

Star Valley Ranch Association
Board of Directors Meeting
February 21, 2019
7:00 p.m.
SVRA Cookshack

Ron Denney: Chairman – Via Teleconference
Mike Blackman: Vice Chairman – Present
Donna Thompson: Treasurer – Via Teleconference
Fran Moore: Secretary – Via Teleconference
George Toolson: Director – Via Teleconference
Marsha Combe: Director – Via Teleconference
Taylor Ellis: Director – Present

Call to order: Vice Chairman Mike Blackman called the meeting to order at 7:00pm and called for the Pledge of Allegiance.

Vice Chairman Blackman recognized special guests, Boyd Siddoway and Carolyn Thacker.

Adopt Agenda:*

- Director Ellis made a motion to adopt the meeting agenda.
Chairman Denney seconded the motion.
Motion passed unanimously.

Approval of Minutes for November 2018 Board Meeting.*

- Chairman Denney made a motion to approve the November 2018 Board of Directors Meeting Minutes as written.
Director Toolson seconded the motion.
Motion passed unanimously.

Approval of Minutes for Special December 2018 Board Meeting.*

- Director Toolson made a motion to approve the special December 2018 Board Meeting Minutes as written.
Secretary Moore seconded the motion.
Motion passed unanimously.

Standing Committee & Special Reports:

Chairman's Report: Vice Chairman Blackman gave the following report:

The Board and General Manager have gone through extensive discussion regarding a revised Fee Schedule for the 2019 year. There is going to be a slight increase in rates. We are trying to remain competitive, and also support our course with dollars.

2019 Fee Schedule

Cedar Creek					
	Member	Non-Member	Twilight after 2 Every Day	Junior (16-18 yrs old)	
18 Holes					
Walking	\$ 31.00	\$ 35.00	\$ 31.00	\$ 18.00	
Trail Fee	\$ 40.00	\$ 44.00	\$ 35.00	\$ 27.00	
Cart Rental	\$ 42.00	\$ 46.00	\$ 36.00	\$ 29.00	
9 Holes					
Walking	\$ 18.00	\$ 20.00	\$ 18.00	\$ 10.00	
Trail Fee	\$ 24.00	\$ 26.00	\$ 22.00	\$ 16.00	
Cart Rental	\$ 27.00	\$ 29.00	\$ 23.00	\$ 19.00	

Aspen Hills					
	Member	Non-Member	Twilight after 2 Every Day	Junior (16-18 yrs old)	
18 Holes					
Walking	\$ 22.00	\$ 24.00	\$ 22.00	\$ 18.00	
Trail Fee	\$ 31.00	\$ 33.00	\$ 26.00	\$ 27.00	
Cart Rental	\$ 33.00	\$ 35.00	\$ 27.00	\$ 29.00	
9 Holes					
Walking	\$ 13.00	\$ 15.00	\$ 13.00	\$ 10.00	
Trail Fee	\$ 19.00	\$ 21.00	\$ 17.00	\$ 16.00	
Cart Rental	\$ 22.00	\$ 24.00	\$ 18.00	\$ 19.00	

All Day Golf	Summer	Spring/Fall
(Both Courses, Includes Cart)	\$ 70.00	\$ 65.00

Trail Fee & Cart Rental - Per Use		
9 Holes	Trail Fee	\$ 6.00
	Cart Rental	\$ 9.00
18 Holes	Trail Fee	\$ 9.00
	Cart Rental	\$ 11.00
Twilight	Trail Fee	\$ 4.00
	Cart Rental	\$ 5.00

