BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	February 25, 2022
MEMBERS PRESENT:	B. Winikoff, J. Macher, C. Wolf, B. Lerner, E. Hoffman, J. Banks, W. Berkowitz, P. Edwards, S. Forman, J. Glassman, P. Kupperman, F. Richard, C. Rosenblatt, R. Schwartz, D. Shifrin,
MEMBERS ABSENT:	
PARTICIPANTS:	M. Linderman, K. Campbell, L. Stefaniw
FOR INFORMATION:	The Board of Governors
ISSUED BY:	Bob Winikoff
ISSUE DATE:	March 31, 2022

Grievance – Rick Chavis

Grievance 10-2021

Dr. Chavis presented the report and recommendation of the Grievance committee in regards to the grievance complaint filed against the Gold Card Offspring of a Members Companion by Joel Macher, Chairman of the House and Activities Committee. The Gold Card Offspring engaged in improper conduct at Grand Central restaurant affecting the welfare, safety, harmony and good reputation of the Club, in violation of Bylaw Section 10.02.

The Grievance Committee recommends the offspring Child to be suspended for a period of three weeks, appropriate letters of apology to Matthew Linderman, General Manager and the Board of Governors; Incident be recorded in Members file and no action to be taken against the Member.

Motion: On a motion made by Mr. Rosenblatt and seconded by Dr. Edwards, the Board unanimously accepts the recommendation of the Grievance Committee with the caveat that the Gold Card Offspring's guest present at the time of the incident are banned from Boca West.

Grievance 11-2021

Dr. Chavis presented the report and recommendation of the Grievance Committee in regards to the grievance complaint filed against a Member by another Member. The Member involved in the grievance violated Bylaw section 10.01 and the Club Rules and Regulations section 1B, 10 and 19.

The Grievance Committee recommends a two month suspension, appropriate letters of apology to Matthew Linderman, General Manager and the Board of Governors acknowledging that she will not violate Club Rules and Regulations as they relate to Section 1B; Incident be recorded in Members file and no action to be taken against the Member.

Motion: On a motion made by Mr. Kupperman and seconded by Dr. Edwards, the Board unanimously accepts the recommendation of the Grievance Committee.

Grievance 01-2022

Dr. Chavis presented the report and recommendation of the Grievance Committee in regards to the grievance complaint filed against a Member by a group of four Members. The Member involved in the grievance engaged in abusive and aggressive behavior towards both Members and Staff affecting the welfare, safety, harmony and good reputation of the Club, in violation of Bylaw Section 10.02.

The Grievance Committee recommends a two year suspension, appropriate letters of apology to the Cardroom Staff, Matthew Linderman, General Manager and the Board of Governors; Incident be recorded in Members file.

Motion: On a motion made by Mr. Kupperman and Mr. Rosenblatt, the Board unanimously agrees to suspend the member for a period of one year, appropriate letters of apology to the Cardroom Staff, Matthew Linderman, General Manager and the Board of Governors; Incident be recorded in Members file.

Approval of Minutes

Motion: On a motion made by Mr. Forman and seconded by Mr. Rosenblatt, the minutes of the January 27, 2022 Board meeting were approved.

Chairman's report – Bob Winikoff

Annual meeting

Mr. Winikoff updated the Board on the format and Agenda for the Annual Meeting that afternoon, February 25, 2021.

Capital Project Finance Report

Matthew Linderman gave a detailed report on construction status. At the start of the project two contractors were selected, Carrera General Contractors for the interior work and T&G Contractors for the exterior work. We have parted ways with Carrera General Contractors. T&G Contractors will now be the sole contractor for both interior and exterior work. To date we have had positive working relationship with T&G Contractors feel confident moving forward that they will complete the project in the time line agreed to.

Mr. Winikoff reported with the delay of the project for almost two years has provided a unique set of circumstances which has affected the Project Cost as well as the Joining Fees used to fund the projects approved by the Membership. Increases in construction costs and labor have impacted the overall cost of the project over the past few years. However, increases in home sales and the increase in the Joining Fee from $70K to $90K will provide excess revenue over original projections. These excess revenues should exceed the increase in project costs and not have any effect on our ability to pay off the loan in the original time frame if not sooner.

General Managers Report – Matthew Linderman

Financial Flash Report

For the period of February 1 through February 20, 2022

Golf Operations is experiencing a really strong February with revenues and rounds significantly up from budget and last year. This trend will continue for the rest of February as we anticipate many guests and offspring for Presidents week.

