

BOARD OF DIRECTORS MEETING
THE MONARCH AT ROYAL HIGHLANDS, INC.
November 24, 2020

A meeting of the Board of Directors for The Monarch at Royal Highlands, Inc. was held at 7:00 p.m. in the Crown & Shield. Those present: Dick Sjogren, Steve Ryan, Esther Patterson, Bob Keating, Therese Buono, Steve Bryan, Bill Ortvals, Ann Carter. Vince Laverghetta was absent. Craig Misch, General Manager, Lisa Applewhite F/B Manager, Crown & Shield, were also in attendance. Terry Stephenson, Course Superintendent, was absent.

President – Dick Sjogren

Dick Sjogren called the meeting to order. The Minutes of the October 23, 2020 meeting were approved.

Superintendent's Report – Terry Stephenson (absent)

Craig Misch reporting

- Bush hog down.
- E-blast sent out to ask everyone to please drive in the fairways. This will help the Bermuda grass in the rough.
- Finished cleaning up beds and spraying Roundup/Sureguard for weed control.
- Terry requested Board approval to purchase pine straw for the beds at a cost of approximately \$1200 to \$1500. Board agreed and stated that this needs to be in next year's budget. Terry's team was thanked for the excellent job they are doing to clean up the overgrown areas along the golf course and keeping the course in such good shape.
- Repaired bad area on #9 green with seed from nursery.
- Received equipment package from Wesco. Craig will compare leases vs purchase for next month's board meeting. Both Workman's need an engine, costing about \$1500 to \$2000 each.
- Will start edging bunkers and cart paths again in next couple of weeks.
- Leibold Irrigation came and finished putting in ground rods for satellites.
- Received a load of coquina. Per Bob K, it needs to be used to cleanup entrances and exits and shape those areas up better.
- Received Indemnify (nematode control) from Bayer. We will put out on driving range tee areas.
- Range Mats: The idea of using range mats with rubber tees on the driving range was discussed as an option to reseeding that area. Several members weren't sold on the idea due to it's appearance after being left outside, it's use of rubber tees, appearance of tee area when mats are switched out, etc. Craig will look into it but isn't sold on the idea.

Manager's Report – Craig Misch

October Recap:

Golf department total income was up \$7097 over budget and \$12216 over last year. Expenses in golf were over budget by \$261 but below last year by \$544. Another great month for golf!

Food and beverage total income was under our budget by \$910 and under last year by \$1726. Expenses in Food and Beverage were over budget \$2732 and over last year's expenses by \$2923. Attribute the overage in expenses to the bonuses paid by the board to the managers, otherwise we would have been under budget by quite a bit. Another good month here considering the circumstances of our current situation with COVID.

Maintenance expenses came in under budget by \$6559 and under last year by \$6084. Terry was way under in fertilizer, that money will be spent in the future, but once again he did a great job keeping costs down.

Overall, as a business our revenue was up \$6208 over budget and up \$10453 over last year. Our expenses were under budget \$2550 and under last year by \$637. Great way to start our fiscal year!

November Update:

As of November 26th, the golf department is down \$171.59 to last year and \$3333 to budget. Golf will surpass last year, but probably miss budget by about \$2000. Pro shop sales are doing well since we started the blowout sale, we should make budget here. Food and Beverage department is killing it this month...up \$5425 to budget and \$5830 over last year...great job Lisa and staff! As a business we will have another pretty strong performance this month.

Craig looked into the request to replace the signs along the golf course and determined that there are approximately 25 signs that are either broken or damaged and need to be replaced. Replacing these signs would not only help with navigating the course but help with the appearance of the course. The posts that hold the signs will be either painted or cleaned up.

Steve Ryan made the motion, seconded by Steve Bryan, to purchase replacement signs for those that are either broken or damaged in an amount not to exceed \$2500. Motion approved.

Craig tried out the Board's idea of having someone from the Cart Barn act as a ranger on the golf course on those days when the course was full. This idea did not prove to change the perception of slow play and it would be costly to hire someone from the outside to do this job as the Cart Barn guys are very busy due to the high number of golfers. Rounds are still finishing in under 4 hours which is a good timeframe given how busy the course is.

