

BOARD OF DIRECTORS MEETING  
 THE MONARCH AT ROYAL HIGHLANDS, INC.  
 January 11, 2019

A meeting of the Board of Directors for The Monarch at Royal Highlands, Inc. was held at 8:00 a.m. in the Great Hall Meeting Room. Those present: Dick Sjogren, Linda Gietz, Vince Laverghetta, Bob Keating, Mike Russomano, Dave Kozlowski, Steve Ryan, Esther Patterson and Ann Carter. Craig Misch, Golf Pro, Linda Eaton, F/B, Crown & Shield, Sam Floyd, Par for the Course Management and Terry Stephenson Course Superintendent were also in attendance.

**President – Dick Sjogren**

Dick Sjogren called the meeting to order.

The Minutes of the December 14, 2018 and December 17, 2018 meetings were approved.

**Treasurer’s Report – Linda Gietz**

The Monarch at Royal Highlands, Inc.				
Treasurer's Report				
<u>Account</u>	<u>Account Type</u>	<u>Bank</u>	<u>APY</u>	<b>01/11/19</b> <u>Balance</u>
Cash - Operating	Checking	BB&T	0.00%	69,478.36
Petty Cash	Currency	Office Safe	0.00%	1,400.00
Capital Reserve	Checking	BB&T	0.75%	131.39
Ford Interest Advantage	Note/Checking	Ford Interest Advantage	2.69%	55,304.42
Non Operating Investment Account	Cash	Raymond James	0.25%	71.99
Non Operating Investment Account	Bonds	Raymond James	3.27%	19,800.70
Non Operating Investment Account	CD	Raymond James	2.51%	11,992.32
Cash Balance as of 01/11/19				158,179.18
Change from 12/14/18 Report				(15,791.18)
BB&T Loan			4.80%	1,011,970.57
Cash Balance 01/11/19				158,179.18
Cash Balance 01/26/18				243,913.13
Difference				(85,733.95)
<b>Total Reserves:</b>				
Capital Reserve				131.39
Year -To-Date Transfers to the Capital Reserve			3,000.00	
Ford Interest Advantage				55,304.42
Raymond James				31,865.01
Total				87,300.82

## **Secretary's report – Esther Patterson**

Both Dave Kozlowski and Esther Patterson have complied with finger printing requirement; and receipts were turned into Sam Floyd for reimbursement, and to submit forms to the division of Alcoholic Beverages and Tobacco.

## **Superintendent's Report – Terry Stephenson**

One tractor is still down; start repairs next week.

Will get with JT Landscaping this week about trimming limbs by #13 green to help increase grass on the green.

Spiked and lowered height on greens to be level with the bermuda grass.

Fixing and replacing bad ball washers; painting and cleaning up tee markers.

Mowed #16 ravine down to 2 inches and getting prices for drain pipe materials and fill rock.

Pump station box and radiator repair done Wednesday; researching pump station LED display; resolution screen does not indicate where the fault is. Sam Floyd researching other solutions. Spot spraying broadleaf weeds in needed areas; finishing edging bunkers and will start on cart paths.

Weed eating, mowed around ponds, trees, bunkers.

Trying to stay on top of the mole problem. The vibrators are sending the moles to other areas but keeping them off the greens. Other solutions were mentioned for review.

The new staff member is setting the cups, and Terry will check out the flags not being in the correct locations on the greens.

Will follow up on the driveway pavers available from a member for use by the golf course.

Asked the Board about putting down pine straw in beds (cost about \$1500) as was done in the past. Board considering request.

## **Manager's Report – Sam Floyd**

We did not do too bad in December considering our total sales were down to budget by \$5,476 but by controlling expenses, we were able to exceed budgeted Net Income by \$2,519.

- Mother Nature took her toll on the Golf Department again this month with six days of inclement weather, which effected play. We were also closed on Tuesday, Christmas day, and Tuesdays are one of our strongest outside play days. We were down to budget 617 total rounds and \$2,090 in Green Fees & Cart Fees.
- Member dues were down to budget \$704 and it could have been worse, if we had not picked up some "Rental Memberships". There are currently 18 members on Medical Leave, which affects our revenue.
- Pro Shop sales were down to budget \$1,763 but are ahead of budget year to date by \$1,144.
- Maintenance Department was under budget by \$3,580 due to lower payroll expense, because of being short staffed.
- Food & Beverage Sales were down \$1,126 to budget, but Variable Cost Profit was up \$1,340 which helped our total outcome.

We did very well in December and we even made up some lost ground in net income.  
We are currently \$1,290 ahead of our year to date budgeted Net Income, which is great!

