

Senior Estates Golf & Country Club
 Board of Directors Meeting
 Tuesday, March 26, 2024 – 1:30 pm
 Auditorium – Listen In (425) 666-4290
 Approved March 26, 2024

The Board of Directors meeting on March 26, 2024, was called to order at 1:30 pm in the Senior Estates Golf & Country Club Auditorium, chaired by President Ken Bourne and recorded by Secretary Kim Farquharson. The quorum was completed with the addition of Activities Director Dorothy Monnier, Architectural/RV Director Connie Johnson, House Director Marilyn Sbardellati, New Member Director Marilyn Plowman, and Rules & Regulation Director Andrew Nordby. Vice President Steve Gardner was absent with notification. There were no changes to the published Agenda.

Secretary Kim Farquharson motioned to dispense with reading the Minutes of the February 27, 2024, BOD Meeting. This was seconded and passed. After corrections were made, the minutes were approved as corrected.

Secretary Kim Farquharson motioned to dispense with reading the Minutes of March 18, 2024 Special BOD Meeting This was seconded and passed. After corrections were made, the minutes were approved as corrected.

Treasurer Allan Lindberg submitted the following report.
 March 26, 2024

The budget committee met on March 19 at 2:30 PM in Conference Room #2. Committee members present were the Financial Manager, Debbie Brown; Facilities Manager, Vince Cantwell; House Director, Marilyn Sbardellati; Homeowners: Mike Hepburn, Jan Petroski, Stan Maier, Connie Watt, and Michael Hachquet. Absent with notice was Architecture and RV Director: Connie Johnson.

Chuck Johnson attended as a guest and asked several questions relating to finance. All questions were answered. Chuck thanked the committee before dismissing himself to the call of sunny skies and the golf course.

We reviewed the financial reports ending February 29th including the P & L and Balance Sheet. Debbie reported the Reserve Study is still in the hands of Dan Huntley. When complete the committee will review the report line by line. The 2022 audit review was discussed. The report is posted for members to access on the private side of the SEG&CC Website for members to review.

Fund Balances as of February 29, 2024

Operating Fund: \$ 1,229,626.34
 Reserve Fund: \$ 457,547.97
 Working Capital Fund: \$ 932,478.98
 Activities holding acc: \$ 15,900.00
 Accounts receivable: \$ 548,815.67

AR Aging report as of 2/29/24

Homeowners		
MISC Credit On Account	\$ (2,937.73)	9 homeowners
50% Paid	\$ 226,981.65	439 homeowners
Payment Plans	\$ 177,436.93	200 homeowners
Past Due w/o payment plan	\$ 55,839.24	45 homeowners
Homes w/LIENS & no pymts	\$ 25,213.47	11 homeowners
Foreclosures	\$ 7,825.02	2 homeowners

Motion 2024-0326-1-Treasurer-Financial Report

Treasurer Allan Lindberg moved to approve this report. This motion was seconded and passed.

Good of the Order - Discussion - No action was taken.

The meeting was adjourned for Open Mic Members' comments on Motions and then reconvened.

The following Motions were presented:

- **Motion 2024-0326-1 Treasurer:**

Treasurer Allan Lindberg moved to approve the transfer \$5,159.31 from the Reserve Account to the Operating Account for the following repaired items:

A: 1/23/24 Northside Electric - \$ 3,945.10

B: 1/23/24 Northside Electric - \$ 1,214.21

Total \$ 5,159.31

This motion was seconded and passed.

- **Motion 2024-0326-House-Tabled Motion:**

Director Marilyn Sbardallati motioned to remove Motion 2024-0227 House Security from the table, and it was seconded and passed.

- **Motion 2024-0227 House-Security:**

Director Marilyn Sbardellati moved to accept the bid provided by Integrated Solutions, LLC, for \$54,590 to provide and install a surveillance camera system. The system includes 63 cameras, a 64-channel server with 20TB of hard drives, a 40" wall-mounted monitor in the office, and all cabling and switches required to provide a complete working system. It also includes a wall rack and training. This motion was seconded and passed. 6 years and 2 nays

- **Motion 2024-0326-House-Health Center:**

Director Marilyn Sbardellati moved to accept the bid from AER Fitness for a replacement treadmill in the Health Center. The cost of \$2,867 includes delivery and installation, to be paid out of our reserve account. This motion was seconded and passed.

- **Motion #2024-0326-House-Gutter Repair:**

Director Marilyn Sbardellati moved to accept the bid from Valley Roofing & Exteriors for \$3,600 for the repair and replacement of gutters and dry rot. Cost \$3,600 This motion was seconded and failed.

- **Motion #2024-0326-Rules & Regulation-SOP 2024**

Director Andrew Nordby moved to approve the full document of SOP 2024-0326 (revised).

Motion made to make the following amendments:

1.3 Public Meeting Law – remove

4.1-3 Annual Financial Report. This report is produced by the accounting firm used by the Association year after the audit "or review" is completed. The motion to amend was seconded and passed.

