

**Star Valley Ranch Association  
Board of Directors Meeting  
March 21, 2009  
9:00 AM  
Library**

In Attendance:

Dave Ward: Chairman (by phone)  
Curtis Cheshier: Vice Chairman  
Ron Meeks: Secretary/Treasurer (by phone)  
Carl Brown: Director  
Kathy Dietz: Director (by phone)  
Jan Jonson: Director (by phone)  
Wendy Straight: General Manager

### **Call to Order**

The meeting was called to order at 9:00 AM by Vice Chairman Cheshier. Vice Chairman Cheshier stated that there was a quorum and called for the Pledge of Allegiance.

### **Adopt the Agenda**

**Vice Chairman Cheshier called for a motion to adopt the agenda for this meeting.**

**General Manager Straight asked to change the agenda: under old business move item A. Adopt Resolution from Bank of Star Valley authorizing Directors to sign until the next meeting.**

**Director Brown moved to adopt the agenda as amended.**

**Chairman Ward Seconded the Motion.**

**Motion carries unanimously.**

### **Approval of Minutes**

**Vice Chairman Cheshier called for a motion to approve the minutes from November 2008 BOD meeting.**

**Director Brown moved to approve the minutes from BOD November 2008 Meeting.**

**Director Jonson Seconded the motion.**

**Motion carries unanimously.**

**Vice Chairman Cheshier called for a motion to approve the minutes from the February 2009 BOD Meeting.**

**Director Brown moved to approve the minutes from the BOD February 2009 meeting.**

**Director Jonson Seconded the motion.**

**Motion carries unanimously.**

## **Standing & Special Committee Reports**

**Chairman's Report:** Chairman Ward gave the following report

Regarding the Emanate Domain that has been filed by the town, Chairman Ward spoke with Mr. Sanderson yesterday and he has received the document from the court that the Town of Star Valley filed. Mr. Sanderson has a couple of issues with the document as they are written, mostly language issues. Mr. Sanderson is going to contact the Town Attorney to work through some of those minor language issues. These documents were filed with the court on March 14<sup>th</sup>, 2009 that means that we have 20 days to respond, that would be April 3<sup>rd</sup>, 2009 for our response. Once Mr. Sanderson has these details worked out Chairman Ward has asked him to prepare a statement with his recommendation to the Board on how we should proceed. As soon as Chairman Ward has his statement he will be contacting the Board and the General Manager with the information.

Director Brown asked Wendy if she had seen a copy of the filing. He requested to see the document that was filed.

Chairman Ward responded to Director Brown and told him that when Mr. Sanderson completes his statement, the final draft will accompany it and he will be able to read it at that time.

Director Brown clarified that he would like to see the document the Town filed with the court.

Director Jonson stated that Director Brown could get a copy of the document from the Town office and was confirmed by Mayor Siddoway.

Chairman Ward stated that he had a copy and would forward it to all of the Board Members.

Question from Ron Mueller: "So if you don't reply by April 3<sup>rd</sup> it's a done deal"?

Vice Chairman Cheshier stated that they want us to reply either way by April 3<sup>rd</sup>, but if we want to object we have to reply by said date. He also stated that it was the feeling of this Board that we do not intend to fight this. We were told clearly that Mr. Sanderson would be happy to fight this with us. The suit would take 3 years, Mr. Sanderson would make a lot of money, and in that 3 years the Town would get there Emanate Domain anyway.

Chairman Ward added that from the information from the Wyoming Statute Title 1 statute 26, it talks about qualifying for Emanate Domain and what types of property. There are three different criteria that have to be met, and the Town has more than met this criteria. We could fight it but our chance of winning is very slim almost non-existent. Chairman Ward thinks Curtis statement is correct we

do not intend to fight it but we are going to reply to the complaint as per Mr. Sanderson's recommendations.

**Architectural Committee:** Mr. Elmer Beck gave the following report.

No activity as far as building permits are concerned for this year. We do have one request from the Town that we change our Architectural Building Permit Request form. This is for clarification only Section 4 a. It reads as follows "A copy of the SVRA permit, the Town of Star Valley Ranch permit, and Lincoln County Waste Water permit (if applicable) shall be displayed at the front of my lot before any site work or construction work commences". We would like to add a little bit to the end of that sentence "and shall remain posted until the project is complete".

There was some discussion from the Board if a Motion is needed.

Mayor Siddoway commented that the reason we are doing this is because we had a situation where someone took theirs down and if we are going to issue any kind of citation for this we would like it to have a motion from the SVRA Board and it be recorded in the Minutes.

Mr. Daulton commented that as we are updating the Policy Manual it would help it we had it in writing as a motion.

