

BOARD OF DIRECTORS MEETING
THE MONARCH AT ROYAL HIGHLANDS, INC.
February 14, 2020

A meeting of the Board of Directors for The Monarch at Royal Highlands, Inc. was held at 8:30 a.m. in the Great Hall Meeting Room. Those present: Dick Sjogren, Steve Ryan, Vince Laverghetta, Bill Ortals, Steve Bryan, Ann Carter and Therese Buono. Bob Keating and Esther Patterson were absent. Craig Misch, General Manager, Terry Stephenson, Course Superintendent, and Linda Eaton, F/B Director, Crown & Shield, were also in attendance.

President – Dick Sjogren

Dick Sjogren called the meeting to order.

The Minutes of the January 24 meeting were approved.

The Minutes of the January 10 meeting are corrected to remove the Johnsons as Seasonal Equity members, as this was reported in error.

Superintendent's Report – Terry Stephenson

- Trap rake down; parts ordered.
- Put out pre-emergence on fairways, tees, roughs and greens.
- Sprayed liquid fertilizer on fairways.
- Put out new flags and cups for Member/Member tournament.
- Still cleaning out areas around wetlands on #5 and #7.
- Sp. rayed 1st application fairy ring control on greens.
- Employee retention a problem; ads running on two sites still not getting any good applicants; we area short 3 employees presently.
- Talked to Scott at Pro Pump. Liebold removing pump station in Chicago on February 28th. They will truck it to Georgia and start refurbishing process.
- Our mechanic is cutting back his hours to three days a week. We have a new employee that has mechanic experience so Bill will start training him.

Manager's Report – Craig Misch

Revenue in golf was down \$583 to budget, we did have a very nice month in the golf department even though we were off slightly, they were big numbers to make, so I am pleased. Golf expenses were up \$4330 and that is directly related to us paying the yearly GHIN handicap fee a month earlier than we did last year along with buying tees for our carts in a different month that it was budgeted in because we needed them now. Next month's golf expenses should reflect a much better result.

Course maintenance was over budget \$2307 which is all in accrued payroll. Next month Terry's department should see a lower payroll number because of the accrual and having a shortage in staff. Terry was able to hire two people that will start on Feb 17th.

Food and Beverage Revenue was very good!! Over our budget by \$6674. We had a wonderful revenue month. Kudos to Linda and her staff as well as Justin and his staff. Expenses in food and Beverage were up \$2968 mainly due to payroll...when you're up almost 7000 you're going to spend more money.

Occupancy expenses were also over budget, \$4804. This is directly related to paying the outside accountant later in the fiscal year than we normally do.

We had an overall net income of \$20,262. A little less than projected because of the expenses outlined above.

Dick noted that overall we are \$4,000 ahead of budget and \$15,000 ahead of last year

Craig met with our cart rental company and is hoping to get our lease revised. It's a 6-year lease so nothing can be done until we are into our 3rd year. Craig will keep on top of this.

Secretary – Esther Patterson (absent)

Buildings and Grounds – Bob Keating (absent)

Golf – Steve Bryan

Member/Member – February 12 & 13. We had 116 players in the Member/Member Tournament. A great turnout and close competition. Everyone who played had a good time and the weather cooperated this year.

Mixed Team Chicago – February 19th 8:00 AM shotgun. So far, we have 44 players attending. There are 26 men and 18 women. We are trying to get 8 more women but if we don't, we can still have a good mix of foursomes. There is a lunch to follow and a 50/50 raffle for course improvement.

Night Golf – February 22nd @ 6:00 PM. Signups are open now and close February 20th. We have room for 56 players.

Member/Guest – Sponsorship Committee is working hard to get sponsors and checks in hand. Sandi Bryan is updating spreadsheet and sending it each Friday morning with new entries. Full Member/Guest Committee Meeting is scheduled for February 20th at 1:00 PM.

Change of date for Golf Committee to February 26th for March meeting.

Finance and Audit – Therese Buono

Met with Linda Gietz on February 5th to review the existing Job Description for the Financial Manager Position. Identified changes/additions to existing document. Also met with Craig Misch and reviewed the existing General Manager Job Description. Identified changes that will be updated. Updated the

Food and Beverage Job Description with a review from Linda Eaton. I will send out updated documents before our next meeting.

Treasurer’s Report – Steve Ryan

				02/14/20
<u>Account</u>	<u>Account Type</u>	<u>Bank</u>	<u>APY</u>	<u>Balance</u>
Cash - Operating	Checking	BB&T	0.00%	68,886.34
Petty Cash	Currency	Office Safe	0.00%	1,400.00
Capital Reserve	Checking	BB&T	0.25%	17,743.73
Ford Interest Advantage	Note/Checking	Ford Interest Adva	2.40%	35,109.76
Non Operating Investment Account	Cash	Raymond James	0.25%	1.56
Non Operating Investment Account	Institutional MM	Raymond James	2.01%	23,145.69
Non Operating Investment Account	Bonds	Raymond James	3.99%	9,965.00
Non Operating Investment Account	CD	Raymond James		-
Cash Balance as of 02/14/2020				156,252.08
Change from 1/24/2020 Report				(30,585.12)
BB&T Loan			4.80%	931,334.99
Accounts Payable				38,021.02
BB&T Credit Card				1,351.10
Cash Balance 01/24/2020				156,252.08
Cash Balance 02/09/2019				165,005.89
Difference				(8,753.81)

Steve noted a check to Pro Pump for \$59,000 explaining why the sudden reduction in cash.

Vice President – Vince Laverghetta

Vince has a meeting scheduled with Linda Gietz to correct the capital leases reported in the long term plan and will finalize the exhibits and report back to the Board.

