

BOARD OF DIRECTORS MEETING  
THE MONARCH AT ROYAL HIGHLANDS, INC.  
January 14, 2022

A meeting of the Board of Directors for The Monarch at Royal Highlands, Inc. was held at 8:00 a.m. in Mtg Rm A at the Rec Center. Those present: Vince Laverghetta, Esther Patterson, Steve Bryan, Bill Ortvals, Jim Oddo, Lisa Ritchey, Therese Buono and Steve Ryan. Steve Snover was absent. Luis Colon, General Manager, Craig Shelton, Asst Course Superintendent and Lisa Ann Zummo F/B Manager, Crown & Shield, were also in attendance. Terry Stephenson, Course Superintendent was absent.

Vince Laverghetta called the meeting to order. The Minutes of the December 10, 2021, meeting were approved.

The Board of Directors held an informal meeting on December 13, 2021, immediately following the Annual Meeting for the purpose of electing officers for the year 2022 as follows:

President: Vince Laverghetta was nominated by Steve Snover, seconded by Lisa Ritchey. Vince accepted the nomination; all were in favor.

Vice President: Lisa Ritchey was nominated by Vince Laverghetta, seconded by Steve Snover. Lisa accepted the nomination; all were in favor.

Treasurer: Steven Ryan was nominated by Vince Laverghetta, seconded by Steve Bryan. Steve accepted the nomination; all were in favor.

Secretary: Esther Patterson was nominated by Lisa Ritchey, seconded by Steve Bryan. Esther accepted the nomination; all were in favor.

**President – Vince Laverghetta**

The following accepted their appointments as Committee Chair:

Therese Buono – Communication

Jim Oddo – Golf

Steve Bryan – Building & Grounds

Bill Ortvals – Membership

Steve Snover has resigned the Board of Directors effective 1/14/2022 due to ongoing medical issues. The Board determined that we were within the guidelines of the bylaws to not fill this position at this time. It was also agreed that decisions would be reached using the majority rule.

**Superintendent’s Report – Craig Shelton**

- First pre-emergent will be put out on 1/31/22 (course closed at Noon, and scheduled groups will have a 8:00 AM shotgun start that day).
- Will put out a bulk application of fertilizer on tees, fairways, roughs sometime this month.
- Continuing edging irrigation heads, boxes (replace valve boxes and drain basins).
- Will be spraying for poa annua and broadleaf weeds in coming weeks.
- Received quotes on greens Groomer Brush (\$4500). Benefits are: (a) drag in top dress better, (b) grass stands up for better cut, (c) smoother greens, quicker roll without lowering cut, and (d) ability to drag faster.

- Received quotes on leaf Blower (\$7322); available March 2022. Benefits are: (a) removes leaves from fairway and tees faster and (b) blows leaves off cart paths.
- Received a statement from St Johns for water use for 2021. We overused our allocation by about 380,000 gallons. They are not fining us but we are cautioned not to overuse again this year. This might have been the result of the broken sprinkler behind #16 green.
- We were advised by Royal Highlands maintenance crew that the sprinkler between #9 and #10 is broken. Craig will take a look at it.

### **Food & Beverage Manager - Lisa Ann Zummo**

The Restaurant has been very busy. Many of the new golf groups are staying for lunch and/or drinks. The Rob Nichols show is sold out, the Birthday Bash is scheduled for Saturday, and the restaurant will be closed on February 14 for a private party.

It was brought to Lisa's attention that golf members finishing their rounds later in the afternoon are not finding ample room in the restaurant for them to mingle after golf due to the fact that it is being set up for group reservations/parties. Lisa will delay setting up the restaurant for 30 minutes to allow for golfers to have some extra time in the restaurant after their golf rounds.

In the interest of safety to our customers, the restaurant staff will again start using masks. Customers are encouraged to wear masks.

### **General Manager's Report – Luis Colon**

- As of January 14, F&B and Golf departments are showing a profit for the month of December. December Income Statement, P&L and Balance Sheet will be available at the next meeting.
- Cost of Goods increase impact continues to fluctuate. Latest example is golf bags received on Thursday, January 13. The cost increased by \$40 per bag.
- Golf cart Batteries - Replaced 5 carts with batteries and working on 5 more carts to be completed on Wednesday, January 19. Members are coming up with ideas on how to help. Example, a member family has a fleet cart for 3-4 months and is paying for the cost of batteries. It is considered a rental.
- Club Point of Sale Platform (ForeUP) – Website membership documents updated as of January 13. There is one document that needs to be replaced from Word to PDF.
- Hole-in-one Payouts Update – We have two ways of executing hole-in-one charges and payment distributions that are still not acceptable by GM. The GM was trying to apply pressure on ForeUp to make the software changes concerning the hole in one charges/credits to avoid the manual input process. However, we can execute the charge and distribution if members want us to proceed with what is available to us. It is more labor extensive for the staff, yet it is a way to get it done until the requested upgrade is in place. The decision to not process the hole-in-one charges and payments until the new upgrade was/is in place rests on the GM only. The Board requested that the GM manually execute hole-in-one charges and payment distributions until such time as the requested upgrade is in place and operating
- Pro Shop Update – We are slowly receiving invoices and merchandise. That includes items ordered for the cart barn. Example: we ordered a golf cart seat over 6 months ago, and just received an invoice for it on Friday, January 14. Pro shop merchandise: we received an invoice on January 14 for a small order of hats placed in September 2021; 4 months just to get the items invoiced and usually the items arrive within a week. Supply chain still a challenge and I expect the challenge to continue for the next 3 months minimum.
- Membership update – January billing statistics provided to BOD members. 2022 is starting on a very positive note. Need to discuss the “over 80 frozen” category since a few members brought a copy of their

contracts with the verbiage and promise to honor the same. Luis to send BOD a copy of the contract for review.

