BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	November 17, 2020
MEMBERS PRESENT:	P Kupperman, H. Boilen, B. Winikoff, J. Macher, H. Moskowitz, J. Banks, P. Echenberg, P. Edwards, S. Forman, J. Glassman, E. Hoffman, B. Lerner, C. Rosenblatt, D. Shifrin, C. Wolf, H. Liebman (ex-officio)
MEMBERS ABSENT:	
PARTICIPANTS:	M. Linderman, K. Campbell, D. Wright, L. Stefaniw
FOR INFORMATION:	The Board of Governors
ISSUED BY:	Philip Kupperman
ISSUE DATE:	December 21, 2020

Grievance Committee - Rick Chavis

Dr. Chavis presented grievance 06-2020 and 05-2020 to the Board.

Grievance 06-2020

The member involved in the grievance made derogatory comments to an employee. Dr. Chavis recommends disposing the grievance under certain conditions presented to the Board.

Motion: On a motion made by Dr. Edwards and seconded by Mr. Winikoff, the Board unanimously approves the recommendation of Dr. Chavis to end grievance proceedings for Grievance 06-2020. The member's suspension will remain in effect until the conditions presented by Dr. Chavis are satisfied.

Grievance 05-2020

Dr. Chavis presented the report and recommendation of the Grievance Committee in regards to the grievance complaint filed against a member by Harriet Moskowitz, Chair of the Membership Committee on behalf of Club, Officers, Administration and Staff. The member involved in the grievance falsified her Membership Application and took actions allowing a non-member access and privileges to which they were not entitled. The Grievance Committee recommends a two year suspension.

Motion: On a motion made by Mr. Glassman and seconded by Mr. Winikoff, the Board unanimously approves suspending the member involved in Grievance 05-2020 for two years effective the date the Bylaw Section 9.04 and 9.05 suspension ends with the full payment of any indebtedness to the Club.

Motion: On a motion made by Mr. Glassman and seconded by Mr. Winikoff, the Board unanimously approves and accepts the resolution as stated below:

WHEREAS, Barbara Altomare's indebtedness to Boca West Country Club (Club) remains unpaid for more than forty-five (45) days and pursuant to Sections 9.04 and 9.05 of the Bylaws, she is presently suspended from the Club and will remain suspended until the indebtedness is paid; and

WHEREAS, the Board of Governors at its November 17, 2020 meeting suspended Barbara Altomare for two (2) years for providing false information on her Application for Membership, stating that she was a single divorced woman when in fact she was then and is at present married to Richard Altomare. Mrs. Altomare used that membership status as a single woman to allow Richard Altomare regular access to the Club's facilities and activities as her guest in violation of the Rules and Regulations. The aforementioned two year suspension is to take effect on the date Mrs. Altomare pays her indebtedness to the Club; and

WHEREAS, when the Altomare's were advised that as a married couple, Richard could not be a guest and that Richard needed to apply for membership in the CLUB, Richard refused to make application and continues to date to refuse to apply, saying at one time that he would "continue" as a guest. Accordingly, on September 23, 2020, the General Manager issued a Section 10.02 suspension against Mrs. Altomare and simultaneously barred Richard Altomare from the CLUB's facilities; and.

WHEREAS, the Board of Governors having had the opportunity to consider all options available to the Club with respect to Richard Altomare because he is not a member of the Club and continues to refuse to apply for membership; and pursuant to the authority set forth in the Club's Bylaws and Rules and Regulations concludes that it would be in the best interests of Club to continue to bar Richard Altomare from the Club and/or Club Property.

NOW THEREFORE IT IS HEREBY RESOLVED AS FOLLOWS:

1. The following conditions shall take effect immediately and shall continue in full force and effect for the same period of time as Mrs. Altomare's suspensions remain in full force and effect.

2. Richard Altomare shall not be permitted to become a Member and/or in any way enter and/or use Club facilities. Moreover, Richard Altomare shall not be permitted to participate in any activities of the Club as a guest of another Member, Staff, Management or any person or entity that contracts to use the Club's facilities (i.e. catered events).

