

**Sun Lakes Homeowners Association  
Cottonwood, Palo Verde Golf Committee Meeting Minutes  
December 1, 2016**

**Members present:** Rita Benfer, Cindy Bosch, Kathy Skrei, Daniel Ellis, Ginger Mays, Tom Rainville, Nancy Hermanson, Bert Paul, and Jack Hill

**Members absent:** None

**Board Liaison present:** Woody Neiman

**Staff present:** Bill Todd, Mark Leibfried, Greg Tokash

**Management president:** Steve Nolan

**Visitors present:** Don Hicks, Bill Greer (member of HOA Board of Director)

**Call to order and minutes:** The meeting was called to order at 2:00 P.M. by Chairwoman Cindy Bosch. The motion to approve minutes from the November 3rd, 2016 meeting was made by Nancy Hermanson, seconded by Bert Paul. The minutes were unanimously approved.

**Comments from visitors:** None

**Staff reports:**

Bill Todd, Director of Golf Maintenance: Good weather continues to keep the courses in good condition, with some of the best over seeding results ever. Cottonwood par fives need sprinkler heads, which will be raised 2-3 inches. Bunkers are now softer given recent raking. A new sand box will be installed after Cottonwood's 12th green. Lee Schultz, the range attendant, is doing a good job. Upcoming cold might brown the rough.

Greg Tokash, Palo Verde Head Professional: See details of his report regarding Palo Verde in Attachment I.

Mark Leibfried, Cottonwood Head Professional presented the report regarding Cottonwood. See Attachment II. Rita Benfer asked about avoiding scheduling conflicts with clinics; Greg Tokash reviewed the master schedule which showed multiple offerings of the same classes.

Mark Leibfried also presented the Rounds Report (Attachment III). Tom Rainville asked if the number of rounds lagged by the (5,026) shown in the final column. Greg Tokash explained that the figure did not reflect year-to-date calculation and that the variance excluded rounds that will be played in December. To address this data issue, Daniel Ellis suggested that the report format be adjusted to reflect the year-to-date totals and variances and Greg Tokash indicated that is possible. Daniel Ellis asked how many annuals are usually sold after January 1st. Mark Leibfried explained that it usually around 40, which would bring the total up to around the budgeted number.

## **Unfinished business:**

**Suggestion cards:** None

**2017 Golf Committee goals:** Daniel Ellis presented an outline of possible goals (Attachment IV). General discussion followed. Bill Todd indicated that item IIA is not necessary since obtaining capital funding has not been a challenge; as a result Daniel Ellis suggested dropping item IIA. For Item III (member satisfaction survey), Steve Nolan indicated that Sun Lakes HOA already had automated survey capacity which would avoid the cost of outsourcing a survey. Daniel Ellis suggested that a short survey (<10 questions) would probably result in a greater response rate.

When asked by Daniel Ellis if item IIB (risk mitigation for clubs) is an appropriate topic for the Golf Committee, Woody Neiman indicated that it is. Steve Nolan provided an example of a risk that might stem from Item IIB (risks for clubs): If financial damages stemmed from allegation of food poisoning from a club potluck meal. Daniel Ellis indicated the HOA's CFO had previously indicated that the HOA's insurance covered Golf Committee Members, but not clubs that use the facilities.

Woody Neiman suggested a two-step approach to the goal-setting process: Framing of overall goals coupled with suggested action items. As a result, Daniel Ellis suggested delaying additional discussion to allow for drafting of possible goals and related action steps. Chairwoman Cindy Bosch agreed and will schedule future agenda time for this.

**New business:** Chairwoman Cindy Bosch reminded members of the need for them to attend committee meetings. She also indicated the expectation that members representing their clubs send an alternate (from their respective clubs) in event of their absence. She also indicated that members-at-large do not have backups, hence their need to be at meetings.

**Comments from board liaison:** Woody Neiman presented two topics. The first was what Members of the Golf Committee should do. He highlighted four tasks: Be the eyes and ears of the golfing community; research and investigate ideas; be a source of ideas and suggestions to management; and be a sounding board for management.

Mr. Neiman's other topic was to review the capital funding provided by the HOA to the golfing operations. See Attachment V. Woody indicated that the HOA's operating model for amenities is to provide all funding needs. Daniel Ellis commented that such support is: Very positive, as that level of funding cannot stem from golfing operations; HOA funding is about \$100 per household; and such funding helps all homeowners as it sustains and improves home values. Jack Hill and Woody Neiman discussed differences between classifications of projects as to capital reserve and capital improvements; such distinctions are not always easily made.

