

Star Valley Ranch Association  
Board of Directors Meeting  
April 18, 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 Blackman called the Meeting to order at 7:00 p.m. and called for the Pledge of Allegiance.

Vice Chairman Blackman recognized special guests, Town of Star Valley Ranch Councilman, Lee Hansen, and Ron and Carolyn Thacker.

**Adopt Agenda:\***

- Director Ellis made a motion to approve the meeting agenda as written.  
Director Toolson seconded the motion.  
Motion passed unanimously.

**Approval of Minutes for March 2019 Board Meeting.\***

- Vice Chairman Blackman made a motion to approve the March 2019 Board Meeting minutes as written.  
Chairman Denney seconded the motion.  
Motion passed unanimously.

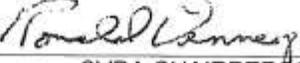
**Standing Committee & Special Reports:**

**Finance and Legal Committee Report:**

Vice Chairman Blackman stated that the Finance and Legal Committee did not meet in the last month. However, there is one new operating policy to be voted on. The SVRA Employee Service & Support Animals Policy number 8.2 sets up guidelines according to the ADA regarding Service and Support Animals in the work place.



# OPERATING POLICY

<b>POLICY TITLE: SVRA EMPLOYEE SERVICE &amp; SUPPORT ANIMALS</b>					
<b>SECTION</b>	<b>HUMAN RESOURCES</b>	<b>NUMBER</b>	<b>8.2</b>	<b>DATE</b>	<b>4/18/2019</b>
REPLACES POLICY NUMBER:		TITLE:			
DATE ADOPTED:					
DATE REVISED:					
CROSS REFERENCES:					
APPROVED:					
 GENERAL MANAGER		4/19/19 DATE			
 SVRA CHAIRPERSON		4/19/19 DATE			

Star Valley Ranch Association prohibits bringing a pet (a domestic animal kept for pleasure or companionship) to work or having a pet in Star Valley Ranch Association-controlled buildings and premises, with the exception of service/support animals for a person with disabilities.

### Service Animals

According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items."

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on company property and may attend any class, meeting or other event. There may be an exception to certain areas.

Employees requesting accommodation for a disability that includes a service or support animal must contact the General Manager and provide documentation that supports the need for service/support animal and the specific reason the animal has been recommended for the employee, along with documentation from a healthcare professional who is recommending the animal. Employee must also provide explanation on how allowing the animal will help the employee perform his/her job. All

- Vice Chairman Blackman made a motion to adopt the SVRA Employee Service and Support Animals Policy, Operating Policy number 8.2.  
Director Combe seconded the motion.  
Motion passed unanimously.

**Election Committee Report: Secretary Moore gave the following report:**

On March 22, 2019, candidate packets were made available for pick up at the SVRA office. The 2019 Board of Director positions available are, two- three year terms, and one- two year term. On March 24th, ninety days prior to the Annual Meeting, was the last day to accept ballot motions from members. April 22, will be the last day for candidates to present nominating petitions, candidate presentation and photo for inclusion in the annual packets. These are due and must be presented to the SVRA office by 4:00pm on this day. On April 24th, all the election materials will be printed and completed. On April 25<sup>th</sup> and 26<sup>th</sup>, the Election Committee will assemble packets for mailing. On April 27<sup>th</sup>, packets will be mailed to the members. At this point, we have three members who are going to Chair and work with the Election Committee. The Members are, Ann Earl, Gayle Brice, and Carolyn Thacker. They will be taking charge and recruiting people as needed to volunteer to help with the Election Committee. Chairman Denney asked who will chair the Election Committee, Secretary Moore replied that Ann Earl will be the Election Committee Chairperson.

- Secretary Moore made a motion for the Board of Directors to accept the three members stated for the Election Committee.  
Chairman Denney seconded the motion.  
Motion passed unanimously.

**Golf & Greens Committee Report: Director Toolson gave the following report:**

Director Toolson stated that there is no report today. There is one new Operating Policy to be voted on. The Golf Operations Operating Policy number 4.4.1 sets up guidelines on how the golf courses at SVRA will be operated.