Vice Chairman Cheshier called for a motion to make the necessary verbiage change that Mr. Beck has recommended to the Building Permit Request Form.

**Director Brown moved to add "and shall remain posted until the project is complete" to Section 4a of the Building Permit Request Form.**

**Director Jonson Seconded the motion.**

**The Motion carries unanimously.**

**Election Committee:** The following report was given by Secretary/Treasurer Ron Meeks.

We have been on a campaign to find Election Committee Members for about a month and a half now. We have formed a committee together that Secretary/Treasurer Meeks would like to have approved.

The 2009 Election Committee members are Al Redlin, Ron Meeks, Mark Michael, Ron Boulter, Ray Hank, Ron Mueller, Steven Smurthwaite, Donna Bell, Russ Storbo, Lois Jantz, Marge Robinson, Myrna Archibald, Janet Himmelburger, and Sharon Chumley.

Secretary/Treasurer Meeks asked the Board to make a motion to accept these members for the 2009 Election Committee Members.

**Director Brown moved to accept these 14 names as read for the 2009 Election Committee.**

**Director Jonson Seconded the motion.**

**Vice Chairman Cheshier requested that it be left open to add members in the future if one or two Members want to be on this Committee.**

**Motion Carries unanimously.**

**Secretary/Treasurer Meeks moved to appoint Al Redlin as the 2009 Election Committee Chair.**

**Chairman Ward Seconded the motion**

**Motion carries unanimously**

**Fence Committee:** Vice Chairman Cheshier gave the following report.

The fence committee has meet once, Vice Chairman Cheshier is not prepared to give a list of Committee Member names as he would like some more volunteers. Vice Chairman Cheshier thinks we have gotten a good start as far as guidelines and procedures, he has asked all of the Board members and some others to give him some input as far as what we could look at for materials and different things like that. Vice Chairman Cheshier would like to state that we still are very stringent in that if your property line is adjacent to the golf course you're not going fence that particular piece of property. Fences will not constitute property line unless you would like to provide a surveyors certificate. We would like to allow some migration for wildlife, so it will never be fence to fence to fence. Vice Chairman Cheshier hopes to come to the Board next month with a list of committee members and some pretty strong recommendations because we want to do this only once, we want something that will pass both the Board and the Architectural Committee with out much question or comment.

Carol Warren wanted to remind everyone that the Town and Association are sponsoring the Gaudy Maude Festival in August, We are going to have Hot Air Balloons, games, food, and all kinds of things for everyone, a street dance Saturday night, and a concert in the park on Sunday. J.C. Colley is the Chairman of this event. Carol wanted to make sure everyone is aware that this is going on and there are a lot of volunteers working on it.

**House & Entertainment Committee:** General Manager Straight gave the following report.

The House & Entertainment Committee is working on the crafts that are going to be sold as a money making project in December, We are looking for volunteers to help it's a fun opportunity to meets some of the Members. You do not have to be an expert in crafts.

We are looking for Volunteers who would like to help with the steak diner which will be held after the Annual Meeting. We are looking for some people who would like to have some fun and help out.

A question was asked if there was a Chairman for the Steak Diner yet

General Manager Straight responded that they do not have one yet and she and J. C. are going to take it on until there is a Chairman appointed.

Liz Beck said she is willing to consult with the Chairman on this event as she has done it for several years and has several ideas that work.

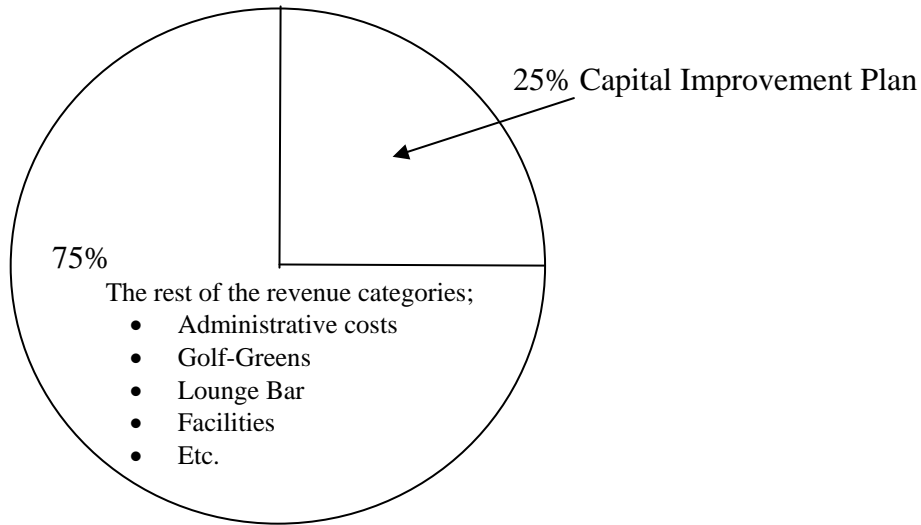
**Long Range Planning Committee:** Mr. John Daulton gave the following report.

