



**WEBSITE COPY**  
**for**  
**REGULAR BOARD MEETING**

**May 16, 2020**



BOARD OF DIRECTORS MEETING  
MAY 16, 2020 – 8:30 AM – VIRTUAL MEETING

<b>AGENDA</b>	<b>PAGE</b>
1. Call to Order – (8:30 am)	
a. President’s Report (establish quorum)	
2. Member Comment (8:32 am) Limited to a maximum of 3 minutes each	
3. Secretary’s Report (8:40 am)	1-3
a. Approve Minutes, April 18, 2020 Regular Meeting	1-2
b. Secretary will read a statement	3
4. Correspondence (8:45 am)	--
5. Financial Reports/Financial Highlights (8:50 am)	Previously Delivered Electronically
a. Approve March and April 2020 and Financial Summary	
6. Committee Reports (9:15 am)	4-6
a. Architectural Committee                      Activity Report	4-5
b. Clubhouse Committee                              No Activity	--
c. Election Committee                                      No Activity	--
d. Employee 401k Investment Comm.              No Activity	--
e. Finance Committee                                      No Activity	--
f. Firewise Committee                                      verbal Report	--
g. Golf Committee                                              No Report	--
h. Long Range Planning Committee              No Report	--
i. Music Program                                              No Report	--
j. Nominating Committee                                  Verbal Report	--
k. OHV Committee                                              No Report	--
l. Personnel Relations Comm.                      No Report	--
m. Pickleball Committee                                  No Report	--
n. Security Committee                                      Activity Report	6
o. Tennis Committee                                          No Report	--
7. General Manager’s Report (9:20 am)	7-8
8. Unfinished Business (9:30 am)	9-10
a. OHV’s	--
b. 2019 Audit Report	9-10
c. 2019 Tax Return	--
9. New Business (9:35 am)	--
a.	-
10. Executive Session (10:00 am)	
a. Personnel	
b. Legal	

**NOTES**

LACC BOARD OF DIRECTORS MEETING OF:

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If you wish a call, please fill in your name and telephone number and we will call you. It is a goal of this Board of Directors to improve communications.

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NAME (Optional)

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TELEPHONE NO (Optional)

### 3. SECRETARY'S REPORT

**DRAFT**

**Lake Almanor Country Club  
Board of Directors  
Meeting Minutes  
April 18, 2020**

Board President, Jim Craig, called this duly noticed regular meeting of the Lake Almanor Country Club Board of Directors to order at 8:30 am at the Administration Building Conference Room. There was a quorum present with Vice President, Steve Fleming (via conference call), Treasurer, Ed Organ (via video system), Secretary, Ruthie Hinman (via conference call), and Directors Doug Bui (via video system), Dale Kiriaze (via video system) and Rich Rydell (via video system) in attendance. Also, present was General Manager and Recording Secretary, Scott Devereaux.

**PRESIDENT'S REPORT:**

It was noted that the meeting was again closed due to the COVID-19 outbreak but that a number of members were attending via a Go To Meeting system.

**MEMBER COMMENT:**

Devereaux read several emails from members instead of the normal member comment. Topics included the temporary entrance signs that were installed, open burning, the boat ramp being open, improvements to the web site and when are amenities being opened.

**SECRETARY'S REPORT:**

Hinman made a motion to approve the minutes of the March 21, 2020 Board of Directors regular meeting. Bui seconded the motion which passed unanimously.

Hinman made a motion to approve the minutes of the March 21, 2020 Board of Directors executive session meeting. The motion was seconded by Bui and passed unanimously.

Devereaux read a statement that at the March 21, 2020 executive session, directors dealt with a member appeal and an employee matter.

**CORRESPONDENCE:**

None

**FINANCIAL REPORT:**

Devereaux noted that we are beginning to experience several decreases in revenue and several members have asked for more time to pay their dues. Interest rates on money market accounts and CDs have dropped significantly. Overall, the association remains in good financial health although we may need to make some cost reductions if the state/county restrictions are not lifted soon.

**COMMITTEE REPORTS:**

Devereaux reported for Nominating chair, Eric Rudgers, noting that two members had submitted applications to run for the two open Board positions; Kristy Cox and Ken Walker.

# DRAFT

## **GENERAL MANAGER'S REPORT:**

Devereaux noted that his written report was in the Board packet. In addition, he covered the Peninsula gate, when additional amenities may be open (limit golf should begin on May 1), and that Frontier Communications had recently filed for bankruptcy.

## **UNFINISHED BUSINESS:**

None

## **NEW BUSINESS:**

### **2019 Audit Report**

Devereaux reported that he had received the draft and was reviewing numbers. This item will be added to the May agenda although the audit report will have already been forwarded to members by that time.

### **2019 Tax Return**

As the audit is not complete, this item was also postponed to the May meeting.

