

**BELLA VISTA VILLAGE PROPERTY OWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**March 16, 2017 6:30 P.M. BELLA VISTA COUNTRY CLUB**

**BOARD MEMBERS PRESENT:** Chairperson Bob Brooks, Directors Bruce Portillo, Ruth Hatcher, John Nuttall, Joshua Hart, and Jim Abrahamson.

**BOARD MEMBERS VIA TELEPHONE:** Director Patrick Laury.

**BOARD MEMBERS ABSENT:** Vice Chairperson Ron Stratton and Director Andrew Davis.

**OTHERS PRESENT:** Chief Operating Officer Tom Judson, Treasurer & Director of Finance and Administration Dwain Mitchell, General Counsel Doug McCash, and Corporate Secretary Kyndall Ardoin.

**I. CALL TO ORDER**

Chairperson Brooks called the meeting to order at 6:30 p.m. There were seven members in attendance, as well as one media representative.

**II. PLEDGE OF ALLEGIANCE**

**III. INVOCATION**

Pastor Mark Voll from the *Village Bible Church* gave the invocation.

**IV. APPROVAL OF BOARD MEETING MINUTES**

Chairperson Brooks asked for a motion to approve the minutes of the February 9<sup>th</sup>, Board Work Session Meeting.

Director Portillo moved for the approval of the minutes, seconded by Director Abrahamson. Chairperson Brooks presented the minutes for discussion. There was no discussion.

The motion passed unanimously.

Chairperson Brooks asked for a motion to approve the minutes of the February 16<sup>th</sup>, Regular Board Meeting.

Director Hatcher moved for the approval of the minutes, seconded by Director Nuttall. Chairperson Brooks presented the minutes for discussion. There was no discussion.

The motion passed unanimously.

**V. EMPLOYEE RECOGNITION – CELEBRATING SUCCESS**

Cindy Bassett, Director of Human Resources, introduced the Association's March recipients of the Celebrating Success program, Mr. Jim Hayward and Mr. James McDevitt.

**VI. FINANCIAL REPORT BY DWAIN MITCHELL, TREASURER**

Treasurer Dwain Mitchell gave a report on the year-to-date financial reports for February 2017. (Financial Reports are available at <https://bellavistapoa.com/about-us/financial-reporting/>)

**VII. RESPONSE TO PREVIOUS OPEN FORUM COMMENTS**

There were no comments.

**VIII. OPEN FORUM**

There were no comments.

## **IX. JOINT ADVISORY COMMITTEE REPORTS**

### **(A) Lakes**

The Lakes JAC reported on water sampling at Lake Avalon, a kayak rack at Loch Lomond, the GRIP program, Kayak Demo Days, and the Kayak Fishing Derby. The committee discussed the Lake Avalon Beach proposal at length and voted to recommend the project to the Board for approval.

### **(B) Recreation**

The Recreation JAC reported on the Welcome Coffee Meet and Greet, the increase of amenity usage, the increase of tennis court usage, Blowing Springs RV Park and primitive camping usage, and the Easter Egg Hunt scheduled to be held at Metfield. The committee discussed the Lake Avalon Beach proposal and the Branchwood expansion, voting to recommend both projects to the Board for approval.

### **(C) Golf**

The Golf JAC reported on the completion of measuring all the golf courses for USGA ratings, the committee's approval of the golf cart fleet proposal, the progress of the tee boxes, the Golf Expo, the Three-Man Scramble, the Men and Women's Senior Open, and Golf Fest.

### **(D) Young Residents**

The Young Residents JAC was meeting at the same time as the Board of Director's session.

## **X. OLD BUSINESS**

### **A) CHANGES TO POLICIES 3.02, 3.03, 3.06, 3.08, 3.09, 4.01, 4.02, 6.02, 7.03, 7.04, 7.05, 8.01, 8.02, 8.03, AND 8.031. SECOND AND FINAL READING.**

Mr. Judson presented the proposed changes to Policies 3.02, 3.03, 3.06, 3.08, 3.09, 4.01, 4.02, 6.02, 7.03, 7.04, 7.05, 8.01, 8.02, 8.03, and 8.031. He stated the proposed changes will modernize the policies and ensure the uniform usage of terms throughout the Governing Documents. He also stated the changes have been reviewed and recommended by the Rules and Regulations Committee. Mr. McCash asked the Board to entertain a motion to approve the proposed policy changes as they appear in the Board packet.

Director Hatcher moved for the approval of the proposed changes, seconded by Director Nuttall. Mr. McCash presented the motion for discussion. There was no discussion.

The motion passed unanimously.

## **XI. NEW BUSINESS**

### **A) PROPOSAL TO CHANGE THE CART FLEET FROM GAS TO ELECTRIC.**

Phillip Wright, Director of Golf Operations, presented the proposal to switch from the current Club Car gas fleet, and replace it with an electric fleet. He stated that he prepared a comparative analysis and the benefits of switching include:

- Improved performance. Gas carts lack the performance capabilities of an electric cart, especially on cold days.
- Noise reduction. Electric carts are much quieter compared to gas carts.
- Cost savings. By changing out the fleet, we anticipate we will experience an annual savings of \$28,273 to \$42,077. If the price of gas increases, the annual savings will increase.
- Sand Buckets. The new fleet will include sand buckets for each cart.

