

## **Annual Membership Meeting Minutes Monday, September 14, 2020**

### **Meeting called to order at 7:00 PM**

In Person Attendance: Becky Howell, Ed Ramey, Caleb Nickerson, Nanette Frieman, Ron and Kim Walsh, Christine Callahan, Robbie & Meghan Palmer, D'Anne & Larry Hilsmier, Joan & Doc Smith, Joyce Hanson, Lanell Bellury, Rise & Chet Roberts, Katy Spinks, Frank Butker, Edie & Cary Brune, Lorie & Beth Moore, Jay Sawyer

Proxy submitted: Karen Feinstein, Marylin & Leon Hopkins, Doug & Annamarie Collins, Steve & Thais Buchman, Dwade & Rita Reinsch, Casey Nickerson, Brienne & Mark Miller, Jim & Kelly Garrison, Rick & Julie Davis, Meredith Miller, Gloria Enriquez, Kevin Kelsey, John & Kaye Henderson, Stephanie & Loren Weaver, Mike & Katey Noel, Elizabeth Ramey, Dave Rast, Phil & Stephanie Sadd, Luise Foertsch, Erich Balassarre, Fernando & Michelle Lara,

#### **1. Board of Directors:**

The current Board of Directors has agreed to remain on the board for an additional term.

Terms expiring in September 2020 but volunteered to serve a new term expiring in September 2022:  
Robbie Palmer, Caleb Nickerson, Mike Noel

Terms expiring in September 2021:

Christine Callahan, Nanette Frieman, Joyce Hanson, Becky Howell, Ed Ramey, Vandy Vanderford, Ron Walsh, Ken Ward,

#### **2. Change to By Laws:**

- No changes or amendments were proposed.

#### **3. Financial:**

##### **FY20 Club Performance (Oct 2019 – Sep 2020):**

**Membership 145 paid members.**

**Dues: \$625 Family, \$425 Singles / Seniors / \$525 New Family**

**Total Income: \$85,004.82**

(Membership \$76,626.76 and Programs / Events Income \$8,378.00)

**Total Expense: \$72,265,96**

**Net Income: \$12,738.86**

**OPEX – Operational Expense (costlier items shown) Total OPEX - \$44,898.00**

- Pool Contracted Service FY19 (reduced from \$21,952 due to COVID) **\$19,700**
- Pool supplies & repair items - Sweetwater: **\$2587**
- Additional out of contract scope services for water treatment: **\$1352**

- Georgia Power Utilities **\$7847**
- Gwinnett Water **\$1305**
- Buildings repair & non-contract grounds maintenance (includes tennis pavilion and raised deck maintenance, playground ) **\$1185**
- Property mosquito spray treatment **\$596**
- Landscaping & Lawn Service contract **\$6370**
- Waste Management Svc **\$607**
- Program event expenses **\$3349**

**CAPEX - Capital Expenditure FY2020: Total CAPEX - \$22,299.00**

- TAJ building New roof: \$2449.00
- New LED lights lower tennis courts \$15,000.00
- Reseal and restripe parking lot \$4,850

**On the Radar:**

- FY21 re-plaster main pool and replace waterline tiles \$40,000 - \$80,000
- FY21/22 looking into converting pool to salt-water vs, chlorine
- FY21/22 Armor crack repair upper tennis courts \$15,000
- FY21/22 Looking into establishing WiFi at the club for membership
- FY22 LED lights for one set of courts. \$15,000
- FY22 Replace DE pool filter elements \$1500

**G&A- General & Administrative FY2020: Total G&A – \$6,415.00**

- Gwinnett County Environmental Pool Permit & Fees \$400
- Gwinnett County Requires Annual Backflow Inspection \$295.00
- Liability Insurance- Penn America Insurance Company \$3705
- Tennis - Reserve My Court Reservation System \$200
- Membership Recruiting Expenses (printing, mail, etc.) \$362.00
- Computer related, Website Expenses \$589
- PO Box Rental - PO Box# 920657 \$114.00
- General and Administrative Exp – Other \$0.00
- St. of Ga. Sec. of State. Annual Registration as non-profit \$30
- Gwinnett County Real Estate Tax \$80.00
- Professional fees - Federal and state tax return prep \$540

**Four major expenses consume a large portion of the budget each year:**

- 1. Electricity** – includes tennis courts, pool pumps, Taj, and guardroom appliances Approximately **\$8,000 - \$10,000**
- 2. Property & Landscaping** –Include on-going shrub trimming, weed control, and fire-ant remediation. Mosquito spray in addition to routine lawn service. Approx. **\$7,200.00**
- 3. Tennis Court resurface**
  - Annually per one set of courts: approximately **\$6,500.**
  - In April 2017, we contracted with Court Makers Inc. and courts 1&2 were structurally repaired with Armor Crack System and resurfaced \$20,497. We are targeting courts 3&4

in the next few years. Overall impact will be to minimize court degradation and resurfacing frequency thus reducing annual costs by approximately 50%.

- 4. Pool Contract. Usually the single largest recurring annual expense. Includes lifeguards, routine pool water chemicals, maintenance, and supplies. Other associated costs increase the actual pool operational expense each year.**

2019 – 2021 Sweetwater Pool Management **\$21,700** /yr.

Any dollar difference between our income and normal run-rate operating expenses is applied to capital improvements such as those listed above, and the General Reserve Fund established by the Club By-Laws Article 7.