Golf & Recreation Season Passes		
	Member	Non-Member
Platinum - Single*	\$ 1,115.00	\$ 1,280.00
Platinum - Couple*	\$ 1,775.00	\$ 2,105.00
Gold - Single*	\$ 840.00	\$ 950.00
Gold - Couple*	\$ 1,445.00	\$ 1,665.00
<i>*Member Discount Prices (70+ yrs old) (above member recreation passes only)</i>		
Single subtract	\$ 70.00	No Discount
Couple		
1 = 70+ subtract	\$ 70.00	No Discount
2 = 70+ subtract	\$ 140.00	No Discount
Jr. Golf Passes	\$ 110.00	\$ 110.00
Aspen Hills Golf Pass	\$ 325.00	\$ 375.00
Driving Range		
Single	\$ 55.00	
Family	\$ 110.00	
<i>No Discounts on Aspen Hills, Driving Range, or Jr Passes</i>		

Annual Trail Fees		
Member	Trail Fee	\$ 275.00
	Each Add'l	\$ 110.00
Non-Member	Trail Fee	\$ 330.00
	Each Add'l	\$ 165.00

Punch Cards		
	Member	Non-Member
20 - 9 Hole Rounds	\$ 290.00	\$ 340.00
10 - 18 Hole Rounds w/cart	\$ 360.00	\$ 420.00

Group Discount	
Group Size	
24-51	10%
52+	15%

Special Note: Both Courses - Under 16 years old play free with paying adult

2019 Fee Schedule

	<u>Member</u>	<u>Non-Member</u>
Swim & Tennis		
Swim Annual Pass	\$ 125.00	\$ 175.00
Tennis Annual Pass	N/C	\$ 150.00
Swim Family Annual Pass	\$ 275.00	\$ 325.00
Tennis Family Annual Pass	N/C	\$ 300.00
Swim Punch Cards (20 Punches)	\$ 60.00	\$ 80.00
Tennis Punch Cards (20 Punches)	N/C	\$ 60.00
Daily Swim		
Adult	\$ 5.00	\$ 6.00
Child (3-12 yrs old)	\$ 4.00	\$ 5.00
Infant (under 3)	N/C	N/C
Daily Tennis		
Adult	N/C	\$ 4.50
Child (3-12 yrs old)	N/C	\$ 3.50
Barn		
Cookshack/Pavilion/Library	\$ 250.00	\$ 350.00
Swimming Pool	\$ 50.00	\$ 75.00
Special Event Package (Pool & Pavilion)	\$ 80.00	\$ 110.00
Tables/Chairs/Tents	\$ 90.00	\$ 125.00
	Call for Prices	
Membership Cards	\$ 1.00	N/A
Snowmobile Fees		
Daily	\$ 5.00	\$ 5.00
Annual	\$ 15.00	\$ 15.00
Annual Assessment	\$ 377.62	

- Director Toolson made a motion to adopt the revised 2019 Fee Schedule.
Director Combe seconded the motion
Motion passed unanimously.

Under our Operating Policy 3.6, we need to adjust our operations account to have a balance of \$100,000.00 at the beginning of each fiscal year. We are currently, \$10,712.59 short in the Operating account as shown on the 2018 Operating Account Reconciliation. The Board discussed this matter, and came to the decision to move \$10,712.59 from the Reserve Major Maintenance account to the Operations account.

2018 OPERATING ACCOUNT RECONCILIATION

ACCOUNT	OPERATING ACCOUNT ACTIVITY 2018	AMOUNT
87012	Ice Rink	\$ 1,575.01
TOTAL UNBUDGETED MAJOR MAINTENANCE CAPITAL SPENT & FUNDED BY MAJOR MAINTENANCE FUND		\$ 1,575.01
89014	VC60-Veri-cutter	\$ 10,978.80
89015	Groundsmaster 4000	\$ 69,247.50
59016	Toro Spiker Kit	\$ 3,738.00
TOTAL GCM EQUIPMENT REPLACEMENT PLAN SPENT & FUNDED BY GCM EQUIPMENT FUND		\$ 83,964.30
89903	Permit	\$ 11,442.83
89904	Barn Redevelopment	\$ 10,139.48
89905	Modular Building	\$ 13,492.36
89906	Pre-Construction New Facility	\$ 68,306.66
89925	Facility Construction	\$ 279,342.27
TOTAL UNBUDGETED CEDAR CREEK CENTER SPENT & FUNDED BY RESERVED FUNDS		\$ 382,723.60
8060	Legal Retainer (Schwartz)	\$ 20,000.00
89907	Legal Expenses -New Building-Kittleson/Daley 2018-19	\$ 33,701.58
TOTAL UNBUDGETED & FUNDED BY OPERATING FUNDS		\$ 53,701.58
TOTAL CAPITAL SPENT		\$ 521,964.49
1000	Operating Account as of 12/31/18	\$109,976.67
	2019 Assessments prepaid in 2018 included in 2019 Budgeted Income	\$ (11,689.26)
	2019 Operating Account Starting Allowance	\$ (100,000.00)
87005	Pickleball Finish (Board Approved Transfer of 2018 Approved CAPEX Funds)	\$ (9,000.00)
AVAILABLE FOR TRANSFER		(\$10,712.59)

