



**Board of Directors Meeting  
May 19, 2023  
7:00 P.M.  
Cedar Creek Center and Zoom Meeting**

Mike Wardle: Chairman - Present  
Carolyn Thacker: Vice Chairman - Present  
Ken D'Souza: Treasurer - Present  
Ann Earl: Secretary – Present  
Tony Viollis: Director - Present  
Jim Manwill: Director – Not Present  
Paulette Black: Director – Present

**Call to order:** Chairman Wardle called the meeting to order at 7:00 p.m. and called for the Pledge of Allegiance.

I'd like to thank Ron Denney and Mike Black from the town for being here at the meeting tonight.

**Adopt the Agenda:**

- Chairman Wardle made a motion to approve the meeting agenda as written.  
Director Viollis seconded the motion.  
Motion passed unanimously

**Approval of Minutes for April 20, 2023 Board of Directors Meeting:**

- Chairman Wardle made a motion to approve the April 20, 2023 Board Meeting minutes as written.  
Treasurer D'Souza seconded the motion.  
Motion passed unanimously.

**Standing & Special Committee Reports:**

**Chairman's Report:**

**Golf and Greens Report:** Chairman Wardle gave the following report in Director Manwill's absence:

Approval of updated Golf Operating Policy:

- Chairman Wardle made a motion to approve the updated Golf Operating Policy.  
Director Earl seconded the motion.  
Motion passed unanimously.

Cedar Creek Course opened with only 9 holes on Saturday 5/13, in comparison to 18 holes on April 30th of 2022. As of today, Cedar Creek is fully operational with all 18-holes in play. Aspen Hills is our next project to which all hands are on deck. The estimated opening date is still to be determined and announced.

With regards to statistics as of yesterday, 5/17 Total Golf Rounds: 125 Green Fees: \$1,117.00 Punch Cards and Season Pass Sales: \$49,703.00 Total Golf Sales/Income: \$54,519.08

Upcoming Tournaments:

Mixed Moose: June 16th & 17th. Entry deadline is next Wednesday May 24th. Registration forms can be found on our website under Golf - subcategory - Tournaments.

Property Owners: June 24th. Entry deadline is June 9th.

Member / Guest: July 21st & 22nd. Entry deadline is June 30th. Both Property Owners and Member/ Guest registration is a digital online form also located on our website under Golf- subcategory - Tournaments.

Proceeds from this year's tournaments will directly fund the purchase of a new beverage cart.

The Junior Golf Clinic sign up was a hole in one with only 2 afternoon spots remaining for ages 8-10. Alan, our Golf Pro, plans to unveil another round of Junior Golf sign-ups for the first week of August. Registration will open at the 4th of July carnival.

Private adult lessons are also currently being offered and we encourage those interested to connect with either Alan or our Pro Shop Manager, Stephanie to reserve your time.

Though our fellow Board Member and Golf and Greens Committee Chair, Jim Manwill was unable to attend tonight's meeting, he partnered with Alan, Keri and his Committee to update our Golf Operating Policy which dates back to 2019.

Key areas of focus where additions or amendments were made are as follows:

Groups/Tournaments of 16 or more can be reserved up to 120 days in advance with pre-payment due no later than 30 days prior to the reservation/event. Cancellations with less than a 2-week notice will be subject to a cancellation fee of 20% of the original reservation fee.

Advanced Tee Time reservations require a credit or debit card on file with the exception of season pass holders. SVRA reserves the right to charge the card on file for cancellations/rescheduling/no shows or a reduced number of participants.

Rainchecks will expire at the end of the season or October 31st, whichever comes first.

Season Pass Deferral: If a member purchased a couples pass, only 1/2 of the couples pass will be discounted and deferred.

**Legal & Finance Report:** Treasurer D'Souza gave the following report:

**Approval of updated Convenience Fee Operating Policy:**

- Treasurer D'Souza made a motion to approve the updated Convenience Fee Operating Policy. Vice Chairman Thacker seconded the motion. Motion passed unanimously.

**Approval of updated Customer Account Payment Application Operating Policy:**

- Treasurer D'Souza made a motion to approve the updated Customer Account Payment Application Operating Policy. Director Viollis seconded the motion. Motion passed unanimously.