**And yes, there is always required administrative paperwork to be done.**

**Administrative G&A responsibilities of the Board (annually)**

1. October: Following the September annual fiscal year meeting, establish Board of Directors roles for the upcoming year.
2. October: Establish the Club membership dues for the current fiscal year as mandated by the Club By-Laws
3. October: Update Board of Directors Contact info and publish to website
4. Nov - Jan: Review and Revise as necessary the Club By-Laws to ensure:
  - a) they reflect the actual operations of the Club,
  - b) the operations of the Club meet the Club Incorporation Non-Profit requirement
  - c) the Quit Claim Deed requirement is met that the property being used for recreational purposes only. Post to our website [www.lockridgeforestswimtennis.com](http://www.lockridgeforestswimtennis.com).
5. Nov-Jan: Revise and update our Swim & Tennis Club Rules to incorporate approved changes by the Board and/or comply with changes in Gwinnett County regulations. Post to our website [www.lockridgeforestswimtennis.com](http://www.lockridgeforestswimtennis.com).
6. Nov-Jan: Review and renew annual pool service contract – current vendor is Sweetwater Pool Management expires 12/31/2021. \$21,750.00/yr.
7. January – March: Complete annual membership drive. We lose membership families each year due to relocation and for other reasons. We must be vigilant to retain existing members and to attract new families to the membership
8. January: Renew and renew waste collection (currently Waste Management) services contract \$650.00 /yr.
9. Oct- Dec: Have the previous FY Club Financials audited by an independent CPA and file tax returns. Note: we don't pay taxes but must file each year.
10. January: File Federal Tax return (as a non-profit 501(c)-7 organization
11. January: File State Tax Return
12. February: Receive and review Annual Notice of Assessment from Gwinnett County Tax Assessors Office to prepare for tax payment later in the year

13. Feb- Mar: Complete annual Non-Profit annual registration with the Secretary of State Office (file electronically)
14. March: Review and renew Nesbit Landscaping annual contract \$5775.00 yr.
15. April: Complete Gwinnett County Health Department Pool Inspection \$400
16. April: Apply and obtain pool permits from Gwinnett County
17. July: Complete Georgia Power FATCA -IRS compliance requirements as a non-profit
18. July: Complete Gwinnett County required annual backflow inspection via approved certified vendor - Fire Life & Safety \$295.00
19. July: Renew FatCow annual domain name privacy. Renew date 7/26/2020 \$13.99 (annual)
20. July: Complete Gwinnett County Dept. of Water Resources backflow inspection \$250.00
21. July : Renew FAT COW Hosting term 8/6/20 -8/6/2023 \$269.64
22. August: FatCow renewal as club domain name "lockridgeforestswimtennis.com" (currently in effect until August 2022) \$99.00/yr.
23. August: Review and renew club liability insurance \$3385/yr.

## **But we also like to have fun as a community!**

### **Annual Social Activities**

Since the inception of the Club, social events have been organized and executed by dedicated members who contribute their time and often absorb part of the expense. There is a lot of work that goes into the planning, set-up, execution, and clean-up after the events. In many cases the same members have been doing it for many years. While not every event takes place each year, most of them do occur. To continue many of social events in the future we need YOUR involvement. We must have a new generation of volunteers to step-up to make a difference and keep **your** club a viable amenity for your family and our community.

Scheduled events and fun for our membership (not all occur each year):

1. Winter Getaways
2. Beer Tasting
3. Wine Tasting Party
4. Easter Egg Hunt\*
5. Kentucky Derby
6. Outer Banks Fish Fry\*
7. Lockridge Forest Open House\*
8. School's Out Summer Luau
9. Memorial Day "Hugye – Feinstein" Memorial Tennis Tournament
10. Fourth of July celebration\*
11. Vacation Bible School
12. Movie Nights
13. Moonlight Swim
14. Annual Pub Crawl\*
15. Labor Day round-robin tennis social
16. Fall Chili Cook Off

17. Fall Campout Under the Stars
18. Halloween Parade / dinner and festivities\*
19. Cigars & Whiskey from around the World
20. Bon-fires at the Pavilion
21. Chastain Night at the Pool
22. Annual Pig Roast\*
23. Holiday events

\*Events open to community participation.

Note: n FY20 the scheduled social activities were reduced due to the COVID pandemic.

### **Often Asked: Why don't we have separate Swim and Tennis memberships?**

So now that you've read through the above hopefully you already know the answer to the question. The big picture answer is It's a "**Club Membership**" that includes recreational, swim, tennis, and other amenities to enjoy along with participating in social functions and fun activities with your friends and neighbors."

A little more on the subject:

In addition to on-going capital improvements, our expenses to maintain the pool, the tennis courts, lights, water, parking lot, property, repairs, services, and routine maintenance are not seasonal expenses and not limited to pool versus tennis.

Outside of swim & tennis, we have many social functions that occur throughout the year such as Cinco De Mayo, Kentucky Derby, July 4th Celebration, Chastain Night, Camping, Easter Egg Hunt, Halloween Parade / Haunted Forest, theme parties, progressive dinners, cook outs, annual pig roast, etc.

We also have a large enjoyable playground for the small and not so small kids, expansive property, and buildings such as the Pavilion with a fire-pit and Taj building inside the fenced pool area that members can reserve for family gatherings, birthday parties and other events. The Pavilion and Taj are typically reserved 30+ times per year.

All homeowners / residents in the neighborhood benefit from the CLUB being a viable and sustainable entity that is well maintained and is attractive to families considering moving to Lockridge Forest.

When the CLUB was created, membership in the CLUB was not made mandatory. We would love to have one-half of the 425 families in the subdivision as part of the membership, so dues could be reduced considerably, and new modern facilities could be put in place. Only the members can make it happen so spread the word about our great facility.

**There were no proposals from the floor or submitted via proxy.**

**All comments and questions brought up at the meeting were of general nature regarding the club operations and answered to the satisfaction of the inquirer.**

**The meeting was closed at 7:40 PM**

**Regards,  
Your LFST Board of Directors**