

## BRIARBROOK COMMUNITY IMPROVEMENT DISTRICT

### MINUTES OF SEPTEMBER 11, 2014

Adam Greek called the meeting to order.

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

Tim Huff moved to approve the Agenda, seconded by Bob McAfee, 6-0. Tim Huff moved to approve the minutes of August, 11, 2014, seconded by Bob McAfee, 6-0.

In order to accommodate the speaker from N2 Publishing, Adam recommended that he go ahead and make his presentation prior to the Board discussing other scheduled Agenda items. No action was taken following his presentation.

#### TREASURER'S REPORT:

Bob McAfee and Mark presented the Treasurer's report. There was discussion of funding for cart paths and the need to establish a separate account for these funds. Bob McAfee made a motion, seconded by Jim Hackney to establish a new Capital Improvement Fund for Cart Paths, 6-0. Fund Balances were reported as follows:

SMB Operating Acct-	\$ 152,926.41
SMB Debt Service Acct-	.88
SW Trust Co. Assessment Fund-	131,035.98
SW Trust Co. Debt Service Acct-	.08

#### EMPLOYEE REPORTS:

Restaurant - Vi discussed a change in hours and days open. She recommended closing the restaurant on Mondays due to lack of participation. The Board agreed to closing on Monday, effective October 1. She indicated that she would like to do monthly specials to encourage more participation by patrons and to provide complimentary appetizers on Sunday afternoons during football season. She is still working on a new menu for the restaurant. Board members indicated that she needs to let the Board know what special events and activities are going on in the restaurant. Jim Hackney mentioned that his committee will be working on an Employee Manual and Policy Handbook. Vi indicated that she is working with Mark to review different types of uniforms for employees and they will have samples to show the Board.

Vi and Mark need to revise the P & L reports to be more reflective of actual costs. She reported that this month included some invoices from January that were sent to Santino's and have just now showed up and do not reflect true expenses for the current month.

The question came up about outside food and liquor being brought in for some restaurant activities. The Board agreed that this is not acceptable. New guidelines need to be developed so that everyone who schedules a special activity is aware of what the policies are when scheduling an event in the restaurant.

There was a question regarding fees being charged by Employer Advantage. Mark and Jim Hackney will contact Employer Advantage and have a representative come out to discuss these fees.

Course Manager – Mark reported that the next step on cart paths is to finish up #17 and to level out the area on the right side of the path at the bottom of the hill. There is a problem with the greens mower that needs to be repaired. There are a number of dead trees that still need to be cut down. The staff have been working on raising some sprinkler heads that were covered up and not being used. There was also discussion that a special project should be considered to remodel the maintenance shed which is currently uninsured although the contents are insured.

A question was raised about the number of outside tournaments that have been scheduled, many of which have been on weekends. This prevents many members who work during the week and can only play on weekends from being able to play. It was also brought up that members are sometimes unaware of tournaments that are scheduled. There needs to be more information available and it was suggested that a dry erase bulletin board in the Pro Shop might be useful to inform golfers of upcoming tournaments.

#### OLD BUSINESS:

The suspected leak in one of the lines was discussed. Tim Huff moved to get a bonded and licensed pool company to perform a leak detection before any work is done on the pool, seconded by Bob McAfee, 6-0.

Jim Hackney reported that the Directors and Officers Liability Insurance Policy has been issued and will be coming soon. The yearly CID insurance is due September 26. It was decided that Adam will send out bids to seek quotes from three companies before the September deadline.

Committee progress was discussed briefly. Adam will replace Tim Huff on the Golf Committee. It was decided to hold a “Meet and Greet the CID Board” Meeting on October 15 at 6:00 with light appetizers and invite the public to attend. Committee Chairs will outline their committee activities and encourage patrons to serve on a committee of their choice

Changes to current By-Laws were mentioned and Adam indicated he would send out suggested revisions to Board members to discuss at future meetings.

JB presented a summary of cart path information regarding costs and the amount of cart paths completed and yet to be completed. It has taken four years to complete what we now have and he is concerned as to when the project might be completed. It was discussed that asphalt might be

considered to complete the paths sooner and at a lower cost. It appeared that the majority of the Board would like to continue with concrete on most of the paths with some asphalt possibly being used in limited areas. No other action was taken but the entire Board considers cart paths to be a high priority.

ADJOURNMENT:

Jim Hackney moved and Adam seconded a motion to adjourn the meeting, 6-0.

The next regularly meeting will be Thursday, October 9, 2014.

Submitted by  
Garry Church, Secretary

## BRIARBROOK COMMUNITY IMPROVEMENT DISTRICT

### MINUTES OF SEPTEMBER 25, 2014 SPECIAL MEETING

Adam Greek called the meeting to order.

ROLL CALL: All members were present except Tim Huff.

AGENDA: The only Agenda item was to discuss bids received for the yearly CID Insurance coverage.

Bids were received from Gross Insurance Agency and Beimdiek Insurance and were reviewed by the Board. After reviewing the two bids, Bob McAfee moved to accept the lowest bid of \$12,076 plus \$1,221 (Umbrella Policy) for a total of \$13,297 that was received from the current company, Gross Insurance Agency, seconded by Howard Smith, 5-0-1, with Jim Hackney abstaining from voting.

There was no other business and Howard Smith moved to adjourn the meeting, seconded by Jim Hackney, 6-0.

Submitted by  
Garry Church, Secretary