**Architectural Report:** Vice Chairman Thacker gave the following report:

The Architectural Control Committee has approved:

- 1 New Home w/detached garage
- 1 New Home w/attached garage
- 2 detached garages
- 1 Family room addition w/new deck
- 1 Deck replacement
- 1 Dog run
- 3 miscellaneous permits

**H&E Report:** Director Black gave the following report:

1. Since our last board meeting in April 20th, SVRA sponsored a successful & fun evening of BINGO on Saturday, May 6th at 6:00 PM. We had approx. 44 people attend and every Bingo card we had was used.
  2. The House & Entertainment committee met on Monday, May 8th at 10:30 AM to plan upcoming events. Our next H & E planning meeting will be Wed May 31st at 10:30. You are welcome to come and volunteer to help at our activities.
  3. Friday, May 26th– Karaoke Night at 6:00 PM
  4. Thursday, June 1st at 6:00 pm – Jim and Terry Manwill have graciously offered free dance lessons in the Barn. These classes will be offered every Thursday in June except for Thursday, June 15th. All SVRA members are invited to come and have some fun.
  5. Saturday, June 3rd at 7:00 pm will be our next BINGO Night! The event is for ages 18 +. Bingo cards are \$10 each and can be purchased at the door until they are gone. Come out for a fun evening.
  6. Saturday, June 10th is our annual Community Garage Sale. If you plan to have a garage sale, please sign up in the SVRA Office so that your address can be added onto the master list that will be distributed.
  7. Fri & Sat June 23 & 24-Property Owner's Weekend with a BBQ Potluck on Saturday evening at 6:00 PM. Hamburgers & Hotdogs will be provided and members are asked to bring a side dish to share. Bring the family for lots of fun- good food, music, Karaoke & dancing
  8. Saturday, July 1st– BINGO NIGHT – 18 years + Cards are \$10 each watch for more fun events coming for July 4th! More information will be available at our next SVRA Workshop June 20th at 6:00 PM
- Director Viollis mentioned that we are going to be holding a 1 mile fun family run/walk and a 5K run on Saturday September 2.

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

Last Monday, May 15<sup>th</sup>, our election committee got together and stuffed 1696 election packets in about a 3 hour time span. I would like to personally thank each and every one of them that showed up to help.

Gayle and Larry Brice  
Paulette and Mike Black  
Rick and Sandy Roundy  
Armida Earl  
Carol Woodward  
Marsha Combe  
Donna Thompson  
Jan Parrott  
Mike Wardle  
Bonnie Johnson  
Debbie Compton  
Catherine Leonard  
Carolyn Thacker  
And my husband Jeff

I say every year that we did it in record time and I do believe that this year we have broken the record!! Also, a huge thank you to Keri, Heather, and Michelle for having all of the envelopes and documents ready to roll. Keri and Heather have taken all packets to the post office so you should be getting your packets in the next few days.

We have three candidates running this year. I wish they were here so I could introduce them to you. The name of the candidates are Jim Manwill, Wade Bitters and Bobby Dickerson. They can start putting their election signs up at any time. The town has a new ordinance that signs may only be placed on private property from now on. I encourage all candidates to also put a quorum sign up anywhere they display their signs. Meet the candidate night is scheduled for Friday, June 23<sup>rd</sup>, 7-9pm. Election is Saturday, June 24<sup>th</sup>, that is also our annual meeting which starts at 8am. Polls will close 30 minutes after the adjournment of the meeting. The votes will then be tallied and hopefully we have a quorum.

This is bittersweet for me as this is my last board meeting. My 3 year term is up. I have served on the Association board twice and have learned a lot over the 6 years.

The two directors leaving are myself and a very close friend of mine, Marsha Combe. She has put in over 7 years of her time to serve the membership. Marsha resigned from the board in November, 2022 due to personal reasons. After Marsha resigned, the board interviewed 6-7 people to take her seat until her term ended. The board chose Jim Manwill, and now he's one of the candidates running for the board. He and Marsha were over golf and greens and both of them did a great job. At this time, I would love to have Marsha stand so we can thank her for the time she devoted to the Association. She was a great addition to our board and a model director. She helped me personally, which I desperately needed.

Lastly, thanks so much for the support I have had from the membership. I tried to do the best job I could.

**General Managers Report:** General Manager Keri Sweet gave the following report:

Account Statements: All bank accounts have been reconciled for April 2023 without discrepancy.