3. Richard Altomare or any person or any entity (including but not limited to a Trust, Land Trust, Corporation, Partnership, Limited Partnership and Limited Liability Company) owned or affiliated with Richard Altomare or one of his entities shall not purchase property in the Boca West Community and/or apply for membership in the Club, or designate Richard Altomare as a "Designated User".

4. Management is hereby authorized to take all necessary steps to implement the terms of this Resolution, including the "posting" of this Resolution in accordance with Article X, Section 10.02, Paragraph C of the Club's Bylaws.

Motion: On a motion made by Mr. Glassman and seconded by Dr. Edwards, the Board unanimously approves the posting of the adopted Resolution to include the names of the parties involved.

Approval of Minutes

Motion: On a motion made by Mr. Macher and seconded by Mrs. Banks, the minutes of the October 23, 2020 meeting are approved as amended.

Chairman's Report – Phil Kupperman

Mr. Kupperman thanked the Board for its unanimous electronic approval of the joint letter between the Club and the BWMA regarding updated Covid-19 policies and requested a motion to formally ratify this in our current minutes.

Motion: On a motion made by Mr. Wolf and seconded by Mrs. Banks, the Board unanimously agreed to ratify the electronic vote of the Board that it had approved regarding the quarantine letter sent jointly from the Club and the Master Association.

Grievance 04/2020

The member involved is first scheduled to appear before the Grievance Committee on November 17, 2020.

General Business

We are working with the Masters Association on a variety of community related issues including a flyer that will be sent to all residents. The flyer will ask for cooperation with a list of recommended best practices as they relate to Covid-19.

On Friday, November 20 we are meeting with Wells Fargo and Fifth Third Banks to finalize Term Sheets. We hope to present at the December 18 Board meeting which bank is being approved and then announce this to the membership at the Member Briefing.

The Member Briefing scheduled for December 18 will be more of a State-of-the-Union presentation. Topics to be covered include a financial update, review of Covid-19, a review of the initiatives implemented by this Board since February and an update of the Club Improvement Program.

Mr. Kupperman acknowledged the positive working relationship with the BWMA through the Steering Committee.

General Managers Report – Matthew Linderman

Department Head Invite

Peter Blacklock, newly hired In-house Counsel was introduced to the Board.

Financial Flash Report

For the period of November 1 through November 12.

Golf revenue is down from budget and last year due to restrictions in the guest policy due to Covid-19 as well as International Members still not able to come down to Florida for the season. The rainy weather has also added to less golf rounds being played.

Golf and Tennis Retail revenues are down from budget and last year also due to the no guest policy and less traffic.

Due to the COVID-19 pandemic, spa services are down from budget and last year. We are looking for this to improve as more Members come down for the season.

All Food and Beverage outlets that are currently open are experiencing good covers and revenues considering the limited capacity. To-Go orders are generating good revenue.

Delinquent Dues, Foreclosures and Downgrades

There are currently 121 delinquent Members, 52 of those have been delinquent for more than one year. Last year at this time there were 115 delinquent Members and 40 of those were delinquent for more than one year.

As of today there has been one foreclosure compared to zero last year at this time.

As of November 16, 2020 golf is down 237 players compared to down 59 players last year and tennis is down 19 players compared to down 23 players last year. There are 29 players who took the Pickleball Membership.

General Business

The quarantine letter sent jointly from BWCC and BWMA has been well received. We have received some feedback that there are challenges for those members that fly down for short stays (less than a week).

Thanksgiving dinner in Panache totaled 217 covers generating $9,295 in revenue and Thanksgiving To-Go totaled 880 covers generating $26,356 in revenue.

We have experienced some unusual delays with the arrival of our International employees. Unfortunately, things change almost daily with the different overseas consulates. Right now we are anticipating a number of arrivals at the end of November and the beginning of December. As they arrive and complete the Covid-19 protocols we have in place, they will begin working as quickly as possible and will allow us to open additional dining venues.

Plans for Riviera night are being finalized. The evening will span over five nights with reservations averaging 150 per night, which is on target for what we expected. I am confident everyone will be very happy on how we are presenting the Season Opener.