Motion #2024-0326-Rules & Regulation-SOP 2024-Amended. This was seconded and passed as amended.

The meeting was adjourned for Open Mic for members and then reconvened.

The next BOD Meeting was announced for April 23, 2024, at 1:30 pm.

The Secretary read the draft of the Minutes of March 26, 2024 with corrections. No further corrections were offered.

The minutes are, therefore, approved.

The Meeting was adjourned at 3:24 pm

Respectfully submitted.

Kim Farquharson

Secretary

Senior Estates Golf & Country Club

Secretary Report – Kim Farquharson

On March 22, 2024, Vice President Steve Garner, Director Connie Johnson, and Secretary Kim Farquharson held a meeting to discuss the current system of recording minutes and the approval process. The Secretary initiated the current system 2 years ago without any input from the Board of Directors, and she felt that some changes needed to be made. The group worked together to come up with what they refer to as "Best Practices" regarding the minutes. These are not strict rules that must be followed, but they will help maintain consistency. The most noticeable change will be in the numbering/naming of the motions. The group felt that attaching the date to the motion would address some of the issues that were occurring and also be in compliance with the standard operating procedure (SOP).

Next, the group discussed the approval of minutes. They all agreed that it would be most ideal to approve the minutes at the end of each meeting. However, they also recognized that this process requires sufficient time and attention for it to be done accurately. Any necessary changes must be clearly identified and addressed. In cases when there is not enough time or there are many unforeseen changes, it would be better to postpone the approval of the minutes to a later time.

A special thanks to both of them for taking the time to have this very productive discussion regarding this matter.

Activities Committee – Director Dorothy Monnier

So much to Do, So Little Time to Do It:

All our upcoming new Activity Committees are up and running. A chorus of singers can be heard singing new songs every Friday afternoon at 1:00 P.M. Billiards, Pool Lessons and Tournaments are gaining new members weekly. The Book Club is gearing up for monthly meetings and list of books to be read. We have a few new activities getting started and which will be explained in next month's report.

Hooray, Hooray the Swimming Poll Lane Dividers, purchased by your Activities Committee have arrived and one (1) installed at this time. If necessary two (2) were purchased if another lane is necessary this Summer and will be installed when needed.

Another big Goal was met, the first food event for Activities Committee, March 23, 2024. All the food was donated by The Foodies Ladies, who also helped our committee volunteers in cooking, figuring out the amount of food needing to be prepared. A huge "Thank You" to Kim F. Bunny B. Jacquelyn K. and all the Activities Committee volunteers. Malena T, Sharon A., Joanne D., Jone D., Dean F., Jacquelyn K., Marilyn P., Walt V., Vivian C., Mary C., Jill Jackson., Denise, Dick Jentzen.

The huge amount of time spent setting up tables and chairs, decorating, marketing, cooking, purchasing supplies, cleaning up afterwards for this event was TREMENDOUS. We had over 160 come and eat their fill of Tacos/condiments, drinks and dessert. Now start saving your pennies for the Spring Breakfast, sponsored by McCully Real Estate. Mark Your Calendars: Saturday April 27th, Time to be announced later. Dorothy Monnier

-Pleasure in the job puts perfection in the work- Aristotle

Golf Committee – VP Steve Garner

The management team reached a decision on full-time staffing of the pro shop. The team interviewed two strong applicants, each with different strengths in different areas but strong in golf. We introduce David Kastendick as our new full-time Pro Shop manager and look forward to what he will bring to our association. Be sure to come see David and make him welcome.

Our Golf sale was an unexpected success, bringing in \$1268 to buy push carts. In addition, 13 people signed up for lessons since they are new to golf. We applaud the efforts of all who put this event together and those who purchased clubs and signed up for lessons.

There is much to be done in caring for our course. Issues about sanding, raising sprinkler heads, and tackling drainage problems are our biggest challenges. Weather has been a factor in the timeliness of carrying out these tasks. Work will be done first on raising sprinkler heads, then we will tackle sanding. As for sanding, do we hire it done to get it all done quickly or do we DIY it? We have the equipment and plan to do it ourselves, but this will stretch the process out over time so please be patient when encountering sanded conditions here and there as you play. Closing holes has a USGA workaround. We will put a sign on the tee box indicating the hole is closed. Golfers must respect the work that needs to be done to improve the health of our golf course. A word of thanks to Sue Lucas and her husband for helping clean up limbs and debris on 6 after the wind storm.

House Committee – Director Marilyn Sbardellati

The House and Pool Committee both met last week.

The final phase, sheetrock repair, of the fire suppression project is being scheduled. More electrical work was required at the Greens Building. This is a good time to mention the fact that many repairs and improvements done to our buildings in the past, were done by volunteers or unlicensed individuals. Many times without a permit. Consequently nearly every repair being made ends up taking more time and resources to complete. I am thankful our current maintenance staff is committed to ending this cycle.

Integrated Solutions began installation of the tunnel cameras. Work should be completed shortly.

We received a first bid for demolition of the gazebo. Once a few more bids arrive we'll be able to proceed with the work. I would like to see the work completed sooner than later. We are currently looking for space to store the equipment we plan to keep.

