

**LAKE WILDWOOD ASSOCIATION  
BOARD OF DIRECTORS' MEETING MINUTES  
APRIL 28, 2009**

**A. CALL TO ORDER**

President Doscher called the meeting to order at 2:30 p.m. and then led the Pledge of Allegiance.

**B. ROLL CALL**

President Mike Doscher; Vice-President Jack Valentine; Secretary Bud Springer; Directors Mary Ann Brandt, Linda Pryor, and Don Streseman; General Manager/Chief Operating Officer Edward Simpkins; Administrative Assistant Chris Olivas; and Recording Secretary Charlotte Orren.

Absent: Director Terri Thies

**C. AGENDA APPROVAL**

(The agenda for the Board's Monthly Board Meeting on April 28, 2009 was distributed to the Members prior to the Board Meeting in accordance with the Davis-Stirling Act.)

Director Streseman recommended that items J.5 regarding Golf Policy 7.20 and J.6 changes to Recreation Policy 9.10 be removed. Director Valentine recommended that Item G.2, audit of the Accounting Department, be moved to New Business Item J.5.

Director Streseman made the motion, with a second by Director Springer.

MOTION: That the agenda be approved, as amended.

The motion was unanimously carried.

**D. APPROVAL OF MINUTES**

Director Valentine made the motion, with a second by Director Pryor.

MOTION: That the Board approve the minutes from the Board of Directors' Budget Meeting on March 23, 2009; the Board of Directors' Monthly Board Meeting held on March 24, 2009; and the Executive Sessions held on March 23, 2009 to address personnel issues and on April 21, 2009 to address contracts, as well as a personnel discussion.

The motion was unanimously carried.

**E. CORRESPONDENCE**

President Doscher said that he received a letter regarding speeding by commercial vehicles, and phone calls regarding the reporting format in the *Bits and Pieces*. He also got letters regarding the Scotch Broom problem and the proposed fees at the Community Center. Donations from the AARP tax service have been turned over to the Recreation Committee for enhancements at the Community Center.

General Manager Simpkins said that he received a memo from the Recreation Committee regarding safety hazards at Commodore Park and the odor problem at Explorer Park. He will develop an action plan with Dan Watson.

**F. REPORTS**

1. **Treasurer's Report:** Treasurer Maffei said that the operating departments as of March 31 were \$125,000 better than budget. The Clubhouse was over budget by \$38,000 but for two of the last three months was favorable to the budget. The Board tasked General Manager Simpkins to have the Finance/Audit Committee meet with Eric to discuss revenue for banquets and single entrée items. (Attachment A)
2. **Secretary's Report:** Director Springer said that there was an Executive Board Meeting and this will be included in the May agenda.
3. **President's Report:** President Doscher mentioned the swine flu issue and there will be an article in the *Bits and Pieces*. The Town Hall Meeting to discuss committee and board responsibilities was sparsely attended, but there were two possible applicants for the BOD. He thanked the Community Relations, Public Safety, and Recreation Committees for their work on the Community Center opening. He thanked the Social and Recreation Committees for their donations toward the exercise/dance floor in the Oak Room.
4. **Management Report:** General Manager Simpkins said that overdue collections at the end of March amount to \$93,705 and \$80,000 has been turned over to a collection agency. He then read his report, Attachment B.
5. **Committee Reports:** Attachment C
6. **Ad Hoc Committee Reports:** None
7. **Board Liaison Reports:**

Jim Gratteau could help in solving the odors at Explorer Park.

Judith Scott, Emergency Affairs Representative, said that there are 64 confirmed cases of the swine flu in the U. S. She has written some guidelines for the *Bits and Pieces*. Updates are on [www.CDC.gov](http://www.CDC.gov).

**G. CONSENT CALENDAR**

1. The Board will be asked to grant final approval to change Administration Rule R-1.20.40, Provisions 1, 2, and 5 which will update the Fine and Penalty Schedule regarding Environmental Management and Security violations. (0902-05, York/Brandt/Findley/Springer)
2. The Board will be asked to approve a request to change the Clubhouse Committee's name to "Hospitality Services Committee." (0904-02, Clubhouse Committee/Springer/Simpkins)
3. The Board will be asked to approve appointments to fill various committee vacancies. (0904-03, Doscher)

The following applicants were recommended:

Planning – Bob Murray  
User Fees Policies and Methodology Group-Tom Cross, Gary Eckhardt  
and Bop Riopel

