



**Hunters Ridge Community Association
Board of Directors Meeting Minutes
Friday, February 6, 2015
3:30pm – Clubhouse**

1. Mr. Forbes called the meeting to order; established a quorum of Directors and asked those present to silence cell phones. Those Directors in attendance were Fred Forbes, Bob Moe, Dick DeCoste, Don Wirsbinski, David Miller, Bill Bell and Joanne Schoen. Hunters Ridge attorney, Chris Davies was also present.
2. The Board Minutes were approved by all directors for November 12, December 1, December 10, December 12, 2014 and January 21, 2015.
3. By motion from Dick DeCoste, seconded by Bill Bell and approved by all directors, Harold King was appointed Assistant Treasurer and Chris Durfey was appointed Assistant Secretary.
4. Fred Forbes and Mr. DeCoste gave a Status Report of Clubhouse Dining Room Renovation Project to date with Loan Proceeds & Dining Room Project Expenses
 - GMA Architects and Garrett Construction have provided their initial project cost estimates this week for the \$1.85 million Clubhouse project and we are in the process of analyzing them.
 - We meet with both GMA and Garrett next Tuesday for discussions of both costs and schedules. We know the timing is tight but are still planning on a late April construction start. Tuesday's meeting will reconfirm milestones for drawings needed to apply for the building permit, advance order roof trusses and prepare for contractor bid packages.
 - We've incurred few project expenses to-date, about \$5,100 as of the end of January.
 - For those members who have indicated interest in helping to finance this project, we will be sending information letters to you next week which will confirm the loan details as well as when the money will be needed. Timing will be influenced by certain cash outlays beginning by the end of this month. For ease of control, all investment deposits and project expenses will be processed through one bank account.
 - In the \$50,000 to \$100,000 lender group, we have commitments from 11 members amounting to \$650,000. These monies will be due on or about April 1 and I'll be sending a letter to each member that will again outline the timing and terms of this loan. About 100 members indicated earlier their plans to pay the \$37 per month financing charge up front. This amounts to a one-time payment of \$3,525 and will be due on or about July 1. A notice will soon be sent to all members to remind everyone of the timing. The balance of funds needed for the project will be provided in stages by the three major lending members, with the initial loan beginning in the first quarter.

- Interest rates of 3.5% for years 1-5 and up to 5.5% will apply to all loans and quarterly repayments of principal and interest will be made.
5. Mr. Moe read the list of 2015 committees, the Board Representatives to the committees and the chairpersons of the committees. A motion was made by Joanne Schoen to approve the list which was seconded by Dave Miller and approved by all directors. See attached.
 6. Discuss when Call of Committee Volunteers goes out – The Board passed a resolution in the spring of 2012 revising the organizing of committees to be done immediately after the first or at the first Board Meeting of the newly elected Board in January of each year. In order for this to happen in a timely way, anyone who wishes to serve on a Hunters Ridge Committee of the Board must submit in writing to the Administration Office, by the end of the first week in January, a statement of interest and their qualifications and experience which they feel qualifies them to serve on a Hunters Ridge Committee. In addition, please identify any committees which you would be willing to serve as the committee chairperson. Some new committees this year are a Safety Committee and a Beautification Committee. This method will continue for the time being.
 7. Mr. DeCoste spoke about the 2014 Audit of Operations and Special Audit of “The Ridge” and “Grill Room/Lobby” Projects.
 - Stroemer & Company will perform the 2014 audit as well as the special project audits.
 - We met with the auditor on Wednesday of this week to clarify a few things and to make certain that we got off to a timely start. The audit this year will be somewhat complicated by the two completed construction projects. A standard audit of our accounts and operations will be made and special audits of the project costs of both the Ridge Snack Bar and Grill Room will be conducted.
 - For 2015, the Board does intend to conduct an objective review of other outside auditors, including Stroemer & Company. A change to a new auditor will involve a cost premium for at least the first year as they gain experience with our operations so we need to be sure that such a change, if made, has merit.
 - 2014 audit results will again be available by the end of the first quarter.
 8. Mr. DeCoste spoke about 2015 Financial Reporting with Increased Detail
 - The monthly financial reports of department operations will continue as they have been done in the year just ended. Most know that this includes a review of Golf, G & A, F & B, Treatment Plant, Community Association, Villas and Single Family Homes. From time to time, Reserve expenditures are also included as we track these monthly.
 - New monthly reporting for the F & B operation will also start. This will be ongoing and intended to improve our control over expenses while we strive to maintain and improve food quality and service. Regular events in the Grill Room and at the Ridge throughout the year will be evaluated individually to provide guidance on pricing, menus and service levels. Remember

that the Main Dining room and part of the kitchen will be under construction for the summer and some of the in-season so we'll need to be creative and efficient in maintain service levels during this period.

- Finally, beginning in May, regular Clubhouse renovation project cost reporting will start and continue throughout the year. Some are familiar with the cost reporting that was used for the Grill Room project and this format will continue. This reporting will integrate Construction Management reports with our cost reporting and will include all construction expenses, separate purchases like furniture that HR might make as well as change order credits and expenses. The idea, and it worked effectively for the grill room project, is that we know where we stand in real time when we evaluate the impact of construction changes and resulting change orders.

9. Mr. DeCoste spoke about the 2015 Golf Dues Increase

- A Golf dues increase of \$70 was recommended by the Finance Committee and approved by the Board in this year's budget. Although this increase was posted on the website and announced at December's Board meeting, it was not well explained and the increase was not known by some members until they received their January statements.
- Forecasted golf income and expenses have been re-examined for the new year and confirm that this increase of \$70 annually is more than justified by a combination of income and expense changes which have occurred in increased salaries (\$15,030), lower number of active golf members compared to last year (\$10,920) and increased fertilizer/chemicals costs (\$6,500).
- In the future, we will highlight increases like this both earlier and more prominently.

10. After some discussion of the Employee Lunch Program, the decision was made not to change the current program.

11. Beginning in the month of March, board meetings will be set for the third Wednesday of the month at 4:00pm. Due to the ongoing renovation project, additional board meetings will be scheduled as needed.

12. Adjournment

2015 Committee Reps

Aesthetic/Architectural Review Board (ARB)

Board Representatives – David Miller and Joanne Schoen

Common Area Beautification Committee and Christmas Decorations Committee

Board Representative – Fred Forbes

Safety Committee

Board Representative – Fred Forbes

External Affairs Committee

Board Representative – Fred Forbes

Golf Committee

Board Representatives – Don Wirsbinski, Joanne Schoen

House Committee

Board Representatives – Bill Bell, Dick DeCoste

Sub-committee – Special Events Committee

Long Range Planning & Finance Committee

Board Representatives – Dick DeCoste, Bob Moe

Membership Committee

Board Representative – Bill Bell

Social Committee

Board Representative – David Miller

Tennis Committee

Board Representative – Bob Moe

Villa North Committee

Board Representative – Dick DeCoste

Villa South Committee

Board Representative – Bob Moe

Single Family Home Committee

Board Representative – Joanne Schoen