

Moraga Country Club Homeowners' Association  
A California Corporation  
**DRAFT MINUTES**

I. CALL TO ORDER

The Regular Meeting of the Moraga Country Club Board of Directors convened on Thursday, May 16, 2024. The meeting took place in the St. Andrews Lounge at 1600 St. Andrews Drive, Moraga, CA 94556. President Hamlin called the meeting to order at 6:28 PM. Attendance was as follows:

BOARD MEMBERS PRESENT:

Ginger Bagai  
Bret Brodowy, Treasurer  
Tamara Bryan, Secretary  
LJ D'Iorio  
Maureen Freeman  
Bill Hamlin, President  
Lina Lee  
Ralph Nefdt  
Anne Willcoxon, Vice President

BOARD MEMBERS ABSENT:

Paul Crinks, Golf Equity Rep  
Matt Rei  
Roger Topp

STAFF PRESENT:

Eric Jacobsen, General Manager/COO  
Christina French, CAMEX, CCAM-LS.HR.PM.AA., CMCA, CAFM, Assistant General Manager  
Teresa Belfanti, Director of Finance  
Stephanie Sena, CCAM, Assistant HOA Manager

II. OPEN FORUM – President Bill Hamlin acknowledged those members in attendance and asked if anyone in attendance wanted to address the Board of any items. Comments and concerns arose regarding the current proposed language in the Architectural Rules for a 28-day comment period, as the concerns relate to violations of the Associations CCRs section 4.23 relating to fencing standards. Additionally, comments and questions arose relating to the status of waterways, an update on the Doral Pool closure as well as a separate Homeowner communication outside of the MCC News.

III. MINUTE APPROVAL – Regular Board Meeting

RESOLVED, to approve the minutes of the Board of Directors Regular Meeting on April 18, 2024, as presented with the Board of Directors.

Resolution 24-43 (Passed, 1 abstention)

The Board of Directors held an Executive Session Meeting where minutes were taken on May 16, 2024, and topics discussed included delinquent member accounts, personnel matters, contract matters, and legal matters.

IV. MANAGEMENT REPORT

Eric Jacobsen, General Manager, reported on general operations.

- Food and Beverage – The success of Mother’s Day Brunch hosted over 200 attendees and the success of our first Goat Yoga and other Member Events in the month of April and beginning of May were provided. Cover counts comparing 2024 to last year’s covers. The topic of menu cost analysis was discussed with a report to be provided to the board of Directors.

- Financial Overview - The month of April was shared with a slight revenue miss. Capital Development fund was transferred to Operations with the completion of the Recreation Facility Project.
- Membership - Continued high levels of interest for prospective members with daily inquiries and continued additions to the current waitlists. There has been a little slow down on the Golf Equity Waitlist.
- Metrics – Various metrics were provided to the Board on staffing, membership sales reports, and F&B covers for to-go, a la carte and retail wine sales.
- Fitness - Fitness usage and class participation were provided for the month of April with unusual usage drops reported for the month.
- Aquatics –There is a lot of excitement for this year’s program with the kick off of time trials and there has already been over 40 gold times for our MCC Waves.
- Tennis & Pickleball – Continues to be very vibrant and energy within the leagues in each respective sport. And congratulations was provided to the Ladies Tennis Leagues as they have made it to sectionals.
- HOA – Updates were provided on Homeowner work orders and the miscellaneous projects.
- Capital Funds - Capital Fund reports on Homeowners Association, Club Recreation and Capital Development were also provided.
- Bocce Ball – The Spring Season is in full swing and there is continued excitement and competitive vibes with the last 3 weeks of the season upon us.
- Golf Course Maintenance – Aerification has been completed and the course has recovered faster this season due to previous seasons with a different process on aerifying.
- Staffing - Open positions available were reported.
- Action Plans – Updated department action plans were provided to the Board for review as a follow up to the Member Satisfaction Survey. The Board will continue to be updated monthly on progress.

V. COMMITTEE REPORTS

Reports and updates were provided by Committee Liaisons. Committee minutes are available on the website under the Board and Committees section. Aquatics, Audit, Ad Hoc HOA Infrastructure & Ad Hoc Governing Documents did not meet in the month of May. Brief updates took place from the Bret Brodowy on the recent NEB Meeting with NEB Statistics & an Initiation Fees / Dues Breakdown provided to the Board of Directors as a handout. Additional updates took place on the status of the HOA Infrastructure Project including continued landscape improvements for Zones 33-40, and additional review for solutions take place on waterways to allow for the water to remain but necessary work to take place including required Firewise work as well as updates on getting revised bids for the three pools to allow staff to move forward with updates to the existing satellite pools.

VI. FINANCIAL REPORT

A. Monthly Financial Statements

Treasurer, Bret Brodowy, confirmed review of monthly financial statements by the Board of Directors for April 2024, as presented.

B. Treasurer’s Report

Treasurer, Bret Brodowy, reported the following:

Cash Balances as of 4/30/2024	
Operating Funds	\$2,574,624
Capital Replacement HOA	\$2,500,098
Capital Replacement Club	\$1,503,730

Development Fund	\$150,327
Recreation Area Fund	<u>\$2,685,222</u>
Total Funds	\$9,414,001

Delinquencies-- in the amount of \$17,719  
Lien on APN 257-550-001, approved by the Board.

