

WESTBROOK VILLAGE GOLF CLUB SUMMARY MINUTES

MEETING: WBVGC Board of Directors

DATE: December 10, 2014

LOCATION: Club Conference Room

CALL TO ORDER: The meeting was called to order at 3:00 PM Steve Karch, President presiding

A. **ATTENDEES:** Rick Axelrad, Terry Bice, David Frey, Steve Karch, Tom Lodge, Robert Oracheff, Cathy Raich and Bill Vogt

B. **ABSENT:** Roy Chapman

C. **OTHERS ATTENDING:** Barbara Jean Strucel, Office Manager, John McCahan, Head Golf Professional, Brandon Evans, IT Manager and David Escobedo, Golf Course Superintendent. Bill Saba and Jeff Graham attended for a brief presentation and left the meeting.

D. **MINUTES APPROVED:**

1. Tom Lodge motioned to approve the minutes from the November 11, 2014 Board meeting.
 - Rick Axelrad seconded the motion.
 - The motion was carried.

E. **MEMBER GUEST EVENT**

1. Bill Saba and Jeff Graham, member's of the Member Guest event committee, gave a brief presentation outlining the committee's plans for the Club's Member Guest event scheduled for March 7 & 8. They requested that the Board consider waiving the daily guest green fee for the Member Guest event, this would keep the entrance fee lower for guests and therefore increase participation in the event.

F. **PRESIDENT/IT – STEVE KARCH**

1. Steve Karch met with John McCahan to discuss the creation of a WBVGC-wide standard drop area for the 18th hole at the Lakes. The Ladies 9 and 18 hole Charter Clubs are using their Club local rules to determine a drop area. John will attempt to develop a procedure or drop area that will be used for all WBVGC play.
2. Tom Lodge and Steve Karch met with Fairway Ridge representatives to discuss the property lines and landscaping issues as it pertains to future xeriscaping plans and out of bounds stakes. The property lines have been determined and agreed upon based on a recent survey. Fairway Ridge would like to standardize the distance of their landscaping at approximately 5 to 10 feet from their unit walls. They plan to install edging to define their property line. WBVGC will position our out of bounds stakes on the outside of the edging and bring our xeriscaping up to the edging at those

locations where the xeriscaping plan calls for those areas to abutt Fairway Ridge property lines.

3. The construction contract with National Turf has been signed and a copy provided to Chase Bank as part of the documentation to support the loan approval.
4. The Water Rights Lease and the Well Sharing & Easement Agreements have been approved by the Westbrook Village HOA Board of Directors and both parties have signed the Agreements. 2 locations are currently active following the 30-day test period and WBVGC will be invoicing the HOA for water provided for the month of December.

G. VICE PRESIDENT / BYLAWS – TOM LODGE

1. The Club has changed insurance brokers. Greg Twiggs, Epic Brokers, was selected. Improved coverage for both Property and Casualty and Workmens' Compensation was obtained at more favorable rates. Epic insures more than six hundred golf facilities.
2. The Club has asked the HOA to delay the painting of the walls at the Lakes until 2016. The HOA may proceed with the painting of the walls at the Vistas in 2015. The Club has no financial responsibility for the wall painting at the Vistas.

H. SECRETARY'S REPORT- RICK AXELRAD

1. The Marketing/Membership Committee discussed getting member referrals for the Hole Sign Business Associate Membership (HSBAM) Program.

Suggestions:

- Send out a blast email encouraging WBVGC members to send referrals to Dachele via form we would develop or email
- If a member wants to sell the prospective business, they could meet with Dachele, David, or Rick to go over the packet we have
- Put the referral process on the member webpage
- Develop a video to go on the member webpage where David can explain the program and enlist support

2. The Committee also discussed ideas to encourage participation in the Enhancement Fund program.

Suggestions:

- Open up to WBV homeowners who want to leave a legacy for the community
- Video to put on member website to explain the program
- Expedite the installation of the “rocks” to be able to stimulate interest
- Get the word out via the sanctioned clubs and groups

I. TREASURER– TERRY BICE

1. In order to finalize the loan agreement with CHASE they require minutes of a Board of Directors meeting approving the loan from CHASE for the Lakes Irrigation Project or (LIP) in the amount of \$1,900,000 and an equipment loan for \$300,000. The equipment loan is for future purchases of equipment; the club has committed to using this line of credit for any future purchases for golf course equipment, unless a better rate is available. The equipment line of credit today is one point to a point and a half below the Toro and John Deer leases now in effect. They also require the minutes to

- reflect the name(s) of the person or persons authorized by the Board to sign loan agreements.
2. All of the aforementioned loans are secured by collateral made up of the entire Lakes Golf Course, including but not limited to all facilities, land, equipment not pledged to other loans and/or leases at the time of the closing of this loan, and the Well, which is made up of well equipment and the irrigation distribution pumping system.
 3. J. P. Morgan Chase has also set up a commercial credit card with an adjustable credit limit of \$200,000. Credit card balances will be paid in full each month with the Club receiving rebates for all transactions posted for the month.