### **Membership – Mike Russomano**

**Committee: Craig Misch, Chuck Gietz, Michele Penski, Bob Keating**

New (Renters): Don Humber eff – 01/01/19  
Tom & Rosanne O'Rourke eff – 01/01/19  
Ralph & Annie Stone eff – 01/01/19

Resignations: Michel Benoit eff – 01/01/19  
Roy Hutson eff – 11/15/18

Off Medical: Len Vieira eff – 12/18/18  
Terry Neikirk eff – 01/01/19

On Medical: Harry Taylor  
Karen Teegarden extended to 06/01/19  
Tom Campbell  
Phyllis Wagoner  
Frank Vignone  
Ron Ambrosio  
Mary Neikirk  
Tom Christie  
Chuck Hill  
Francie Traviolia  
Marilyn LaFauci  
Harvey Small  
Jack West  
Richard Taylor  
Gay Whitlock eff – 12/1/18  
Bob Titton eff – 1/9

### **Golf – Vince Laverghetta**

**Committee: Evelyn Weasner, Mike Russomano, Craig Misch, John Buono, Linda Carey, Ray Smith**

Our next event will be the Member-Member Tournament on February 13-14; with lunch to follow.

### **Buildings and Grounds – Bob Keating**

**Committee: Diane Christie and Linda Carey**

A meeting will be scheduled with Sam Floyd and Terry Stephenson about a beautification project with a timeframe of completion by May, and discuss equipment, prices, #16 ravine, etc.

## Communication – Ann Carter

The Dinner & Bar only numbers from December 13 through January 8th are as follows:

12/13 – Thursday Dinner Special (BBQ Chicken & Rib Combo-14)-37-, \$733, Bar \$383 = \$1,116  
12/14 - Friday Dinner Special (Seared Ahi Tuna-7)-43-, \$682, Bar \$211 = \$893  
12/16 – Mid West Club at Great Hall– 115 - \$1,993 total  
12/18 – Tuesday Dinner Special (Taste of Italy Pasta-82) \$1,361, Bar \$429  
12/20 - Thursday Dinner Special (Sheppard’s Pie-12) -42- \$606, Bar \$262 = \$868  
12/21 – Friday Dinner (Seared Sea Scallops/Crab Cake Combo-24) -61- \$1,040, Bar \$329=  
\$1,369  
12/27 – Thursday Dinner Special (Meatloaf-11) -33- \$450, Bar \$202 = \$652  
12/28 – Friday Dinner Special (Shrimp & Lobster Scampi-31)-85- \$1,355, Bar \$487=\$1,842  
12/31 – New Year’s Eve – 120 - \$3,612, Bar \$912 = \$4,524  
1/1 – Tuesday Dinner Special (Baked Ham) -4- \$47, Bar \$41 = \$88  
1/3 – Thursday Dinner Special (Beef & Rice Stuffed Pepper-10) -27- \$589, Bar \$372 = \$961  
1/4- Friday Dinner Special (Grilled Mahi-4) -37- \$569, Bar \$272 = \$840  
1/7 – Private Party – 60 - \$762, Bar \$340 = \$1,102  
1/8 – Tuesday Dinner special (Liver & Onions-27) -79- \$1,825, Bar \$734 = \$2,559

For the period through December 13 thru January 9) - (22 business days) 103 pizzas were sold=  
4.5/day

Dinner Specials for the last half of January are:

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

January 15 -Taste of Italy - \$15.99

January 22 – Fried airline chicken with mashed potato, gravy, & veg. \$13.99

January 29 - Apple raisin topped Pork Loin, potato and veg \$14.99

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

January 17 – 1/2 Rack Ribs and BBQ Chicken, coleslaw and fries \$16.99

January 24 –Sliced Beef Tenderloin with baked potato & veg. \$15.99

January 31 - Salisbury Steak with onion and mushroom gravy, potato, and veg. \$12.99

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

January 18 – Seared Scallops with baked potato & veg. \$18.99

January 25 – Shrimp scampi over pasta. \$17.99

January 19 – Birthday Bash

January 23– Italian Card Bingo

All the Motion & Policy books (the Green book) have been updated and distributed back to the Board Members. This book has now been turned over to the Corporate Secretary for future input.

**Finance and Audit Committee – Steve Ryan**  
**Committee: Linda Gietz and Vince Laverghetta**

Dick Sjogren thanked Craig Misch and Sam Floyd for the excellent job they were doing with Marketing, and as such will replace the Marketing Committee with a Finance and Audit Committee to be chaired by Steve Ryan. The team will meet to develop a job description and an action plan (including budgeting) with a planned operational date of June 1, 2019.

**Vice President – Dave Kozlowski**

Dave will be working on the long-range plan with the assistance of Dick Therrien and Mike Kowalski.

Dave proposed that the Board adopt a mission statement, which clarifies the purpose and objectives as well as the direction of the organization. The Board agreed and Linda Gietz, Steve Ryan and Esther Patterson volunteered to assist in the project.

**President – Dick Sjogren**

Dick will update the Club Bylaws with the results of the voting done on December 17, 2018 at the annual meeting. He will send the document to Ann Carter who will post it on our web page and send an e-blast to the membership to let them know that it is available for viewing.

Dick asked that the Crown & Shield bar hours be extended to 6:00 p.m. on Monday and Wednesday to accommodate the afternoon golfers and card players; Sam Floyd agreed and will change the calendar to reflect the new closing time.

The next Board meeting will be January 25, 2019 at 8:00 a.m. at the Great Hall Meeting Room.

Dick called for a closed session for the board to discuss a personnel issue.

The meeting was adjourned at 10:00 a.m.

Respectfully Submitted,  
Esther Patterson, Secretary