Total Expense to be Recouped as SVRA Operating Policy 3.6 Fiscal Year End Closing Requires

(\$10,712.59)

- Chairman Denney made a motion to move \$10,712.59 from the Reserve Major Maintenance account to the Operations account to satisfy Operating Policy 3.6.
Director Combe seconded the motion.
Motion passed unanimously.

SVRA is implementing a Return Payment Policy 3.10 dated 2/21/19, under the Fiscal Management section. This policy states that there will be a \$30.00 fee for any checks or electronic payments that are returned for non-sufficient funds, stop payment requests, or closed accounts, and will result in a \$30.00 returned check fee in addition to the original payment amount.

- Director Toolson made a motion to approve Operating Policy 3.10 as written.
Director Combe seconded the motion.
Motion passed unanimously.

A Member asked if certified funds are required if a check is returned. General Manager Booker replied that SVRA generally requires certified funds or a credit card as payment following a returned check.

The next item is Customer Accounts Payment Application 3.9. This Policy outlines the order in which customer account payments are applied. The order payments are applied is as follows:

- 1) Any accrued, unpaid interest, penalties and other fees.
- 2) Current assessment balance.
- 3) Any past due balance.

- Director Thompson made a motion to approve Operating Policy 3.9, Customer Accounts Payment Application as written.
Director Combe seconded the motion
Motion passed unanimously.

The last item is adopting Operating Policy 1.5.1, Changing Designation and Use of SVRA Owned Property dated 2/21/19, that replaces Operating Policy 1.3. This is simply a reassignment of Policy 1.3 to a current SVRA policy form.

- Director Toolson moved to adopt Policy 1.5.1, Changing Designation and Use of SVRA Owned Property dated 2/21/19, as written.
Director Ellis seconded the motion.
Motion passed unanimously.

Utilities Committee Report: Director Ellis gave the following report:

The first order of business is Policy 4.6.1, Winter Activities dated 2/21/19.

This Policy replaces Policy 4.8.1, Snowmobiling Rules.

There was discussion from Members about how SVRA can enforce the guidelines in this policy.

Vice Chairman Blackman stated that it is challenging to enforce the guidelines, and that the Board's intention is to make the public aware of the risks involved with winter activities on Star Valley Ranch.

- Director Ellis made a motion to adopt Policy 4.6.1, Winter Activities, as written. Chairman Denney seconded the motion. Motion passed unanimously.

Architectural Control Committee Report: Director Ellis gave the following report:

First item is a Building Permit Application for Plat 2 lot 44, 48 Spruce Drive, to attach the existing garage to the home and build a new detached garage has been approved.

The Snyder Building Permit Application has been denied due to insufficient information on the application.

The last item is the Robinson Variance Application, Plat 9 Lot 34 on 79 Vista East Drive. They received a permit from the Town of Star Valley Ranch, but did not apply for a building permit application through SVRA. This variance request is for a pre-built shed installed on the property.

- Treasurer Thompson made a motion to table the variance for further discussion. Treasurer Thompson removed the motion to table the variance for further discussion. Chairman Denney seconded the motion to remove the motion to table the variance for further discussion.
- Chairman Denney made a motion to approve the Robinson Variance Request. Director Combe seconded the motion. Motion passed unanimously.