# OPERATING POLICY

<b>POLICY TITLE: GOLF OPERATIONS</b>					
<b>SECTION</b>	<b>RECREATIONAL ACTIVITIES</b>	<b>NUMBER</b>	<b>4.1.1</b>	<b>DATE</b>	<b>4/18/19</b>
REPLACES POLICY NUMBER: 4.1		TITLE: GOLF – OPERATIONS & PROCEDURES MANUAL			
DATE ADOPTED: UNKNOWN					
DATE REVISED: 2/16/12					
CROSS REFERENCES:					
APPROVED:					
<i>Lellia Brooker</i> GENERAL MANAGER				4/19/19	DATE
<i>Ronald Dunaway</i> SVRA CHAIRPERSON				4/19/19	DATE

The golf courses at SVRA will be operated within the following guidelines.

### Hours of Operation

Operating hours of the golf courses will be set by the Golf Professional in consultation with the General Manager and Golf Course Superintendent. They will increase as daylight hours increase and decrease as daylight hours decrease. Service to the customers will be the priority in establishing cost effective operating hours. Inclement weather closings and curtailments will be posted at the pro shop on those days affected.

### Course Conditions

Annual course opening and closing dates will be determined by the Golf Course Superintendent & Golf Professional and approved by the General Manager. Every effort will be made to maximize the season length for our members and non-members and to protect the course from any long term damage due to playing during periods of snow, excessive moisture and frost. The Golf Course Superintendent will make the final decision as to whether the courses or any parts thereof will be closed to play due to playing conditions or special maintenance requirements. Any closings that exceed a single day will be reviewed and approved by the General Manager.

### Tee Time Reservations

Advance tee time reservations will be available to all golfers: for members of SVRA, two weeks (14 days) in advance, and for nonmembers, one week (7 days) in advance. All players will be advised that tee time changes must be made twenty-four (24) hours in advance. Repeated cancellations without prior 24 hour notice will result in requiring a credit card guarantee and charging the golfer making the reservation if cancellations are made after the 24 hour time period. SVRA will also have the ability to invoke this guarantee requirement if conditions warrant on very heavy holiday weekends.

SVRA reserves the right to use 3<sup>rd</sup> party tee time booking companies in order to advertise and increase revenue.

### **Rules of Play**

All competitive play and competition will be governed by the rules of the USGA except as modified by the SVRA Golf Committee and/or SVRA Board.

Attire – Traditional golf attire is preferred but not mandatory. All attire is expected to be golf conservative suitable for all age groups. Golf shoes with rubber cleats are preferred. Metal spikes will not be allowed on either course. Other types of shoes may also be permitted by pro shop personnel if they are suitable to be worn on the courses and no harm will be done to the greens. Golf Professional and staff shall make final decision.

Standard golf etiquette will prevail. Unacceptable behavior includes, but is not limited to, damaging/abuse of course and golf equipment (carts, rental clubs, etc...), disrespect to homeowners, flagrant public urination and drunkenness, etc. Golf course rules will be posted at the course and pro shop employees will be empowered to enforce the rules. Any golfer requested to leave the course will not be eligible for a refund. Golf Professional and Pro Shop staff shall be responsible for ensuring appropriate etiquette is followed. Golf Professional shall have the right to remove any player from the course. All players removed from the course shall be reported to the General Manager. Chronic abusers of the Golf Course rules may result in loss of golf privileges with the approval of the General Manager. In extreme cases the Lincoln County Sheriff may be called and charges filed.

Golfers are responsible for damages caused to private property. SVRA is not liable for such damages.

All golfers are required to check in at the pro shop prior to beginning play. Member players with season passes may "play to the pro shop" to check in, with advance phone approval from the pro shop and as long as there is no disruption to the rate of play of golfers on the course.

Respect shall be given to and by Golf Professional, Pro Shop Staff, and customers at all times. Lack of respect shall be reported to the General Manager by either party and may result in consequences up to loss of golf privileges and/or employment.

### **Tournament and Club Play Rules**

Tournaments and/or established clubs requesting a shotgun start must start their play for the day at or before 10:00 a.m. This will allow outside play after the tournament or established club play finishes. Groups that do not follow shotgun instruction by the pro shop will lose the right to shotgun start.

