

# SUNLIGHT WATERS COUNTRY CLUB, INC.

## Special Meeting Minutes — 2012 July 29

### Opening:

The special meeting of the Sunlight Waters Country Club was called to order at 2:06 pm on July 29, 2012 in Sunlight Waters Country Club by President, Teddi Ryland.

Notice was sent to all owners on July 6, 2012, meeting the requirement of the bylaws which is at least 20 days prior to the date and time of the meeting. It was determined a quorum of more than 20 members was present.

A request for a special meeting was given to the Trustees by more than 10% of the membership. This request included the following items for discussion:

1. "To vote out the board's decision to increase dues and the \$300 assessment"; and
2. "To vote in a No More Cheap Shots Policy, stating that all dues and or assessments must be clearly stated on the meeting notification letter or they can NOT be voted on."
3. "To discuss a reasonable means to solve the financial problem."

On July 18, 2012 a letter was sent to all members explaining that the governance, validated by a legal opinion, doesn't allow action to be taken on the first two items (1 and 2 above). However, as the Board values the members input in order to have a better community and to improve their service to the community, following the adjournment of the special meeting these items will be open for discussion.

Notes will be taken for today and distributed to all owners. The trustees welcome input , SLWCC meetings are run according to Roberts Rules of Order.

With regard to item 2 above, although this is not an item that can be acted upon in this meeting, the Trustees recognize owner concerns about receiving advance notice of proposed assessment increase votes and other important matters that affect the membership. The Board will adopt a policy that requires adequate notice of matters that will be discussed at owners' meetings and copies of this policy will be distributed to Owners. Specific meeting agendas will be included in all meeting notices going forward.

The Board introduced Pat Simpson who holds the credentials of Professional Registered Parliamentarian from the National Association of Parliamentarians, Professional Community Association Manager, Association Management Specialist and Certified Manager of Community Associations from the Community Association Institute. Pat is currently the President of the Colorado Association of Parliamentarians. Pat agreed to act as the parliamentarian for this special meeting and today's discussion in order to aid the community in achieving the objectives of the membership.

*Floor was open to discuss a reasonable means to solve the financial problem.*

## Discussion

Several members expressed concern regarding the increase in the yearly assessments/dues and the additional one-time special assessment.

Community members also expressed a desire for more advance notice of meeting agenda items, as well as better understanding of significant matters (such as health department violations, ADA concerns, etc.) which impact the community and its finances.

Community members discussed the value of the pool, clubhouse and having good roads – there was general understanding that in order to maintain these resources appropriate and sufficient funds were required. Further it was identified that in order to close down an amenity this would be very difficult as these are property rights.

## Possible Solutions / Suggestions to resolve the Financial Problem

1. Create a Finance Committee involving community members
  - a. Julie Schmidt volunteered to be on the Finance Committee
2. Request for an independent audit of the budget
3. Consider holding off on implementing until the dust settles
4. Consider repairs/updates to the clubhouse in phases (over more than one year); meet ADA requirements now, do remaining roof repair/requirements at a later date
5. Consider repair and updates to the roads in a phased approach, over multiple years
6. Communicate the required phasing of projects to the membership better – improve the communication in the newsletter, a web page, via email, etc
7. Consider closing the pool
8. Require those that use the roads to pay for them
9. Consider renting the clubhouse, pool to external groups/entities (girl scouts, etc.)

## Adjournment:

***A motion was made, seconded and agreed*** to adjourn the special meeting at 3:33 pm.

Minutes submitted by Wanda Taylor, Secretary of the Board of Trustees for Sunlight Waters Country Club, Inc.

*Please advise errors or omissions*

## Post Meeting Discussion:

Following the conclusion of the special meeting an additional discussion was held. Pat Simpson shared her independent observations of the community, indicating there is obviously a spirit of volunteerism; plowing, pool management, donations, pot luck dinners etc. These things not only help save money, they also build the community.

Pat reminded all in attendance to continue to respect Roberts Rules of Order, to ensure remarks are factual and respectful. Pat continued to moderate the discussion for the benefit of all present.

Pat explained the Boards responsibility to protect the assets of the community for all members. To have a safe community, and to help maintain the lifestyle expected by the property owners while maintaining common areas. The Board is required to comply with Federal, State and Local laws and regulations.