SVRA Cedar Creek Center Progress Update: Director Thompson gave the following report:

The delay is over!! They will begin pouring the slab for the garden level floor next week. They have spent this week thawing the ground for the pour. The steel should arrive within a week or two. They have contracted a framing company out of Casper to do the framing. They are lined up to start once the slab has been poured and cured. Attached is the calendar they have posted to the web. They are working on adding all Board members and giving them access.

- Treasurer Thompson made a motion that the Star Valley Ranch Association Board authorize General Manager, Tallia Booker, to sign any necessary decision documentation, once she receives notice, from a majority of the Board, to authorize. Documentation of authorization decision to remain on file. Chairman Denney seconded the motion. Motion passed unanimously.

General Manager's Report: General Manager Booker gave the following report:

Account Statements: All bank accounts have been reconciled for November, December and January without discrepancy.

Assessments:

2009 Lawsuit through 2016: 24 Lots unpaid (1.19%).

2017 Assessment Status: 1981 Lots (98.26%) paid in full.

2018 Assessment Status: 1976 Lots (98.02%) paid in full.

2019 Assessment Status: 863 Lots (42.81%) paid in full.

2017 Assessment Collections: The attorney initially sent out a total of 62 notices. 11 properties are currently on payment plans, 37 properties have paid in full. 25 lots remain in our active legal collection process. Those 25 properties have all received notice of default. The Board has decided to proceed with the foreclosure process on 8 severely delinquent properties.

Business Activities:

An overview of SVRA Financials finds the January Gross Profit at 99.6% of budgeted levels and Total Expense at 95.4% of budget resulting in year-to-date Net ordinary income prior to depreciation at 100.6% of budgeted levels. The YTD cash assets (01/31/2019 Balance Sheet) Total \$1,139,670.86. The summary of the financials are, as always, available on the SVRA website.

DCC&R Compliance: This month we have 2 active DCC&R Complaints, we have obtained judgments against each of the property and our attorney is researching our next option.

Barn/Silo Redevelopment: Since last reported in November we have spent \$176,042.50 on the Cedar Creek Center.

Winter 2018-19:

Kurt and Ernie have been working together to maintain our groomed trails and sledding hill. We hit a bit of a snag this winter when the snowmobile had some issues with some seals. The seals have been replaced and the snowmobile is now up and running. For the remainder of the winter we will continue to groom 18 holes on Cedar Creek for snowshoeing and cross-country skiing. We will groom Aspen Hills #1 for sledding. Grooming is done as weather and staffing allow. There is no schedule for grooming.

SVRA Staffing Changes:

With the departure of Ryan Nielsen, who left to pursue other employment opportunities closer to his home in Afton, a void was left in the SVRA Admin office. After 3 weeks of advertising and interviewing a great candidate has been chosen.

I am pleased to announce that Kimberly Hunter has been hired for the the position of Accounting/Business Information which will bring us back up to full staffing levels here in the office at SVRA. Kimberly has extensive accounting, advertising, and hospitality experience that I know will make her a strong contributor in meeting our goal of providing outstanding service to our members. I fully expect that the financial records will continue to be managed and maintained in an exemplary manner. Kimberly will be happy to handle any inquiries regarding assessment billings/payments and vendor payments. Feel free to stop by the office and introduce yourself!

Old Business: None stated.

New Business: None Stated.

For the Good of the Order:

Director Toolson stated that elections for the SVRA Board of Directors is approaching. There will be two-3 year terms positions available, and one-two year term position available.

Adjournment:

- Chairman Denney made a motion to adjourn.
Director Toolson seconded the motion.
Motion passed unanimously at 7:37pm.

Chairman Ron Denney

Vice Chairman Mike Blackman

Treasurer Donna Thompson

Secretary Fran Moore

Director George Toolson

Director Marsha Combe

Director Taylor Ellis