### **2019 Surplus Revenues to Contingency**

Devereaux noted that Ed Organ had suggested that we separate last year's surplus revenues from current operating funds and were recommending that these funds be moved to the contingency account. Devereaux agrees. As the audit is not complete, the recommendation was to make an initial transfer of \$100,000 and move the remainder when the audit was finalized.

Fleming made a motion to direct staff to move \$100,000 in surplus funds from 2019 to the Contingency Fund. The motion was seconded by Rydall and passed unanimously.

### **Contingency Account – Move to Edward Jones**

With more funds being added to the contingency account, Devereaux was recommending moving it to Edward Jones to get more interest and help with the problem of having too much money in Plumas Bank.

Rydall made a motion to authorize staff to establish a new account at Edward Jones for the contingency fund. Signers on the account to be the same as for other LACC accounts. The motion was seconded by Hinman and passed unanimously.

Note: After the meeting Organ and Devereaux agreed to look at several other financial institutions before going ahead with the Edward Jones transfer.

This meeting adjourned at 9:05 am. There was no executive session. The next regular meeting of the Lake Almanor Country Club Board of Directors is scheduled for May 16, 2020 at a location to be determined.

Respectfully submitted,  
Scott G. Devereaux  
Assistant Secretary

Approved:

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Ruthie Hinman, Secretary

**Secretary, Hinman – Please read the following statement aloud, to the members, at the May 16, 2020 Board Meeting.**

There was no executive session that followed the April 18, 2020 Board of Directors meeting. The next regular meeting of the Lake Almanor Country Club Board of Directors is scheduled for June 20, 2020 to be held virtually.

## 4. CORRESPONDENCE



## 5. FINANCIAL REPORT

Board Members should have reviewed the financial statements in the portal on the website.

## 6. COMMITTEE REPORTS



**ARCHITECTURAL REVIEW COMMITTEE**

Lake Almanor Country Club  
501 Peninsula Drive  
Lake Almanor, CA 96137

**COMMITTEE ACTIVITY REPORT – APR 2020**

Board of Directors  
Lake Almanor Country Club  
501 Peninsula Drive  
Lake Almanor, CA 96137

Dear Board Members:

ARC activity for APR 2020 Year to Date, is as follows:

	PRIOR		2020	PRIOR YR
	<u>MO</u>	<u>APR</u>	<u>YTD</u>	<u>YTD</u>
Variances Reviewed and Approved:	0	0	1	1
Variances Reviewed and Denied:	0	0	0	1
Plans for Permit to Construct Reviewed & Approved:	4	5	13	18

	PRIOR		2020	PRIOR YR
	<u>MO</u>	<u>APR</u>	<u>YTD</u>	<u>YTD</u>
New Homes (including Guest Homes)	1	0	2	4
Large Additions	0	0	0	1
Separate Garages, Minor Additions, New Driveways	0	4	6	2
<u>Other: Septic Systems, Trams &amp; Miscellaneous</u>	<u>3</u>	<u>1</u>	<u>5</u>	<u>11</u>
<b>TOTALS</b>	<b>4</b>	<b>5</b>	<b>13</b>	<b>18</b>

Respectfully submitted,  
Architectural Review Committee

Cliff Shelton  
Chair  
cc: ARC Members

**COMMITTEE ACTIVITY REPORT – APR 2020**

Attachment

**Plans for Permit to Construct:**

<b>959 PENINSULA DR</b>	<b>GARAGE</b>
<b>642 W BURNT CEDAR</b>	<b>FENCE &amp; SHED</b>
<b>1114 PENINSULA DR</b>	<b>MISC - REPLACE DECK BOARDS</b>
<b>691 PENINSULA DR</b>	<b>RE-ROOF &amp; RE-PAINT</b>
<b>730 E MOUNTAIN RIDGE RD</b>	<b>SEPTIC</b>

## Security Activity Report for April 2020

For the month of April 2020, Security patrolled 3332 miles inside of LACC and recorded 173 miles traveling to town (bank deposits).

Received report of boat stolen from garage-referred to PCSO.

Received three reports of suspicious circumstances: Individual-code 4, parked car-code 4, window screen partially off-code 4.

One unverified report of a trespasser.

One complaint of dog barking.

Three unfounded complaints: Alarm batteries low, report of a reckless vehicle-UTL, suspicious activity.

Responded to four alarm activations: Clubhouse twice, possible burglary-false alarm, panic alarm- false alarm.

Five golf cart violations: On beach, underage driver, towing skateboards, child standing in seat, On closed course.

Responded to seven medical/fire calls: 10-44, propane odor, five various medical calls..

Thirteen responses for open burning issues: informed of rules, failure to call in, after hours, providing rules sheets.

Thirteen instances of dogs off leash in roadways and Recreation areas, two dogs at large.

Performed 67 deliveries of paperwork, deposits, and packages.

Warnings issued for 13 rules violations: Blowing snow into road, use of closed facilities-playgrounds, bocce courts, golf course, pickleball, basketball, driving range.

Three contractor violations- Parking in R/W, blocking road, work after hours.