Craig received a request from the Royal Highlands Safety & Security Committee wanting to build a sidewalk on our property along St Andrews Arc on the side of the road from the driveway near Hole #1 up to the first house along the fairway of Hole #1. The Board discussed several options that might be considered in return for accepting this request: Royal Highlands to take care of parking lot paving, electric bill, light maintenance, etc. We need to look at this request very carefully to determine what is the best decision for The Monarch as well as keeping an open mind for the community. Craig, Dick and Vince will look into this further and get estimates for the above options prior to any decision being made.

Secretary – Esther Patterson

Because we did not have a meeting prior to the deadline to approve the candidates running for the Board, let the minutes reflect that all members of the Board reviewed and approved the candidates via email. Candidates are: Vince Laverghetta, Jim Oddo, Lisa Ritchey, Mike Russomano, Steve Snover.

The mailing envelopes and ballots for the Annual meeting are in process, as well as Vote Counters and Greeters (if needed).

Treasurer’s Report – Steve Ryan

We are down \$42,000 from last month due to employee bonuses, fertilizer and chemicals, and property tax.

Treasurer's Report				
				11/24/20
Account	Account Type	Bank	APY	Balance
Cash - Operating	Checking	BB&T	0.00%	63,395.44
Petty Cash	Currency	Office Safe	0.00%	1,400.00
Capital Reserve	Checking	BB&T	0.25%	7,686.45
Ford Interest Advantage	Note/Checking	Ford Interest Advantage	0.85%	35,448.06
Non Operating Investment Account	Cash	Raymond James	0.00%	-
Non Operating Investment Account	Institutional MM	Raymond James	0.03%	233,540.04
Cash Balance as of 11/24/2020				341,469.99
Change from 11/24/2020 Report				(41,896.18)
BB&T Loan	Monthly On 28th...\$10,101.43		4.80%	873,011.16
PPP Loan				129,675.00
Personal Note	Monthly on 1st...\$2191.00		6.00%	138,265.92
Monthly Lease Payments				5,039.28
Accounts Payable				32,340.84
BB&T Credit Card				3,094.96
Cash Balance 11/24/2020				341,469.99
Cash Balance 11/22/2019				179,063.99
Difference				162,406.00

Building and Grounds Report – Bob Keating

Bob recognized Terry and the maintenance staff for all of the excellent trimming they have done on all of the Pampas Grasses around the course. Also, they have done an excellent job trimming out all of the beds around the tee areas. He feels the course looks the best right now (and Board agreed) that it ever has.

Bob took the opportunity to let everyone know that it has been a pleasure working on the Board, and he appreciates the effort of everyone to make sure that this Club operates in such a fashion that we are gaining new members, the Crown and Shield is doing a great business and we are attracting outside play and people are coming back and playing regularly. Repeat business speaks volumes and it is because of our management team and our Board that deserves all the credit, especially in the trying times that we are going through.

Golf – Steve Bryan

- Crown Cup started November 16th – no winner yet.
- MWGA Ringer Tournament begins December 3rd and concludes on the 10th.
- MMGA Fall Scramble December 5th with lunch.
- MWGA Closing Meeting and Dinner scheduled for December 16th cancelled.
- No other Golf Calendar events for remainder of 2020. Steve to resend the Golf Calendar to his distribution list.

A question came up from one of our members about switching nines on the golf course. It has apparently been suggested in the past but was not feasible due to cost. Now that the patio is improved, and our finances are in better shape, can we switch the front and back nines, so we start across the road and finish at the hole closest to clubhouse? Ann advised the Board that this idea has come up twice before (in 2006 and again in 2009). This change would require a lot of things to happen, for example: changing signs, changing scorecards, updating GPS functions, updating marketing materials, etc. In addition, there was quite a bit of concern and disagreement among Royal Highland residents about changing hole numbers/positions in years past. It was the Board's opinion that this project would be expensive and difficult.

Steve Bryan made the motion, seconded by Dick Sjogren, that we switch front and back nines at a cost to be determined. Motion failed.

Vice President – Vince Laverghetta (absent)

Dick Sjogren reporting

Vince would like to form a committee to review the renovation of the clubhouse and provided the Board with a proposed charter. The Board decided to wait for the new Board to review and make the decision whether or not to proceed.

