BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	April 21, 2022
MEMBERS PRESENT:	P. Edwards, J. Banks, C. Rosenblatt, F. Richard, A. Adler, B. Berkowitz, J. Glassman, P. Kupperman, B. Lerner, S. Roth, J. Schraub, R. Schwartz, D. Shifrin, C. Wolf, B. Winikoff (ex-officio)
MEMBERS ABSENT:	E. Hoffman (with notice)
PARTICIPANTS:	M. Linderman, K. Campbell, L. Stefaniw, E. Winikoff (Grievance)
FOR INFORMATION:	The Board of Governors
ISSUED BY:	Phil Edwards
ISSUE DATE:	May 16, 2022

Grievance – Enid Winikoff

Grievance 03-2022

Mrs. Winikoff presented the report and recommendation of the Grievance Committee in regards to the grievance complaint filed against a Lessee by Charlie Wolf, Chairman of the Fitness, Spa and Aquatics Committee for continued disregard for the Fitness Center rules and disrespectful behavior towards staff. The lessee involved in the grievance engaged in improper conduct affecting the welfare, safety, harmony and good reputation of the Club, in violation of Bylaw Section 10.02.

The Lessee's lease expires on September 30, 2022, and this is the second year as a lessee with privileges. The Grievance Committee recommends the lessee to be suspended for a period of six months, effective immediately.

Motion: on a motion made by Mr. Rosenblatt and seconded by Mr. Schraub, the Board accepts the recommendation of the Grievance Committee. The proposed action approved by the Board of Governors comes under the Club's Rules and Regulations, Part IV, Section C, paragraph 13. Pursuant thereto, the Lessee's right to lessee privileges is hereby terminated, barring from all venues and activities at Boca West Country Club and has barred the Lessee from ever seeking lessee-with-privileges rights at Boca West Country Club. In addition, an appropriate Resolution of the Board will be adopted to bar the Lessee from applying for Membership at Boca West Country Club. Any such application will be summarily rejected.

Grievance 04-2022

Mrs. Winikoff presented the report and recommendation of the Grievance Committee in regards to the grievance complaint filed against a Member by Jeanine Banks, Chair of the House and Activities Committee. The Member involved in the grievance was verbally abusive and combative towards Staff at Prime Cut 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; acceptable letters of apology to the Board of Governors, Matthew Linderman, General Manager and the Prime Cut Staff; incident be recorded in the Members file.

Motion: on a motion made by Mr. Adler and seconded by Mr. Wolf, the Board accepts the recommendations of the Grievance Committee.

Approval of Minutes

Motion: On a motion made by Mrs. Banks and seconded by Mr. Rosenblatt, the minutes of the March 31, 2022 Board meeting were approved.

Chairman's Report – Phil Edwards

Committee Standard Operating Procedures (SOP) and Goals

Documents are in progress. SOP's are to be completed by the Committee Chair and Vice Chair. Goals can be completed with Committee member input.

Donations to Ukraine

We have received positive feedback on the email that was sent out to the Membership with the list of reputable organizations that assist with relief efforts in Ukraine by Forbes Advisor.

Covid update

In depth discussion amongst the Board on the daily Covid emails that the Master Association sends out daily with the names of residents who have tested positive and if it was time to stop. It was recommended that the Members continue reporting positive Covid test results to the Executive office for contact tracing purposes and to put a hold on the Membership account for five days. Dr. Edwards will be reviewing the Elaine Wittlin, President of the Master Association.

Strategic Report

The Board reviewed the report distributed.

Board Retreat

The May Board meeting has been changed to May 19 and the Board retreat has been scheduled for May 26. A guest speaker and facilitator will be in attendance.

Renovator Update

Special Projects committee members conduct inspections on Renovator units once they have been completed. Dr Edwards thanked Phil Kupperman and Chuck Rosenblatt for their due diligence in the process of inspecting properties to ensure Renovators are following the Renovator Agreement and have complied with permit requirements. Recently a property was inspected where no permits were applied for and are the Club is holding the Renovator accountable.

Budget Process

The upcoming fiscal year will be challenging in terms of the budget process due to the steep increase in costs relative to supplies, insurance and labor.