Golf retail and equipment revenue is ahead of budget and last year for the month of February. We anticipate this will continue with an increase of guests and offspring for Presidents week.

Fitness and Spa revenues are up from last year but down from budget. This should improve over Presidents week with the increase of guests and offspring.

Food and Beverage restaurant revenues are currently lower than budget as Prime Cut is not open and the timing of high revenue dinner events that take place over Presidents week.

Catering revenues for February are currently down from budget due to the timing of events that have not taken place yet, this includes House revenues as the Men's Golf Member Guest event is scheduled for February 28.

Delinquent Dues, Foreclosures and Downgrades

There are currently 44 delinquent Members and 33 of those have been delinquent for more than one year. Last year at this time, there were 75 delinquent Members and 44 of those were delinquent for more than one year.

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

As of February 23, 2022, Golf is up 251 players compared to down 98 players last year. We currently have 1,872 Golf Members: we have not seen these levels since fiscal year 2011/12. Tennis is up one player compared to down 15 players last year. There are 64 Pickleball Membership which is up 23 from last year.

Capital Threshold.

RSM reviewed the Clubs small and large Capital limitations. The Club is well within GAAP guidelines to make a small increase in the Capital limitations. The current Small Capital limit is under $2,000 and the Large Capital limit is $2,000 or more. Management proposes to increase the Small Capital limit to under $5,000 and the Large Capital limit to over $5,000.

Motion: On a motion made by Dr. Edwards and seconded by Mr. Richard, the Board unanimously approves to raise to the Small and Large Capital limitation as proposed effective October 1 2021.

Staffing

In addition to the Management Training Inters we will be hiring from Florida colleges, we will be hiring around 20 J1 interns from Portugal this summer.

The Director of Food and Beverage search is active, the recruiter will present candidates in March.

Activities Event - Kol Esperanza

We received over 800 requests and we are unable to schedule a second evening. We will accommodate 700 Members with theatre style seating.

Gold Cart Fleet

We are currently negotiating the lease with Club Car for the golf cart fleet that will renew this fall.

Golf Course renovations

We are currently in the planning phase with Fry/Straka Global Golf Course Design. They will start to capture 200 players on the golf courses for intel of course play.

Sports Center Construction

An update will be sent out to the Membership today detailing the temporary parking and access to facilities.

IT and Cobalt update

As reported last month; UKG, the Payroll and Human Resources component of Cobalt is in the programming phase with the goal of a summer rollout.

Stay and Play Condos

One condo has been completed and the first couple has checked in. The second condo is close to completion as we work through punch list items.

The Welcome Center

Construction continues in the new Welcome Center. We are anticipating completion in early April 2022.

Foundation Report – Pamela Weinroth (written report provided)

In 2010 the Board of Governors of Boca West Country Club approved a request of the members to create a charitable foundation that would give back to those in the community in need. A separate organization, now named the Boca West Children's Foundation was formed.

The Foundation held its ninth Annual Golf Challenge; on November 1 we were able to distribute over $300,000 to our charity partners vetted projects.

On December 18 the Boca West Children's Foundation held its 12th annual Adopt a Family/Home for the Holidays Project at Old Navy. Over 100 Boca West volunteers packed harvest baskets for each child's family, took children from the Boys and Girls Clubs of Delray Beach and Boca Raton shopping at Old Navy, chaperoned children at a sumptuous brunch at Tavern on the Court and helped each child pick out an age-appropriate toy for Christmas. It was a joy to see the kids enjoying their special day.

The raffle drawing was held on January 13. Two tickets, with air and a tailgate party for the Superbowl on February 13, 2022 was the grand prize. Over $180,000 was raised.

One of our new initiatives, Bikes for Tikes, in its second year has raised over $60,000 and we will be distributing bikes to children from The Fuller Center (in Boca Raton), the YMCA of South Palm Beach County the YMCA of the Palm Beaches and Roots and Wings (in Delray Beach). Each of the pre-K kids (class of 2022) as a graduation gift (to Kindergarten), will be presented with their very own bike. The smiles on faces when they see their bikes is priceless!

Remember our 10th Annual Golf Challenge is on Monday, April 4th. We are expecting a record turnout.

Currently the Foundation is partnering with The Diaper Bank – Covering South Florida for the seventh year. For families struggling to put food on the table buying diapers is simply not in their budget. Last year we were thrilled to be able to distribute over 105,000 diapers. This year, we shattered that record and we're over 175,000 diapers. Although our event will end on February 28, we will continue collecting funds, all year long, for diapers.

