

**LAKE WILDWOOD ASSOCIATION
BOARD OF DIRECTORS' MEETING MINUTES
September 22, 2009**

A. CALL TO ORDER

President Pryor called the meeting to order at 7:00 p.m. and then led the Pledge of Allegiance.

B. ROLL CALL

President Linda Pryor; Vice President Terry Thies; Secretary Mary Ann Brandt; Treasurer Pete Maffei; Directors Alex Alexander, Bud Springer, Ward Thompson and Tom Watson; 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 22, 2009 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 Thies.

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

The motion was unanimously carried.

D. APPROVAL OF MINUTES

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

MOTION: That the Board approve the minutes from the Board of Directors' Meeting held on August 18, 2009, the Executive Session held on August 28, 2009 to address personnel and legal issues, and the Executive Session held on September 2, 2009 to address legal and personnel issues.

The motion was unanimously carried.

E. CORRESPONDENCE

President Pryor said that she received letters regarding the July 4, 2009 fireworks, Open House signs, and the condition of the golf rental carts.

F. REPORTS

1. Treasurer's Report – Attachment A. Treasurer Pete Maffei reported that Operating Departments were ahead of budget by \$99,084. The Clubhouse variance for the month was \$11,424, the third successive month that operating results were better than budget. The swimming pool was positive to budget by \$8,202. The Recreation Department was negative to budget by \$4,925 due to a shortfall in revenue. Public Works was positive to budget by \$11,687; Security was negative to budget by \$3,498; Administration was favorable to budget by \$29,937; Golf revenue was below budget by \$17,828; Golf Maintenance was below budget by \$27,646.
2. Secretary's Report – None.
3. President's Report – Board Members met with our legal counsel on September 2, 2009 and then attended a Leadership Luncheon. An Executive Session was held prior to the Board Meeting and Chris Smallman was appointed the new Treasurer.
4. Management Report – General Manager Simpkins read highlights of his report, reporting that Accounts Receivables had increased by \$31,462 over last August. Daily golf fees increased to \$22,143 more than forecast. Greens airification took place on September 15th to 17th. Aerification of the fairways will take place on September 30th. The General Manager's report is enclosed, Attachment B.
5. Committee Reports – Attachment C
6. Ad Hoc Committee Reports – None
7. Board Liaison Reports

Jim Gratteau, representative to the Nevada County Sanitation District, said that NID has been cleaning out the equalization basin with minimum impact on the community. They have installed a roof over the basin and this will help to reduce the odors.

Judith Scott, Emergency Affairs Representative, said that there will be a meeting of Emergency Services on November 5th, with a focus on emergency practices if there was a release of chlorine gas. There is a program about fires and the Shelter in Place program on Channel 95.

G. CONSENT CALENDAR

1. The Board will be asked to approve resolutions for the Association's financial institutions authorizing the Board President, Vice President, Secretary, Treasurer, and General Manager as signers on these accounts. (0909-01, Whiteaker/Simpkins)

2. The Board will be asked to approve appointments to fill various committee vacancies. (0909-02, Pryor)

The following recommendations were made for the Finance/Audit Committee:
Frank Chilberto, Don Streseman, and Jack Valentine.

3. The Board will be asked to approve Diana Thompson, Public Safety Chairperson (PSC), to continue serving on the PSC while her spouse, Ward Thompson, serves as a Director on the Board of Directors. (0909-03, Pryor/Simpkins)
4. The Board will be asked to approve a Firewise event to be held on October 10th from 11:00 a.m. to 2:00 p.m. at Commodore Park to educate our residents on fire safety. Representatives from the State Fire Marshall's office will be present. (0909-04, Public Safety Committee/Alexander)

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

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 discuss the current status of the North Gate and make a decision on how to proceed regarding the consideration of a remote entry access control of the North Gate between the hours of 11:00 p.m. and 6:00 a.m. seven days a week. (0906-06 Findley/Springer/Simpkins).

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

MOTION: That the Board withdraws the motion made on May 19, 2009 to purchase and install equipment to allow remote monitoring of the North Gate. Further, the Board withdraws the approval of FY 2009/10 Community Improvement Funds in the amount of \$18,300 for this project.

Director Alexander said that this is the right thing to do since a significant number of members feel that they are in jeopardy. Director Thompson supported the motion and said that it is time to move ahead and that the Board should work on a review of the security operations and improved communications.

The motion was unanimously carried.

2. The Board will be asked to approve a Project Approval Document (PAD) and FY 2009/10 Replacement Reserve Funds not to exceed \$5,100 and FY 2009/10 Community Improvement Funds not to exceed \$9,400 to replace/add signage for the various community amenities. (0907-11, Public Works Committee/Thies)

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

MOTION: That the Board approves the revised Project Approval Document for the purchase and installation of new signage throughout the community. Further, the Board approves the General Manager to let a sole source contract for the purpose of maintaining a uniform design. Further the Board approves the use of Replacement Reserve Funds not to exceed \$680, Community Improvement Funds of \$4,810 and Board Contingency Funds of \$6,860. Further, the Board authorizes Public Works to install the signs for \$2,150 already budgeted funds. Further, The Board authorizes the "Meadow Park" and two "Welcome to Lake Wildwood" signs to be placed on the Replacement Reserve Schedule.

The motion was unanimously carried.