4. The Board will be asked to authorize the recording of liens against delinquent lots and to refer these delinquent accounts to our collection agency for processing. (0904-04, Whiteaker/Simpkins)
5. The Board will be asked to accept a monetary donation of \$3,000 from the Social Committee towards the purchase of a portable dance/exercise floor for the Community Center. (0904-05, Social Committee/Pryor/Simpkins)
6. The Board will be asked to accept a monetary donation of \$3,000 from the Recreation Committee towards the purchase of a portable dance/exercise floor for the Community Center. (0904-21, Recreation Committee/Doscher/Simpkins)
7. The Board will be asked to grant final approval to change EMO Rule R-6.10.50, Provision 1.D. that will allow the association to charge a fee to inspect a property. (0902-10, Environmental Management Committee/York/Brandt)
8. The Public Safety Committee will ask the Board to approve a program whereby members would be able to either purchase new fire extinguishers at a very reasonable cost or have their existing extinguishers recharged if they are A, B, C type chargers. (0904-06, Public Safety Committee/Springer/Simpkins)
9. The Board will ask the Election Committee to organize a "Meet the Candidates Night" in June so the membership has an opportunity to meet those members who are running for the Board of Directors. (0904-07, Doscher/Simpkins)

10. The Board will be asked to approve a request from the Wildwood Art Club to change their bylaws to allow non-residents to be club members. (0904-08, Wildwood Art Club/Doscher/Simpkins)

Director Streseman made the motion, with a second by Director Valentine.

**MOTION:** That the Board approves the Consent Calendar, as amended.

The motion was unanimously carried.

## **H. OLD BUSINESS**

The Board will be asked to approve FY 2008/09 Replacement Reserve Funds not to exceed \$20,000 to replace the perimeter fence beginning on the north side of the North Gate entrance along Pleasant Valley Road and to authorize the General Manager to let a contract for this project. (0805-07, Planning/Public Safety/Public Works/Thies/Springer/Valentine/Simpkins)

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

**MOTION:** That the Board approves budgeted FY 2008/09 Replacement Reserve Funds not to exceed \$20,000 and to authorize the General Manager to let a contract with Empire Fence Company, Inc. to install perimeter fencing along Pleasant Valley Road beginning on the north side of the North Gate and continuing approximately 1,600 feet.

Public Safety, EMO, Security, Public Works and Planning have reviewed the project. General Manager Simpkins said that there would be sufficient funding in June to complete the project up to Wildwood Ridge gate.

Finance/Audit was tasked to bring back a plan for the May Board Meeting.

The motion was unanimously carried.

## **I. DISCUSSION**

1. The Board will review rules for the use of the Community Center including priorities, scheduling, fees, etc. (0904-09, Biswell/Romell/Simpkins/Springer)

General Manager Simpkins explained that outside caterers will not be allowed in the Community Center unless a proposed fee of \$500 is paid. Revenue generating events will take precedence over non-revenue producing events. Clubs may bring in their own potluck food and liquor. There are three options for liquor. The sponsor can bring their own, or apply for a one day license to sell liquor, or have the Clubhouse set up a bar.

Karen Valentine, Lot # 1892, said that she was opposed to a \$500 fee for a caterer especially after having to pay \$400 for use of the Oak Room. She said that security deposits and cleaning deposits should be required.

Holly Tounsand, Lot #1903, was opposed to a \$500 fee and said that the Association is just trying to level the playing field.

Glenn Orren, Lot #1428, was opposed to an extra caterer fee, especially for a barbecue caterer, who would not use the kitchen. He recommended a kitchen use fee only.

The Board tasked the General Manager, the Hospitality Services Committee, and staff, to develop a matrix listing various situations and the fees, and also to develop a usage contract by the May Board meeting.

2. The General Manager will brief the Board on his findings regarding what effects, if any, may have caused some changes to the surface condition on pontoon boats' floats that are located in the marina. (0904-10, Simpkins/Lake Committee/Thies)

Several residents whose boats are parked at the marina complained about the pitting on the pontoons. There was a discussion about electric shocks, about an electrolysis effect and possible connection with the solar bee panels and water quality. The Board tasked the General Manger to check with boat manufacturers and continue to investigate the marina problem.

## **J. BUSINESS**

1. The Board will be asked to approve budgeted FY 2007/08 Replacement Reserve Funds not to exceed \$4,100 and unbudgeted FY 2008/09 Replacement Reserve Funds not to exceed \$1,300 to replace the existing thermal pool cover. With the normal wear and tear and the chlorine damage, it is time to purchase a replacement cover. (0904-11, Biswell/Doscher/Watson/Simpkins)

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

MOTION: That the Board approves budgeted FY 2007/08 Replacement Reserve Funds not to exceed \$4,100 and unbudgeted FY 2008/09 Replacement Reserve Funds not to exceed \$1,300 to purchase a three panel thermal cover from Lincoln Equipment for the large pool.

The motion was unanimously carried.

2. The Board will be asked to approve budgeted FY 2008/09 Replacement Reserve Funds not to exceed \$4,800 and unbudgeted FY 2008/09 Replacement Reserve Funds not to exceed \$1,900 to replace the existing pool cover storage reel. This new pool cover storage reel will house the new thermal pool cover. (0904-12, Biswell/Doscher/Watson/Simpkins)

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

MOTION: That the Board approves budgeted FY 2008/09 Replacement Reserve Funds not to exceed \$4,800 and unbudgeted FY 2008/09 Replacement Reserve Funds not to exceed \$1,900 to purchase a pool cover storage reel from Lincoln Equipment for the large pool.

The motion was unanimously carried.