Vince would like to eliminate the current Long-Term Plan and the discussion of the reserve account for capital investments and provided the Board with an analysis of proposed and historical capital expenditures. It is his recommendation to increase the monthly reserve for capital expenditures from \$3,000 to \$4,000.

Steve Ryan made the motion, seconded by Steve Bryan, that we increase the monthly reserve for capital expenditures from \$3,000 to \$4,000. Motion approved.

Vince would like to adopt a "Volunteer of the Year" award to be presented at the Annual Meeting. The Board in the past has recognized all volunteers at the Annual Meeting in an effort to say "thank you" to everyone who helps make this golf course successful in its operations, and plans to continue this

process. We feel it would be extremely difficult to identify only one person from so many to receive this award. The Board decided not to pursue this idea.

Membership – Bill Ortvals

New: Doug Simpson and Pamela Angeline - General Family eff 11/15/20
Craig Moore - Limited General Single eff 11/3/20

Status Change: Henry Maguire from Equity Single to Equity Family (adding Royetta Lovett) eff 11/1/20

Off Medical: Bob Gravatt eff 11/1/20
Len Vieira eff 11/1/20

Resignations: Phyllis Wagoner and Richard Taylor from Family Equity eff 11/30/20
Charles and Mitchi Herrington from Social Family eff 11/30/20

Medical (17): Bev Race
Harry Taylor
Tom Campbell
Richard Taylor
Tom Christie
Ann Carter
Tom Lawrenson
Jackie Klein
Sally Tubbs
Martha Wolff
Karen Brondyke
Jim Parker
Jon Shoaf
Kathy Stephens
Russ Van Ness
Cleveland White
Carolyn Upchurch

Finance and Audit - Therese Buono (nothing to report)

Communication – Ann Carter

A member has inquired regarding a plaque that used to hang on the wall in the lobby of names of members (Gold) during the years 1996 and 1997 (prior to the course being bought by Pringle). Esther will check the file cabinet.

Craig advised that Ann will continue to publish “Around the Club” newsletter, do the website, as well as handle the yearly Employee Christmas Bonus.

The numbers from the Crown & Shield from October 22 through November 21 are as follows:

Note – Numbers include take out and dine-in meals including the total revenue dollar.

10/22 – Thursday Dinner Special (Eggplant – 3) 43 Lunches, 32 Dinners = \$828
10/23 – Friday Dinner Special (Scallops – 36) 54 Lunches, 90 Dinners = \$1906
10/24 – Saturday Dinner Special (Liver & Onions – 27) 57 Lunches, 59 Dinners = \$1374
10/25 – Sunday – Breakfast & Lunch (No Dinner) 77 Breakfasts, 29 Lunches = \$907
10/26 – Monday Specials (Salisbury Steak – 7) 5 Lunches, 10 Dinners = \$204
10/27 – Tuesday Specials (Prime Rib – 60) 36 Lunches, 87 Dinners = \$1906
10/28 – Wednesday Specials (Jerk Chicken – 3) 14 Lunches, 27 Dinners = \$499
10/29 – Thursday Specials (Veal Parmesan – 15) 23 Lunches, 50 Dinners = \$937
10/30 – Friday Specials (Scampi -8) 47 Lunches, 57 Dinners = \$1123
10/31 – Saturday Specials (Pot Roast – 7) 39 Lunches, 35 Dinners = \$895
11/01 - Sunday – Breakfast & Lunch (No Dinner) 69 Breakfasts, 67 Lunches = \$1259
11/02 – Monday Special (Beef Tenderloin-10) 17 Lunches, 28 Dinners = \$506
11/03 – Tuesday Special (Liver & Onions – 38) 48 Lunches, 79 Dinners = \$1647
11/04 – Wednesday Special (Meatloaf – 14) 86 Lunches, 42 Dinners = \$1391
11/05 – Thursday Special (Stir Fry – 6) 40 Lunches, 28 Dinners = \$768
11/06 – Friday Special (Salmon – 20) 38 Lunches, 83 Dinners = \$1412
11/07 – Saturday Special (Beef Wellington -10) 42 Lunches, 36 Dinners = \$1182
11/08 – Sunday – Breakfast & Lunch (No Dinner) 60 Breakfasts, 52 Lunches = \$1141
11/09 – Monday Special (Lasagna -10) 2 Lunches, 17 Dinners = \$271
11/10 – Tuesday Special (Baked Cod) 20 Lunches, 14 Dinners = \$616
11/11 – Wednesday Special (Veal Scallopini) 10 Lunches, 25 Dinners = \$516
11/12 – Thursday Special (Chicken Marsala) 24 Lunches, 28 Dinners = \$580
11/13 – Friday Special (Surf 7 Turf) 42 Lunches, 97 Dinners = \$1758
11/14 – Saturday Special (Pot Roast) 37 Lunches, 98 Dinners = \$1750
11/15 – Sunday – Breakfast & Lunch (No Dinner) 51 Breakfasts, 72 Lunches = \$1150
11/16 – Monday Special (Pork Chop) 37 Lunches, 98 Dinners = \$378 (Closed lunch-hurricane threat)
11/17 – Tuesday Special (Prime Rib) 41 Lunches, 76 Dinners = \$1639
11/18 – Wednesday Special (Lobster Mac & Cheese) 14 Lunches, 24 Dinners = \$492
11/19 – Thursday Special (Eggplant Parmesan) 34 Lunches, 26 Dinners = \$939
11/20 – Friday Special (Sea Scallops) 115 Lunches, 78 Dinners = \$2658
11/21 – Saturday Special (Haddock) 53 Lunches, 48 Dinners = \$1279