Mr. Wright stated that the Association is currently under contract with Club Car, who holds two lease agreements; one for 140 carts and one for 220 carts. While the electric bids from EZ Go and Yamaha are marginally better than the bid from Club Car, the Association is under contract with Club Car which prohibits changing vendors. General Counsel Doug McCash has reviewed the existing Club Car contracts and does not feel the Association can break the contracts to go with a different vendor without possible legal repercussions.

Mr. Wright stated that based upon his analysis, he recommends the Association move forward with entering into a contract with Club Car to switch the fleet from gas to electric. The new lease will have a four-year term, with a concurrent four-year warranty. Depending upon when the contract is fully executed, the new fleet would arrive in April or May. There will be a purchase option within the lease.

Chairperson Brooks moved for the approval of changing the golf cart fleet from gas to electric, seconded by Director Hatcher. Chairperson Brooks presented the motion for discussion. There was no discussion.

The motion passed unanimously.

**B) CHANGES TO POLICIES 8.032, 8.04, 8.06, 8.08, 8.09, 8.10, 8.11, 8.13, 8.14, 8.15, 8.16, 8.17, 9.01, 9.03, 9.04, AND 10.01. FIRST READING.**

Mr. Judson presented the proposed changes to Policies 8.032, 8.04, 8.06, 8.08, 8.09, 8.10, 8.11, 8.13, 8.14, 8.15, 8.16, 8.17, 9.01, 9.03, 9.04, and 10.01. He stated the proposed changes will modernize the policies and ensure the uniform usage of terms throughout the Governing Documents. Director Laury stated the changes have been reviewed and recommended by the Rules and Regulations Committee.

Mr. McCash stated that there is a new policy to be added to the agenda, Policy 1.00, which will also be put before the Board for a first reading. The policy is a definition page which will define terms throughout the rest of the policies. Chairperson Brooks moved to add Policy 1.00 to item XI.D on the agenda, seconded by Director Nuttall. Chairperson Brooks amended his movement, adding Policy 1.00 to item XI.D on the agenda, seconded by Director Nuttall.

The motion passed unanimously.

Mr. McCash asked the Board to entertain a motion to approve the proposed changes to Policies 8.032, 8.04, 8.06, 8.08, 8.09, 8.10, 8.11, 8.13, 8.14, 8.15, 8.16, 8.17, 9.01, 9.03, 9.04, and 10.01. Director Nuttall moved the approval of the proposed policy changes, seconded by Director Abrahamson. Mr. McCash presented the motion for discussion. There was no discussion.

The motion passed unanimously.

**C) ELIMINATION OF POLICY 8.12 and 8.17 FIRST READING.**

Mr. Judson presented the proposed elimination of Policy 8.12 and 8.17. He stated that the Rules and Regulations Committee has reviewed the policies and determined they are a management standard operating procedure, not a policy level issue. They recommend Policy 8.12 and 8.17 be struck and moved to the standard operating procedure level.

Chairperson Brooks moved the elimination of Policy 8.12 and 8.17, seconded by Director Nuttall. Mr. McCash presented the motion for discussion. There was no discussion.

The motion passed unanimously.

**D) NEW POLICIES 1.00 AND 2.09. FIRST READING.**

Mr. Judson presented the proposed new Policies 1.00 and 2.09. Mr. McCash stated Policy 1.00 is a definition page which will define terms throughout the rest of the policies, and Policy 2.09 is a policy regarding common property. He added that though there is an operating procedure for the regulation of common property in place, there was no policy stating the use of common property. Director Laury stated the changes have been reviewed and recommended by the Rules and Regulations Committee. Mr. McCash asked the Board to entertain a motion to approve the new proposed policies.

Director Hatcher moved for the approval of the new proposed Policies 1.00 and 2.09, seconded by Director Abrahamson. Mr. McCash presented the motion for discussion. There was no discussion.

The motion passed unanimously.

**E) CHANGES TO POLICY 1.032. FIRST READING.**

Mr. Judson presented the proposed changes to Policy 1.032, stating the proposed changes will modernize the policies and ensure the uniform usage of terms throughout the Governing Documents. The policy provides guidelines for the functioning of the Elections Committee. If approved, the policy will take effect on May 18, 2017, which is after the completion of the current election. He added that it would be inappropriate to make changes to the policy governing an election, during an election. Mr. McCash asked the Board to entertain a motion to approve the proposed changes to Policy 1.032.

Director Hart moved for the approval of the proposed changes to Policy 1.032, seconded by Director Nuttall. Mr. McCash presented the motion for discussion. There was no discussion.

The motion passed unanimously.

