

San Carlos Golf Club

Board of Director Minutes

8-13-2020

Attendance: Ron Fisher, Terry Weller, Max House, Billie Allardyce, Jeff Doyal, Seda Butler, Hugh Manning, Bob Deeley, Ed Tully (By Facetime) and Gary Keating,

Absent: None

Guest: Brian Burgess

President Ron Fisher called the meeting to order at 6:00 pm.

The Board approved minutes from the June 18, 2020 Board meeting.

Presidents Report: Summer is winding down and the golf season is approaching. I am sure everyone is aware the club had a fantastic July in sales. Gary and his staff continue to do a great job.

We are losing Natalie and Johnny as they move on with their careers. The club will miss them; they were very good at their jobs. Gary has his work cut out for him to replace them and get the replacements trained before the start of the season.

The Covid-19 virus is still with us and it looks like it is not going away anytime soon. During the summer we were able to get by with one person per cart, but in season it will drastically reduce our profits and bottom-line. Therefore, the sneeze guard is going to be the new normal. Gary, in his report will update us on how many we need and the cost.

The club computer system has been updated; a long overdue project that had years of quick fixes and that will do fixes.

As usual, Jason and his crew are doing a great job considering we were below average rain fall in July. Looks like we are catching up in the first two weeks of August.

The standing committees will be covering the details of the maintenance trailer/restroom, storage shed, course improvements, our fiscal standing and survey results.

Under new business we will be discussing mailing a letter to the owners, by-law changes for dues, reserve fund and annual meeting and social distancing.

Vice President Report: No Report

Treasurer's Report: Max House informed us that to date net income was \$427,000.00 better than budget and \$474,000.00 better than last year.

During the same period our cash on hand increased from \$408,000.00 to \$733,000.00.

Motion was made by Billie Allardyce and seconded by Terry Weller to accept the financial report. Motion passed.

General Manager's Report:

Gary emphasized that we are having a great year. July 1-31, 2019 till July 1-31, 2020 we have increased our sales \$60,518.56. He also showed us that from October 1 thru August 13, 2019 compared to October 1 thru August 13, 2020 comparative sales has increase more than \$360,058.66.

Gary feels that customers feel very safe playing at SCGC due to the precautions we have taken. We have purchased 45 sneeze guards, which allow two riders per cart. We need a total of 75 for season.

During the summer, SCGC has allowed one person per cart, but as season begins we need to train our owners that in order to have enough carts we must insist on two riders per cart.

SCGC is also going to purchase a few additional sneeze guards for paying trail fee owners, so that during season those carts can be used with two riders.

We are close to having our G1 Software, which is web base ready to go. This will allow our owners to go to the station check in and pay with their credit card when

they arrive at the club. In turn, the shack will have a monitor which will show who has arrived to keep everything flowing on time.

Golf Now has also given SCGC four credit card machines which recognize the credit card chip. At present, when we slide a credit card, we are paying 2.46%, but when we start using the new credit card machines our cost will go to 2.93%.

We will be playing a higher rate, but we will receive additional benefits. And income back from the online booking fees.

Our new accounting firm has begun. Our By-laws state that we need to have a full detailed audit of the books every year. The last full blown audit was done in 2018, However, our accounting firm is recommending we do a breakdown review of the books every quarter. The cost for this would be \$600.00 per quarter.

Gary informed us that Johnny will be coming back. He is gone for approximately 3 weeks due to personal reasons. When he returns, he will return to his position in the pro shop.

Motion was made by Max House and seconded by Jeff Doyal to accept the General Managers report. Motion passed.

Committees Reports:

Finance: The question was brought to the table by Max House asking the board members if we needed to set up a reserve account. With all the unknowns with Covid 19, if by some chance the state or government shuts down all golf courses, how would we keep our course in great shape? Hugh Manning volunteered to check with other courses to see if they have a reserved account. After Hugh does his checking, the Finance committee along with Gary and Jason will sit down to decide on having a reserve account or not.

Motion was made by Jeff Doyal and seconded by Terry Weller to have the Finance Committee look into this reserve account.