For the period through 10/22 thru 11/21 (31 business days), 154 pizzas were sold= 4.9/day

Please Note:

It has been found there has been an error in reporting the revenue numbers since July 1st. The revenue numbers have been inflated by a miscalculation and misunderstanding. This error has not affected the income statement. The revenue numbers on this report and going forward are correct.

Ann did a complete audit of 198 member's email addresses that are to receive our eBlasts and determined 17 were opted out and 15 were suspended by Golf Now. She has corrected those that opted out and informed all the parties. The 15 suspended have been reported to Golf Now to have them get reinstated. Golf Now representative said they corrected all but 7 and indicate the reason

why emails are not being received is because those individual's computers are not accepting email from the domain. In the meantime, Ann will be forwarding 'club' messages to the 7 so that they will be kept informed.

Dinner Specials for December

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

December 6 – Snack Menu from 2-5 pizza's till 6 placed by 5:30
December 13 – Snack Menu from 2-5 pizza's till 6 placed by 5:30
December 20 – Snack Menu from 2-5 pizza's till 6 placed by 5:30
December 27 – Snack Menu from 2-5 pizza's till 6 placed by 5:30

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

December 7 – NO DINNER CLOSE AT 3 BIRTHDAY BASH
December 14 – NO DINNER SPECIAL ANNUAL MEETING close at 6pm
December 21 – Lobster Mac & Cheese served with a breadstick 15.99
December 28 - Traditional Chicken Marsala with rice and veg \$14.99

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

December 1 – Liver & Onions with bacon, mashed potatoes, gravy & vegetable \$12.99
December 8- Salisbury Steak served with mashed potato, onion & mushroom gravy & vegetable \$12.99
December 15 – Prime rib Queen cut (8oz) \$19.99 / King cut (12oz) \$22.99. Baked potato & veg
December 22 – 1/3 Rack BBQ Ribs and Chicken with French fries & Coleslaw \$16.99
December 29 - All you can eat garlic butter mussels with choice of side. \$14.99

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

December 2- Veal Parmesan served with pasta & vegetable \$15.99
December 9 – Pot Roast with boiled potatoes, gravy, & carrots \$14.99
December 16 – Fried chicken breast with mashed, gravy, & veg. \$13.99
December 23 – Orange glazed ham with sweet potato & veg. \$13.99
December 30 - Baked Cod with lobster sauce, served with starch & vegetable \$14.99

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

December 3- Meat Lasagna with bread stick 12.99
December 10 – Chicken Cordon Bleu served with starch & veg. \$14.99
December 17 – Sliced beef tenderloin with baked potato & veg. \$16.99
December 24 – Christmas Eve CLOSE AT 2 BAR 3
December 31 – New Year's Eve close at 3. Dinner Reservations a must, 2 seatings
Take outs will also be available.

