

WBPOA Board of Directors Work Session
White Bluff Conference Center – White Bluff Resort
Whitney, Texas
July 18, 2022

The work session was called to order at 9:30 AM by Jim Fletcher, Board President. Joe Manders, Board Secretary, confirmed a quorum.

Board Members Present – Jim Fletcher, President; John Bass, Vice-President for Operations; Gerry Mayer, Vice-President for Long-Range Planning (via telephone); Joe Manders, Secretary; Jeff Williams, Treasurer; Leonard Critcher; Teal Lang; and, Trena Chagnon. Bill Finney, General Manager of the WBPOA, also attended.

Board Members Absent – Mark Hepworth

1. Fire Safety Plan Alternatives – Chief Hugh Corbin
Chief Corbin discussed emergency evacuation routes in White Bluff. A meeting has been arranged with White Bluff Security to discuss emergency evacuation plans. Coordination with law enforcement agencies (Hill County Sheriff's Department and Whitney Police Department) with jurisdiction along evacuation routes were also discussed.
2. Fire Siren #4 for the West End of White Bluff – Chief Hugh Corbin
The three existing emergency sirens have been serviced by a factory technician from Federal Service. The sirens are now on an annual service contract. A fourth siren is needed near the White Bluff Marina to serve the west end of White Bluff. Chief Corbin obtained a price for the siren, and consideration for a purchase of this siren will be included in the upcoming budget planning for 2023.
3. Findings from the Pro Shop Audit – Tonya Nunn, Finance Director
The audit found that no inventory was missing. The approximate \$32,000 alleged missing inventory came from a spreadsheet that details the difference between wholesale costs of inventory and retail value (known as gross profit). A few inventory items had not been correctly entered into the tracking software, and this has now been corrected as a result of the audit. About \$200 in items, such as shirts, had been gifted consistent with management policy.

The Board also discussed the policy for payment of invoices by the WBPOA. Each invoice is reviewed by two Board members prior to approval for payment. The Board and Tonya Nunn, Director of Finance, discussed developing and implementing a purchase order approval process. Ms. Nunn will review best practices with the Castle Group and report back to the Board.

Ms. Nunn also discussed modifying the accounting system to track expenses and income from each operation (Mulligans, The 19th Hole, Old Course Pro Shop,

New Course Pro Shop, the Inn at White Bluff, Bluff Point Condos, and the log cabins). She will report back to the Board at the next meeting.

4. White Bluff Activities Committee – Dottie Redding, Committee Chair

The committee requested permission to host a back-to-school pool party for the middle school and high school-age youth living in White Bluff. A second event is being planned for October. Trena Chagnon moved and Jim Fletcher seconded a motion to approve \$600.00 for the two events. The motion passed unanimously on a voice vote.

The Board discussed use of the Lone Star Room for events. Any alcohol to be consumed in the Lone Star Room must be arranged through the Lighthouse Pub. The Pub holds the TABC license for that facility.

Trena Chagnon will act as the liaison for the Board of Directors to the White Bluff Activities Committee.

5. Hubble Drainage Issue Update – Bill Finney

The culvert under the golf cart path is too small and causes water to back up. Bids have not been obtained, but are needed prior to discussing any remediation and any cost sharing. Mr. Finney will obtain bids for installing a larger culvert, and the issue will be placed on the agenda for the next meeting of the Board of Directors for further discussion.

6. Status of Collections Following the Transition – Bill Finney

Mr. Finney is waiting to hear from the Castle Group on the status of collections on the special assessment. Total collections on the latest maintenance fee billing are \$873,000 to date, and the billing does not become delinquent until July 31st, so additional payments will be forthcoming.

7. Access to Amenities by Condo Owners not in the WBPOA

Teal Lang investigated whether condo owners are in the WBPOA. Condo owners are single family property owners. Each condo pays \$525.00 in semi-annual maintenance fees plus a \$200.00 semi-annual fee as a residence (homeowner fee), and \$150.00 each six months for the special assessment. This fee schedule is the same as condo owners already in the WBPOA. Assessments on the twelve condos will begin with the next billing for the special assessment in October. Teal will contact the owners to inform them.