### **Golf Cart Rules**

Carts, leased and privately owned, must be driven on the courses by licensed drivers. Only two (2) persons per cart are allowed. The exception being that a child may be the third cart occupant, as long as all three occupants of the cart can comfortably occupy the seat. All carts will remain off private property, thirty (30) feet from the greens and ponds, and not driven on the tees or areas marked as restricted to carts. The exception to the 30 feet greens rule will only apply to those golfers with physical impairments. Those golfers may request a handicap flag from the pro shop which will be displayed on their cart at all times. Chronic abusers of the golf cart rules may result in loss of cart and/or golf privileges with the approval of the General Manager.

Cart rental is for the golf round only. Carts are not available for daily rental. Carts used for anything other than the golf round shall result in loss of cart and/or golf privileges.

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Damage to any rented cart shall be paid for by the golfer responsible for the cart.

Golfers using private carts must have an Annual Trail Fee sticker for the current year displayed on the cart. If annual trail fee is not paid, golfer must pay the daily trail fee per person, and retain receipt for the duration of the round.

**Rain Checks**

If a golfer is unable to complete their round due to inclement weather, a rain check may be issued based upon the following guidelines.

**9 Hole Players**

Played five holes or less  
Started the 6<sup>th</sup> hole of the round

9 Hole Rain Check  
No Rain Check

**18 Hole Players**

Played five holes or less  
Played 14 holes or less  
Started the 15<sup>th</sup> hole of the round

18 Hole Rain Check  
9 Hole Rain Check  
No Rain Check

Rain checks may also be issued to golfers who are called away due to emergencies or for purposes of personal health, where completing the round is not possible. Rain checks will have no expiration, will be signed by an authorized representative of SVRA, and will clearly state the service(s) for which the rain check can be redeemed. SVRA will not issue cash refunds due to inclement weather.

**Golf Fees**

Golf and cart fees will be set by the General Manager and Golf Professional as a part of the annual budget process and approved by the Board of Directors. Any golf fee changes necessary during the golf season will be recommended by the Golf Professional and approved by the Board Directors.

Tournaments, established clubs and/or weekly golf groups are not eligible for group discounted rates.

Group rates will be approved annually. Group rates will be valid for groups using the course for a specified number of rounds 1 or 2 days per year. Group rates lower than those provided by the annually approved Fee Schedule will require a request from the Golf Professional and the approval of the General Manager.

If Aspen Hills is unavailable due to maintenance and/or tournaments, players may play at Cedar Creek, but must pay Cedar Creek greens fees. No discounts or fee waivers are possible.

If Cedar Creek is unavailable due to maintenance and/or tournaments, players may play at Aspen Hills, and must pay Aspen Hills greens fees. No discounts or fee waivers are possible.

**Pro Shop Credits**

Pro Shop credits shall be used by November 1<sup>st</sup> of the current year. All credits not used will be forfeited.

**Recreation and Season Pass Use**

All Platinum and Gold recreation passes are valid on all days the courses are available. Aspen Hills season passes are valid only at Aspen Hills Golf Course. If Aspen Hills is closed due to maintenance and/or golf tournaments, Aspen Hills pass holders will pay appropriate greens fees at Cedar Creek. No discount and fee waiver will be available.

**Season Pass Deferral**

If a pass holder becomes medically incapacitated for the season after he/she has played using the pass:

1. The member shall produce a medical certificate from a doctor verifying the conditions as a season disability
2. Upon approval the member will surrender the current sticker
3. The amount of deferral will be credited ONLY to the purchase of the next year's single member pass
4. Requests should be handled in a timely manner
5. If member purchased a couples pass only the amount of a single member pass will be discounted and deferred

Deferral will be based on date of injury and date of request.

End of May – 80% of fee deferred

June 30 – 60% of fee deferred

July 31 – 40% of fee deferred

No deferrals after July 31

Variances to this policy will be reviewed by the General Manager and Board Member Chairing the Golf Committee.

- Director Toolson made a motion to adopt the new Golf Operations Operating Policy number 4.1.1, Operations and Procedures.  
Director Combe seconded the motion.  
Motion passed unanimously.