To-go and pantry will continue throughout the season.

Veterans Day To-Go breakfast was well received, we had a total of 139 meals served.

Tanglewood 2021 is officially cancelled.

The Club Improvement Program is still on track to start this summer with the Country Club and Mr. D's to be completed this summer. The change of the first tee on Course 1 and the tree removal along the fairway will also be completed this summer. We are working with the architects and designers behind the scenes and our goal is to select the contractor in January 2021 so site work can begin.

The IT project continues to move along. Phase Two was introduces in the spa two weeks ago and it has been a smooth transition.

Boca West Realty has had 19 closed sales since the start in October 2019 and currently has 53 listings. These numbers do not include the ten units acquired under the Bulk Renovator program.

The Foundation has requested April 11 and 12, 2021 for their 2021 golf tournament. In depth discussion took place. The Board is in favor of supporting of the Foundation and doing another event, but a later date needs to be presented for a possible decision to be made at the January meeting. Mr. Boilen and Mr. Macher recused themselves from discussions.

Leslie Kennedy, Peter Blacklock and I toured one of the Bulk Renovator units in Bridgewood. The unit itself was spectacular but unfortunately the curb appeal of the building needs attention.

<u>Foundation Report – Pamela Weinroth (written report provided)</u>

It keeps on raining in 2020, figuratively and literally!

After 8 months of intensive planning to produce our sold out 8th Annual $100,000 Golf Challenge, Hurricane Eta had other thoughts.

On Friday, November 6th, after consultation with Golf, Catering and Club Administration, the decision was made to postpone the Members' portion of the Tournament to Sunday, November 22nd and the Monday, November 9th portion of the charity event was cancelled. Unfortunately, as we enter "season," it was determined that no dates were available to reschedule the golfers who were to have played on Monday November 9th during the 2020/2021 season.

Our primary concern was to retain as much of the money raised as possible in order to be able to fund the much-needed projects for our charity partners. After meeting with Club Administration and Department heads, we were able to offer a wonderful package to those who had paid to play on the 9th. They will receive their Foundation Gift Bag (including a golf shirt, towel, sleeve of balls, hand sanitizer, hat, sun screen and program), their gift they had selected from our SuperStore and a certificate inviting their foursome to return to play a round of golf at Boca West during the period from June 1-September 30 when and if guests are then allowed. Lunch will be available, arranged and paid for by the Foundation. All rules that exist at that time set by the State, County and Country Club will be followed. This package is only available to those participants who will allow us to retain their entry fee.

We are asking the Club to approve the 9th Annual $100,000 Golf Challenge at Boca West Country Club on Sunday, April 11th and Monday, April 12th under the current guidelines. If guidelines are changed or altered, we will consult Club Administration to make all necessary adjustments.

The Foundation is deeply appreciative for the support and collaboration we have received from the Board of Governors as we continue to provide a lifeline for many of the nonprofits in our community.

Mr. Macher then reported on the new Bikes for Tikes initiative. The goal is to deliver 1,000 bikes to local children by Christmas. The bikes will be given to kids supported by the Foundation's children's charity non-profit partners, including Place of Hope, YMCA of The Palm Beaches, YMCA of South Palm Beach County, Home Safe, SOS Children's Villages of Florida, and JAFCO.

Legal Report – Jerry Glassman

BWMA counsel has presented a revision of the "Cost Sharing Agreement". The Agreement relates to the fining process for delinquent Club Members by BWMA in accordance with their governing statute, which then allows them to be able to threaten foreclosure. There are additional changes that need to be made to the Agreement before it is finalized. The Club has agreed to indemnify BWMA for its net out-of-pocket costs in rendering this service.

Motion: On a motion made by Mr. Glassman and seconded by Mrs. Banks, the Board unanimously agrees to indemnify BWMA on its net out-of-pocket costs as they relate to the Cost Sharing Agreement.

Paul Echenberg has been added to the sub-Committee in updating the Club Rules. He has been tasked with revising the Club's pre-screening and application process rules.

The Legal Committee is working with our new In-house counsel reviewing Section 2.03F of the Club's Bylaws.

