

BRIARBROOK COMMUNITY IMPROVEMENT DISTRICT

MINUTES OF OCTOBER 8, 2015

Howard Smith called the meeting to order.

ROLL CALL: Adam Greek, Jim Hackney, Tim Huff, Bob McAfee, Howard Smith, and Garry Church were present. J B Brown was absent.

Jim Hackney moved and Adam Greek seconded a motion to approve the corrected Agenda, 6-0.

Jim Hackney moved and Adam Greek seconded a motion to approve the minutes of September 10 and the Special Meeting of September 15, 2015, 6-0.

EXECUTIVE SESSION:

Adam Greek moved and Jim Hackney seconded a motion to go to an Executive Session for 15 minutes to discuss personnel, 6-0. During this session it was discussed that Mark's next evaluation will come up again in December. There still seems to be a problem with communications between Mark and Mike. Also some concern with Mark not being available over weekends. It was also discussed that Mike should be informed that the Board is completely out of the restaurant and not responsible for outside expenses other than Board sponsored activities and repairs on Board owned equipment. It was agreed that Howard will schedule separate meetings with both Mark and Mike to discuss these Board concerns. Bob McAfee moved to adjourn the Executive Session and return to the regular Board meeting, seconded by Jim Hackney, 6-0.

TREASURER'S REPORT:

Bob and Mark presented the Treasurer's Report. There was more discussion concerning financial procedures and how to best report this information. Garry Church moved and Jim Hackney seconded a motion to have a representative from Employer Advantage attend the next meeting to discuss this issue, 6-0. It was also recommended that CID money in the restaurant drawer should be withdrawn. Fund Balances were reported as follows:

|  |               |
|--|---------------|
| SMB Operating Account-                 | \$ 111,404.84 |
| SMB Debt Service Account-              | 539.17        |
| SW Trust Co. Assessment Fund-          | 133,736.28    |
| SW Trust Company Debt Service Account- | .08           |
| Cart Path Fund-                        | 8,633.74      |

MANAGER'S REPORT:

Mike Tracy was absent. Mark reported that collars around the greens are being reseeded with rye grass and dirt is being laid around #9 tee boxes. We have received all the dirt that is covered under

Ray's Trade-Out Agreement and future dirt will have to be purchased. Mark said that the staff is still fighting the crab grass. Lonnie will return as soon as possible to continue work on cart paths. The last cart path transfer to the Cart Path Fund was \$2,110. Mark also mentioned that \$10,500 was raised for Alan Talbot from the Jeff Wagner Tournament which had a total of 36 teams entered.

#### COMMITTEE REPORTS:

Construction Committee: J B was out of town so there was no new information on the Building Project. The contract will have to be completed when he returns.

Social Committee: Howard discussed a meeting that had been held regarding ideas for expanding new memberships. There was some discussion about increasing non member green fees but no decision was made on this item. Sign ups for the Vintage Prom are still low and committee members are working hard to get people to sign up.

Restaurant Committee: Jim indicated that he would like for this committee to become a part of the Social Committee. It was decided that all of the Board Committees will be combined into one Advisory Committee made up from members from all the committees.

#### OLD BUSINESS:

Since Mike Tracy was not available, the discussion about his tax status will be held over to the next meeting. There was brief discussion of the revised Personnel Forms. Jim Hackney moved and Bob McAfee seconded a motion to approve these forms, 6-0.

Adam moved to approve the revised By-Laws, seconded by Tim Huff, 6-0. There was more discussion regarding the Vice President and Clerk's position. Howard will take care of advertising for the new Clerk position.

#### NEW BUSINESS:

Tim Old was concerned about the recent break in at the small cart barn. Mark indicated that he is taking steps to have two or three security cameras installed outside the club house. Tim was also concerned about the tear in the pool cover. Mark is to check about having this repaired. Tim asked about the steps that have been taken for increasing credit card security. Howard indicated that we have two programs to check anti virus and malware problems.

#### Additional Comments:

Mark was asked about new range mats. He indicated that the mats are okay and only need to be cleaned. He also said that he is requesting that players start practicing using only the mats and stay off of the grass when hitting woods and irons. He is also checking with the City about removing some trees and cleaning up the brush in the area south of the practice area.

Mark also asked about opening a Capital Improvement Account. Some Board members agreed that

this might be a good idea and will be added to the Agenda for November.

ADJOURNMENT:

Adam Greek moved to adjourn, seconded by Jim Hackney, 6-0.

Submitted by:

Garry Church, Secretary

The next regularly scheduled meeting will be Thursday, November 12, 2015

BRIARBROOK COMMUNITY IMPROVEMENT DISTRICT

SPECIAL MEETING MINUTES OF NOVEMBER 3, 2015

Howard Smith called the meeting to order.

ROLL CALL:

J B Brown, Adam Greek, Tim Huff, Jim Hackney, Bob McAfee, Howard Smith, and Garry Church were present.

J B presented information detailing new figures for the 48' x 100' Maintenance Building for discussion with the Board. The new total to date is \$46,594. There was additional discussion regarding the new figures. J B moved to approve a total of \$24,582 for payment to Jim Butler. Before this was seconded, there was an amendment proposed to include Board approval for the total project amount. After more discussion, Bob McAfee moved to approve the total budget amount of \$46,594, seconded by Adam Greek, 7-0. Any change orders over \$1,000 will need to be approved by the Board.

J B indicated that a decision needed to be made concerning the color of the building. After Board members looked at the color chart, Bob McAfee moved to approve an evergreen color for the walls with a tan color for the roof, seconded by Adam Greek, 7-0.

Jim Hackney reported that the Builders Risk insurance would be approximately \$200. J B moved that the Board pay this amount. This motion was amended by Tim Huff for the Board to pay up to \$300 for the insurance, seconded by Adam Greek, 7-0.

Tim Huff raised a question about the legality of using propane in the Briarbrook area. J B will check on this. J B will contact Jim Butler next week and get the building permit. Mark will also need to prepare a check for building materials from Sutherland's in the amount of \$20,562.

The tentative completion date for the initial project is December 15, 2015

Jim Hackney moved to adjourn, seconded by Bob McAfee, 7-0

Submitted by:  
Garry Church