With the help of so many of the Boca West Members over 9,000 children were fed, clothed, schooled and kept safe in these most extraordinary times.

Although you may think, I'm just one person, but when your efforts are combined with others, the impact is significant. We are projecting over $1,500,000 will be granted, this year, to the projects we support that are providing essential services to children and families in our community.

In total we have funded over $14 million to our charity projects since 2010, our charity inception. On behalf of all our children, thank you.

Mr. Macher reported that the annual Boca West Children's Foundation Golf Tournament on April 4, 2022 will be held at Boca West Country Club.

Legal Report – Jerry Glassman

Nothing to report other than the legal report distributed.

Finance Report – Bob Lerner

Mr. Lerner commended Kathy Campbell, CFO and her team for their assistance during his tenure as Finance Committee Chair during the 2021/22 Board year.

Nothing to Report other than the financial flash report distributed.

Strategic Planning – Steve Forman

The Board received interim reports from various Sub-Committees at each Board meeting during the 2021/22 Board year. The Strategic Planning report that the Board received will be amended and the final report will be distributed once complete.

Mr. Forman thanked Phil Edwards, Vice Chair, and the Committee for their tremendous support.

Audit – Steve Forman

Nothing to report.

Special Projects – Phil Kupperman

Akoya

Akoya has 102 units sold with five pending, with six units remaining to be sold.

Renovator

To date the Renovator Program is at 159 acquisitions. Total increase in market Value to date is $25.9 million.

Bulk Renovator

The five Bulk Renovators have acquired a total of 49 units with three pending. To date 11 units have been sold with five pending, increasing Market Value by $2.4 million.

Combining Units

A Member, who in 2020 received approval and acquired the unit next to theirs to combine with their existing unit, has completed the combination and has received a Certificate of Occupancy supporting the combined unit as one from Palm Beach County Building Division. We will be inspecting this unit on Monday February 28, 2020.

Motion: On a motion made by Mr. Kupperman and seconded by Ms. Hoffman, the Board unanimously authorizes Membership to refund 60% of the Joining Fees paid and this year's unamortized dues from March through September once they pass the Club's inspection of the combined unit.

Leadership Program – Jeanine Banks and Frank Richard

The final session of this year's Leadership Program was held yesterday. The agenda was robust with Human Resources and Club Committees and their function and the value of them were the topics of discussion. A number of Committee Chairs participated. The session ended with a recap of each session's agenda followed by Q&A.

Mr. Winikoff recognized Frank Richard, Jeanine Banks and Matthew Linderman for their work on the Leadership program this year.

Membership – Phil Edwards

Motion: On a motion made by Dr. Edwards and seconded by Banks, the Board approves the 11 new Memberships presented to the Board.

Membership Statistics

As of February 20, 2022, closed and pending sales to new members were 132 compared to 94 last year, including four new Members in Akoya this year compared to 13 in Akoya last year.

Board Approvals needed

Dr. Edwards reported there is an appeal from a Member whose companion was denied to be added to the Membership. Discussion took place.

Motion: On a motion made by Dr. Edwards and seconded by Mr. Lerner, the Board unanimously approves the companion be added to the Membership.

Dr. Edwards reported there is a request for the approval of a six month extension to hold the equity refund for a Member while they seek a new residence within Boca West.

Motion: On a motion made by Dr. Edwards and seconded by Mrs. Banks, the Board unanimously approves the six month extension.

Dr. Edwards reported there is a request for the approval of a second six month extension to hold the equity refund for a Member while they seek a new residence within Boca West. The Member is currently serving on active duty in the United States Army.

Motion: On a motion made by Dr. Edwards and seconded by Mr. Lerner, the Board unanimously approves the second six month extension as long as the Member remains in active duty with the United States Army.

JV Village Outreach Sub Committee – Phil Edwards

The Sub Committee has held four sessions with Village Presidents and Representatives to date. On March 8 the session will include electric charging stations as a topic. On March 22 the session will focus on Village finances with Fifth Third Bank as the presenter.

Communications and Marketing – Jeanine Banks

The Committees focus this year was to engage, educate and empower our Members. Mrs. Banks recognized Kathy Kohlhepp, Director of Communications for her long tenure and dedication to Boca West.

Tennis and Pickleball – David Shifrin

Nothing to report other than the Committee recommends to combine the Tennis and Pickleball Memberships into one, Racquet Sports.

