

CAMALOCH ASSOCIATION NEWSLETTER JULY 8, 2020



NEXT
BOARD MEETING
JULY 9 – 7 PM
ZOOM
LOGIN will be sent out via email

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We welcome the community to become actively involved in committees of interest and to provide input about ideas or concerns. Your questions and comments will be reviewed and addressed by the appropriate committee or Board Member. Please direct correspondence to camalochboard@gmail.com

Camaloch Board:

Joseph Day, *President*
Steve Anderson, *Vice President*
Rick Bentley, *Treasurer*
Jennifer Seiler, *Secretary*
Duane Schleitweiler
Harvey Scott
Marty Burgess
Larry Shaw
Sheri Templeton

Board Updates:

The Camaloch Association Board is happy to announce the promotion of Mike Reynolds to the position of Association Manager. Please see Mike's Report and Job Description below.

Association Manager Update:

Mike Reynolds

Hi Camalochians!

I am very excited to be your new Association Manager. For those who don't know me yet, I started working at Camaloch more than 5 years ago when I was recruited by Gary Schopf to eventually step into the role of "Director of Golf" after his retirement. Over these years, I have learned a lot. One of the things that I have learned is that I love Camaloch. Camaloch is an amazingly unique association. We have a wonderful golf course, pools, a chalet, a gated community, a water system, and so much more; but my favorite part of Camaloch is the people. I look forward to serving this community of unique and wonderful people.

On my agenda as I start moving into the role of the Association Manager will be:

- Working with the board to communicate the existing policies to association members.
- Setting Goals, Budgets and Plans that help the Association move into the healthiest financial position possible.
- Reworking the job descriptions and evaluating the performance and duties of current employees.

- Working with technology to increase the level of communication between the board, the staff and the members of the association.
- Determining the best structure of employees to oversee supervision and leadership of the golf course amenities and community support.
- Bringing on a new part time staff member as a handyman to help with roads, ditches and maintenance in the community.

Be patient with me as I begin this new position. It will take some time for me to transition out of the day to day leadership of golf activity so that I can focus my time onto the leadership of the whole association. I am excited about this new challenge and look forward to working with all of you to take some great steps forward for Camaloch.

Job Description: Camaloch Association Manager

The Personnel Committee developed the following job description in the process of searching for an Association Manager. Mike’s performance evaluation will be based on this job description.

This position reports to the Board of Trustees (the Board) and is responsible for the implementation of all Camaloch Association Board policies and compliance with the respective Articles of Incorporation, Bylaws, and Building and Use Restrictions (BUR). This position is the chief administrator of Camaloch Association and is primarily responsible for oversight and management of all Camaloch properties and supervision of all personnel.

Duties, Functions and Responsibilities:

Essential duties and functions are pursuant to applicable Federal and State requirements and include the following.

This position is primarily responsible for these activities. Activities can be delegated to other staff, however, the Association Manager (AM) is charged with oversight and completion of the tasks:

1. **Customer Service** - Representing Camaloch Association and providing outstanding customer service to its members and the general public. The AM must foster productive relationships with homeowners, Board members, staff, and other key stakeholders, and city, county, state, and other officials in areas of interest for the Association. As a part of this responsibility, the AM is primarily responsible for reviewing and responding to inquiries from the general public, homeowners, board

members, and staff, and for providing guidance and solutions.

2. **Finances** - Directing and implementing programs, policies and planning for short and long-term needs of Camaloch Association. The AM should work to maximize the performance and results of the Association by analyzing employee and business needs, and developing short- and long-range strategies. The AM will review expenditures for compliance with budget limitations, recommend budget adjustments when appropriate and will assist the Camaloch Association Treasurer, the Finance Committee and the Board in preparing and presenting the proposed annual operations budget and long-term reserve study. The AM will ensure the timely payments and/or collections of all accounts. The AM will review all bills for approval including: maintenance, repair, utilities (water, electricity, taxes, etc.), and payroll documents prior to submission to the Camaloch Treasurer for payment.

3. **Association Governance** - Communicating with and representing the Camaloch Board of Trustees in a timely, accurate and efficient manner to facilitate the orderly operation of the Association in: providing services to and facilities for members; collection of dues from members; and enforcement of bylaws and BURs applicable to Association members.