Assessments:

2023 Assessment Status: As of May 11th 87.45% Collected with 1763 member payments and 253 remain outstanding. The five year average for this date is 87.86% collected.

Business Activities: The year to date financials finds that at the close of April:

- Gross Profits are below budgeted levels trending at 94.71%. The Membership Transfer category was 49.55% below budget projections along with Golf Season Passes and Punch Cards at 63.73% below projections which directly contributed to the overall short fall. As we touched upon in April, this was to be expected with the extended winter and postponement of the course opening.
- As a whole all departments contributed to 20.72% below budget on expenses at a savings of \$112,950.23. The duality of the postponed season and the controlling of expenses contributed to our 10.45% (\$55,838.12) better than budgeted levels for the net ordinary income prior to depreciation.
- The YTD cash assets as of the (4/30/2023 Balance Sheet) Total \$1,349,432.27.
- The summary of the financials are, as always, available on the SVRA website.

Capital Campaign: The capital campaign savings account rests at \$23,058.28. No funds have been received or spent since the April 2023 board meeting.

DCC&R Compliance: A long standing violation was publicized in the Star Valley Independent as to the Association requesting the court to issue a judgement of \$2,426.64 for a failure to abide by the DCC&R's.

Association Office:

Like a well-oiled machine, we three ladies are humming right along! Looking back over the last three months, we have collectively accomplished more than I thought possible. With a can do attitude our entire atmosphere has shifted to one of unity, appreciation while we still sprinkle in some fun. We are here for you. Our objective each and every day is to promote your Association while caring for each member individually.

Each spring our team increases from 8 employees to almost 50. Every single new hire or rehire packet passes through the hands of Heather who works tirelessly ensuring the accuracy of each manual entry. This may not be manual labor but her fingers are worked to the bone!

I am so thankful for Michelle who has been taking charge of the marketing and advertising via social media posts and posters. I just love her posts and colorful signs and am pleased to report that we had to turn away interested Bingo

players due to capacity. Her promotion of The Ranch is unwavering and she continues to amaze me with her knowledge. As a membership we are so fortunate to have team members who truly love coming in every day.

The Admin office will be open until 6:00 on Thursdays, 6:30 on Fridays and from 9-1 every Saturday beginning May 25th.

#### Golf:

Mixed Moose still has 18 couple spots remaining with an entry deadline of next Wednesday 5/24. Property Owners and Member/Guest Registration is now on our website via a digital registration. The Sponsor Scramble will be back this year and is scheduled on Friday September 15th.

Aspen Hills will open this Saturday on 5/27.

With the help of Alan and Stephanie, we have created a tournament agreement for companies so that we may obtain and retain accurate records year over year. In addition, with the updated Golf Operating policy, this ensures that the Association is paid prior to the Tournament. In the past, we would invoice companies after the fact to which added to our Accounts Receivable if not paid in a timely manner.

Junior Golf clinics will be held this July 10th-14th with ages ranging from 5-14. As in the past, we are offering morning and afternoon clinics. At this time, we have almost completely sold out. With the popularity this year, Alan has offered to open another session from July 31-August 4th. Sign-ups will begin at the 4th of July celebration at the putting green carnival game.

As relayed last month, The Pro Shop will also begin selling the 20 – Hole Walking, Driving Range, Cart Rental and Trail Fee Punch Cards to ensure greater accessibility to our members.

#### Facilities:

What a whirlwind these past weeks have been for the facilities department. They jumped from roof shoveling and snow removal directly to opening all buildings, recreational facilities and of course the pool. I can personally validate the tediousness of this task as Ernie walked me through the pumping process, power washing of the entire structure, refilling and finally the heating of the water. In other heating news, I'm pleased to report that the barn heater has been installed with the final preparation for the propane tank installation is close on the horizon.

With eyes like a hawk, Ernie has been on the Cedar Creek roof during the current repairs. He's monitoring the progress and understanding the deficiencies that lead to our winter predicament of ice damming and water damage. You'd better say hello fast for this man is a speeding bullet, never slowing down from one task or project to the next.

#### Golf Course Maintenance:

From white to green in a blink of an eye! We are so fortunate to have an amazing team of men and women, lead by Kurt, who painstakingly and lovingly care for our courses. In a matter of 2 weeks we went from being snow covered, plowing out cart paths and praying for sunshine to finely manicured greens that we can all be proud of. This wasn't an easy feat this year, but I am so grateful for this team who banded together.