8. Next Board Meeting Date

The Board tentatively set the next meeting of the Board of Directors for August 27th.

9. Maintenance of Unoccupied Properties – Leonard Critcher

Bill Finney reported the POA maintenance personnel had been mowing around condo units owned by Flat Iron, and the POA had been reimbursed for the costs. Flat Iron has taken over maintenance of their properties.

10. Lake Pumps Committee Update – Jeff Williams

The committee is currently investigating two possible options for supplying water to the golf courses. The committee meets with the Corps of Engineers on Thursday to discuss options and renewal of the Brazos River Authority water supply contract. Trena Chagnon moved and Jim Fletcher seconded a motion to authorize up to \$10,000 for the Lake Pumps Committee to engage an engineering firm to investigate each of the two options for supplying water to the golf courses. The motion passed unanimously on a voice vote.

11. Debt Financing Alternatives for Long-Term Projects – Jeff Williams

Some local private investors have expressed an interest in exploring options for supplying loan fund to the WBPOA for long-term projects. Mr. Williams will obtain additional information and discuss options with the Board at a future meeting or work session.

12. Limiting the Number of Guests per Property Owner – Jim Fletcher and Leonard Critcher

The Board discussed the use of amenities by individuals who are not property owners or guests. Security visits the pools on a rotating basis to check for windshield stickers and guest passes. The Board also discussed the need for property owner ID cards, which will be investigated with the Castle Group. Part of the problem with unauthorized use of amenities is with contractors and subcontractors to homebuilders and service providers to property owners.

The rule is property owners must accompany their guests when using the amenities in White Bluff. Bill Finney will talk with Security regarding how to begin addressing the problem with use of amenities by individuals who are not property owners or guests. Security should require these individuals to leave and contact the property owner if they are unaccompanied guests.

13. Setting a Date for a Strategic Planning Meeting (September) – Trena Chagnon and Gerry Mayer

Gerry Mayer will send the entire Board the preliminary spreadsheet he developed for the strategic planning process. The initial meeting will utilize our regularly scheduled work session date of September 10th.

14. Board Policy Regarding Contact with the Press – Jim Fletcher and Joe Manders

Statements to the press must come from the Board President. If an issue has not been discussed by the Board, that issue should be presented to the Board for input prior to the President making a statement to the press.

15. Board Member Access to the Fitness Center – Trena Chagnon

Teal Lang, Trena Chagnon, and Gerry Mayer will serve on a subcommittee to review and evaluate fitness center fees. They will present their recommendations to the Board at a future meeting or work shop.

16. Marina Parking Spaces – Bill Finney and Jim Fletcher

The Board discussed adding five additional parking spaces when the 16 new slips were added. The Board informally decided to delay the installation of the parking spaces until such time the POA has more funds available.

Footers around the new walkways at the marina will be installed. The Board passed a motion to increase the budget for this project from the already approved amount of \$7,500 to \$10,500 to cover the increased costs resulting from higher concrete prices.

17. Blinds in the 19th Hole and Old Course Pro Shop

The Board approved a motion to spend \$2,449 to install blinds in the windows of the 19th Hole and the Old Course Pro Shop.

18. Emergency Backup Lake Pump

A backup pump is needed in case one of our lake pumps become inoperative. Due to the high demand for water, we cannot have a lake pump down for even 24 hours. The Board approved \$18,800 for the purchase of an emergency backup (standby) lake pump.

19. Replacement Air Conditioner for the Laundry Room

The air conditioner in the Laundry Room is not working and is not repairable. A motion was approved to purchase a replacement air conditioner for the Laundry Room in the amount of \$10,784.21.

20. Replacement Air Conditioner for the 19th Hole Kitchen

The air conditioner in the kitchen in the 19th Hole is not working and is not repairable. In addition, the vent fan over the grill is not working properly. Bill Finney will have maintenance check the vent fan. A motion was approved to replace the air conditioner in the kitchen of the 19th Hole in the amount of \$7,487.35.

The work session was adjourned at 2:37 PM.