

Star Valley Ranch Association
Board of Directors Meeting
November 19, 2020
7:00 p.m.
Cedar Creek Center and Zoom Meeting

Ron Denney: Chairman – Present via Teleconference
Carolyn Thacker: Vice Chairman –Present
Ann Earl: Secretary –Present via teleconference
George Toolson: Director – Present via Teleconference
Marsha Combe: Director – Absent
Chuck Endres: Director – Present
Ken D’Souza: Director- Present via Teleconference

Call to order: Chairman Denney called the meeting to order at 7:01 p.m. and called for the Pledge of Allegiance.

Chairman Denney recognized special guests, town of Star Valley Ranch Councilmembers, Don Baillie and Lee Hansen.

❖ **Adopt Agenda:**

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

❖ **Approval of Minutes for October 15, 2020 Board Meeting:**

- Chairman Endres made a motion to approve the October 2020 Board meeting minutes as written.
Chairman Toolson seconded the motion.
Motion passed unanimously.

Standing Committee & Special Reports:

Architectural Control Committee Report: Vice Chairman Thacker gave the following report:

Since the Board meeting on October 15, 2020 the Architectural Control Committee has approved 5 New Homes w/garages, 1 Fence, 1 Front yard landscaping, 1 extensive exterior remodel -new roof, windows and siding, 1 retaining wall-adding deck w/roof-new driveway, 1 replace old deck w/roof over deck.

Finance & Legal Committee Report: Treasurer D’Souza gave the following report:

❖ **Approval of Transfer of Funds**

- Treasurer D’Souza made a motion to approve a \$7500 funds transfer from the 2020 CAPEX to the 2021 Project.
Director Toolson seconded the motion.
Discussion of this reason for this transfer followed.
Motion Passed unanimously.

2021 Budget Presentation: General Manager Booker gave the following presentation:



**The Maximum Annual Assessment is
determined using the formula:**

$$(\$384.46) \times (\text{CPI index for July, 2020/CPI index for July, 2019}) \\ = 2021 \text{ Maximum Annual Assessment}$$

$$(\$384.46) \times (259.101/256.571) = \$388.25$$

2021 SVRA Operating Budget

- **Association Business**

- Income - \$908,996.60
 - Assessment Income - \$782,712.00
 - Income minus Assessment - \$126,284.60
- Expense - \$643,655.78
 - Property Taxes - \$42,000.00
 - Professional Services - \$74,250.00
 - Insurance - \$70,200.00
 - Uncollectable Assessment Allowance - \$31,308.48
 - Committees - \$33,025.00
 - Association Other - \$392,872.30
- Cost To Operate not including Assessment Income:
\$517,371.18
 - \$517,371.18/2016 Assessable Lots = \$256.64/lot

- **Facilities**

- Income - \$50,400.00
- Expense - \$200,548.52
- Amount Covered By Assessment: \$150,148.52
 - \$150,148.52/2016 Assessable Lots = \$74.48/lot