**House & Entertainment Committee Report: Director Combe gave the following report:**

The Annual SVRA Easter Egg Hunt is this Saturday, April 20<sup>th</sup> at 10:00 a.m. sharp, at Cedar Creek Park. There will be three age groups, one to three, four to six, and seven to nine. There will be lots of eggs, including golden eggs, each with a special prize inside. Volunteers are welcome to come at 8:30 a.m. and help hide eggs.

The Board of Directors of Star Valley Ranch discussed at length the weekly SVRA funded karaoke night as well as other Association funded activities. While we have enjoyed being able to provide an evening of karaoke for our Members and their guests on a weekly basis, the cost associated with providing that entertainment has continued to increase over the years. The Association has also been faced with paying unexpected expenses that force us to evaluate all H&E events, as well as the costs associated with golf and swimming.

While we feel attendance at karaoke has increased over the past few years, we acknowledge that some are Members who have been coming for years, while many other attendees are guests and or walk-in, non-Member participants who just come to have fun, without any cost or obligation to them. An accounting of Duffer's sales on Karaoke evenings showed that the bar revenue on those nights was not substantial enough to cover the increasing costs of Karaoke.

During our discussion about karaoke we also discussed other Association funded events, such as Movie in the Park and our Pot Luck dinner and dance evenings. The Association pays roughly the same amount for **one** night of Movie in the Park, which occurs **one night a month** for 3 to 4 months as it does for **one** night of Karaoke, which occurs **every Sunday** during the summer months, or roughly **16-18 times** during the summer season. We also spend about the same amount to provide the meat dish for our Pot Luck dinners, where Members bring the balance of the meal. Those events generally happen **only twice** during the summer. The cost of a band on the evenings we have dances is greater than the cost of Karaoke or Movie in the Park, and that is why we are looking to find other ways to be able to provide music at those functions. In light of all of these things, we made the decision to have the Association pay to cover the same amount it pays for other Association funded functions which is one Karaoke, one Movie in the Park and one Pot Luck meat meal for Members each month during the summer.

We also discussed during our Board workshop that Members who play golf **pay** to play golf, whether by annual passes, Member rate punch passes or walk on rates. Their guests and walk-on golfers **pay an even higher** rate. The fees for Members and guests to golf have been increased again this year. Members and guests pay to swim, which fees have also been increased for the 2019 year. Everyone is affected by the changes being made, and we feel it was fair to all Members to make these changes to keep our Association strong.

Perhaps the karaoke group could talk about charging regular attendees an annual pass or punch card fee that would allow entry to Karaoke night, charging more for guest passes than the Member passes. Or, maybe the group could form a karaoke Club, where officers could collect a 'club fee' or 'entrance fee' that would allow access on any given Karaoke night. Charging at the door would keep non-Member guests from getting a free night of entertainment and allow the additional costs of Karaoke to be defrayed by those who choose to attend. These ideas may benefit your group and help

you find ways to collect enough money to keep Karaoke a weekly event. We know those of you who have enjoyed it for years would like to help see it continue.

While we would like for the Association to be able to cover the expense of all activities for our Members and their guests, we know that is only a dream. Our annual dues would have to be at least ten times what we pay in order to provide free everything to our Members. The Association wants to be fair to all Members and we believe all Members should be treated equally. Having a weekly Association funded activity leaves our 'lot only' owners and part-time neighbors out. These are the reasons we elected to have the Association pay for Karaoke only one night per month.

General Manager Booker added that if the karaoke group wanted to either host their own karaoke, or cover the cost for Rich Carr to come in for more karaoke events during the month, The Board is willing to allow the group to use the facility at no cost, as long as karaoke is open to all SVRA members.

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

Account Statements: All bank accounts have been reconciled for March without discrepancy.

Assessments:

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

2017 Assessment Status: 1982 Lots (98.31%) paid in full.

2018 Assessment Status: 1957 Lots (97.07%) paid in full.

2019 Assessment Status: 1649 Lots (81.80%) paid in full.

Business Activities:

An overview of SVRA Financials finds the March Gross Profit at 100.2% of budgeted levels and Total Expense at 96.5% of budget resulting in year-to-date Net ordinary income prior to depreciation at 102.0% of budgeted levels. The YTD cash assets (3/31/2019 Balance Sheet) Total \$1,359,281.12. The summary of the financials are, as always, available on the SVRA website.