Membership – Bill Ortvals

Change in Status: Lisa and Gary Richey from General Membership to Equity Membership Family
 Steve Snover from General Membership to Equity Membership Single
 Russ Van Ness from General Membership to Social Program

New: Gary Eckensberger - Limited General Membership Single
 Britt Davies - Limited General Membership Single

Medical (15):
Bev Race
Harry Taylor
Tom Campbell
Richard Taylor
Frank Vignone
Tom Christie
Len Vieira
Ann Carter
Tom Lawrenson
Jack West
Adam & Sandi Talarek
Jeff Kotlyn
Judy Keating
Bob Gravatt 2/1/20

Off Medical:
Wayne Sargent 2/1/20
Barb Gressley 2/1/20

Florida Plus video advertising Royal Highlands now on the web; however, the specific golf course section is not yet available.

Obtained spreadsheet from Royal Highlands CAM with new buyers' info from Oct. 2019 thru January 2020. Welcome letters mailed out to all these buyers offering free rounds of golf.

Participated in two realtor dinners, met with new residents and provided info about Monarch membership.

Free women's golf clinic scheduled for March 31st. Announcement submitted for Royal Highlands Happenings March edition. Announcements about the event was made at RH Bingo and RH exercise classes. Interest remains high.

The membership committee continues to work on the marketing brochure. Should be ready for Member/Guest.

Communication – Ann Carter

The numbers from the Crown & Shield from December 11 thru January 8th are as follows:

1/23– Thursday Dinner Special (Salisbury Steak-10) 33 in attendance, \$545, Bar \$286 = \$831
1/24- Friday Dinner Special (Surf & Turf-31) – 93 in attendance- \$1,457, Bar \$525 = \$1,982
1/28 -Tuesday Dinner Special (Jerk Chicken-8) -433 in attendance-\$308 Bar \$293=\$601
1/29 – Italian Card Bingo 81 - \$939, Bar \$540 = \$1,479
1/30 – Thursday Dinner Special (BBQ Pulled Pork-5)-22 in attendance-\$ Bar \$435 = \$1,021

1/31 – Friday Dinner Special (Seafood Scampi-24)-73 in attendance-\$1,251, Bar \$457 - \$1,671
2/4 – Tuesday Dinner Special (Liver & Onions-39) 70 in attendance-\$896, Bar \$427=\$1,323
2/6 - Thursday Dinner special (Spaghetti & Meatballs-12) 45 in attendance, \$686, Bar \$474 = \$1,160
2/7–Friday Dinner Special (Tuna-10) –72 in attendance- \$1,268, Bar \$373 = \$1,241
2/11 – Dinner Buffet-89- \$1,378, Bar \$352 = \$1,730

For the period through 1/23 thru 2/11 (17 business days) 89 pizzas were sold=5.2/day

Dinner Specials for the second half of February are:

Tuesday 's – Served with your choice of a cup of soup, or dinner salad

February 18 – Taste of Italy \$15.99

February 25 – Country fried pork with mashed, veg, & gravy. \$13.99

Thursday's- Dinners – Served with choice of a cup of soup or dinner salad

February 20- Meatloaf with mashed, veg, & gravy \$12.99

February 27- Herb roasted chicken leg quarter with starch & veg. \$13.99

Friday's – Dinners – Served with choice of a cup of soup or dinner salad

February 21 – 3 seared scallops and sliced tenderloin with starch & veg \$18.99

February 28 – Seafood scampi \$16.99

PLUS

February 15 – Birthday Bash

February 26 – Taco Card Bingo

Ann reminded the Board the corporate papers need to be updated with the new officers. This will be taken care of as soon as possible.

The eBlasts are not working with Golf Now. The Board decided all the eblasts that are typically sent out through Golf Now will come from Fore, a system that only Craig Misch can do. Ann will send the information to Craig who will send them out. This will take place until Golf Now is up and running.

Ann asked if we have heard from our insurance company regarding the \$2,900 claim we have filed. The answer is that we will probably not pursue it as it may not be worth the time and effort to do so. The \$2,900 has already been written off and we have started new with the new budget year.

The Board of Directors always sponsors a ¼ page ad for the Member Guest Tournament. Each board member is contributing their share for this ad. They will also have a hole sign on the course.

LIAISON

Question:

Can the BOD keep more cash in Ford? We seem to keep much too much on hand with 0% interest. In the past, we were able to keep the cash level between \$20 and \$40 by just watching expected cash flow. On the rare occasion that we had an unusually high bill to be paid quickly, a transfer or check

from the FIA account could be put in BB&T. Dick Therrien developed an excel cash flow demand chart that he and I used. I am not sure, but I think Quicken also has a similar tool. Rosie also kept a schedule of payments due including payroll. It is a simple task to control cash flow. The interest earned return is pretty small, but it costs almost nothing and keeps the business manager and the Treasurer aware of when and what is actually being spent on our expenses.

Answer:

We will look into it.

Dick Sjogren – President

Dick asked about having green sand especially during member guest. We will check out the difference in price and discuss at next meeting.

The Emergency Equity Membership Meeting called on February 3, 2020 was attended by a quorum of equity members, and the required votes were obtained to approve spending the necessary funds not to exceed \$150,000 to replace the pump station for the golf course.

Dick Sjogren made a motion, seconded by Ann Carter, that we buy a replacement pump station for the golf course not to exceed \$150,000. Motion approved.

The next Board Meeting will be held at 8:30 a.m. at the Great Hall Meeting Room on Friday, February 28. The meeting adjourned at 10:10 a.m.

Respectfully submitted,
Esther Patterson, Secretary