



Heritage Springs Community Association, Inc.
Board of Directors Meeting
April 26, 2023, 2:00 pm PAC

1. Call to Order: Kathy Williamson at 2:00 pm.
2. Pledge of Allegiance: Led by Kathy Williamson.
3. Proof of Notice and Quorum: Posted on April 24, 2023. The quorum of directors is present.

Present: Ken Rubin, Dann Stavro, Cindy Thompson, Kathy Williamson, Ed Raether, Mike Jablon
Absent: Kelly Alter

In Attendance: Derek Intinarelli, General Manager, Zita Tuomey - Assistant General Manager,
Ailyn Millares-Controller, Ron Kelly - Chief of Safety & Security

4. Approval of March 22, 2023, Board Meeting Minutes: Kathy Williamson made a motion to approve the BOD Meeting minutes of March 22, 2023. The motion was seconded by Dann Stavro. The motion passes 6-0.
5. President's Report:
 - Congratulations to many members on projects and their accomplishments.
 - Annual Meeting – Proxy approved. Rentals are limited to 100 at a time.

6. Treasurer's Report:

Dann Stavro reported the information was preliminary information from Greenacres. The report included:

- Current Month **Operating** Results
- YTD **Operating** Results
- Current **Cash** Status
- **Reserve** Fund Projection

Detailed information for the report is attached to the meeting minutes.

7. General Manager's Report:

- HSCA March 2023 financials from Greenacres. We are cash positive on the bottom line so far year to date. The new Group Purchasing Organization-ClubProcure/Foodbuy/VGM and Prime Vending Agreements that we began working with earlier this year are delivering results. We are seeing improved food cost results in food and beverage and other departmental cost savings as well. There is still work to do with these programs and are focused on continual training and improvements in this realm.



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• CAPITAL EXPENSE PROJECTS UPDATE:

- The asphalt milling and repaving project is underway and we expect to conclude this, weather permitting, by Wednesday, May 3, 2023. We will continue to communicate on the progress of this project through completion.
- The Clubhouse Exterior painting project resumes on Monday, May 15, 2023, and runs through Wednesday, May 24, weather permitting.
- The Kitchen Flooring, Walk-In Refrigerator, and Freezer Ice Machine Upgrade Project are in the planning stages. This project is scheduled to begin Monday, July 17, 2023, and run through Monday, July 31, 2023. As we get closer to the start, more details will be forthcoming.

• UPCOMING EVENTS:

- West Coast Wine Dinner with Aspect Fine Wines on Sunday, April 30, 2023
- Mother's Day on Sunday, May 15, 2023
- "Rip It! Grip It! Roll It!" is a new HSCA Social, Fun, Golf Skills Challenge Event on Wednesday, May 17, 2023, No Skill Needed, Golf Clubs Will Be Available For Use

8. Member Comments on Agenda Items: Members made comments.

9. Motion to ratify the approval of emergency expenditure to replace two pump station motors: The motion was made by Mike Jablon on behalf of Kelly Alter.

I, Mike Jablon, make a motion to approve and ratify the emergency motion of March 28, 2023, for the purchase of the Pump Station motors on the golf course.

Purpose: Replace the 75 HP motor and 5 HP motor that failed. During the maintenance inspection, the 23-year-old motor failed. The golf course requires the pumps to water the grass on the golf course. Without a working pump the course grass would be harmed.

Costs: The cost of the equipment is \$18,885.

Dann Stavro seconds the motion. The motion passes 6- 0.

10. Motion to approve the Credit Card Usage Fees:

I, Dann Stavro, make a motion that an additional 3.1% fee be assessed on each HSCA credit card transaction.

a. Recognizing system changes, signage, and staff training must be in place, the General Manager must implement this fee by 6/1, or earlier if personnel, signage, and system are ready.

b. General Manager must start communicating this change to our members,



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at a minimum, weekly, in the Friday Flyer and for two weeks following implementation.
The motion is seconded by Ken Rubin. For the motion: Kathy Williamson, Ken Rubin,
Dann Stavro, Cindy Thompson, Ed Raether
Opposed: Mike Jablon
Motion passes 5-1

11. Motion to approve the Golf Course Private Cart Specifications and Regulations:

Motion Made by Mike Jablon on behalf of Kelly Alter
I, Mike Jablon, make a motion to approve the Golf Course Private Cart Specifications and Regulations as recommended by the Golf Committee.
Purpose: To standardize the golf carts used on the golf course to protect the course from turf damage. The specifications and regulations will set a standard for the Pro Shop and Director of Golf to monitor and approve the golf carts on the course.
The document will be included as an addendum to the Golf Handbook and Rules and Regulations of Heritage Springs.
The motion was seconded by Cindy Thompson. For the motion: Kathy Williamson, Ken Rubin, Dann Stavro, Cindy Thompson, Mike Jablon
Opposed: Ed Raether
Motion passes 5-1

12. Motion to approve the CAP for the Walk-in Freezer, Ice Machine & Flooring Project

I, Mike Jablon, make a motion to approve the Capital Acquisition Proposal for the Refrigeration and Flooring Project.
Purpose: Replacement of F&B's three primary Refrigerator and Freezer units and replace kitchen flooring.
a. Relocation of the condensing equipment to the outside reducing heat generation.
b. Relocate, to the outside wall, the A/C unit access/service door. Providing additional refrigeration space and maintaining service access to the A/C unit.
c. Replace the cracked concrete flooring in the cooler /freezer area. Optionally, use of flooring product to strengthen and level existing floor.
d. Replace the Kitchen worn epoxy flooring and extend it through the Cooler Area.
Requires removal of subfloor quarry tile.
e. Reconfiguration of some doors and walls to improve space and workflow.

Costs/Vendors:

Cooler / Freezer Equipment and installation - \$100,267
Vendor - Johnson-Landcaster w / American Panel and Krauss Company
Flooring Prep and Installation - \$46,682 Vendor - Silikal
Kitchen area room reconfiguration- \$23,950 Current HSCA vendors and internal staff
Total Project \$170,899



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Total Project with 14% contingency \$195,000

The motion is seconded by Dann Stavro. The motion passes 6-0.

13. Motion to approve updating the Rules & Regulations to include Estate Sales

I, Cynthia Thompson, make a motion to include a rule on estate and moving sales in the Heritage Springs Community Association Rules and Regulations. The motion is seconded by Ken Rubin. The motion passes 6 - 0.

14. Motion to approve members of the Rule and Policy Committee.

I, Cynthia Thompson, make a motion to include HSCA Members Carol Binetti and Chris Dixler in the Rules and Policy Committee. The motion is seconded by Dann Stavro. The motion passes 6 - 0.

15. Motion to approve members of the Insurance Committee

I, Kathy Williamson make a motion to add Joe Tyo to the Insurance Committee effective immediately. The motion is seconded by Mike Jablon. The motion passes 6 - 0.

16. Motion to approve the Village Rep Charter – Tabled to May's board meeting.

17. Member Comments on non-agenda items: Members made comments on non-agenda items.

18. Board Closing Comments: Board members made comments.

19. Adjournment: Kathy Williamson made a motion to adjourn the meeting at 3:19 pm. The motion was seconded by Dann Stavro. Unanimous vote.

38 members were present at the meeting.

Respectfully submitted by:
Cindy Thompson - HSCA Secretary