When the members of the Long Range Planning Committee completed their 2008 meetings last fall, we left with the assumption that the recommendations of the 2008 Finance committee would be heeded and that a CIP( Capital Improvement Plan) or at least the template would be accepted, passed as an integral part of next year's budget.

Our rationale was, and is, extensive and varied;

1. There is no question that it is essential for the association to invest in our futures by massive upgrading of our infrastructure.
2. The MAIN purpose of the association is to *"To improve, construct, maintain, operate... Recreational facilities."*The Capital Improvement Plan is the way we systematically fulfill this obligation.
3. The town has rightly placed their focus on roads and water, but with careful planning and cooperation, we can make sure our CIP is cost effective and directed at improving our association's infrastructure.
4. Improving infrastructure is a great benefit to the lot owner because these funds improve their investment, both short and long term.

We envisioned one way to describe this to the members by showing them in very simple graphic ways that 25% of the assessment dollar IS GOING to the CIP every year.



The Long Range Planning committee begins its 2009 season with the question to the SVRA Board of Directors and General Manager; "Have you passed a Capital Improvement Plan at this time?"

*Note: see on the back of this page a draft of the LRPC Capital Expenses items.*

John Daulton

Chairman- Long Range Planning Committee

PROJECT	PHASE	2009	2010	2011	2012	2013	2014	FUTURE
POOL/GRILL BUILDING EXPANSION	PLANNING	\$2,000						
	DESIGN	\$10,000						
	CONSTRUCTION	\$84,000						
REPLACE ROOF ON SVRA OFFICE BUILDING	PLANNING							
	DESIGN							
	CONSTRUCTION	\$30,000						
COMMUNICATIONS SYSTEM	PLANNING	\$6,000						
	DESIGN		\$10,000					
	CONSTRUCTION			\$30,000				
GREEN CANYON WATER SYSTEM	PLANNING	This project needs an action plan and is in the hands of the BOD- Dave Ward and Curtis						
DESIGN								
CONSTRUCTION								
GOLF CART PATH	PLANNING							
	DFESIGN							
	CONSTRUCTION	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	
BARN/SILO	PLANNING	\$8,500	\$20,000					
	DESIGN		\$10,000	\$20,000	\$40,000			
	CONSTRUCTION							\$2,000,000
	SAVINGS	\$34,500	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
<b>SUBTOTAL</b>		<b>\$200,000</b>	<b>\$115,000</b>	<b>\$125,000</b>	<b>\$115,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$2,000,000</b>
FUTURE		\$0	\$85,000	\$75,000	\$85,000	\$125,000	\$125,000	
TOTAL		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	
Revision-- Oct 26,08								

## FINANCE & LEGAL COMMITTEE 2008 REPORT

*“Responsible for the annual operating and capital budgets, determination of fees and assessments, definition of member and guest privileges, and all related legal, taxes, insurance, zoning, and organizational matters affecting the Association.”*

### BUDGETARY ISSUES

1. **Emergency Fund:** This committee recognizes the need for an “Emergency Fund” to be utilized for repairing damages to facilities and property due to unforeseen circumstances. We recommend the BOD develop a policy whereby the amount of \$200,000 be designated to be held in reserve as a bank certificate of deposit & this CD could only be utilized with the declaration of an emergency by the board. We further recommend that the BOD must be able to declare an emergency only by way of a majority vote.
2. **Capital Improvement Budget:** As the result of many years of “tight” funding, changes in building codes, increased usage, technology, age, etc. many of our facilities are in need of extensive renovation or replacement. In addition, from time to time, additional facilities are proposed by our membership. This committee notes the advances the Long Range Planning Committee has made toward establishing a “Prioritized Capital Budget List” of needed and desired improvements to our capital structure along with “Action Plans” for their implementation. The LRPC has not however, developed an actual “Capital Improvement Program”. This program is however in the developmental phase, will be multi-year (probably 6), and will include the phases of planning, design and construction/purchase. Anticipated expenditures for capital assets for rolling stock, office equipment and facilities will be included in the program. Members of LRPC and F & L will cooperate in its’ development. A predictable source of funding is needed for this “Program” to be successful. This committee therefore, recommends the BOD annually designate funds for the exclusive use of capital improvements. We further recommend that for fiscal 2009 the “program” be funded at \$200,000. Savings for and debt service of high cost improvements should be included in the dedicated funding. All funds should be dedicated in the year they are authorized including those dedicated to the construction or purchase of assets in future years.