Golf Course Renovation

Matthew and Golf Management is in contact with architects Fry/Straka on a regular basis. The goal is to have the work done in two phases. Master plan is being reviewed and adjustments are being made. Additionally, we are aware of the bunker issues on Course 1, and we are reviewing the Clubs cash flow and timing of the Course renovations. These projects will need Member approval and the Tennis court resurfacing and Living Room Terrace will be grouped in.

The Golf Course Comfort stations are also being looked at and will be refreshed in the upcoming months.

Joint Venture and BWMA

The First meeting will be held on April 7. Elaine Wittlin, Daniel Bejarano and Bernie Friedman are the Master Association representatives for the Joint Venture.

The vote for the Glades Road entrance and the light poles was passed at the Village Representative Meeting on April 12.

The Master Association will be reinstating the Golf Cart registration, fall of 2022.

JV Village Subcommittee

Mr. Richard reported on the JV Village Subcommittee. Last year was very successful and we need to continue with the initiative. The Board Certification should be offered annually. We will meet with the Master Association once we are notified of their representatives for the Subcommittee.

<u>General Managers Report – Matthew Linderman</u>

Financial Flash Report

For the period of April 1 through April 13, 2022

Golf Operations is experiencing a really strong April with revenues and rounds significantly up from budget and last year.

Golf retail and equipment revenues is ahead of budget and last year for the month of April. The Masters Week sale was very successful.

Fitness and Spa revenues are up from last year and up from budget which is a very positive sign moving forward.

Food and Beverage revenues are currently ahead of budget and this is mainly due to a very busy April in Catering with revenues currently over $200,000 ahead of budget. A small part of this is due to timing but the majority is due to new events that were not budgeted.

Delinquent Dues, Foreclosures and Downgrades

There are currently 35 delinquent Members and 29 of those have been delinquent for more than one year. Last year at this time, there were 66 delinquent members and 44 of those were from previous years.

As of today, there has been one foreclosed unit compared to seven at this time last year.

As of April 18, 2022 Golf is up 260 players compared to down 84 players last year. We currently have 1,881 Golf Members: we have not seen these levels since fiscal year 2011/12. Tennis is up one player compared to down 14 players last year. There are 66 Pickleball Members which is up 25 from last year.

St. Andrew Golf and Country Club

We received a request for their Members to use our Tennis Courts for the summer months as they are undergoing a renovation. There will be no disruptions to our Tennis operations and the request was approved.

Woodfield Country Club

They have allowed our Members to use their pool for lap swimming and they reported that it is going well.

Human Resources

The Employee Game Night scheduled for April 18 was cancelled due to inclement weather, the next scheduled Employee Game Night is on May 9. Additionally, we have scheduled an end of season Spring Fling party for Tuesday, April 25. This event is in lieu of the annual Employee Holiday Party that was cancelled due to Covid.

We are in the process of interviewing candidates for the Food and Beverage Director position. There are two candidates in the final round of interviews and a decision will be made soon.

Boca Bacchanal Vintner Dinner

Chef Roger Brock is one of the featured chefs participating in an intimate Vintner Dinner for Boca Bacchanal benefitting the Boca Raton Historical Society and Schmidt Family Museum. The dinners will take place in five private homes around the city of Boca on Friday May, 6. Chef Roger will prepare dinner paired with wines from St. Francis Winery and Vineyards for 40 guests.

Sports Center Construction Update

The demo permit and Fitness bump-out permit were approved. We are still waiting for a few permits to be approved.

TLC conducted a Solar Study for the Sports Center upgrades and the recommendations came in at $50,000 to $60,000. There is no assistance from FPL or Government rebate programs available.

The live stream cameras overlooking the pool construction will be up in the next few days and the link will be emailed out to the Membership.

Tennis

Ajla Tomljanovic, the Clubs Touring Tennis Professional has left due to personal reasons. John Joyce is looking for a new up-and-comer to partner with.

Foundation Report – Pamela Weinroth (written report provided)

Despite the rain during the prior weekend and the 20-minute rain delay during our Tenth Anniversary Golf Challenge, the Boca West Children's Foundation held its most successful golf event, raising over $450,000 to distribute to our charity partners.

For some the "season" may be coming to a close but at the Foundation we are not winding down. Summer is just around the corner, and with it the delightful glees of camp.

Nat King Cole Generation Hope will bring music camp to the children in June. The first week elementary aged students will undertake the string instruments and the second week high school students will be attending jazz band camp. Each week culminates with a performance on Friday.

