

White Bluff Property Owners Association  
POA Board Meeting  
November 30, 2022

Present:

Directors:

Fletcher, Critcher, Smith  
Bass, Lang, Williams (Mayer proxy)  
Manders, Chagnon (until noon)

Staff:

GM Finney, Castle: Brian Steele  
Asst. GM Sue Ellen Kelley

Absent:

Chagnon (in the afternoon)  
Mayer

- 1. Call to Order**
2. Open Forum
  - a) Discussion of agenda items by attending members
    1. Tommy Edgar. Comment on Employee Food Discount. He can't use the discount with only a 30 minute lunch break.
    2. Rafeeq Ahmed. White Bluff builders should not have to qualify with the ACC to build homes. This issue will be deferred to a work session meeting.
    3. Call in: Allison Clark had a question, is the special assessment to become permanent? Fletcher advised that this is not true. The special assessment is in effect for only one year more.
  - b) Questions for the Board: None.

### **3. Administrative Reports**

- a) Transition Summary-Brian Street  
Castle has been aboard for 5 months now. They have been busy training staff members, hiring new staff members, processing the 2023 budget and wrapping up the transition plan.
  
- b) Golf Operations-Keith Harris  
He is wrapping up calendar year 2022. He is estimating \$100,000 to date merchandise revenue. He is attempting to track all rounds played for the year to account for all comp. rounds used.  
Reported on the 97 Amateur Junior Tournament to be played here at the end of July 2023. Both golf courses will be used. He estimates raising \$60,000 in four days. Two other large tournaments are scheduled for March and July 2023.
  
- c) Marina- Ned Wilmarth  
No report.
  
- d) Lodging-Finney  
We have received \$76,000 for advance deposits so far this year. We are in line with our 2022 budget for lodging. Critcher requested again a report breakout for each type of lodging unit so that we can compare revenues received by lodging type.
  
- e) Food and Beverage-Carrie Holden  
All restaurant employees now have White Bluff tee shirts; this is good for employee morale. They are now serving higher quality food. This vent system at the 19<sup>th</sup> Hole Grill has been fixed. There is a new menu update for January 1<sup>st</sup>. She will update the menu every quarter. She is hoping to see a customer volume increase for 2023. She is planning steak and catfish nights for the patio. She has requested sound panels for noise

dampening, Jason with Castle is involved in addressing the sound problem in Mulligan's.

- f) General Maintenance-Finney  
Christmas lights have been installed at various locations. Tree cutting and trimming will be ongoing. They have added ground equipment over the year.
- g) Golf Course Maintenance-Mike Shelton  
We had drought conditions in May, we are now back to normal. We have started alternating course closures in December with the Old Course first. Sodding and erosion projects are ongoing. He is currently two short on staff. He is working on the Old Course greens. Pruning projects and irrigation issues are being resolved. They will be using diesel pumps for irrigation for next year.
- h) Roads-Rick Ashton  
Their new motor-grader is working well. Six roads are ready for seal coating. They will be using large amounts of cold mix. He plans to reclaim some roads with the big planer.
- i) Security-Kyle Neville  
He is fully staffed with two in training. The new Compliance Officer has been a big help to Security. A Security Committee has been formed for policy and incident report review. New signage and speed bumps have been installed at the front gate to help eliminate gate crashes.
- j) Accounting-Finney  
October 2022 financials came out about 1&1/2 weeks ago. We are now caught up on the financials.

**4. Agenda/Discussion Items**

a) Ratification of Board Actions Attached to Notice of Meeting November 30, 2022. Williams made motion to ratify, seconded by Chagnon. Motion was unanimously approved.

b) 2023 Proposed WBPOA Budget-Williams  
Through 10/31/22 our cash positions are as follows:  
Total Cash: \$2,730,185  
Operating Cash: \$1,958,932  
Reserve Cash: \$771,253  
Our expenses have increased significantly:  
Personnel, 12% over budget  
Equipment Maintenance & Repair, up 80%  
Supplies, up 62%  
Gasoline & Oil, up 106%  
Electric Utilities, up 31%  
Water, up 14%  
Propane, up 37%

Brian Steele, Castle Management:

We project a 2023 revenue increase from our revenue sources by about 10-15%.

We need and propose a slight increase in our maintenance fees for a single lot from the existing \$525 to \$600 every six months,, a 14% increase. He proposes to raise the home occupancy fee from the existing \$200 to \$300 every six months, a 50% increase. For owners of multiple lots, the maintenance fee will increase on a declining percentage scale until the \$1.00 per lot maximum fee is reached for owners of more than 5 lots.

Motion was made by Critcher to approve the 2023 budget, seconded by Williams. The motion carried unanimously.

Motion was made by Lang to approve the Castle Management proposal for maintenance/home occupancy fee increase, seconded by Bass. The Motion carried unanimously.

- c) Payment to Double Diamond  
We currently owe Double Diamond about \$967,000 on the loan to purchase the White Bluff amenities. We will wait until the December 16<sup>th</sup> work session to decide how much we pay Double Diamond in December 2022 and plan to pay off the entire remaining debt in the first half of 2023.
- d) Long-Range Planning-Mayer  
Mayer is working with the various department heads to develop their department needs for the future. He is moving forward in preparing a plan.
- e) Marketing-Chagnon  
She will provide an update on progress at the December 16<sup>th</sup> work session.
- f) Committees Update-Bass  
Bass has received all necessary information from the various White Bluff committees and will be providing it to the Board.
- g) Litigation Update-Manders  
We are still waiting on the Appeal Court decision to accept our *interlocutory* appeal request. No new information.

- h) **Employee Food Discount Policy-Finney**  
Finney prepared a summary of the proposed discount policy and sent it to the Board. We have accumulated \$36,000 in comp. discounts for the year. An additional proposal will be presented at the December 16<sup>th</sup> work session.
  
- i) **Fitness Center Equipment-Smith**  
She presented a proposal by handout for approximately \$2,500 in needed fitness equipment for the gym to be added to the 2023 budget. We plan to revisit this at the December 16<sup>th</sup> work session.

**5. Closed Session to Discuss Legal Matters**

Discussion was held on collection and foreclosure policy.

**ADJOURNED 1:45 PM**

*/s/*

Joseph V. Manders  
WBPOA Board Secretary