

Golf Club at Heather Ridge, Inc.
Minutes
April 18, 2011

The meeting was called to order at 3:15. All members were present except Ed Oswald who was ill. Ray Griffiths and Mike Ritter were present also.

Accounting Procedures

- Larry Ransford presented some suggested revisions to the accounting procedures and the board decided to implement them.
- Loren made a motion and Larry Ricketts seconded it that any work over \$500 must be signed off by at least two people and any work over \$5000 would go to the board. The board would then either approve the work or request bids from at least three suppliers/contractors. The motion was approved unanimously. This is a reaffirmation of current policy.
- In order to work effectively with vendors, checks will be requested twice a month.
- Larry Ransford will research and make a recommendation about how to best process merchandise payments.

Financials

- Simmons and Wheeler will provide monthly financials no later than noon on the board's meeting date so that members have time to review them prior to the meeting.
- Quickbooks is in place and parallels the financials from the accountants.
- GC@HR would like to revise the current agreement with HRMD to reflect changes in administrative costs.
- The board held a lengthy discussion of the financials from March.

Irrigation System

- Work is progressing on the irrigation system. Installation should be completed by the end of May.
- Mike and Ray explained the current procedure for requisitions concerning the irrigation system. For products such as pipes, pumps, etc., Rick Robins and L.L. Johnson generate the orders. Landscapes personnel check the items off when they are delivered. Rick then signs off on the items and sends the invoice to Vinnie. He then generates a requisition and check for HRMD signature. For work completed by Landscapes, Rick approves requests for payment and then sends them to Vinnie for a requisition and check for the HRMD. The board felt that this was a satisfactory procedure and provides for adequate accountability.
- HRMD and UAHR have requested a presentation about the scope, cost and timelines for the installation of the system. Larry Ransford presented a breakdown of costs and maps of the golf course illustrating the system. He

- will present them at the HRMD meeting on April 21 and at the three community meetings hosted by UAHR in May.
- The board discussed possible concessions to annual pass members because of the condition of the course during the installation. Mike will write a letter to pass members about a discount on next year's costs. The board did decide that no individual concessions would be given.
 - HRMD has requested a long range plan for the total completion of the irrigation system. The board decided that this project could not be completed until Rick Phelps completed his master plan for the golf course.

Personnel

- The board held a lengthy decision about the conflict of interest with Vinnie working for CG@HR as well as serving as treasurer for HRMD. Larry Ricketts moved and Loren seconded a motion that Vinnie be relieved of his duties with GC@HR effective on April 30 and that his office would need to be moved from the GC@HR office. The motion was approved unanimously.
- Because of personnel changes, the board felt a need for a new bank account. Larry Ricketts moved and Larry Ransford seconded a motion to authorize a bank account be opened at U.S. Bank for the purposes of payroll and general business. The motion passed unanimously.
- HRMD has requested job descriptions for personnel running the golf course. That project will be initiated once personnel changes have occurred.

Miscellaneous Old Business

- The bus stop signed will be moved on Tuesday, April 19.
- Larry Ricketts will be the back up for Joanie with the HRMD and will attend the May HRMD meeting.
- Only one board member will attend the UAHR meetings and Larry Ransford will be that board member.
- The board felt that regular attendance at the HRCA was not necessary but would be glad to attend if that group requested a board member attend one of their meetings. Joanie will call Bette Secord.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Joanie Ott