Snow mold, algae, black sand, Pressure Releasing Valves to blade sharpening, this team has taken me under their wing and provides not only smiles and positive attitudes but the ability for a city girl to learn the grassroots of Course

#### Maintenance.

Looking beyond the course, Kurt and myself have met with Kirsten Merrill, Town Council Member in relation to the Vista Roadwork project and how we as an Association can collectively work alongside the town to mitigate future drainage issues.

As with all of our team members, no one is a one trick pony. Each person has a myriad of talents that bleed across each department further strengthening the Association.

### 2023 Board of Directors Election:

Though election packets were mailed yesterday, the office has placed additional ballot packets to the right of our bulletin board at the Town Hall Post Office. In addition, the election packets are also available at the Association Office. As a reminder, a member must be in good standing to vote which means that all assessments must be satisfied prior to June 15th.

### House and Entertainment:

We have a season packed with various activities that are hosted and supported by the Association and the House and Entertainment Committee. These committee members are ever noodling on ways to engage our community and I'm excited to see where their imaginations take us!

### Old Business:

### New Business:

### For the Good of the Order:

Chairman Wardle: We talked with Kile and frisbee golf will get started with Kurt marking out the area he can dig without disturbing anything. He will start digging the post holes and putting the sleeves in. All of the baskets have been made and paid for by sponsors. He has volunteers that will dig all of the holes. The nine hole frisbee golf course is going to cost the Association \$2500. That was our donation to get him started. He really went out and hustled and got sponsors for everything. Just like people sponsor a tee on the golf course, he has sponsors for the baskets on the frisbee golf course. I want to take my hat off to Kile for really working on that over the winter. He will take care of the maintenance of the course. He wants it to be natural. For those that don't know, the course will be below the tennis courts on Aspen.

George Toolson: Cathy and I have been back here for less than a week. I keep hearing teamwork. Every employee on the ranch has a smile on their face thanks to that crew right there (office staff).

Chairman Wardle: It's been my pleasure to work through all of the things we've had to work through over the winter. This has been the busiest winter I've experienced as a board member.

John Walker: The city or town has now sent out the flood zone that we are in because of the Brog ditch, which Kurt brought up to me about a month ago with the concern that it's never been cleaned out. At the meeting last month a gentleman said that the Town had an assessment done by Sunrise Engineering to assess the water from the three canyons and how it drained out. This study was done in 2014. We have serious water problems. It says that Green Canyon is the worst because of the Brog ditch. If it floods it will go all the way down Vista to Muddy String. It will take the houses on both sides and the 14<sup>th</sup> fairway, the 15<sup>th</sup> and 16<sup>th</sup> and any homes in that area. The town hasn't brought this up. I asked for it and it took 3 attempts to get it. I talked to Kurt today, the ditch is full of dirt and tree limbs and there's a rock that the snow removal guys pushed in there 3 years ago. Kurt has an idea that we should put a gate at the top of Vista Drive with a 30" pipe and run it straight down Vista. The report also says that through the years all of the grading on the roads, we have made it worse and it doesn't drain naturally. I'm concerned that it has been put under the mat for so many years, we can't go out and spend the money right away but we could have budgeted over the years. Now to make it so we're all safe is going to cost a lot of money. I went to the town hall meeting last night and they talked about the bridge they shut down. I talked to the engineer and he said he condemned it. I went and walked around it. You know what the only problem is? The inlet face doesn't have any rock to protect it so the dirt is eroding. There is no fracture in the bridge, no cracks. There is nothing structurally wrong with the bridge. The other problem is that there is no tonnage sign on any of the bridges. I think we need to get behind the mayor and say hey, what can we do as the association to help expedite this and start getting it in the budget. This year we had above average snowfall.

### Adjournment:

- Chairman Wardle made a motion to adjourn the May 18, 2023 BOD Meeting.

Director Viollis seconded the motion.  
Motion passed unanimously.

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Mike Wardle, Chairman

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Carolyn Thacker, Vice Chairman

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Ann Earl, Secretary

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Ken D'Souza, Treasurer

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Jim Manwill, Director

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Tony Viollis, Director

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Paulette Black, Director

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