3. The Board will be asked to approve budgeted/unbudgeted TBD funds not to exceed \$2,500 to contract with Greenway Golf to conduct a site inspection and feasibility analysis of the Golf Maintenance Department. (0904-13, Golf Committee/Streseman/Simpkins)

Director Streseman made the motion, with a second by Director Valentine.

MOTION: That the Board approves budgeted/unbudgeted FY 2008/09 "TBD funds" not to exceed \$2,500 to contract with Greenway Golf to provide a site assessment and recommendations to improve various aspects of our golf course maintenance program as outlined in their proposal dated March 16, 2009. Further, the Board authorizes the General Manager to let a sole source contract with Greenway to perform this service.

Gerry Galvin, Golf Course Projects Sub Committee, said that the assessment will reduce maintenance costs and reduce the cost of new greens. It is estimated that it would cost \$850,000 to replace the greens, but \$270,000 to refurbish them.

Ken Wolford questioned the reasons for the assessment and said that we need to get several bids.

Several Board Members thought the assessment would be worthwhile.

The motion was unanimously carried.

4. The Board will be asked to approve changes to Golf Rule R-7.10.10, R-7.10.50, and R-7.10.55 regarding use of golf course and fees. These proposed changes will be published in *The Wildwood Independent* and will come back before the Board at a future meeting for final approval. (0904-14, Golf Committee/Jim Knight/Streseman/Simpkins)

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

MOTION: That the Board tasks the Golf Pro to rework Rule R-7.10.55 and approves the proposed changes to Golf Rule R-7.10.10 and R-7.10.50, which will coincide with the changes in the use of the golf course and the fees. These proposed changes will be published in the Association's newspaper that is distributed to all members. No less than 30 days after the

proposed rule change is published in *The Wildwood Independent*, the General Manager should place this item on the Board's agenda for approval.

The motion was unanimously carried.

5. The Finance/Audit Committee will ask the Board to accept its recent audit of the Association's Accounting Department's accounts receivables and collection activities as well as our fixed asset accounting and staff's forthcoming action as a result of the Finance/Audit Committee's recommendations. (0904-01, Finance-Audit Committee/Riopel/Hatten/Valentine/Simpkins)

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

MOTION: That the Board thanks the Finance/Audit Committee for its detailed audit and accepts the audit of the Accounting Department and tasks the General Manager to respond within 60 days to the Board regarding the Finance/Audit Committee recommendations.

The motion was unanimously carried.

6. The Board will be asked to approve a chili cook-off fundraising event to be held at the Community Center on May 31, 2009 with the proceeds going to the Roots & Wings organization. (0904-17, Voss/Doscher/Simpkins)

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

MOTION: That the Board approves the request from the Roots and Wings Foundation to hold a fundraising event, on a date to be determined, at Lake Wildwood. The proceeds will go to the Roots and Wings Foundation.

The motion was unanimously carried.

7. The Planning Committee will ask the Board to accept the Association's Updated Master Plan that was previously addressed during prior Board meetings as well as Town Hall meetings. This plan will serve as a guideline for future projects that the Board will be asked to approve. (0904-18, Planning Committee)

Director Streseman made the motion, with a second by Director Valentine.

MOTION: That the Board thanks the Planning Committee for their work on this project, and accepts the revised FY 2009/10 Master Plan which will serve as a guideline for future projects.

The motion was unanimously carried.

8. The Board will be asked to approve proposed changes to Personnel Rules R-3.10.40 regarding illness absence benefits; Rule R-4.10.45 regarding use of wireless devices;

Rule R-3.20.15 regarding physician-prescribed medication; and Rule R-3.10.55 regarding Leaves of Absences. These proposed changes will be published in *The Wildwood Independent* and will come back before the Board for final approval. (0904-19, Olivas/Simpkins)

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

MOTION: That the Board approves the proposed rules changes to Personnel Rule R-3.10.40, Provision 7 regarding illness absence benefits; Rule R-3.10.45, Provision 4 regarding the use of wireless devices; Rule R-3.20.15, Provision 1.B regarding physician-prescribed medications; and Rule R-3.10.55 Provision 6 regarding time-off for various leaves. Further, these proposed rules changes would be published in the Association's newspaper that is distributed to all members. No less than 30 days after the proposed rule change is 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.

9. The Board will be asked to approve a resolution to reaffirm insurance coverage for Lake Wildwood Association's approved volunteers as it relates to personal injury while acting at the direction of the Board/General Manager. (0904-20, Simpkins/Olivas)

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

MOTION: That the Board adopts the attached Resolution to reaffirm the Board of Directors' intent to provide insurance coverage for Lake Wildwood Association's approved volunteers as it relates to an injury incurred while acting under the direction of the Board of Directors and/or General Manager up to the limits and conditions available in the Association's insurance policies.

The motion was unanimously carried.

**K. PUBLIC COMMENT - None**

**L. ADJOURNMENT**

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

MOTION: That the Board adjourn the meeting.

The motion was unanimously carried. The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Charlotte Orren, Recording Secretary