Golf – Chuck Rosenblatt

Mr. Rosenblatt presented two RFA's for approval.

Motion: On a motion made by Mr. Rosenblatt and seconded by Dr. Edwards, the Board unanimously approves RFA 1782 for the budgeted expense to replace the fuel controllers.

Motion: On a motion made by Mr. Rosenblatt and seconded by Mr. Macher, the Board unanimously approves RFA 1783 for the budgeted expense to install a transfer switch on Course 1 and 2.

Mr. Rosenblatt thanked Bill Berkowitz for support as Vice Chair of the Golf Committee.

House and Activities – Joes Macher

Nothing to report in addition to the minutes already distributed.

Fitness/Aquatics – Charlie Wolf

Mr. Wolf thanked Bob Lerner for support as Vice Chair of the Fitness and Aquatics Committee.

Retail – Bill Berkowitz

Mr. Berkowitz thanked Frank Richard for support as Vice Chair of the Retail Committee.

Retail sales are up significantly, however the department still faces labor and supply chain issues.

Human Resources – Bob Schwartz

Mr. Schwartz thanked Jeanine Banks for support as Vice Chair of the Human Resoures Committee and Barbara Crowley, Director of Human Resources.

International Hiring and Flights

We are in the process of planning our summer recruiting trips with interviews taking place in South Africa and Europe.

We have worked closely with Workaway International to place a number of current international staff members at their northern clubs on the H2B visa for the summer. The intention is for those employees to come back directly to Boca West in October. Of the 298 currently employed, over 120 have already committed to northern employers.

Florida Atlantic University

We have been in contact with Peter Ricci, the Dean of the FAU School of Hospitality regarding the scheduling of the Country Club Management class. He will be teaching the Club Management class in the Summer & Fall sessions again. Part of the curriculum includes country club professionals going into the classroom to teach different topics which has worked out well. We also have 40 employees signed up for the on-line, 30 hour, Executive Hospitality Certificate program through FAU.

George Snow Scholarship

We had four dependents of employees apply for the scholarship this year; 1 Accounting, 1 Activities and 2 golf maintenance employee's dependents. We will be notified of any winners at the end of April and the student will be notified in the middle of May.

COVID-19

We continue to monitor all staff illnesses closely to ensure that there aren't any Covid-19 exposures. Contact Tracing is conducted and employees are directed to stay home with any sign of symptoms or exposure. As of today, we have zero employees out with Covid-19.

ACA Reporting

All manual data for ACA reporting has been completed and sent to Payroll. The deadline to send out the 1095 paper form to the employees is March 2 and the electronic filing has to be sent to the IRS by March 31.

Project Search

There are four students that are coming to property every day. They spend a few hours in the classroom learning life skills and then go to a variety of departments for two hours each day to learn the job skills. The program is running smoothly thanks to Emilian, the Unicorn Instructor.

Employee Relations for International Employees

Unfortunately due to Covid, we were unable to book trips to entertainment venues throughout the state. We will be planning fun events at the Club for all employees to hopefully raise the morale even higher and promote camaraderie.

401-k Annual Reporting

All of the 2021 earnings information was compiled and sent to Vanguard. The annual testing was finalized and the plan passed in all categories. However we will continue to monitor the Highly Comp group to limit their deferrals to a maximum of 7.45%. The Morningstar report as of December 31, 2021 showed two funds out of the 33 offered that had a concern. We will continue to monitor the fund report to determine if any changes are needed.

The implementation of the 457(b) deferred compensation plan for the Department Heads went well and there is over $100k already in that plan. We continue to monitor performance of that plan as well.

Employee Apartments & Transportation

Overall, the housing is still operating smoothly. We have not had any problems that warranted adding a security officer at any of the complexes. Due to the decrease in number of staff expected, we were able to close a few more apartments and maintain quarantine apartments. We will evaluate the year round housing needs and use college interns and J1 interns to help offset the costs.

Staffing

The current number of employees is 767 compared to 660 last year and 839 in 2020 at the same time.

Ombudsman – David Shifrin

Dr. Shifrin reported he had received a few emails regarding the pool closure timing.

BWMA – Charlie Wolf

The Annual Village representative Meeting was held yesterday. Avron Fogelman resigned from Board and Steve Forman was appointed.

Unscheduled Topics

No unscheduled topics to discuss.

Adjournment

There being no further business to discuss, the meeting adjourned to executive session at 1:10pm.