



Bear Valley Springs Association Board of Directors

**SPECIAL BOARD MEETING**

Monday, August 21, 2017 at 1:00 PM

BVSA Conference Room

**MINUTES**

Open to All Members

**A. ANNOUNCEMENTS:**

1. **Call to Order and Pledge of Allegiance** @ 1:02 PM by President Larry Thompson

2. **Roll Call**

**Board Present:** President Larry Thompson, Vice President Julia Stavlo, Treasurer Guy Munday, Director Rebecca Penrose, and Director Todd Lander.

**Staff Present:** General Manager Cheramy Krueger, Project Manager Debbie Shryock and Board Secretary Kathleen Chattin

3. **Intent to Tape the Meeting** read into the record by President Larry Thompson

4. **Board Comments/Announcements** - None

KC announced that the BVSCRFF chose Terry Quinn as the new Foundation Secretary and he will be ratified at their meeting on September 9, 2017.

**B. ADMINISTRATIVE & PROCEDURAL MATTERS / CORRESPONDENCE:**

1. **Approval of Agenda:**

August 21, 2017 Special Board Meeting Agenda

**MOTION** by JS to approve the August 21, 2017 Special Board Meeting Agenda as presented  
2<sup>nd</sup> by RP

**Motion approved without objection 5-0.**

2. **Notice of Special Executive Session Board Meeting after the Open Session:**

Executive Session Board Meetings are confidential and therefore **CLOSED** to the membership. The BVSA Board of Directors will be holding a Special Executive Session Board Meeting immediately following open session conducting business that falls within the following categories:

- Member Items/ECC Matters – 5 items
- Litigation/Legal Matters – None
- Contracts – None
- Delinquent Assessments – 6 items
- Personnel Matters – 1 item
- Whistleblower – None

3. **Approval of Minutes:**

July 24, 2017 Special Board Meeting Minutes

**MOTION** by JS to approve the July 24, 2017 Special Board Meeting Minutes as presented.  
2<sup>nd</sup> by RP

**Motion approved without objection 5-0.**

**C. MEMBER COMMENTS:**

**D. BOARD BUSINESS / ACTION ITEMS: 7 items**

1.	<b>Discussion and Approval: Reserve CER for Amenity Tree Allowance – 4 Island Lake</b> DS presented the CER. <b>MOTION</b> by JS to approve Alternative One, Chriso’s Tree Trimming, for \$2,000 to be funded from the Reserve Funds. 2 <sup>nd</sup> by RP <b>Motion approved without objection 5-0.</b>
2.	<b>Discussion and Approval: Reserve CER for Oak Branch Saloon Remodel</b>

	<p>DS presented the CER. <b>MOTION</b> by TL to approve the staff recommendation, Alternative One, as a sole source for the remodel plans for a NTE price of \$5,500. 2<sup>nd</sup> by GM <b>Motion approved without objection 5-0.</b></p>
3.	<p><b>Discussion and Approval: Reserve CER for Golf Course Tree Allowance</b> DS presented the CER. <b>MOTION</b> by TL to approve the staff recommendation Alternative One, Chriso's Tree Trimming, for a NTE price of \$4,000 to be funded from the Reserve Fund. 2<sup>nd</sup> by RP <b>Motion approved without objection 5-0.</b></p>
4.	<p><b>Discussion and Approval: MCDB Changes</b> <b>MOTION</b> by TL to approve the MCDB Changes as presented. 2<sup>nd</sup> by GM <b>Motion approved without objection 5-0.</b></p>
5.	<p><b>Discussion: 2017-2018 Board Goals</b> <u>TL suggested Board Goals:</u></p> <ul style="list-style-type: none"><li>• Protect the Association from CSD effort to dissolve lease. Obtain a definitive legal standing on whether or not CSD can dissolve the lease.</li><li>• Industry standard for % of admin cost versus recreation with other large scale HOAs. Consider resolution.</li><li>• Renew GM contract. Determine an acceptable policy for GM to participate in telecommuting, i.e., what period of time, how often per year, who is in charge when absent, etc.</li></ul> <p><u>LT suggested Board Goals:</u></p> <ul style="list-style-type: none"><li>• Driveway from road to Association office.</li><li>• Board Tours should be a priority in the Board Goals.</li></ul> <p><u>GM suggested Board Goals:</u></p> <ul style="list-style-type: none"><li>• Bank Audit of OTCC Banks-Standard Cash Handling Procedure to include all of the banks in a routine, possible monthly, audit.</li><li>• Employee Manual to be updated.</li><li>• Changing banks to include armored car service – employee safety a number one concern of the Board.</li></ul> <p><u>JS suggested Board Goals:</u></p> <ul style="list-style-type: none"><li>• SOPs within the Departments should be updated and maintained.</li><li>• Create a succession plan for key employees within the organization.</li></ul> <p><u>RP suggested Board Goals:</u></p> <ul style="list-style-type: none"><li>• Managers Reports Standardization</li><li>• SOP for Incident Reporting</li></ul> <p><b>Board Goals Agreed Upon by Board:</b></p> <ul style="list-style-type: none"><li>• <b>SOPs within the Departments should be updated and maintained.</b></li><li>• <b>Create a succession plan for key employees within the organization.</b></li><li>• <b>Member Satisfaction – Priority One</b></li><li>• <b>Managers Reports Standardization</b></li><li>• <b>SOP for Incident Reporting</b></li><li>• <b>Social Media Links, Advertising and FAQ Page on new Website</b></li><li>• <b>Survey – BVSA Food &amp; Beverage – OTCC Services</b></li><li>• <b>Standardization of Amenity Managers Monthly Reports</b></li></ul>

6.	<b>Discussion: 2017-2018 Board Amenity Tours</b> <ul style="list-style-type: none"><li>• Reschedule Tour of the Lakes, Golf Course, Nature Path and Maintenance previously scheduled on August 24, 2017 due to conflict with BVSA/BVCSD Liaison Meeting Monday, October 2, 2017 @ 10:30 PM, Meet at the BVSA Office</li><li>• Schedule Tour of the OTCC, Pools, Tennis and Pickleball Courts and Whiting Center in September. Delay decision until Regular Open Meeting on September 19, 2017</li></ul>
7.	<b>Discussion: Town Hall Meeting September 12, 2017, 6:30 PM at the OTCC Reception Area</b> RH, JS(possibly) and LT will represent the BVSA Board.

**E. FOLLOW UP ITEMS FROM TODAY’S MEETING:**

1. CK to organize the Agreed Upon Board Goals and present at the September 25, 2017 Special Board Meeting for approval.
2. KC to notify the amenities that the Board Tour has changed to October 2, 2017 at 10:30 PM, and add the Board Tours to the September 19, 2017 Board Meeting Agenda.

**F. ANNOUNCE UPCOMING MEETINGS:**

**BVCSD/BVSA Board Liaison Meeting**, Thursday, August 24, 2017 at 11:00 AM, BVCSD Office  
**Regular Meeting**, Tuesday, September 18, 2017 at 6:00 PM, OTCC Reception Area  
**Special Meeting**, Monday, September 24, 2017 at 1:00 PM, BVSA Conference Room

**G. ADJOURN SPECIAL MEETING:**

**BOARD APPROVAL:**

September 25, 2017

Date

*Kathleen Chattin*

Kathleen Chattin – Secretary  
Bear Valley Springs Association