## **Comments from committee members:**

Rita Benfer asked for a description of the timing for start-of-day maintenance. Bill Todd indicated that they start at 4:30 A.M., and that there have not been any noise complaints. Rita also asked what the proper placement of sand trap rakes is. Bill Todd indicated that the

courses use the PGA and USGA standards for such placement; however, golfers often replace rakes during the day in different places. Bill indicated that the standard is to have the entire rake placed outside and parallel of a trap.

Ginger Mays presented three topics: (A) The Lady Niners contributed \$100 to operations. It was indicated that their donation would be used to help driving range costs. (B) The Lady Niners have 12 new members. (C) Based on her review of minutes of prior years (2013, etc), she did not see the continuity of ideas from particular meetings being shown as being completed. Chairwoman Cindy Bosch said she would ensure resolution and documentation thereof for open issues in the future.

Nancy Hermanson inquired as to why frost delays are not implemented. Bill Todd described the agronomic issues and indicated that delays are not needed at Sun Lakes, including consideration of the micro-climate and short length of grass. However, frost days do require use of the 90-degree rule.

Tom Rainville and Bert Paul offered observations as to the density of sand traps (hardness). Bill Todd indicated that the traps are now softer due to raking.

Daniel Ellis thanked managers for being \$49,000 ahead of budget in the most recent financial statement. He also asked about the nature of the \$17,000 charge for property insurance, since no cost had been budgeted. Subsequently, the CFO informed that the related budget is actually included in the Real Estate line of the financial statement.

**Adjournment:** Chairwoman Cindy Bosch adjourned the meeting at 3:12 P.M. The next meeting will be on January 5th at 2:00 P.M. in the ceramics room.  
Respectfully submitted by Daniel Ellis, Secretary

Attachments:

- I. Palo Verde Pro Shop Report
- II. Cottonwood Pro Shop Report
- III. Rounds Report
- IV. Preliminary Draft: Suggestions for Golf Committee Goals
- V. Reserve Expenditures for Golf

**Attachment I, Golf Committee Minutes, December 1, 2016**

**PALO VERDE PRO SHOP  
GOLF COMMITTEE REPORT  
THURSDAY, DECEMBER 1ST 2016**

**PVLGA:**

11/8 MENS & LADIES CHALLENGE  
*MEN WON BY A POINT*

11/15 U OF A CANCER FUNDRAISER  
*OVER 20K RAISED*

**UPCOMING EVENTS-**

12/17 ACE OF ACE'S FINAL

**LADY 9ER'S:** *Wed*

4 - 7 GROUPS

**TWILIGHT COUPLES:**

*DONE FOR THE WINTER*

**FRIDAY COUPLES:**

AM- 20-25 GROUPS

PM- 20-25 GROUPS

**PVMGA:**

11/8 MENS & LADIES CHALLENGE  
*MEN WON BY A POINT*

**UPCOMING EVENTS-**

12/17 ACE OF ACE'S FINAL

**OTHER THINGS:**

**DEMO DAYS:**

12/2 PING

**Attachment II, Golf Committee Minutes, December 1, 2016**

**COTTONWOOD PRO SHOP  
GOLF COMMITTEE REPORT  
DECEMBER 1ST, 2016**

**CMGA:**

**HOME AND HOME WITH SUN LAKES COUNTRY CLUB  
WENT VERY WELL IN THE END, THE CW GENTLEMEN  
WERE VERY SUCCESSFUL .ACE OF CES QUALIFIER  
AND OTHER NORMAL EVENTS.CMGA MEMBER -  
MEMBER WILL BE MID JANUARY.**

**CLGA:**

**THE HANDICAP TOURNAMENT WINNER IS JAN  
MARTIN, CLGA CHRISTMAS PARTY WILL BE  
DECEMBER 8<sup>TH</sup>.THE LADIES MATCHPLAY WILL BE  
LAST THREE THURSDAYS OF JANUARY**

**9ERS:**

**LADY NINERS CHRISTMAS PARTY WILL BE  
DECEMBER 15<sup>TH</sup>, LADY NINERS CLUB CHAMPIONSHIP  
WILL BE JANUARY 19<sup>TH</sup> AND 26<sup>TH</sup>.**