**General Managers Report:** General Manager Wendy Straight gave the following report.

#### **Financial Report:**

As of March 13, 2009 we have collected \$288,975 of our 2009 assessments. The total of our checking and savings as of February 28, 2009 is \$596,496.22.



General Manager Straight is happy to report that Joyce Icardo has balanced all accounts for 2008. She did a years worth of work in only 3 months, while keeping up with her current work. Joyce's dedication to her job and the SVRA organization and the long hours that she worked with me to complete this job is very appreciated by myself. She has also worked to publish a Profit & Loss, Balance Sheet, Cash and Accrual Reports that is easier to understand.

General Manager Straight has copies of our Profit and Loss for February 2009 and year to date. Copies of the recap budget by class codes are on the counter. Every member is always welcomed to set up an appointment with me to review the financials.

We have a total of 79 past due assessments and she sent out a letter to everyone and followed up with a phone call. Eight of the past due amounts go back to 2006 & 2007. Fifteen of the 79 sent us payment from my phone calls. General Manager Straight contacted Sanderson Law Office and he sent out 64 Default letters by certified mail on March 13, 2009 from the list she gave our attorney. Two have been returned as undeliverable. Each member has 30 days to dispute this debt in writing.

**Administration Report:**

The staff is working with John Dalton on updating our Policy Manual. We will follow up with the Employee Manual. Thank you John! General Manager Straight attended a seminar this week in Casper on Employee Law, Employees Handbooks and new Wyoming Laws for business.

The job fair for SVRA has been set for Saturday, April 18, from 1 – 4 pm. We currently have Help Wanted ads in the local paper and the Jackson Hole News&Guide. We have already received numerous employment applications.

General Manager Straight is working with EZ Links which is our Point of Sale System to develop the reports that we need to improve our bookkeeping systems and tracking sales. This will also reduce the amount of time that is spent by employees currently hand inputting information into a separate Excel Worksheet, which should be generated by the POS System. Also, the system currently does not break out our credit card charges into cost centers. We will also be updating the POS System with a hand held Inventory Gun, which will also assist in tracking inventory and saving time.

Each department of SVRA has their own email address for better communications. You can find the email address on the website at [svrawy.com](http://svrawy.com).

**Facilities Report:**

Ernie is getting ready for spring and summer, while still shoveling and moving the winter snow around. His department received an updated computer that was here in the office not being used which has the software program on it, for better communications and the office will be able to email him budget reports etc.

**Greens Report:**

Kurt has been working on organizing the Greens Maintenance Building. One of most important projects that he has completed concerns our storage of Pesticides. All pesticides are currently stored off floor. He is working on the equipment and maintenance sharpening. The black sand has arrived on site. (I am sad to report that the black sand did not come from Hawaii, which I assumed because I was going to go over to the Greens Shop with my beach umbrella.)

Snowmobiling on the ranch will be coming to a close soon, so please watch our information signs for the notice.

**Golf:**

Randy and General Manager Straight have been working together on the POS System and he will be working with her and the accounting manager Joyce Icrado to improve our inventory and sales reports.

Mark Michael asked General Manager Straight how much we have gotten in Assessments so far.

General Manager Straight clarified that there was \$288975.00 as of March 13<sup>th</sup> and we have more coming in every day.

Secretary/treasurer Meeks wanted to thank Joyce Icardo and Gene Root for all of there hard work on cleaning up the 2008 books while keeping the 2009 books to date.

"I think they deserve a huge thank you for their efforts".

Vice Chairman Cheshire commented that John Daulton in his report made a comment that had a handle on finances and Vice Chairman Cheshier thinks that today that statement is much more true that when the finance committee finished there report. To which Chairman Ward whole heartedly agreed. Vice Chairman Cheshier went on to say that as he is holding a report from Joyce of every check written by the Association for the month of February and would like to see one of these every month so that we can get a better handle on our finances and where our money is going every month and get over the mind set of well we got it in the budget so lets spend it. Just because it is in the budget doesn't mean we have to spend it. As we look to the economy of this next year he hopes we are not surprised by our Golf sales do this year.

**Old Business:** no report

**New Business:** The 2009 Election Committee has already been approved, there is no other new business.

**For the Good of the Order:** no audience comments

**Adjournment**

**Vice Chairman Cheshier called for a motion to adjourn**

**Director Brown moved to adjourn the meeting**

**Chairman Ward Seconded the motion**

**Motion carries unanimously**

**Meeting adjourned 9:40 AM**

---

Chairman Dave Ward

---

Vice Chairman Curtis Cheshier

---

Secretary/Treasurer Rom Meeks

---

Director Carl Brown

---

Director Kathy Dietz

---

Director Jan Jonson

---

Director Paul Weber