I. DISCUSSION

The Board will be asked to discuss a proposed policy regarding the participation in charitable events and purposes, and the use of common area facilities by organizations both within and outside of Lake Wildwood. (0909-05, Community Relations Committee/Thompson/Simpkins)

Director Thompson said that we need to develop an equitable approach for charity events in Lake Wildwood. Guidelines should apply to Hideaway Park and Commodore Park and all venues. Director Alexander said that we should use general terminology and suggested that the Community Relations Committee refine the language, such as the use of the words "charities" and "non-profits."

J. NEW BUSINESS

1. The Board will be asked to approve Community Improvement Funds not to exceed \$10,000 and a Project Approval Document (PAD) to purchase two (2) shade cabana benches for the North Gate tennis courts and four (4) fence shade cabanas for the North Gate courts and Marina courts. Further, the Board will be asked to approve a sole source contract for this project. (0909-06, Tennis Committee/Brandt/Simpkins)

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

MOTION: That the Board approves FY 2009/10 Community Improvement Funds not to exceed \$10,000 for the purchase of two (2) shade cabana benches and four (4) fence shade cabanas. Two (2) shade cabana benches will be placed at the North Gate Courts. Further, the Board approves the purchase of four (4) fence shade cabanas to be installed at the North Gate Courts and Marina Courts. The Board directs staff to place these shade structures on the Replacement Reserve Schedule. Further, the Board approves the General Manager to let a sole source contract for this project.

The motion was unanimously carried.

2. The Board will be asked to approve proposed changes to Finance Rule R-4.20.90 which will update the rule regarding donations to the Association to include scholarships and memorials. These proposed changes will be published in *The Wildwood Independent* and will come back before the Board at a future meeting for final approval. (0909-07, Community Relations Committee/Thompson/Simpkins).

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

MOTION: That the Board approves the proposed changes to Finance Rule R-4.20.90 which will update the rule regarding donations to the Association to include scholarships and memorials. 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.

There was a discussion about the word "scholarship" and how it would relate to the donations. Director Brandt recommended that the item be returned to the Finance/Audit Committee for review and simplification.

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

MOTION. That the Board tables this item so that the Finance/Audit Committee can review and clarify the rule.

The motion was unanimously carried.

3. The Board will be asked to approve FY 2009/10 Replacement Reserve Funds not to exceed \$19,800 to replace the 1995 Toyota pickup truck in our Public Works Department. (0909-08, Watson/Simpkins)

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

MOTION: That the Board authorizes staff to expend FY 2009/10 Replacement Reserve Funds not to exceed \$19,800 to purchase a replacement Public Works pickup truck, tool box and materials to construct a lumber rack. This asset will be placed on the Replacement Reserve Schedule.

The motion was unanimously carried.

4. The Board will be asked to accelerate FY 2010/11 Replacement Reserve Funds not to exceed \$2,192.72 to replace the existing GPS vehicle tracking system used by our Security Department. (0909-09, Findley/Simpkins)

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

MOTION: That the Board ratifies this expenditure and accelerates FY 2010/11 Replacement Reserve Funds not to exceed \$2,192.72 for the purchase and installation of a GPS system through Universal Tracking System.

The motion was unanimously carried.

5. 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. (0909-10, Biswell/Recreation Committee/Springer/Simpkins)

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

MOTION: That the Board authorizes Trick or Treating on Lake Forest Drive from 18115 Lake Forest Drive to the end of the street where it meets Lake Wildwood Drive 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 *Bits and Pieces*. 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 29th and Friday, October 30th from 7:00 p.m. to 9:00 p.m. in the Manzanita and Dogwood rooms in the Community Center. 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.

Recreation Director Amanda Biswell reminded everyone that the Haunted House will be on two nights, Thursday, October 29 and Friday, October 30.

6. The Board will be asked to accept a generous donation in the amount of \$1,000 from the Social Committee to purchase and install new window coverings and tablecloths in the Pine Room. (0909-11, Social Committee/Hospitality Services/Brandt/Springer/Simpkins)

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

MOTION: That the Board of Directors thanks the Social Committee and accepts their generous donation of \$1,000 for improvements in the

Pine Room. The Board also thanks the Hospitality Services Committee and Art Club for their contributions to this project.

Director Thompson did not agree with pouring new money into the Pine Room until after the results of the audit. The committee needs to concentrate on ambience, service, and new menus.

The motion was unanimously carried.

7. The Board will be asked to approve the establishment of an Ad Hoc Committee for the purpose of creating a master plan for our parks. This plan would augment LWA's Master Plan. (0909-12, Planning Committee/Alexander)

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

MOTION: That the Board approves the Charter for the establishment of an Ad Hoc Master Plan Parks Committee in accordance with Rule R-2.10.30, Provision 2F.

The motion was unanimously carried

K. PUBLIC COMMENT

In response to a question, Bud Springer said that there are many communication outlets, such as our web site, Channel 95, *Bits and Pieces*, and the *TWI* to find information on mountain lions, bear sightings, etc.

Gerry Cosby invited everyone, including Board Members and Edward Simpkins to come out and watch a demonstration of pickle ball.

Mike Lambert said that the Recreation Committee has submitted two PADS and they are stalled at the moment. One was for an ADA accessible addition to the toilet at Commodore Park and another EZAccess pathways from the Marina parking lot to the Pavilion. He said that it is time for us to provide facilities that are ADA compliant, since the Federal policies were established in 1990. He estimated that we have 8,000 visitors at Commodore Park and 20% may need some handicapped acceptable facilities. Director Thies replied that they are good PADS but we need to look at the whole picture when developing parks.

L. ADJOURNMENT

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

MOTION: That the Board adjourn the meeting.

The motion was unanimously carried. The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Charlotte Orren, Recording Secretary