- Crown & Shield update - Restaurant performance continues to shine. Lisa and staff performance is above expectations and credit goes to Lisa for her active approach to generating traffic. New golf groups are a PLUS to the restaurant as the players do use the facility to eat.
- Driving Range upgrade – Email sent to Executive Board for possible range mats upgrade. Sale price of the mats ends today, January 14 per WITTECK company extension granted via email request. The Board determined that now is not the time to purchase driving range mats given the needs of the golf course at the current time.
- Restaurant AC - We need to address the condensation issues and water dripping off the AC vents in the clubhouse before the warm weather gets here. It appears to be more of an entrance/exit issue rather than duct work as these doors are open continuously causing the loss of air conditioning. Luis is working with the contractor on a fix to the solution.

### Treasurer’s Report – Steve Ryan

Treasurer's Report				14-Jan-22
<u>Account</u>	<u>Account Type</u>	<u>Bank</u>	<u>APY</u>	<u>Balance</u>
Cash - Operating	Checking	BB&T	0.00%	86,468.69
Petty Cash	Currency	Office Safe	0.00%	1,400.00
Capital Reserve	Checking	BB&T	0.05%	20,126.86
Ford Interest Advantage	Note/Checking	Ford Interest	0.65%	221,698.25
Non Operating Investment Account	Institutional MM	Raymond Jar	0.03%	98,558.24
Cash Balance as of 01/14/2022				428,252.04
Change from 12/14/2021 Report				9,071.28
BB&T Loan	Monthly On 28th...\$10,101.43		4.80%	778,008.21
Personal Note	Monthly on 1st...\$2191.00		6.00%	116,570.26
Accounts Payable(Including lease payments)				12,067.60
BB&T Credit Card				1,264.44
Cash Balance 01/14/2022				428,252.04
Cash Balance 01/08/2021				343,507.76
Difference				84,744.28

### Secretary – Esther Patterson

Green Books need to be turned in for updating. We will maintain a copy for the GM, the Officers and an Office copy for use by any Board member.

### Vice President – Lisa Ritchey

Lisa will be leading the effort regarding The Monarch’s anniversary celebration. Esther will provide her with names of the Charter Equity members.

## **Membership – Bill Ortvals**

Bill recommended that we keep all membership options at the current time to give perspective members a variety of memberships to choose.

**Adds:** Thomas Cvikota Equity Single - eff 1/1/22  
Pat and Ken Cashmore General Family - eff 1/1/22  
Bonnie Rex and Cindy Hendricks Limited General Household - eff 1/1/22  
Yvonne Parker and Craig Simpson Seasonal General Household - eff 1/1/22  
Don McNaughton Seasonal General Single - eff 1/1/22  
Mark Tidwell Social Program - eff 1/1/22  
Jim Andrews Social Program – eff 1/1/22  
Ralph and Annie Stone re-enrolled as Renters - eff 1/1/22

**Status Change:** Mike and Virginia Holzhausen from Limited Equity to Full Equity - eff 1/1/22

**Resignation:** Terry Neikirk Limited Equity Family - eff 1/1/22  
Bob Hadley Limited General Single - eff 1/1/22

## **Golf – Jim Oddo**

- Upcoming Event: Member/Member 2-Day Tournament on February 9 & 10. Eblast will be prepared and sent on 1/19/22 (3 weeks advance notice). Sign-ups will begin on 1/19/22.
- Scorecard and Handicap Reviews (for the month of December) - 188 Scorecards were reviewed since the last B.O.D report. 95% of all cards were accurately posted. No red flag issues were cited.
- The 2022 Calendar is complete and available on our website.
- Member/Guest Tournament to be held April 28-30, 2022. The information and registration form was sent out January 7<sup>th</sup>. Equity members will have first opportunity to sign up for the tournament from January 10 to January 21. After the equity member signup period, all other membership categories may sign up until all teams are filled, but no later than February 18<sup>th</sup>.

## **Building and Grounds Report – Steve Bryan**

Steve sent the Board pictures of a ball retriever mechanism that allows the ball to be lifted from the cup using your putter without ever touching the flag. This safeguards the cup from damage by putter ball retrievers and member's retrieving the ball. He will get a couple to try out on the course for evaluation.

## **Communications – Therese Buono (Nothing to report)**

### **Unfinished Business**

Vince provided the Board with a draft medical leave policy for review. The Board will continue the discussion at the next meeting.

Meeting adjourned at 10:00 a.m. The next Board Meeting will be held on January 28 at 8:00 a.m. in Mtg Rm A at the Rec Center.

Respectfully submitted,  
Esther Patterson, Secretary