Finance Report – Joel Macher

The September Financials are under review.

Mr. Macher and Kathy Campbell reported the Auditors are currently conducting the Audit for the Fiscal Year ending September 30, 2020. Preliminary unaudited results suggest the Club will end the fiscal year with an operating surplus of $1.4M. The major contributors to this surplus was the impact of Covid-19 on operations as well as budgeted items not completed before the fiscal year end that were moved to fiscal year 2020/2021. The Management team adjusted staffing levels to reflect the change in business operations. Valet services were suspended, Card Rooms were closed and Club Activities such as Tanglewood and the Summer Barbeques were cancelled to ensure the health and wellbeing of our Members and Staff.

Special Projects – Howard Liebman

Akoya

Akoya has 70 units sold with three additional pending sales that are scheduled to close in November

Renovator

We are at 98 sold with an additional six pending. The purchase price versus the sold price has significantly increased home values in the community.

Bulk Renovator

Both approved Bulk Renovators have closed on five units each. A third candidate is interested, however they have some internal delays that they are working through.

Leadership Program

The third session is scheduled for November 30. Participants have again been given the option to attend in-person or virtually. The Agenda will include an overview on the Boca West Masters Association and Governance. Howard Krosser, Bernie Schlifke and Brad Baecht will be presenters for BWMA and Jerry Glassman will present on Governance.

Audit – Paul Echenberg

The Year End results will be presented to the Committee at its meeting on December 17, 2020.

Long Range Planning – Paul Echenberg

We are working with the Legal Committee on revising the Application for Membership process.

Membership – Harriet Moskowitz

Motion: On a motion made by Mrs. Moskowitz and seconded by Mr. Glassman, the Board unanimously approves the 22 new memberships consisting of 17 new members and five new homes.

Membership Statistics

As of October 31, 2020, closed and pending sales to new members were 32 compared to 27 last year, including five new members in Akoya this year compared to six in Akoya last year.

Mrs. Moskowitz reported that the Club has seen an increase in young Memberships, including some children that are Members and not guests. Members should be aware of these young members and not directly challenge them to find out if they are unauthorized guests, rather go to Management to question the individuals.

Mr. Kupperman indicated that his upcoming letter in the December magazine to the Membership addresses this issue.

Communications – Howard Boilen

"Just one more episode" has been added to the message board on the Club's Website. Members can post suggestions on exciting and binge worthy shows. To access the Message Board, log into Website, go to My Club and then Message Board.

The Club receives many questions daily on Covid-19 and how it relates to our community. A Covid-19 tab has been added to the Member App and Website. There you will find all the current rules and protocols in place.

Nominating Committee – Howard Boilen

Candidate interviews are scheduled for November 18 and 19. The Committee Members and candidates have been given the option to attend in-person or virtually.

Tennis – David Shifrin

The conversion of a Tennis court to four new Pickleball courts has been completed.

There will be no Inter-Club matches this year.

The Season Opener Pickleball and Tennis Exhibition was held on November 13. This year reservations were required and seating was on a first come first serve basis. Both events were live streamed for those unable to attend.

Golf – Steve Forman

Nanna Koerstz Madsen and her coach/manager Nicki Hansen are back and have been seen on the courses and driving range. They will be spending much more time at Boca West this season.

The Season Opener went well, however attendance was down with 437 players participating.

The first Twi-Nite of the season is scheduled for December 3 with 461 signed up and the Member-Member on December 5 and 6 has 271 signed up. As Covid-19 guidelines are updated, adjustments will be made on Shotgun or Tee Times to be assigned.

The Teaching Pros have come up with some new programs including a Tip of the Week series. Work continues behind the scenes to market and brand the Professionals and their programs.

Course care continues to be an area of concern. The four golf carts per group doubles the impact on the Golf Courses. This is a discussion throughout South Florida. We have received reports the Members are adhering to the 90 degree rule, the Golf staff will continue to enforce this and this will be an area of focus over the next several months.

House and Activities – Charlie Wolf

Mr. Wolf presented an RFA for approval.