- **Golf Operations**

- Income - \$532,500.00

- Expense - \$524,804.90

- Pro Shop - \$220,348.38

- Golf Course Maintenance - \$304,456.52

- **Amount Covered By Assessment: \$0**

- Net Income - \$7,695.10

- \$7,695.10/2016 Assessable Lots = +\$3.82/lot

- **Other**

- Income - \$1,200

- Utilities - \$1,200

- \$1,200.00/2016 Assessable Lots = +\$.60

- Expense - \$52,358.24

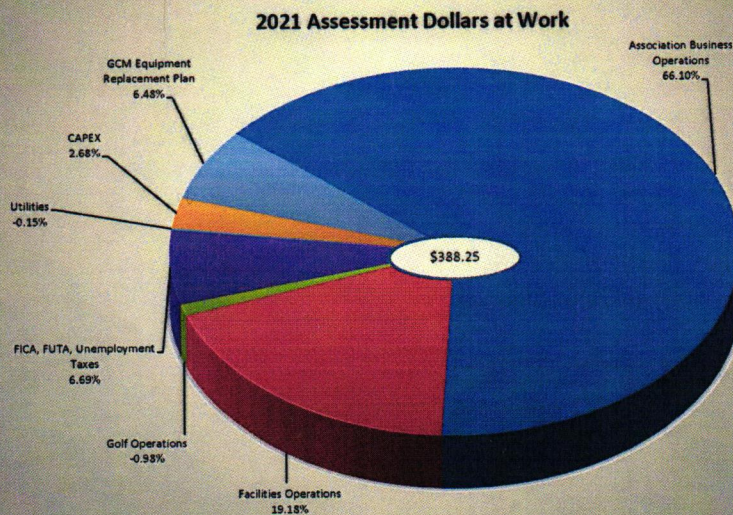
- FICA, FUTA, Unemployment \$52,358.24

- \$53,000/2016 Assessable Lots = **\$25.97**

Other 2021 Budgeted Expenses

- CAPEX - \$21,000
 - Golf Cart Path Improvements - \$15,500
 - (\$7,500 from 2020 CAPEX will also go toward 2021 project)
 - Irrigation Water Source & System Hydraulic Evaluation - \$5,500.00
 - \$21,000/2016 Assessable Lots = **\$10.42/lot**
- GCM Equipment Replacement Plan
 - 2021 Annual Fund Addition - \$50,729.16
 - 2021 Annual Fund Expenditure Requirement - \$59,080.30
 - \$50,729.16/2016 Assessable Lots = **\$25.16/lot**

2021 SVRA Budget – Assessment Dollars at Work



2021 SVRA FEE SCHEDULE

| Greens Fees | | | |
|-------------|----------|------------|----------|
| Cedar Creek | Member | Non-Member | Junior |
| 18 Holes | \$ 31.00 | \$ 40.00 | \$ 18.00 |
| 9 Holes | \$ 16.00 | \$ 25.00 | \$ 10.00 |
| Aspen Hills | Member | Non-Member | Junior |
| 18 Holes | \$ 22.00 | \$ 30.00 | \$ 18.00 |
| 9 Holes | \$ 13.00 | \$ 20.00 | \$ 10.00 |

| Cart Fees (Rental or Trail Fee) | |
|---------------------------------|----------|
| 18 Holes | \$ 14.00 |
| 9 Holes | \$ 11.00 |

| Annual Recreation Passes* | | |
|---------------------------|-------------|-------------|
| | Member | Non-Member |
| Platinum-Single** | \$ 1,115.00 | \$ 1,505.00 |
| Platinum-Couple** | \$ 1,775.00 | \$ 2,165.00 |
| Gold-Single** | \$ 840.00 | \$ 1,230.00 |
| Gold-Couple** | \$ 1,445.00 | \$ 1,835.00 |

| Annual Golf Passes | | |
|--------------------|-----------|------------|
| | Member | Non-Member |
| Aspen Hills | \$ 925.00 | \$ 525.00 |
| Junior | \$ 100.00 | \$ 110.00 |

| Annual Trail Fee Passes | | |
|-------------------------|-----------|----------------|
| | Member | Non-Member |
| Trail Fee | \$ 275.00 | \$ 500.00 |
| Each Add'l Trail Fee | \$ 110.00 | Not Applicable |

| Punch Cards | | |
|----------------------------|-----------|----------------|
| | Member | Non-Member |
| 20-9 Hole Walking | \$ 300.00 | Not Applicable |
| Driving Range (20 Buckets) | \$ 55.00 | \$ 75.00 |

*Ask for Member Recreation Pass Discount. 70+ yrs old. Discount not valid on Non-Member Recreation Passes.

**Platinum includes golf, swim, trail fee (couples include up to 2 trail fees not transferable), driving range, and 520 buffer sticks. Gold includes only golf & swim.

| Swim | | |
|-------------------------------|-----------|----------------|
| Daily Swim | Member | Non-Member |
| Ad. Jrs. | \$ 4.00 | \$ 7.00 |
| Child | \$ 3.00 | \$ 5.00 |
| Infants (under 3) - No Charge | | |
| Annual Swim Pass | Member | Non-Member |
| Single | \$ 125.00 | Not Applicable |
| Family (up to 5 people) | \$ 275.00 | Not Applicable |
| Swim Punch Card | Member | Non-Member |
| 20 Punches | \$ 55.00 | Not Applicable |

| Facility Rentals & Other Fees | | |
|-------------------------------|-----------|----------------|
| | Member | Non-Member |
| Barn/Banquet Room | \$ 250.00 | \$ 350.00 |
| Pavilion/Flax Room | \$ 50.00 | \$ 75.00 |
| Swimming Pool | \$ 80.00 | \$ 110.00 |
| Pool & Pavilion Pig | \$ 90.00 | \$ 125.00 |
| Tables | \$ 5.00 | Not Applicable |
| Chairs | \$ 1.00 | Not Applicable |
| Membership Cards | \$ 1.00 | Not Applicable |
| Annual Assessment | \$ 288.25 | Not Applicable |
| Transfer Fee | \$ 500.00 | Not Applicable |

2021 Assessment Schedule

- ❖ Annual Assessment To Be Billed and Mailed January 4-11, 2021
- ❖ Delinquent If Not Paid By 02/28/2021
- ❖ If Not Paid By 3/31/2021, Interest On Unpaid Balance Commences, retroactive to 3/1/2021

SVRA 2021 BUDGET AND ASSESSMENT APPROVAL

Motion to Adopt 2021 Budget SVRA Board of Directors Meeting November 19, 2020

I move that the Operating Budget, Income (\$1,493,096.60), Expense (\$1,421,367.43), CAPEX Budget (\$21,000.00), Golf Course Equipment Replacement Fund Additions (\$50,729.16), Golf Course Equipment Replacement Fund Expenditures (\$59,080.00), Fee Schedule, and the Proposed Annual Assessment (\$388.25 per lot) as just reviewed be approved.