**SUNDAY COUPLES:**

**LOOKING FORWARD TO GREAT WINTER SEASON  
WITH LOTS OF COUPLES AS NEW MEMBERS**

**TWILIGHT COUPLES**

**BECAUSE OF COLD WEATHER AND COURSE  
RESTRICTIONS, IT HAS BEEN A LITTLE SLOW, BUT  
SHOULD PICK UP IN THE NEW YEAR.**

## **MEMBERSHIPS**

**BOTH PROSHOPS ARE STILL HAVING AN EXCELLENT  
START TO THE SEASON WITH MANY NEW MEMBERS.**

## **CLINICS AND DEMO DAYS**

**CILINIC SCHEDULE HAS STARTED AND WE HAVE A  
DEMODOY THE FIRST WEDNESDAY IN DECEMBER  
FOR PING.**



## Attachment III, Golf Committee Minutes, December 1, 2016

### Cottonwood / Palo Verde Golf Rounds

#### Golf Rounds CW / PV

	2015	2016	+/-	2015	2016	+/-
	PV	PV		CW	CW	
Jan	4,209	4,397	188	5,718	5,684	(34)
Feb	4,666	4,817	151	5,949	6,236	287
Mar	4,755	5,223	468	5,985	6,023	38
Apr	4,105	3,911	(194)	5,276	4,708	(568)
May	2,389	2,297	(92)	3,282	3,992	710
Jun	1,862	1,954	92	2,111	1,706	(405)
Jul	1,533	1,692	159	2,318	1,724	(594)
Aug	1,635	1,399	(236)	1,788	1,544	(244)
Sept	1,872	2,059	187	2,429	2,318	(111)
Oct	1,434	1,711	277	1,396	1,567	171
Nov	3,847	4,172	325	4,870	4,918	48
Dec	3,235		(3,235)	4,324		(4,324)
Totals	35,542	33,632	(1,910)	45,446	40,420	(5,026)

#### Golf Annuals

AS OF DEC 1ST 2016

Type	Budget 14-15	Actual 14-15	Budget 15-16	Actual 15-16	Budget 16-17	Actual 16-17
Combination	429	440	435	476	488	440
Cottonwood	175	162	162	168	160	122
Palo Verde	232	218	220	214	220	230
I&III- Combo	44	41	43	41	87	84
I&III- CW	44	46	46	44	0	0
I&III- PV	9	8	8	11	10	9

**Total Annuals** 933 915

25- Play Cards -CW	96	69	88	76	76	34
25-Play Cards-PV	50	33	30	42	40	23
25- Play Cards -1&3			12	14	14	6

## **Attachment IV, Golf Committee Minutes, December 1, 2016**

### *Preliminary draft* **Suggestions for Golf Committee Goals 2016-2017**

#### **I. Operations**

Prepare and review specific suggestions to senior manager ideas as to safety, additional practice facility improvements, and site appearance.

#### **II. Finances and Risk Management**

- A. Consider interfacing with the HOA's committee that allocates capital to ensure the equity of funding and that funding reflects established criteria.
- B. Encourage clubs to mitigate their risks through incorporation, insurance, etc.

#### **III. Member Satisfaction**

Perform an email survey of members for topics such as overall satisfaction, slow play, practice facilities, course condition and layout, pro shop.



# Attachment V, Golf Committee Minutes, December 1, 2016

## Reserve Expenditures for Golf - Nov 2015 - Oct 2016

### CAPITAL RESERVE

#### Equipment

Two Greens Mowers	\$94,627.73
Range Cart & Ball Picker	10,718.15
Fairway Mower	76,739.46
Propass Top Dreser	14,924.04
Turf Vacuum	21,656.63

#### Facility

Cart Path replacement	24,794.00
Fairwy Sand	10,033.32
2800 tons 3/8" Pink Coral	29,996.20

#### Irrigation

Line CW #4 & 5	4,340.00
Line CW #2	2,995.00

#### Pumps (70/30 with Common Area)

3 jobs - total	\$33637.15
	23,646.00

#### TOTAL CR

\$314,470.53

### CAPITAL IMPROVEMENT

Driving Range T-Box Leveling	25,390.53
New Cart Path - CW #10 & 11	26,149.30

#### TOTAL CI

\$51,539.83

#### GRAND TOTAL - GOLF 2016

\$366,010.36

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