Motion: On a motion made by Mr. Wolf and seconded by Mr. Lerner, the Board unanimously approves RFA 1726 for the budgeted expense to replace the pool pac unit that services the Women's wet area in the Spa.

Outdoor activities are planned with the Music on the Lawn series scheduled for November 25, December 16 and 30.

Mr. Wolf commended the Activities Department and the work they are doing to keep Members entertained at home with many virtual activities.

Fitness – Bob Lerner

Nothing to report in addition to the minutes previously distributed other than to update you that business at the Spa and Fitness Center remains slow, as anticipated. The Fitness Department will soon be introducing virtual training sessions.

Retail – Enid Hoffman

Nothing to report in addition to the minutes previously distributed other than to report that traffic remains low. The Retail Shoppe is having traffic but little buying however golf equipment sales are up due to the added traffic in the new Golf Studio.

Human Resources – Jeanine Banks

Domestic hiring continues as the arrivals of the International staff is delayed. Please be patient with these new hires.

International Hiring and Flights

We received some good news this morning; 12 of 16 Romanians from overseas have been approved. The remaining four people have to go for interviews in person at the consulate. All of the South African overseas staff information has been sent to the three consulates in Johannesburg, Durban and Cape Town. To date, we have 11 H2b employees that worked up north for the summer that have returned and started work. Ireland has shut down the country. Portugal and Italy have delayed processing at their consulates. We are hoping to obtain approvals for some of the South African staff within the next week so we can make

arrangements to fly them here. Part of the pre-flight process includes obtaining police clearance reports and medical exams which have all been completed. Then Covid-19 testing will be completed within 72 hours of their flight. After the participants arrive, they will be quarantined for four days then given another Covid-19 test before being allowed to start work.

Recruitment

We are currently recruiting domestically for all service positions throughout the Club. As we get closer to obtaining the H2b approvals, we will re-evaluate staffing needs.

Employee Apartments

To date, we have secured apartments for 150 H2b employees. The apartments are located in Coconut Creek, Parkland, and West Boca Raton. Again, we will evaluate as approvals are received to determine the total number of apartments that will be needed.

Flu Shots

There were only 40 employees inoculated on October 22. We are hoping that more will participate on November 19.

Employee Top Workplace Survey

We are working closely with Energage to conduct an independent employee survey to see if we would quality as a Sun-Sentinel Top Workplace for 2021. Since there has been a delay in the arrivals of the H2b staff, we are delaying the survey launch until November 30.

Families First Coronavirus Response Act (FFCRA)

The Club's employee count exceeded 500 effective with the start of the pay period beginning October 29, 2020. As a result, the Club is no longer required to adhere to the FFCRA guidelines. All department heads have been notified and reminded that Human Resources must be involved with any suspected Covid-19 cases. Human Resources will manage communication with the employee, conduct contact tracing and allowance to come back to work.

Staffing

The current number of employees is 507 this year compared to 766 last year. The large decrease is due to not receiving Visa approvals of the H2b staff and having difficulty hiring and retaining staff from the domestic market.

<u>BWMA – Philip Edwards</u>

Iguana control within the community continues to be a concern. A new contractor has been hired to double efforts.

Holiday lights are up at all gates.

Ombudsman – David Shifrin

Questions continue to be received in regards to the current Covid-19 policies, including the guest policy during Thanksgiving and Christmas dining.

Unscheduled Topics

Matthew reported that he is working on plans to update the comfort stations on the courses.

Farewell to Darlene Wright – presented by Phil Kupperman

One of the driving reasons for a non-virtual meeting this month is for the Board to pay tribute to Darlene Wright in person. Today is a very special day as we recognize and honor Darlene Wright for 34 years of service to our General Managers, our Boards and our Members. For the past 12 years I have personally witnessed Darlene's unwavering commitment to excellence and how she earns the respect of all who know her. Darlene, on behalf of the current Board and our Boards of the past, we would like to present you with a remembrance of all of us as you wear and enjoy our gift of appreciation to you (a commemorative watch).

Adjournment

There being no further business, the meeting adjourned to Executive Session at 12:50pm