Operating under Covid-19 restrictions, operations severely curtailed; delivering stickers to houses, stuffing envelopes..

Respectfully submitted, Tom Gaither-Director of Security

## 7. GENERAL MANAGER'S REPORT

**General Manager's Report**  
May 2020

Our community and operation continue to be influenced by the COVID-19 virus. Many members are asking when facilities will reopen. As of the writing of this report, there is no word on this although we are beginning to see some action on the county's part. There is discussion on what it will take to reopen some businesses and my guess is that this may well be very site specific based on the activity of the business. We will continue to react as new information is made available.

**ADMINISTRATION**

- Office – Remains closed for non-essential business and staff is on hand to continue to keep the association functioning.
- 2019 Audit – Is complete and we are awaiting the final report which will be mailed to all members.

**GOLF**

- Course Opening – Finally, some good news. We were allowed to open the course on May 1 with a number of restrictions. This is a step in the right direction and a new activity that members can enjoy. We ask that members follow the guidelines that have been distributed so we don't give the county any reason to shut us down again.
- Golf Course – Once again, our Superintendent, Art, and his crew have done a great job in prepping the course to open.
- Range Balls – New range balls have been purchased. We will be doing some testing on these to see if we can lift the restriction on the range of irons only. Our Golf Pro, Bob, has also introduced an annual range pass for member's who like to hit a lot of balls. Please see Bob for details.

**MAINTENANCE**

- General – Maintenance has quite a number of projects they are trying to tackle to make improvements in a number of areas.
- Roadway Clearing – As is being announced on the NABR network, we have begun to trim limbs of large trees on association property along Peninsula Drive. Small shrubs and bushes are also being removed as will some of the smaller trees. A number of large trees have been marked for removal and we are awaiting quotes to see how much of this work we can accomplish within the budget.
- 2019 Road Work – The contractor who coordinated the work last year will be visiting the community as travel restriction are lifted to work with us on how to improve the work that was done.



## RECREATION

- Rec Areas – For now, most of the activities in the Rec areas are closed to use. Please observe the caution tape throughout and do not use play equipment and other areas. The boat ramps remain open but members should observe social distancing when using these facilities as more members come up to use the lake. For now, the beaches are open, but again, proper social distancing must be observed. We want to demonstrate that we are using these areas wisely in order to prompt the county to allow us to open additional facilities.

## SECURITY

- Gate – Remains staffed but we still are not issuing member or visitor stickers. We are, however, issuing boat stickers. Members should call the gate house for a sticker for 2020. Please provide your credit card for payment and stickers will be delivered to your home and taped to the front door. Also, your family members and guests still need to be on your approved list or called into the gate before they arrive.

## FOOD & BEVERAGE

- Grab & Go – Seems to have been well-received by members and we added a nightly special on Friday & Saturday. Also, looking to add an on-line ordering option to help with getting a busy signal when calling in your order.
- Lunch – On May 6, we launched a limited menu lunch service. Under this program we will be outside the Clubhouse using a BBQ to provide several lunch choices along with a limited selection of beer. Initial hours will be 11:00 am – 2:00 pm Wednesday – Sunday but please watch for possible changes depending on what level of support we have.

## MUSIC

- Bandshells – At this time, it is unclear as to whether or not we will be allowed to hold our summer concerts this season. None of the bands have cancelled and we are working with the county on this. More on this as we get closer to the end of June.

We again ask our members and guests for your patience and understanding as we attempt to navigate these uncharted waters in a way that is responsible to our membership, our staff and complies with state and county orders.

## 8. UNFINISHED BUSINESS

*Lake Almanor Country Club*

**MEMORANDUM**

**To: Board of Directors**

**From: Scott G. Devereaux, General Manager**

**Subject: 2019 Audit Report**

**Date: May 4, 2020**

Directors should all have had an opportunity to review the 2019 audit report which was previously distributed to you. Again, this year, the audit was conducted by Porter & Lasiewicz, a leading CPA firm in homeowner associations. We were very pleased with their work (as we were last year). There were several routine audit adjustments that we are making to our books to wrap everything up for last year.

For our corporate records, we need the Board to formally accept the report.

**Motion:** I move that the Board of Directors of the Lake Almanor Country Club hereby resolves to accept the Association's audit report for the year ended December 31, 2019, as presented by Porter & Lasiewicz, CPAs.

**LAKE ALMANOR COUNTRY CLUB**

**Resolution to Accept Audit Report**

For The Year Ended December 31, 2019

The Board of Directors of **Lake Almanor Country Club** hereby resolves to accept the Association's audit report for the year ended **December 31, 2019**, as prepared by Porter & Lasiewicz, CPAs.

Resolution attested:

\_\_\_\_\_  
Date            President or other Officer

\_\_\_\_\_  
Date            Secretary or other Officer

*Attach this form to minutes of meeting where approved*

## 9. NEW BUSINESS

## 10. EXECUTIVE SESSION