We met with our select pool contractor and determined the entire scope of work they will perform. Prior to our meeting the pool committee met and set our priorities. We will be required, per current code, to make the pool ADA accessible.

Marketing/PC Committee - Director Kim Farquharson

The Marketing PC Committee met on March 19th and reviewed some of our plans to move forward. The News & Views had a very good month with four new advertisers.

total for month	N&V Income	Eagle Press Cost	Delivery	P&L
JAN 2 editions	\$ 2,185.90	\$ 1,704.58	\$ 288.00	\$ 193.32
FEB 2 editions	\$ 2,362.90	\$ 1,704.58	\$ -	\$ 658.32
MAR 2 editions	\$ 3,006.90	\$ 1,711.08	\$ -	\$ 1,295.85

We're thrilled with our savings as we plan to create a Marketing/Activities Display wall. We aim to transform the hallway between the Living Room and the Golf lounge into a display of the various events happening in the community, combining the Golf world with Activities Events. We submitted the project for review and got the 'go ahead' of the Golf, House, and Activities Directors and our Management Team. We'll implement it as soon as possible.

The wall project also includes highlighting the businesses that sponsor activities. Although we had planned an Advertisers Brunch, we have decided to postpone it until we can finalize the details of sponsorship opportunities.

Our new ProShop manager, David, attended our Marketing PC committee. We want to work closely with him to create a Golf main page on the our webpage and he is going to help with that.

Our daily updates via Bugle Blast continue to bring positive feedback, and we're still well within our allotted monthly email quota.

New Members - Director Marilyn Plowman

Here are the real estate stats for this quarter as reported by the RMLS listing service. There could be additional transactions from private sellers. T

Active Listings:

Currently 17. Previous weeks saw a decline from 26 to 22 to 20 to the current 17. Houses are selling.

Pending Sales:

Currently, 13 homes have pending sales.

Sold//Closed Sales:

January: 2 closings

February: 6 closings

March (to 3/24): 5 closings

The activity among buyers has increased dramatically since the latter part of February.

McCully Realty provided this information.

Rules & Regulations Committee – Director Andrew Nordby

The rules committee has begun the task of updating our governing documents. The Standard Operations Procedures (SOP) was our first book to clean up by removing redundancies and conflicting information that is inaccurate with the higher documents. After the approval of the revised SOP's, we will begin updating the Rules and Regs, followed by the by-laws. This committee continues to process new complaints and cleanup several long-standing complaints, some of which have been escalated to our attorney and awaiting their response and call to action.

Good of the Order

Discussion of the BOD of topics

Adjourn to [Open Mic](#) – Comments on Motions as published.

Reconvene Meeting

Motions

Motion #2024-0326-1

Treasurer Allan Lindberg: I make a motion to approve the transfer \$ 5,159.31 from the Reserve Account to the Operating Account for the following repaired items:

A: 1/23/24 Northside Electric - \$ 3,945.10

B: 1/23/24 Northside Electric - \$ 1,214.21

Total \$ 5,159.31

Discussion:

A: Lighting repairs in the Conference Room & fan repair in the Maintenance shop

B: Repairs to heaters, paddle fan & 2 outdoor lights

Motion #2024-0326-2

Director Marilyn Sbardallati: I move to take from the table Motion 2024-0227-5 (Security Cameras at Clubhouse)

Motion #2024-0227-5

Director Marilyn Sbardellati: I move to accept the bid provided by Integrated Solutions, LLC for \$54,590 to provide and install a surveillance camera system. The system includes 63 cameras, a 64-channel server with 20TB of hard drives, a 40" wall-mounted monitor in the office, and all cabling and switches required to provide a complete working system. It also includes a wall rack and training.

Discussion: Our current system is overdue for an upgrade. Cameras in some areas are no longer working, the resolution in most image captures is of poor quality, the parking lot is not currently covered.

Motion #2024-0326-3

Director Marilyn Sbardellati: I move to accept the bid from AER Fitness for a replacement treadmill in the Health Center. Cost \$2,867 includes delivery and installation. To be paid out of our reserve account.

Discussion: Background: We have a service contract with AER Fitness for all maintenance and repair of our exercise equipment.

Motion #2024-0326-4

Director Marilyn Sbardellati: I move to accept the bid from Valley Roofing & Exteriors for \$3,600 for repair and replacement of gutters and dry rot. Cost \$3,600

Discussion: Background: This is for a portion of our gutters and fascia that is in need of immediate attention. This is a reserve expense.

Motion #2024-0326-5

Director Andrew Nordby: I move to approve SOP 2024-0326 (revised) full document.

Discussion: Revised document was sent to each HOA BOD for review on March 17th.

Adjourn to [Open Mic](#) – Any Members Comments

Reconvene Meeting

[Announcement for Next Meetings](#)

BOD Meeting April 23, 2024, 1:30 pm

Secretary: Read the draft of the Minutes

Are there any corrections to the Minutes of this meeting?

Adjourn Meeting