Pat introduced Scott Perna (Accountant for SLWCC) and proceeded to lead the membership in a line by line review of the budget; the following captures specific questions raised and suggestions/proposals for consideration.

**Query:** Why do we not turn more past due accounts over to collection agencies? It was noted this is not out of the question, however is considered a last resort as fees/expenses are high resulting in recovering pennies on the dollar. SLWCC has made considerable progress through establishing payment plan policies and through establishing liens on properties.

**Suggestion/Proposal:** Change from QuickBooks online to disk back-up.

**Suggestion/Proposal:** Change telephone services. *Note: It was noted that the hard-line phone outside the building was required due to pool regulations.*

**Suggestion/Proposal:** Would like to have the actual/expenses for the prior year as a column next to the budget line items.

**Suggestion/Proposal:** Make the annual meeting potluck

**Suggestion/Proposal:** Allow option for notice by alternative means (instead of mail/post), offer those who wish to be notified by email to do so.

**Query:** Is there an option to close the clubhouse during the winter months (when heating is required). It was noted that not heating a facility can/will result in deterioration.

**Suggestion/Proposal:** Consider closing the clubhouse during the months when heating is required.

**Suggestion/Proposal:** When projects require third party work, post a notice for bids (bulletin board, web page, newsletter when appropriate) – agree a reasonable threshold should be established for this requirement.

**Suggestion/Proposal:** Establish an email/notification list for communication of club matters.

It was clarified for the membership that there is an existing policy that any expense exceeding \$1000 requires approval by all members of the board prior to engaging the vendor.

**Suggestion/Proposal:** On the budget, identify that capital projects are to be paid for out of reserve/restricted funds. *Note: It was noted that no funds have been available for the reserves since 2008 (with exception of the \$10/lot/year agreed at the 2011 annual meeting).*

**Suggestion/Proposal:** Where code (health, county, or other) matters exist for the community – clearly document the code issues and what it will take to become code compliant within the newsletter and other communication to the community.

**Suggestion/Proposal:** Publish a schedule for the roads, what is the process (steps involved), what is going to happen on what roads and in what timeframe.

**Suggestion/Proposal:** Re-name the current line item in the budget from 'Security' to 'Security System'

**Suggestion/Proposal:** Investigate an on-line security system instead of the in-house system. *Note: the community member who made this suggestion is asked to contact the office to provide additional details.*

**Suggestion/Proposal:** Get rid of the mobile home.

**Suggestion/Proposal:** Communicate required capital projects to the general community for suggestions/recommendations.

**Suggestion/Proposal:** Develop a community website for notification of matters impacting the community and for ease of access to information for all members. *Note: The former secretary (Mary Anderson) indicated that a website had been developed and had no support/usage. She will send the previously developed website to Wanda Taylor for review, management or development of a new site as needed.*

**Suggestion/Proposal:** Develop a sub-committee to serve the needs of the low income families of SLWCC.

**Suggestion/Proposal:** Allow people to sign up to receive board meeting agendas and subsequent meeting minutes by email. *Note: Please send your email address to [slwcc.secretary@gmail.com](mailto:slwcc.secretary@gmail.com) with subject – Agendas & Meeting Minutes. Board meeting minutes are reviewed for errors or omissions prior to being approved at the next regularly scheduled board meeting.*

**Suggestion/Proposal:** Identify a means to enable owners who are making regular on-time payments (and keeping current) to vote.

The March 31 due date for dues/assessments was discussed, it was noted that the reason the due date was moved from May to March was because people would pay and then their checks would be returned not sufficient funds (NSF) resulting in additional expense for the club.

**Suggestion/Proposal:** Allow for payment of dues/assessments as cash only after a reasonable cut-off date prior to the annual meeting.

**Suggestion/Proposal:** Aggressively pursue those owners who are not paying their dues/assessments.

**Suggestion/Proposal:** All members were encouraged to send an email or write a letter sending it to the board and SLWCC office to share their suggestions or concerns regarding community matters.

The Board reiterated its commitment to adopt a policy that requires the Board to provide adequate notice of matters that will be discussed at owners' meetings and copies of this policy will be distributed to Owners. Specific meeting agendas will be included in all meeting notices going forward.

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