FAU Band Camp is currently filling 200 places for at risk children throughout the county for a one-week intensive Band program.

SCOPE has given us 80 spots for overnight camp. Children from both the Boys and Girls Clubs and SOS Children's Villages (FL) will be using all 80 spots.

John Joyce has reopened Tennis Camp at Boca West Country Club for the children from The Fuller Center and the YMCA of South Palm Beach County.

Otis Birdsong and Michael Ray Richardson will be offering 3 weeks of basketball camp for at risk children throughout the county.

JCC's Camp Kavod at the Federation campus will return for children with special needs.

In the Foundation's second attempt to secure funds from the State of Florida, Matthew Spritz, our lobbyist, was able to secure $200,000 in state funds for Unicorn Children's Foundation's job training.

Plans are already underway for next season. Our second annual Walk the Walk will take place on December 10, 2022 in West Palm Beach and our Evening With Jay Leno will take place January 8, 2023.

The pandemic and the present economic conditions have presented such a challenge to our charity partners as well as to the families they serve. The Boca West supporters rallied to help these charities once again. We are extremely grateful to the members and staff of the Boca West County Club who have supported the work we do. On behalf of those we serve, I say thank you.

Legal Report – Jerry Glassman

The Grievance committee Standard Operating Procedures are in the process of being reviewed and will be updated.

Grievance 02-2022 and 05-2022

Pursuant to Section 10.02 of the Bylaws, the President and General Manager issued an emergency suspension for the Member involved in grievance 02-2022 and the Member involved in grievance 05-2022, pending approval of the Board of Governors.

Motion: On a motion made by Mr. Glassman and seconded by Mr. Kupperman, the Board unanimously approves the said actions taken by the President and General Manager; and further the said suspensions remain in full force and effect until the Grievance Committee has completed its pending Section 8.05 H investigation in cases numbered 05-2022 and 02-2022 and made its report and recommendation to the Board of Governors. The Board of Governors will thereafter assume jurisdiction and authority over the said suspensions pursuant to Section 10.02A of the Bylaws.

Finance Committee – Bob Lerner

Financial results for the month ended March 2022, before $256,300 of timing differences, were $105,900 lower than budget. Non- operating items were $342,300 ahead of budget, and operating results came in $448,200 behind budget.

Non-operating items represents the increase in Dues as more members have paid versus the number anticipated as well as pro-rata dues from new members and more Golf Members than budgeted.

Covid restrictions continue to impact Club operations. Revenues have been negatively impacted in the Food and Beverage, Catering and Fitness/Spa operations. Food and Beverage gross profit is down $1.6 million and Catering gross profit is down $194,000 through March. Revenue in the Fitness/Spa area is down $150,000.

Golf revenues were $307,200 higher than budget due to the increase in Golf Players as well as Guest rounds.

Total cash as of March 31, 2022 was $18.3 million with no outstanding balance on the Line of Credit. As of March 31, 2021 total cash was $11.1 million with no outstanding balance on the Line of Credit.

Strategic Report – Bill Berkowitz

Bill Berkowitz briefly reviewed the report distributed to the Board.

Nominating Committee – Bill Berkowitz

The three Board members on the Nominating Committee have chosen the following six members, in good standing of our Club, to serve on the 2022/23 Nominating Committee as members at large: Sol Barrocas, Kris Etter, Joan Hoffman, Harriet Moskowitz, Danny Schulman and Suzanne Wagner.

Motion: On a motion made by Mr. Berkowitz and seconded by Mr. Glassman, the Board unanimously ratifies the Nominating Committee as presented for the 2023 Board Governors election.

Special Projects – Phil Kupperman

Akoya

Akoya has 105 sold with six pending. There are two units remaining to be sold.

Renovator Program

To date the Renovator Program is at 161 acquisitions with eight pending acquisitions. Total increase in Market Value to date is $26.3 million.

Bulk Renovator

The five Bulk Renovators have a total of 52 closed and pending acquisitions. To date 12 renovated units have been sold with 14 pending, increasing Market Value $2.6 million.

Combined Units

There are no changes since last month's report.

Leadership Program – Jeanine Banks and Frank Richard

This year's Leadership Program consists of 13 Members as well as the three new Board Members. The Board of Governors is encouraged to attend the Sessions.