C. Investment Strategies

Treasurer, Bret Brodowy, discussed opportunities and strategies for investments on Association Funds. Additional discussions will take place after the Budget & Finance Committee recommendations at the June Meeting.

VII. BOARD STATUS REPORT

A. 2024 Board Goals

President, Bill Hamlin discussed the monthly review of the 2024 Board of Directors goals as discussed at the March Board Retreat. This monthly review will allow the Board of Directors to stay on track with the appropriate goals. The goals as discussed and finalized with the Board of Directors will be published in an upcoming member communication.

B. Risks & Liabilities

President, Bill Hamlin discussed the monthly review of the Risks & Liabilities as discussed at the March Board Retreat. This monthly review will allow the Board of Directors to stay on track.

C. 5-Year Planning

President, Bill Hamlin discussed the monthly review of the 5-Year Plan for the Association as discussed at the March Board Retreat. This monthly review will allow the Board of Directors to stay on track with the 5-year plans.

VIII. NEW BUSINESS

A. Approval of 2023 Annual Audited Financials

President, Bill Hamlin tabled the discussion and approval of the 2023 Annual Audited Financial Statements for a future meeting.

B. Investment Plan Modification

Treasurer, Bret Brodowy asked that further discussion should take place at upcoming meetings. Recommendations from the Budget & Finance Committee will be presented to the Board regarding any changes to the 2016 Investment Plan.

C. New Affiliate Category Proposal

Board Member and Aquatics Committee Chair, Lina Lee presented an idea for a new Affiliate category specifically a Swim only Affiliate category. Discussions took place on the proposal for this new Affiliate category and continued discussions will take place at upcoming meetings.

D. Aquatics Committee Member Approvals

Board Member and Aquatics Committee Chair, Lina Lee presented Jamie Griffith, Karen Humphrey's, Joel Morgan, and Kimberly Prast to serve on the Aquatics Committee effective immediately.

WHEREAS the Bylaws require Board approval of committee members,

RESOLVED, to approve Jamie Griffith, Karen Humphrey's, Joel Morgan, and Kimberly Prast to serve on the Aquatics Committee effective immediately in accordance with the charter as presented to the Board of Directors.

Resolution 24-44 (Passed Unanimously)

E. Greens Committee Member Approval

President, Bill Hamlin presented Judy Martine to serve on the Greens Committee effective immediately to the Board of Directors as approved by the Green's Committee Chair, Paul Crinks.

WHEREAS the Bylaws require Board approval of committee members,

RESOLVED, to approve Judy Martine to serve on the Greens Committee effective immediately in accordance with the charter as presented to the Board of Directors.

Resolution 24-45 (Passed Unanimously)

F. Ad Hoc 50<sup>th</sup> Anniversary Committee Member Approvals

President, Bill Hamlin presented Anne Willcoxon to serve on the Ad Hoc 50<sup>th</sup> Anniversary Committee effective immediately.

WHEREAS the Bylaws require Board approval of committee members,

RESOLVED, to approve Anne Willcoxon to serve on the Ad Hoc 50<sup>th</sup> Anniversary Committee effective immediately in accordance with the charter as presented to the Board of Directors.

Resolution 24-46 (Passed Unanimously)

G. Ad Hoc 50<sup>th</sup> Anniversary Committee Chair Approvals

President, Bill Hamlin presented Anne Willcoxon to serve as the Ad Hoc 50<sup>th</sup> Anniversary Committee Chair effective immediately to the Board of Directors.

WHEREAS the Bylaws require Board approval of committee members,

RESOLVED, to approve Anne Willcoxon to serve on the Ad Hoc 50<sup>th</sup> Anniversary Committee effective immediately in accordance with the charter as presented to the Board of Directors.

Resolution 24-47 (Passed Unanimously)

H. Committee Charters

General Manager, Eric Jacobsen and Assistant General Manager, Christina French discussed with the Board of Directors on the process to review Committee Charters in a general term. Discussions included further operations review of any submitted Charters prior to Board of Directors review and approvals.

I. Proposed Architectural Committee Rules Draft

Secretary and Architectural Committee Chair, Tamara Bryan updated the Board of Directors on the status of the Architectural Committee Rules. Discussions took place with the Board of Directors.

RESOLVED, to approve the updated draft of the Architectural Rules to begin the 28-day Member Comment Period concluding on June 18th, 2024 as presented and discussed with the Board of Directors.

Resolution 24-48 (Passed Unanimously)

J. Member Applications

There were no Member Applications to be approved by the Board of Directors.

K. Member Delinquencies

There were no delinquencies to discuss with the Board of Directors.

VIII. NEXT MEETING DATES

Thursday, June 20, 2024, Regular Meeting, 6:00 PM, Lounge  
Thursday, July 18, 2024, Regular Meeting, 6:00 PM, Lounge  
Thursday, August 15, 2024, Regular Meeting, 6:00 PM, Lounge

IX. ADJOURNMENT

At 8:29 PM the Regular Meeting was adjourned.

Prepared by Christina French  
May 16, 2024

Approved by the Board of Directors on June 20, 2024.

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Tamara Bryan, Secretary to the Board of Directors