**Motion to Adopt 2021 Assessment
Collection Schedule
SVRA Board of Directors Meeting
November 19, 2020**

I move that the proposed Assessment Schedule as detailed in the prior presentation, initial mailing between January 4th and 11th, 2021, to be considered delinquent as of February 28, 2021, and if not paid by March 31, 2021 interest on the unpaid balance will be accrued effective March 1, 2021, be approved.

❖ **Treasurer D'Souza made a motion for the following:**

"I move that the Operating Budget, Income (\$1,493,096.60), Expense (\$1,421,367.43), CAPEX Budget (\$21,000.00), Golf Course Equipment Replacement Fund Additions (\$50,729.16), Golf Course Equipment Replacement Fund Expenditures (\$59,080.00), Fee Schedule, and the Proposed Annual Assessment (\$388.25 per lot) as just reviewed be approved."

- Director Toolson seconded the motion.
- Motion passed unanimously.

❖ **Treasurer D'Souza made a motion for the following:**

"I move that the proposed Assessment Schedule as detailed in the prior presentation, initial mailing between January 4th and 11th, 2021, to be considered delinquent as of February 28, 2021, and if not paid by March 31, 2021 interest on the unpaid balance will be accrued effective March 1, 2021, be approved."

- Director Endres 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 October without discrepancy.

Assessments:

2009 Lawsuit through 2016: 12 Lots unpaid (0.60%).
2017 Assessment Status: 1998 Lots (99.11%) paid in full.
2018 Assessment Status: 1991 Lots (98.76%) paid in full.
2019 Assessment Status: 1982 Lots (98.31%) paid in full.
2020 Assessment Status: 1933 Lots (95.88%) paid in full.

Business Activities:

An overview of SVRA Financials finds the October Gross Profit 13.9% above budgeted levels and Total Expense 3.9% below budget resulting in year-to-date Net ordinary income prior to depreciation at 96.9% (\$240,770.41) better than budgeted levels. The YTD cash assets (10/31/2020 Balance Sheet) Total \$861,236.89. The summary of the financials are, as always, available on the SVRA website.

SVRA Admin Office: Starting December 1st the SVRA administrative office will be closed on Fridays. We will be open Monday through Thursday 8 a.m. to 4 p.m. We will be limiting our staff in the office to help reduce the risk of spreading COVID-19 during our slower months.

For Thanksgiving the administrative office will also close at noon on Wednesday, November 25th and reopen on Monday, November 30th. For Christmas break the administrative office will be closed Wednesday, December 23rd at noon and will reopen on January 4th.

Capital Campaign: The capital campaign continues for the Cedar Creek Center. To date we have received \$117,889.08. Capital Campaign Funds spent to date total \$104,883.69. Funds spent since the October Board meeting total \$945.70.

DCC&R Compliance: We continue to work with our attorney on the two long term violations. We are working with the homeowner of the 1 other violation to get that property into compliance.

COVID-19: The safety of our members, staff, & guests is of the utmost importance to us. In accordance with the Wyoming Governor's current orders, we are asking that there are no gatherings larger than 50 people, except for special events with additional safety precautions. The current orders are valid through November 23rd, at which time; we will continue to follow the state orders. New this week, Lincoln County has issued a face covering order requiring anyone inside a public/commercial space be required to wear a face covering. The new order starting November 24th through December 15th states that there will be no gatherings larger than 25 people.

Golf: Thanks to Kurt and Ben and their respective staff, SVRA golf had an incredible year. Just a brief review... Golf income is up \$184,940.36 over last year. Expenses are only up \$25,427.21 from last year. We are up a total of 4,868 rounds from last year. Merchandise is up \$24,002.98. 2020 may have been a tough year, but for SVRA golf, it was record breaking!

