

WBPOA Board Work Session  
June 29, 2021  
White Bluff Conference Center

The workshop was called to order at 9:30 AM by Leonard Critcher, Board President.

Participants: Leonard Critcher, John Bass, Jim Fletcher, Jeff Williams, Teal Lang, Joe Manders, Marshall Snyder, and Mark Hepworth. Gerry Mayer participated via telephone conference call. Bill Finney, POA General Manager, also attended.

1. Financials and Other Items- Jeff Williams

Through the end of May, 11,412 rounds of golf were played on the two White Bluff golf courses. This is an annualized rate of 27,200 rounds for the year if the current trend continues through the end of 2021. The POA is well ahead of budget on golf revenues to date. Food and beverage revenues are also ahead of budget.

The draft 2020 financial audit for the POA is nearing completion. The accountants have all of the financial information needed to complete the audit.

2. Collections for Maintenance Fees and Assessments – Jeff Williams

To date, the collection rate for maintenance fees is 79% of total billings. The collection rate for the special assessment is currently 65%.

3. Making a Payment to Double Diamond from Assessment Receipts – Jeff Williams

Associa, the POA management company, estimated \$745,000 in receipts to date for the special assessment. Following Board discussion regarding the amount to pay Double Diamond on the outstanding debt for the amenities purchase, Jim Fletcher moved and John Bass seconded to pay the full \$745,000 on the debt, subject to verification of the actual amount received. If the amount is less than

\$745,000, the full amount collected to date will be paid. The motion passed unanimously.

4. Hotel – Leonard Critcher

- a. Status – Demolition is proceeding and should be completed at the end of four weeks from the start date.
- b. Furnishings Budget – The estimate for furnishing the hotel including towels and linens is \$100,000. Following a short discussion, Jim Fletcher moved and John Bass seconded to authorize up to \$100,000 to pay for furnishings. The motion passed unanimously.
- c. Gathering Room/Lobby – The Board discussed the option of approving a change order on the hotel renovation to dedicate the space that would be taken up by three or four rooms to create a lobby and reception area. Following discussion, the Board opted to consider a different option - a separate annex.
- d. Annex Option – The Board reviewed drawings, specifications, and cost estimates for the construction of a hotel annex to be connected with the main hotel with a covered walkway. The cost estimate for construction is \$130,000 plus a 10% contingency. Following discussion, Marshall Snyder moved and Mark Hepworth seconded to authorize \$143,000 to construct the hotel annex. The motion passed unanimously.

5. Slab Issues - Leonard Critcher

The Board discussed removal of slabs on private lots located on White Bluff Drive, Ash Drive, and Overlook Drive. Marshall Snyder moved and Joe Manders seconded to send a demand letter to the owner of the slab on White Bluff Drive for removal within 30 days. The motion passed on a vote of 7 to 2.

6. Marina Market Offer – Leonard Critcher

The Board discussed an offer from a private party to purchase the Marina Store. The board members were not interested in selling the store, but expressed interest in a possible lease offer similar to the one approved for the Lighthouse Pub.

7. Walkinshaw Litigation – Leonard Critcher

The Board had a lengthy discussion on confidential litigation matters.

8. Software Needs- Bill Finney

Bill Finney, POA General Manager, briefed the Board on software needed to manage the amenities including golf, food and beverage, and lodging operations. He is researching software systems and modules together with costs. A recommendation to the Board will be presented in the near future. Teal Lang moved and Jeff Williams seconded to hire a part-time person at \$20.00 per hour to implement the software and train staff once the software has been installed on White Bluff IT hardware.

9. Capital Expense Necessities- Bill Finney

Four capital expense items currently needed for POA operations were presented to the Board by Bill Finney. They are an administrative office air conditioner for the second floor (\$8,675), a pool heater for Rustic Pool (\$3,600), two range pickers (\$18,500 total), and greens covers for the New Course (\$36,664.28). Jeff Williams moved and Gerry Mayer seconded to approve the purchase of these four items. The motion passed unanimously.

10. Director of Golf Position – Bill Finney

Resumes and application letters for the Director of Golf are currently being accepted by Bill Finney. Interviews for some candidates have already been scheduled.

11. Hiring an Assistant GM – Bill Finney

Bill Finney is working on the development of a position description for an Assistant GM. He will discuss his recommendation for this position with the Board in the near future.

12. Report on the New Slips at the Marina – Mark Hepworth

The Corps of Engineers has granted approval for the installation of 16 new slips at the White Bluff Marina. Approval for another 8 slips was requested, but has not been granted by the Corps. If this approval is not received by the time construction for the 16 approved slips begins, only 16 slips will be installed.

The meeting adjourned at 2:30 PM.