**F) CAPITAL PROJECT: BRANCHWOOD BUILDING RENOVATION**

Mr. Judson stated that Management is seeking approval to spend \$14,000 on architectural work for the renovation of the Branchwood building. The scope of the project would include the expansion of the building to incorporate a new multipurpose room, plus the renovation of the lobby and locker rooms. Once the architectural work is complete, Management will be able to seek bids for the renovation of the building. Once the cost of the renovation has been determined, Management will bring forth a proposal to commence the renovation. At this time, the goal is to begin the renovation of Branchwood in the fourth quarter of this year or the first quarter of next year.

Director Nuttall moved for the approval to authorize Management to spend \$14,000 on architectural work for the expansion of Branchwood, seconded by Director Hatcher. Mr. McCash presented the motion for discussion. Director Abrahamson recommended the development of a site plan and the expansion of the fitness room. Mr. Judson responded, stating that the site plan and the renovation of the fitness room have been incorporated. There was no additional discussion.

The motion passed unanimously.

**G) CAPITAL PROJECT: BRANCHWOOD PARKING LOT EXPANSION**

Mr. Judson stated that because of the usage of the Branchwood trail, the parking lot at Branchwood is no longer sufficient in size to accommodate the demand. Management recommends the expansion of the parking lot to accommodate the increased demand. When facing the building, the parking lot would be expanded to the left. The old pump house, which is

no longer in use, would be removed to accommodate the expansion. The plan is to have this work performed in the spring or early summer. This work would be combined with the parking lot work related to the Lake Avalon Beach project to obtain a reduction in the mobilization costs related to both projects. The project cost for the expansion of the parking lot at Branchwood is \$50,299. Management is seeking approval to move forward with this project. Director Hart asked if the work would be done in-house or be contracted out. Mr. Judson responded, stating that the work is beyond the Association's capabilities and would be contracted out, after seeking multiple bids. Director Abrahamson recommended adding another access to help with traffic flow.

Director Nuttall moved for the approval to authorize Management to expand the parking lot at Branchwood and to allocate \$50,299 for this project, seconded by Director Abrahamson. Mr. McCash presented the motion for discussion. Director Hart asked how the \$50,000 estimate was determined. Mr. Judson responded, stating that some of the Capital Project funds are being rearranged so there will be no impact to the 2017 budget, adding that Mike Taggart, Director of Maintenance and Construction, contacted a paving company to obtain the estimate. There was no additional discussion.

The motion passed unanimously.

#### **H) CAPITAL PROJECT: LAKE AVALON BEACH PROJECT**

Mr. Judson stated that Management is requesting the approval of \$227,701 for the development of a beach at Lake Avalon. He presented the proposal. The scope of the project includes the following:

- Beach area of approximately 75 feet by 150 feet. Lake would be lowered, followed by some dredging to remove silt. Sand would be placed on the shoreline, plus in the water to provide a quality water experience.
- Split rail fence to encircle the sand area.
- Concession stand/check-in hut. This includes a POS station, plus Wi-Fi for customer use.
- Parking lot repaving and the addition of 25 parking spaces.
- Drainage work.
- Remodeling of the existing restrooms. New picnic tables. Swim buoys to create a safe swim zone.
- Purchase of kayaks and paddle boards which will be made available to rent.
- Beach volleyball courts.
- A gate to secure the parking lot at night.

Admission to the Lake Avalon Beach will be consistent with the admission policies for the Kingsdale and Metfield outdoor pools. Property owners will need to either purchase an Outdoor Swimming Pools Seasonal Plan or pay the applicable admission fee. Management anticipates construction will begin in the fourth quarter of this year, with the work completed in time for the 2018 summer season. The only exception to this timeline is that the parking expansion at Lake Avalon would occur this spring or early summer so that we can combine this parking lot work with the parking lot work at Branchwood, which will result in savings. Both the Lakes JAC and the Recreation JAC reviewed the proposal and voted unanimously to recommend the Lake Avalon Beach Project to the Board.

Director Nuttall moved for the approval to authorize Management to spend \$227,701 on the development of the Lake Avalon Beach, with the project to be completed in time for the 2018 summer season, seconded by Director Hatcher. Mr. McCash presented the motion for discussion. Director Hatcher asked if there would be a fee charged for using the beach volleyball courts. Mr. Judson responded no. There was no additional discussion.

The motion passed unanimously.

**XV. ANNOUNCEMENTS**

- A) COO/Board Meeting – Thursday, March 30<sup>th</sup> at 2:30 p.m. in the Country Club Board Meeting Room. Note: This meeting is taking place one week earlier than normal. (This is a closed discussion meeting).
- B) Board of Directors Work Session – Thursday, April 13<sup>th</sup> at 8:00 a.m. in the Country Club Board Meeting Room.
- C) Board of Directors Regular Meeting – Thursday, April 20<sup>th</sup> at 6:30 p.m. in the Country Club Board Meeting Room.

**XVI. ADJOURNMENT**

Chairperson Brooks adjourned the meeting at 7:20 p.m.

Submitted:

Approved:

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Kyndall Ardoin, Corporate Secretary

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Bob Brooks, Board Chairperson