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

December 4- (Surf/Turf) Crab cake & Beef tenderloin baked potato & veg. \$18.99
December 11 – Bacon wrapped Sea Scallops served with starch & vegetable \$18.99
December 18 – Seafood Scampi \$16.99
December 25 – Closed – Christmas Day

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

December 5- Ground beef Stuffed Peppers with Chef's choice vegetable \$12.99

December 12 – Meatloaf served with mashed potato, gravy, & vegetable \$12.99

Dinner limited menu

December 19 – Beef wellington with potato & veg. \$17.99

December 26 – Baked Turkey Dinner with stuffing, mashed potatoes, gravy & vegetable \$13.99

Lunch Specials December 2020

1. Pulled corned beef Rubeen. \$11.99

Normal Rubeen with pulled corned beef served with 1 side.

2. Bread bowl and side salad \$9.99

Soup of the day with a side salad.

3. Chicken wing combo \$10.99

6 fried wings and side of fries

Or 12 wings alone \$12.99

4. Cobb salad \$11.99

Mixed greens, tomato, chopped bacon, boiled egg, grilled chicken, avocado, & blue cheese.

5. Grilled Bratwurst \$9.99

On a hoagie with sauerkraut and choice of side

6. Chicken melt \$10.99

Sourdough, tomato, bacon, grilled onion, American cheese, basil pesto with 1 side

7. Prime rib melt \$10.99

Grilled sourdough with pepper jack, grilled onions, & side of horseradish sauce.

Served with one side

Sunday Snacks 2-5

Pot Sticker- 6 deep fried pork pot stickers served with soy sauce. \$8.99

Basket of Fries – Enjoy a basket of sweet potato or regular fries. \$3.99

Basket Chips – Deep fried and seasoned potato chips served with your choice of dipping sauce. \$3.99

Onion Rings – Crispy on the outside, tender on the inside served with our kickin Bayou sauce \$6.99

Buffalo Chicken Tenders – Mild, Medium, or Hot served with celery & carrots. \$8.99

Chef Salad – served with your choice of dressing. \$11.50

Pecan Crusted Chicken Salad – crunchy pecan crusted chicken breast over a mix of fresh greens, mandarin oranges, c'raisins and bleu cheese crumbles. \$11.50

Hole in One Sandwich – Homemade chicken or tuna salad with your choice of bread served with one side. \$9.99

Club Sandwich – Select your choice of bread, served with one side \$11.99

Coconut Shrimp Basket – 5 shrimps served with fries. \$11.99

Pizza and pizza flatbreads are also available till 6pm order by 5:30

All for dine in or take out

President - Dick Sjogren

Dick recognized Ann Carter for her participation on the Board for the last 15 years and for all the work she has done for the Club. As a tribute to the many hours she has spent supporting the Board, the unlimited amount of work she has done in her role as Board member, and the contributions she has made to the Club, the Board awarded her a plaque with the engraving "Ann Carter Dining Room" to be hung over the dining room entrance of the Crown & Shield in her honor. We had wanted to make a formal presentation and do a reception, but due to the COVID restrictions that is not possible at this time. The Board will definitely miss Ann's untiring dedication and devotion to a job well done.

Given the increasing COVID numbers, and in the interest of safety to all of our members, we cannot bring a large group of people into the dining room for the Annual meeting. Therefore, we will hold a virtual Annual Meeting via a Zoom call on Monday, December 14, at 7:00 p.m. for anyone who has questions regarding the presentation, which will be sent prior to the meeting for review by all members. The election for the four positions on the Board will be held by proxy ballots to be returned no later than December 11th. The results of the voting will be included in the presentation.

All the paperwork for forgiveness of the PPP loan has been submitted and is now under bank review. Dick will continue as an authorized Board representative for the PPP loan.

Meeting adjourned at 9:10 p.m. The next Board Meeting will take place after the voting has been completed for the newly elected Board members.

Respectfully submitted,
Esther Patterson, Secretary