

**LAKE WILDWOOD ASSOCIATION  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
OCTOBER 26, 2010**

**A. CALL TO ORDER**

President Thies called the meeting to order at 2:35 p.m. and then led the Pledge of Allegiance.

**B. ROLL CALL**

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

**C. AGENDA APPROVAL**

(The agenda for the Board's Monthly Board Meeting on October 26, 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 Stanton.

MOTION: That the agenda be approved, as presented.

The motion was unanimously carried.

**D. APPROVAL OF MINUTES**

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

MOTION: That the Board approves the minutes from the regular monthly meeting of the Board of Directors' held on September 28, 2010 and the Board of Directors' Executive Session held on September 28, 2010 to discuss legal issues.

Director Thompson requested that the motion for Item 4, New Business, read as follows: That the Board moves to approve 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.

Director Thompson requested that under Item 3, New Business that it reads "*Public Safety Committee Chair Diana Thompson.*"

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

MOTION: That the minutes of the September 28, 2010 meeting be approved as amended.

The motion was unanimously carried.

## **E. CORRESPONDENCE**

President Thies said that he received a letter regarding safety on the lake, a letter regarding a motorcycle incident at the tennis court parking lot, and a letter requesting that the Board Minutes be updated on the web site.

## **F. REPORTS**

### 1. Treasurer's Report – Attachment A

Treasurer Chris Smallman reviewed the balance sheet for September 2010 indicating that total member equity was \$8.3M. Revenues over expenses was \$23K over budget for the month.

### 2. Secretary's Report – Director Brandt requested that members come up to the podium and announce themselves when they want to speak.

### 3. President's Report – None

### 4. Management Report – Attachment B

General Manager Simpkins gave a report on various projects: Clubhouse roof replacement, the Pro Shop roof, the Security Building roofs and the Golf Teaching Center roof replacements. The tennis courts at Commodore Park have been resurfaced.

The new playground equipment is on order. The golf course greens renovation is complete and the sod is on order. The excavation of Pond #12 has been completed and a retaining wall will be installed. Additional costs have been incurred. The Pool Building remodel should be completed by April.

### 5. Committee Reports – Attachment C

### 6. Board Liaison's Report – Judith Scott, representative for County Emergency Services recommended flu shots for those over 65. Often those shots are free. CPR guidelines have changed and they do not recommend mouth to mouth resuscitation. She has conducted new classes for over 50 people.

**G. CONSENT CALENDAR**

1. The Board will be asked to approve the changes to the following Board Meeting dates/times due to conflicts in schedules. Change Board Meeting date from February 22, 2011 to February 24, 2011; and change the meeting time from 2:30 p.m. to 3:00 p.m. for the following meetings: April 26, 2011, July 19, 2011, October 25, 2011, and November 15, 2011. (1010-01, Thies/Simpkins)

General Manager Simpkins mentioned that there are times when there are conflicts with the Board Meeting, since other events are in the Cedar Room and they often run late. Meeting times should be the same time to avoid confusion.

2. The Board will be asked to approve appointments to fill various committee vacancies. (1010-02, Thies)

No appointments were made.

3. The Board will be asked to enthusiastically endorse and approve 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/Orrren)
4. The Board will be asked to enthusiastically endorse and approve another altruistic program whereby residents of Lake Wildwood can support the LWW Motorcycle Club's Food & Toy Run Collection Program within Lake Wildwood. (1010-04, Simpkins/Motorcycle Club)
5. The Recreation 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. (1010-11, Recreation Committee/Thompson)

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 be asked to approve unbudgeted FY 2010/11 Replacement Reserve funds TBD for additional materials needed to complete the reconstruction/renovation of selected golf green complexes (#2, #3, #8 & #9). (0912-11, Wolford/Simpkins)

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

**MOTION:** That the Board approves unbudgeted FY 2010/11 Replacement Reserve unbudgeted funds not to exceed \$56,000 for the additional materials needed due to a change in the size of the green complexes (#2, #3, #8 and #9) and for the budgeted trucking costs.

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

**MOTION:** That the Board approves unbudgeted FY 2010/11 Non Capital Replacement Reserve funds not to exceed \$56,000 for the additional materials needed due to a change in the size of the green complexes (#2, #3, #8 and #9) and for the unbudgeted trucking costs.

The motion was unanimously carried.

Director Hatten asked how this overrun could happen. General Manager Simpkins responded that after ten months, costs of materials have increased, the greens are 20% larger, and we did not include trucking costs. Director Hatten said that the Finance/Audit Committee should review this and indicate how the process can be improved.

**I. DISCUSSION – None**

**J. NEW BUSINESS**

1. (moved up from J.8)The Board will be asked to approve budgeted FY 2010/11 Replacement Reserve funds not to exceed \$17,000 and unbudgeted FY 2010/11 Replacement Reserve funds not to exceed \$4,000 to update the software and programming for the Security entry program. (1010-13, Findley/Simpkins)

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

**MOTION:** That the Board approves budgeted FY 2010/11 Replacement Reserve funds not to exceed \$17,000 and unbudgeted FY 2010/11 Replacement Reserve Funds not to exceed \$4,000 to purchase the FileMaker Pro II software which will update the Association's security entry program. Further, the Board authorizes the General Manager to let a programming contract with Mary Helen Fein, President of Parallax Design Group, for this project.

Security Chief Jeff Findley talked about the need for this system and to have it installed soon. Board Members recommended that we delay the installation until after the security audit.

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

MOTION: That the Board tables this item until after the security audit is completed.

