

**MINUTES OF THE MEETING of the
BOARD OF DIRECTORS HILLCREST GOLF CLUB
Friday March 20, 2020**

A special meeting of the Board of Directors was held at Hillcrest Golf Club on Friday, March 20, 2020. President Bryce Fauble called the meeting to order at 5:25 PM. A roll call was taken and the following Board members were present: Bryce Fauble, Marcia Baxter, Michael Anziano, Bill Warren, Bob Therrell, and Brian Dommer. Sue Pierce and Jesse Larson were excused.

The following Hillcrest staff members were present: Michael McCloskey, Karen Gallegos, Ken Kirby, Amy Moody, and Austin Schrage.

NEW BUSINESS:

Bryce F. explained the reason for the emergency meeting citing that in light of the virus situation in the country it was necessary to gain clarity from the Board on how the club would manage to stay operational while ensuring precautions were taken. He expressed it was better to do this face to face despite the recent email exchanges amongst the Board. From the available information sources, it appears golf courses will be amongst the last on the list for mandated closures of activities. With that introduction, he asked Michael McCloskey, General Manager, to relay the outcome of the management staff's recommendations for continued operation.

Michael M reported for informational purpose that in the first week of being open, 629 rounds have been played. Of those 62% are season pass holders and 31% from daily fee players which is higher than average. Remaining % was from punch pass holders and comp rounds. The course has been very busy and the high % of daily fee players indicates we are serving more than just the members but others in the community.

PROPOSED OPERATIONAL CHANGES:

Michael M. remarked that Hillcrest has the opportunity to be a bright light in the current situation which is adversely impacting the community. The PGA has expressed they are supportive that courses stay open and have been a wealth of knowledge and resources on how to do that safely. The staff has met over the last couple of days to come up with operational changes to reduce exposure to both players and employees. The main objectives identified were 1) reduce social exchange interactions, 2) reduce physical touching of items, and 3) ensure staff feels safe and comfortable in their work environment. With those objectives in mind, he distributed a 2 page detailed report on the proposed operational changes to become effective on 3/23/20 or whenever the course reopens after the snow melts. The report was broken into 7 main sectors for operating. Each section was discussed and changes made. A brief summary with the Board recommended changes are as follows, to be implemented upon re-opening.

- Operation Setup Changes:
 - Clubhouse top floor will be closed to customer access. Lower level will remain open with sanitizing stations set-up.
 - Tee time intervals will move from 8 to 15 minutes to help space out check-ins.
 - Signage will be posted throughout the grounds and clubhouse to help with new procedures.

- Staff will have sanitizing procedures and wear gloves where appropriate – golf carts, F&B, etc.
- Golfer Check-In: ALL POSSIBLE WITH THE NEW POINT OF SALE SYSTEM !
 - Check-in will be mobilized to outdoor workstations. Customers will be taken one at a time with 6’ spacing between all individuals marked. Mike Goen gifted a 10’ x 10’ tent to use for check-in for staff.
 - Transactions will be cashless. Electronic gift card purchase online is being implemented to make it easy for trail fees to be deducted eliminating need for minute credit card transactions. Jesse L. gifted a couple Ipads to execute transactions.
 - Only high demand items (tees, balls, etc.) will be sold at mobile workstations.
- Course Changes:
 - All ball washers will be temporarily covered up and all bunker rakes removed.
 - Putting cups will be modified for easy ball removal and all pins are to remain in during play.
 - All practice green flags will be removed and putting cups adjusted.
- Reserving Tee Times:
 - Same procedure, online or by phone.
- Food & Beverage (F&B):
 - Beverage cart will be in the staging area and transactions only with credit or e-gift card.
 - 6 foot distance measures will be set up to keep physical distancing.
 - Staff members will wear gloves.
- Golf Carts:
 - Cart usage will be limited to a single rider unless 2 people of the same household consent otherwise.
 - Carts will be serviced out of the Cart Barn (not outside) and sanitized each time they go out.
- Driving Range:
 - Range will be irons or Drivers < 220 yards until the Range Net has been replaced (lost during snowfall).
 - Spacing with mats 6 feet apart.
 - Ball machine and baskets will be disinfected throughout the day.

OTHER BUSINESS:

Ken Kirby gave an update on the driving range net replacement as the net at the back of the range was destroyed during the recent snowfall. As that net was long past its useable life, and as mentioned in the last Board meeting been “creatively” repaired multiple times, he is recommending the club purchase a new one. A new net costs around \$20k and has a life of around 10 years (guaranteed 2 years from defects). He has obtained one proposal from a company in Arizona. Amy mentioned there are available funds from capital expenditures that came under budget (shop insulation one example) for this year so the additional expenditure can be covered. Bill W. made a motion to authorize Ken to go ahead with the purchase of a new range net, 2nd by Brian D. Motion passed by show of hands unanimously.

ADJOURNMENT:

A motion to adjourn the meeting was made by Brian D. and seconded by Bill W. Meeting adjourned at 6:35 PM.

Respectfully submitted,

Marcia Baxter, Board Secretary