The annual transfers as approved in the 2019 budget process were completed this month.

The 2019 Golf Course Maintenance Equipment Replacement Fund transfer totals: \$74,058.00; bringing the current balance of that account to: \$217,264.62.

The 2019 Major Maintenance Fund transfer totals: \$4,279.95; bringing the current balance of that account to: \$23,465.20.

Annual Audit:

David DeCoria and company started the annual audit this month. The audited financials are not expected to be ready by the Annual Report and Annual Meeting mailing. The unaudited balance sheet for 2018 will be included in that mailing. The audited financial statement will be posted on the SVRA website and available at the SVRA office once it is complete.

Barn/Silo Redevelopment: Since the March Board meeting we have spent \$295,823.77 on the Cedar Creek Center.

Golf:

Ben and Kurt have been busy getting ready for the upcoming season. Watch the SVRA emails and marquees for opening dates.

Facilities:

Ernie continues to stay busy. Ernie has been on doing a small remodel on the barn men's restroom. This will include new paint, some new trim, and wood flooring. He has been repairing the existing large fans and has ordered additional fans into the barn to help with those HOT summer days. He is working on a display unit for the pool to better market pool merchandise. Ernie has also created paths through the snow to create pathways and allow for places to hide Easter eggs.

Winter:

The snow is melting quickly with the warm weather. A big Thank You to Kurt and Ernie for doing a fabulous job this winter keeping our trails groomed, ice rink cleared, and removing the snow, keeping our walkways, driveways and parking lots safe!!

1. **Old Business:** None stated.
2. **New Business:** None Stated.
3. **For the Good of the Order:**

Town of Star Valley Ranch Councilman Lee Hansen asked if there is an update regarding the litigation that SVRA is currently facing. Vice Chairman Blackman replied that the litigation is ongoing. Mr. Hansen then asked what the difference is between how much revenue the bar brings in during karaoke events versus the cost of karaoke. Vice Chairman Blackman stated that the difference is \$1,000.00 for the year which does not include expenses for SVRA. General Manager Booker stated that Sunday does have better numbers, but we don't have any way to say how much karaoke brings in, versus how much golfers or other patrons bring in; I can only go off what the bar staff tells me. The bar staff has said that karaoke brings in approximately \$50.00 to \$150.00 per night. It will cost \$225.00 per night for karaoke this year. Mr. Hansen asked if outside food or drink is allowed. General Manager Booker stated that outside food or drink is not permitted. Mr. Hansen stated that with pool tables being taken away and now karaoke taken away, it generates discontent. General Manager Booker stated that the only reason there aren't any pool tables now is because there is not enough space. There will be two pool tables in the new facility. Treasurer Thompson stated that in the new building we will probably bring in more revenue from many other things such as pool players, karaoke, etc. It may make good sense for SVRA to hold karaoke events more often, if we can prove that the participants are generating enough money to cover the cost of karaoke in the new building. Vice Chairman Blackman stated that it costs \$4,500.00 per year for karaoke, and SVRA had a \$1,000.00 gross profit difference between Saturdays and Sundays. Mr. Hansen asked if SVRA has considered charging non-members for karaoke.

General Manager Booker states that it is difficult to regulate with the current building configuration. Also, SVRA would have to employ a staff member for that time. The goal this year is to find a way to

monitor karaoke events and determine the amount of participants, if they are members or not and direct revenue during that time, in order to gain a better understanding. Karaoke may draw a larger crowd because it is not every Sunday night this year. Mr. Hansen stated that quite often karaoke participants are not SVRA members. Director Combe stated a reminder to members who are karaoke enthusiasts, that they are welcome to hold karaoke events more often. However, SVRA will pay for one event per month for time the being. General Manager Booker stated that there are several members that own karaoke equipment, and they are welcome to use SVRA facilities at no cost with advanced notice.

**1. Adjournment:**

- Chairman Denney made a motion to adjourn.  
Secretary Moore seconded the motion.  
Motion passed unanimously at 7:27 p.m.

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Chairman Ron Denney

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Vice Chairman Mike Blackman

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Treasurer Donna Thompson

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Secretary Fran Moore

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Director George Toolson

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Director Marsha Combe

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Director Taylor Ellis