YTD Cash Basis Financial Report	FY 2015 thru November 2014		
	Actual	Budget	Variance
Operating Income *	415.2	411.6	3.6
Operating Expense *	480.3	484.2	3.9
Operating Margin	(65.1)	(72.6)	7.5
Capital & Leases *	(46.5)	(20.7)	(25.8)
Est. Operating Cash Impact	(111.6)	(93.3)	(18.3)
Reserve Status			
Initiation Fees to Asset Protection Fund	4.7		
Asset Protection Reserve Balance	426.9		
LIP Asset Protection Balance	187.0		
* Pro Shop Merchandise Sales, Range Revenue are net of expenses in Operating Expense			

J. FACILITIES COMMITTEE – ROY CHAPMAN

1. Various repairs and upgrades to our facilities continued in November
2. A new ice machine has been installed at the Vistas.
3. Used patio tables were purchased for the Sunset Bistro patio.
4. Bids are being reviewed for work required in both maintenance yards and the lakes well house roof. The final cost and scope of work will be presented to the board for approval.

K. GOLF COMMITTEE- BILL VOGT

1. The Golf Committee feels that to make the Club Member-Guest tournament a premiere event the Guest Fee should be waived.
2. The Committee estimates at least 64 teams for this event. This would create \$1,920 per day as Guest fees or \$3,840 for the weekend. The total expenses would be \$15,150 against \$13,550 dollars of revenue based on a \$200 fee per couple. The \$200 fee per couple is our target for cost. It would take at least a \$225 fee to create a balance between revenue and expenses. Therefore, we could make this a definite “premiere event” if the guest fee was waived.
3. The Director’s Cup has been moved to February 8th to coincide with the upcoming Board of Director election.

L. GREENS AND GROUNDS / LRP COMMITTEE - BOB ORACHEFF

1. Repair and replacement plans of the cover for the well pump station are being completed with minor modifications to the structure. Low cost aluminum hat sections similar to those used throughout the golf club will be the roof type.

2. Modifications for the equipment storage area at the Lakes are being evaluated with the intent of protecting the maintenance equipment from the elements.
3. Allison Michon who is part of the maintenance crew at the Vistas will be assigned the administrative tracking job for the HOA irrigation water installations including:
 - a. Marking of maps to record locations and meter serial numbers.
 - b. Control parts and supply purchases for the various conversions.
 - c. Read meters and report data to the main office for data base accumulation and invoicing.
4. The first invoices for irrigation water will be issued for December 2014 in accordance with the agreement entered into with the WBVHOA.
5. A committee has been formed to suggest designs and modifications for the #18 (tee boxes, fairways, greens and traps) at both the Lakes and Vistas. John Mullin, Dan Benifiel and Lloyd Armor form the committee.

M. COMMUNICATIONS – CATHY RAICH

1. The Communication Committee made the following recommendations:
 - The Board host a Town Hall re: LIP, other issues, Patron Program
 - Seek space at Farmers Market in March 2015 to remind and review LIP schedule/Patron Program
 - Host Coffee with the GM in March 2015 re LIP (determine budget)

Marketing/Membership:

 - Space for our sponsors in both pro shops with info available, and a “banner” at both with the logos/names of our Hole Sign business members
 - Encourage our members to provide referrals for Hole Sign Business Association Membership Program (HSBAM) through use of the referral slips in the pro shops

RJP Estate Planning Lakes Course:

 - Consider a cocktail/light refreshment gathering of those golf members who have relationship with RJP – each member invite 1 or more friends from WB, non golf members, to meet with Jim Placet and his designees

N. SALES/MARKETING

1. Five (5) additional tee markers have been sold since October.
2. One (1) Hole Sign, Business Assoc Membership has been sold to Westbrook Vision.

O. UNFINISHED BUSINESS

1. Water rights/well sharing agreements with the HOA have been signed. Agreement and permits from the City of Peoria are still pending.
2. Deadline for Board of Director applications is Friday December 12 at 3:00 pm.

P. NEW BUSINESS

1. Terry Bice motioned to approve the loan from CHASE for the Lakes Irrigation Project (LIP) in the amount of \$1,900,000 and an equipment loan for \$300,000 and also approval of J.P. Morgan Chase Commercial Credit Card with adjustable \$200,000 credit limit.
 - Cathy Raich seconded the motion
 - The motion was approved
2. Terry Bice motioned to name Steve Karch as the person authorized to sign the CHASE loan agreement on behalf of Westbrook Village Golf Club.
 - Cathy Raich seconded the motion

- The motion was approved.
3. Tom Lodge motioned to waive or significantly reduce the daily guest green fee for the Club Member Guest event March 7 & 8.
 - Cathy Raich seconded the motion.
 - The motion was opposed.
 4. Tom Lodge motioned to apply the Jerry Lenz memorial fund to the cost of the Lakes ice machine.
 - David Frey seconded the motion.
 - The motion was carried.

ADJOURN: Steve Karch adjourned the December 10, 2014 board meeting at 6:00PM

NEXT MEETING: Wednesday, January 14, 2015 at 3:00 PM in the Golf Club Conference Room.

Rick Axelrad, Secretary
Westbrook Village Golf Club

Rick Axelrad, Secretary

Date

Stephen Karch, President

Date