Building, House: Restroom Maintenance Building: Our GM has found and placed a deposit on a used office trailer to replace the moldy trailer out in the

maintenance area. The total cost will be \$25,000.00 which includes trailer and new septic tank. The trailer will have new restrooms and office area. Will Scott Company will place the new trailer, but will not take the moldy one away due to Covid 19. Once Jason is ready for the new trailer to arrive, his crew will knock down the old one and garbage will take it away. With the new trailer, we will not have to build bathrooms in the maintenance area.

Storage Unit in Cooler Area: Storage unit has been purchased and permits have been submitted by the General Contractor. The storage unit is 10x16 and the General Contractor is to co-ordinate the electrical installation.

Course Improvements: The Driving range expansion has been put on hold for this year. After reviewing the final quote of \$70,000.00 and with the current state of Covid 19, a decision was made not to proceed at this time.

Waste Area between holes 15and16 is being prepped; and new green tees have been completed on holes 7, 15and18.

Greens and Beautification Committee: The committee will meet with Jason and Gary regarding the cost to have the removal of the cattails and algae removed on 13. It is recommended that no aquatic plants be where the driving range is, but the cost to remove them could be quite expensive.

The bunkers on the greens side are in need of sand. This would be an in-house project, but an estimate for this sand could run \$4,000.00-\$5000.00

A long term program needs to be developed so SCGC can look ahead to see what needs upgraded or fix and not wait till it needs done immediately.

Policy, Rules and Regulations Committee: No Report

By Laws Committee: No Report

Membership Committee: As of today, August 13, 2020 there are no owner certificates available.

Insurance Committee: No Report

Golf Rules and Regulations: No Report

Marketing Committee: No Report

Motion was made by Terry Weller and seconded by Bob Deeley to accept the Standing Committee Reports. Motion passed.

Old Business: We are in need of a Nominating Committee for the Board of elections in January. There will be 3 – 3 year positions available and 1 – 1 year position. If anyone is interested in chairing this committee, please contact Ron Fisher.

New Business: The Dues invoices for 2020-2021 will be mailed very soon. In the packet this year will be a letter from the Board of Directors, Invoice sheets for Annual dues; and Men's and Women's Association membership. This year we will be including the schedules for Men's and Women's Association, hoping that our new owners will want to join the groups after seeing the schedule of games played during the season.

Our president, Ron Fisher has already contact the Elk's where we hold our annual meeting regarding the number of owners allowed at the meeting due to Covid 19 restrictions. He was informed that the Elk's is prepared to host 135 people, which is 50% of their capacity.

Bob Deeley covered the survey that was completed by our owners. The first survey was returned by 119 people and the second time it was sent an additional 40 surveys were returned. Bob stated there were no major negatives and just small suggestions for SCGC to look at. Gary is planning on e-mailing our owners with the results from the survey.

When Covid 19 started, SCGC applied for a PPE Loan. We were awarded the loan for \$175,900.00. Of the money we received, \$10,000.00 must be paid back. We are planning to do this immediately.

Gary is going to double check with our accountants to the fact that we only have to pay back \$10,000.00. If this is true we would like to do a few projects which consist of the following.

- . Fence between 13 and 15
- . Camera's upgraded around the course
- . Fill brought in to take care of the exposed roots on holes 11 and 12
- . New flooring in the snack bar and hallway outside the snack bar.

A motion was made by Hugh Manning and seconded by Jeff Doyal up on contenance of not having to pay more than \$10,000.00 back, we would not exceed \$50,000.00 doing the above projects. Motion was passed.

Hugh Manning wants to form a new Planning Committee (future ideas) regarding SCGC. He is looking for volunteers. If you know someone who might enjoy being involved with this committee, please contact Hugh.

Suggestion Box: Box was empty.

Certificate Holder's Comments: Brian Burgess had a couple of questions. He wanted to know if our G1 Software will notify the Bag Boys that you are golfing and have your golf bag on the cart ready to go when you arrive at SCGC. This is for those owners who wish to rent space for storing their bags at the club.

His seconded recommendation was to put the 25 certificates, which the club owns for sale at a higher price than \$3,000.00. The Board will discuss this at a different time.

Next Board Meeting: Meeting will be September 24, 2020 at 6:00 pm.

Hugh Manning made a motion to adjourn at 8:00 pm, seconded by Seda Butler, Board Adjourned.

Minutes Respectively Submitted By

Billie Allardyce