Membership – Charlie Wolf

Motion: On a motion made by Mr. Wolf and seconded by Mr. Schraub, the Board unanimously approves the ten new Memberships presented to the Board.

Membership Statistics

As of April 15, 2022, closed and pending sales to new members were 185 compared to 160 last year, including six new Members in Akoya this year compared to 23 in Akoya last year.

Communications and Marketing – Bob Schwartz

Nothing to report in addition to the minutes submitted.

Tennis and Pickleball – David Shifrin

Dr. Shifrin reported that the Committee recommends combining Tennis and Pickleball Membership to Racquet Sports Membership and combine the Membership fees into one. Additionally, the Committee recommends eliminating the one free year of tennis and pickleball privileges from the Social Membership

Motion: on a motion made by Dr. Shifrin and seconded by Mr. Roth, the Board approves the Budget Committee to review the combination of Pickleball and Tennis Memberships into one.

Golf - Chuck Rosenblatt

Nothing to report in addition to the minutes distributed.

House& Activities – Jeanine Banks

Motion: On a motion made by Mrs. Banks and seconded by Mr. Kupperman, the Board approves RFA 1789 for the budgeted expense to upgrade the IT host.

Motion: On a motion made by Mrs. Banks and seconded by Mr. Richard, the Board approves RFA 1788 for the budgeted expense to replace the Pool Pac for the Men's Spa wet area.

Club Dress Code policy

Mrs. Bank reported that due to Member requests, the House and Activities Committee discussed a change in the current dress code pertaining to hats.

Motion: On a motion made by Mrs. Banks and seconded by Mr. Schraub, the Board unanimously approves the recommendation to adjust the current dress code, as it pertains to the wearing of hats, be changed to allow both men and women to wear hats in Grand Central both indoors and outdoors, as well as Mr. D's Breakfast, Lunch and Happy Hour. Dinner service policy will remain as is with the policy of no hats permitted for either gender.

Fitness & Spa – Charlie Wolf

The April Committee was rescheduled for April 20.

Retail – Jonathan Schraub

Nothing to report in addition to the minutes distributed.

Human Resources – Arthur Adler

International Hiring & Flights

The majority of the H2b'sare leaving mid to end of May. Out of 303 H2b employees, we have 236 going up north. We are trying to keep our staff here as long as possible towards the end of May as business seems to be very steady.

Our attorney sent in the request for the Prevailing Wage Determination from the Department of Labor for next season and we should receive the Final Wage Determination by the first week of May. Once that's received, we can proceed with the petitions for the visas.

We expect approximately 250 rehires to return for next season, primarily from South Africa.

Employee Apartments

There is a concern about housing availability for next season; we will need to consider leasing some apartments for longer periods of time. We will most likely have to house the staff at five complexes which is the maximum number to keep transportation time and costs in line.

Domestic Recruitment

We are focusing most of the recruiting efforts on college students, local high school students and using Indeed.com which has been successful. It is a constant struggle to recruit restaurant, housekeeping, golf maintenance and golf employees. We are monitoring the local market to determine if our pay rates are in line. Other Clubs are also increasing referral bonuses and offering signing bonuses.

Intern/MIH Program

We have hired 18 hospitality students for 12 week internships. These interns attend a variety of schools; University of Central Florida, Florida Atlantic University, Florida State University, University of South Carolina, University of Nebraska – Lincoln, James Madison University, University of Alabama and Ohio State University. The internships will commence on May 23 and continue through August 12.

Unicorn Academy Students

The third year of the Club's association with Unicorn Village Academy is nearing an end. We are working closely with Unicorn Academy to identify candidates for next year's group.

Staffing

The current number of employees is 756 compared to 638 last year and 394 in 2020 at the same time. The fluctuations are due to Covid-19.

Ombudsman – David Shifrin

Communication continues with Management to enforce the current dog policy.

BWMA – Bob Schwartz

The first Board meeting is scheduled for April 22.

IT Committee – Steven Roth

Mr. Roth reported that the IT committee along with Matthew Linderman went to the CSSI offices.

The Food and Beverage system will go live in July 2022.

Unscheduled topics

No unscheduled topics.

Adjournment

There being no further business to discuss, the meeting adjourned to executive session at 12pm.