House and Entertainment: Since the last board meeting we had our annual Halloween Haunted House. Unfortunately, there was no trunk or treat this year due to COVID-19 and the restrictions. We would have had to set restrictions with people handing out candy, but the Haunted House was as awesome as ever! In an effort to stay social distanced we stationed adult members of the Association at the entrance and the exit making sure that only a few people went in at a time and that people left in a timely manner as well. We estimate that we had around 200+ people attend. We also had a fundraiser for Connor Hincks, a young man who lives on the ranch and is fighting cancer. We raised \$7,913.00 in 2 hours! People in this community are amazing! A huge shout out to the amazing haunted house scarers from the SVHS Choir! They were incredible and people walked out scared from the first room to the last one! Thank you as well to SVRA members, Carolyn Thacker for handing out treats, Louise Ceccarelli and Jan Nelson for being our social distancing experts at the doors! A Huge thanks to Nicole Smith- amazing painting artist, flesh wall maker, make-up artist and all around assistant!- Tallia Booker for taking over the little kid section and making it awesome, Ernie Bigelow, Heather Bigelow & Diane Hincks for all their work before, during and after the event! Thanks also to Mike Booker, Ryan Nielsen and Ben Whalen for being

amazing serial killers! Trish Smith took this project as her own and “Killed it”!! This event is always a team effort and with people like these it gets better and more fun each year!

SVRA Staff: Every November, I am reminded how important it is to say thanks to those that make our world at SVRA go around.

First, I want to thank the Board members that selflessly give so much of their time, energy, expertise, and attention to make SVRA a better place. It is important to know that the Board does this all for FREE!!

Trish Smith, is our newest member of the full time year round team at SVRA. Trish joined us a little over a year ago. She has made the transition seamless! She always invests all of herself into whatever project and event is thrown at her. She has proven an amazing addition to our team.

Heather Bigelow, is our resident bookkeeper. Her attention to detail and commitment go above and beyond. She is always willing to help out no matter what is asked, and for all of these things she is greatly appreciated.

Ben Whalen and his staff once again provided an exceptional customer experience. They were able to move into the new pro shop, set it up and break many records as far as golf rounds and merchandise sales. They were also able to follow state guidelines for COVID making SVRA golf courses safe for everyone.

Kurt Richmond and his staff continue to raise the quality of golf we provide at SVRA, while keeping within budget. Kurt and several of his staff have also taken on the responsibility of landscaping around the building and I anticipate we will all be able to see the fruits of their labor next spring and beyond.

Thanks to the maintenance crew and pro shop staff we continue to provide the best golf in Star Valley.

Ernie Bigelow celebrated his 20th year at SVRA this year. He is invaluable! If there is something that needs fixing, adjusting, or looked at, Ernie knows where to start and how to complete the task under budget and on time. He is learning that sometimes new buildings have little quirks and has been exceptional at rolling with the punches and making sure everything is up and running properly, with little to no impact on the regular operation of SVRA facilities.

The high quality, low price of everything we are able to provide our members, is due to our outstanding staff, their hard work, dedication and expertise. If you see a member of the Board or the SVRA staff, please let them know how much they are appreciated.

WINTER: For the winter of 2020-21 we will continue to groom cross-country and snowshoe trails. We are looking at the possibility of grooming Cedar Creek #1 or somewhere nearby for sledding. We will not be plowing the parking lot at the old Administrative/Aspen Hills building on Vista East this winter. We are hoping that this will prevent the accidents caused by the slippery hill. Grooming will only be done as weather and staffing allows. There will be no set schedule for grooming.

We will be marking boulders, irrigation satellite boxes, greens and as many additional hazards as possible. SVRA will not be selling snowmobile permits this year. Any snowmobiling that is done on SVRA property must be done at the snowmobilers own risk. We ask that there is no snowmobiling until there is a solid base, to prevent damage to the courses and any snow machines. We also ask that anyone snowmobiling, please stay off of the groomed trails as much as possible; when crossing the trails is

required, please cross using an immediate ninety degree angle. Remember the trails are not groomed for snowmobiles!

Due to insurance liability issues, ice skating will not be available this winter.

Old Business: None Stated.

New Business: None Stated.

For the Good of the Order: Don Bailee congratulated Chairman Denney on his election to the Star Valley Ranch Town Council. Don Bailee also congratulated SVRA member, Taylor Ellis on his election to the Star Valley Ranch Town Council.

❖ **Adjournment:**

- Director Toolson made a motion to adjourn.
Director Earl seconded the motion.
Motion passed unanimously at 7:37 p.m.


Approved via Zoom
Chairman Ron Denney

Vice Chairman Carolyn Thacker

Approved via Zoom
Secretary Ann Earl

Approved via Zoom
Treasurer Ken D'Souza

Approved via Zoom
Director George Toolson


Director Chuck Endres

Director Marsha Combe