The motion was unanimously carried.

2. The Board will be asked to approve proposed changes to Environmental Management Rules R-6.20.40, Provision 6, R-6.30.20, Provision 7 & 8, R-6.30.30, Provision 3.C, and Organizational Rule R-2.10.35, Provision 1.E. These changes will update the rules regarding driveways, storage, maintenance of properties, weed abatement, screening and cover requirements, and conduct of association committees. (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, Provisions 7 & 8; and R-6.30.30, Provision 3.C; which will update the rules regarding building design requirements and restrictions regarding driveways, storage, maintenance of properties, weed abatement, screening and cover requirements. Further, to approve changes to Organizational Rule R-2.10.35, Provision 1.E., conduct of Association committees. 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.

Board Members discussed rules regarding driveways and length of grasses, and providing information to the membership. They recommended further study.

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

MOTION: That the Board table this item.

The motion was unanimously carried.

3. The Board will be updated regarding the process of obtaining a change to a County ordinance that would allow golf carts to be driven across Pleasant Valley Road at Lake Wildwood Drive so they may access the commercial shopping center. (1010-06, Simpkins/Thies)

The update was given. The ordinance will be executed by the County and they will do the signage.

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

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

**MOTION:** That 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 the establishment of the Employee Holiday Fund for 2010. Further, the Board thanks 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, CA95946.

The motion was unanimously carried.

7. The Board will be asked to acknowledge the preliminary fitness room Project Approval Document (PAD) and to approve both the Planning Committee and the Fitness Club moving forward with a workshop in early December. The purpose of this workshop is to further educate the Board and Community about the projected operational and financial issues regarding a proposed fitness room in the Manzanita Room at the Community Center. (1010-08, Planning Committee/Alexander)

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

**MOTION:** That the Board tasks the Planning Committee and the Fitness Club to schedule a workshop in early November to further educate the Board and the community about the projected operational financial issues regarding a proposed fitness room in the Manzanita Room at the Community Center. Further, the Board directs staff to place this item on the December 14, 2010 Board Meeting agenda regarding taking a vote as to whether to commit the Manzanita Room to a fitness center.

Public Safety Chair Diana Thompson said that her committee has not given input on this and the room has already been designated an emergency Red Cross shelter.

Joe Stein, member of the Recreation Committee and speaking for the committee, said that the committee is opposed to the fitness center in the Manzanita Room.

Director Thompson said that use of the room as a fitness center would be denying useage to other members.

Planning Committee Chair Mike Doscher said that it would be an attractive, viable facility, and the Board needs to move forward and decide whether to pursue it.

Director Thompson moved to amend the motion, with a second by Director Brandt.

MOTION: That the Board add "as a discussion item" to the motion after the word agenda.

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

MOTION: That the Board delete the last sentence in the motion.

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

MOTION: That the Board withdraw all previous motions and task the Planning Committee to schedule a workshop to include relevant parties to explore fitness center capability in the Manzanita Room.

The motion carried, 6-1, with Director Watson voting nay.

8. The Board will be asked to approve a Project Approval Document (PAD) to install a road connecting the upper Community Center parking lot with the lower, and the expanded Marina parking lot. Further, the Board will be asked to approve FY 2010/11 Community Improvement funds not to exceed \$7,920 and direct the General Manager to obtain bids and to let a contract for this project. (1010-09, Stanton).

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

MOTION: That the Board directs the Planning Committee to submit the Project Approval Document (to install a pathway connecting the upper Community Center parking lot with the lower, and the expanded Marina parking lot) to the Board for consideration during the upcoming budget process for FY 2011/12.

Finance/Audit Chair Glenn Orren said that the project would cost more money than is available in the CI budget.

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

MOTION: That the Board withdraw the motion.

9. The Board will be asked to approve a Project Approval Document to place a culvert and fill in the ditch between Commodore Park and the parking lot and to install a rock barrier between the parking lot and the park. Further, the Board will be asked to approve FY 2010/11 Community Improvement funds not to exceed \$2,130 for this project. (Available CI funds currently total \$5,903) (1010-10, Stanton).

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

MOTION: That the Board approves the Project Approval Document (PAD) to place a culvert and fill in the ditch between the Commodore Park and the Marina parking lot and the installation of a rock barrier along the parking lot as outlined in the PAD from the Public Works Committee. Further, the Board approves FY 2010/11 Community Improvement funds not to exceed \$2,130 to fund this project.

Keith Franklin, member of the Public Works Committee, said that the project will enhance safety and the committee had no objection.

Joe Stein, speaking for the Recreation Committee, said that they support the project since safety should be the first priority.

The motion was unanimously carried.

10. The Board will be asked to approve additional FY 2010/11 Capital Improvement funds not to exceed \$2,500 to purchase an additional automated timekeeping system (time clock) for security to collect and process LWA's payroll data. (1010-12, Whiteaker/Simpkins)

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

MOTION: That the Board approves FY 2010/111 Capital Improvement funds not to exceed \$2,800 to purchase a biometric time clock for the Security Department. This asset will be added to the Replacement Reserve Schedule.

The motion was unanimously carried.

**K. PUBLIC COMMENT-** None

**L. ADJOURNMENT**

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

MOTION: That the Board adjourn the meeting.

Minutes of the LWW Board of Directors' Meeting

October 26, 2010

Page 9

The meeting was adjourned at 6:28 p.m.

The next regular Board Meeting will be held on November 16, 2010 at 2:30 p.m. in the Cedar Room.

Respectfully submitted,

Charlotte Orren, Recording Secretary