract with DH Distributors for this purchase.

The motion was unanimously carried.

7. The Board will be asked to approve FY 2009/10 Replacement Reserve funds not to exceed \$3,900 to replace the refrigerated sandwich preparation unit in the Clubhouse kitchen. (1011-10, Beaver/Simpkins)

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

MOTION: That the Board approves budgeted FY 2009/10 Replacement Reserve Funds not to exceed \$3,900 to purchase a refrigerated sandwich preparation unit for the Clubhouse kitchen.

The motion was unanimously carried.

8. The Board will be asked to approve and accelerate FY 2011/12 Replacement Reserve funds not to exceed \$2,900 to replace the refrigerated salad preparation unit in the Clubhouse kitchen. (1011-12, Beaver/Simpkins)

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

MOTION: That the Board approves and accelerates FY 2011/12 Replacement Reserve funds not to exceed \$2,900 to purchase a refrigerated salad preparation unit for the Clubhouse.

The motion was unanimously carried.

Board Members discussed tagging Replacement Reserve items for asset identification purposes.

9. The Board will be asked to approve both Fiscal Year 2010/11 and 2011/12 Operational Funds not to exceed \$140,000 for Workers' Compensation Insurance during 2011. (1011-11, Simpkins/Olivas)

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

MOTION: That the Board approves budgeted/unbudgeted 2010/11 and 2011/12 Operational Funds in the amount not to exceed \$140,000 for the Association's Workers' Compensation

insurance policy which will commence 1/1/11 and continue through 12/31/11. If it appears the anticipated cost of the policy will exceed \$140,000, staff is directed to make this item a December agenda item.

The motion was unanimously carried.

K. PUBLIC COMMENT – None

L. ADJOURNMENT

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

MOTION: That the Board adjourn the meeting.

The motion was unanimously carried.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Charlotte Orren, Recording Secretary

The next regular Board Meeting will be held on December 14, 2010 at 7:00 p.m. in the Cedar Room.