4. **Facilities Operations/Maintenance Oversight** - The AM will oversee operations, maintenance and repair of all facilities, including determining when corrective or preventive maintenance is required, making inspections of common areas and facilities to assure proper maintenance and upkeep, obtaining appropriate approval for the work, and inspecting completed work to assure it is satisfactorily performed. Preparing detailed requests and supporting documentation/quotes for funds not designated in the budget for the Board’s consideration.

5. **Supervisory** - Perform all necessary tasks as they relate to coordinating and delegating work, training, and managing the flow of work for operations. Advise and participate in staffing decisions with the Board.

The Association Manager will:

- Ensure the accurate and timely preparation of reports and supporting documentation and other documents requested by the Board for review by the Board at its meeting(s).
- Seek resolution of conflicts through communication and education, while also providing appropriate documentation to support enforcement actions including notices of dues delinquency, BUR violations, lien’s against or foreclosure of homeowner’s property, or litigation against homeowners if necessary.

- Inform the Board of potential significant legal issues involving Camaloch Association and work with the Board and Legal Counsel to resolve legal issues in the most cost-effective and efficient manner.
- Coordinate and monitor applications and permits and ensure review by the Architectural Committee.
- Review, monitor and ensure compliance with Camaloch Association bylaws and other requirements through periodic observation of properties throughout Camaloch, responding to Member reports of violations, initiating violation notifications to Camaloch homeowners, monitoring disposition and recommending additional enforcement actions as appropriate to facilitate the resolution of violations.

Knowledge, Skills, Abilities, and Experience:

Must have or be able to obtain within a reasonable timeframe the required knowledge, skills, abilities, and experience and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Knowledge, skills, abilities and experience will be needed in the following areas:

- Federal, state, and local laws, policies, and procedures as it applies to HOAs and Camaloch Association Bylaws and BURs..
- Managerial and leadership techniques and principles.
- Financial and budgeting methods and systems.
- Strategic business planning.
- Oral and written communications including presentations.
- Microsoft Office Suite and community association software applications to perform data analysis and problem solving.
- Customer service and ability to work with diverse groups such as Association members, Board members, the general public, professional service providers, and regulatory authorities.
- Work with frequent interruptions and changes in priorities.
- Direct, coach and train others.
- Analyze and resolve unexpected events.

Qualifications:

- Must have at least 5+ years’ experience in management.
- Preferred: Associates or Bachelor’s Degree. (additional years of experience may be substituted)

Requirements:

- Must be available for emergency response or available to assign staff to respond appropriately in an emergency.
- Must have a motor vehicle for use on Camaloch business.

From the Board Nomination Committee (Joseph Day, Harvey Scott)

Six Board positions are open and will be voted on at the annual meeting.

	Position No 1	Position No 2	Position No 3	Position No 4	Position No 5	Position No 6	Position No 7	Position No 8	Position No 9
2013									
2014	Lee Clemenson	Harvey Scott	Mac Macomber	Don Odenborg	Jackie Plank				
2015	Lee Clemenson	Harvey Scott	Mac Macomber	Layne Barnitt	John Quevillon	Marty Burgess			
2016	Lee Clemenson	Harvey Scott	Dave Hyatt	Layne Barnitt	John Q. Wier	Marty Burgess	Doug Yarwood	Andrew Curry	Tom Gascoigne
2017	Marlyn Genstrom	Jim LaRoche	Steve Anderson	Layne Barnitt	Lee Clemenson	John Burgess	Doug Yarwood	Carlyl Smith	Tom Gascoigne
2018	Marlyn Genstrom	Jim LaRoche	Steve Anderson	Deanna Smith	Smith/Barnitt	Lee Clemenson	Yarwood/Scott	Brin-Frost 1 yr	Tom Gascoigne
2019	Gregory/Scott-R	Lee/Scott	Steve Anderson	D. Schetwelder	S. Gallego/R. Bentley	Fennoch/Genstrom	Shirley Templeton	Joe Day	Jennifer Selzer
2020				D. Schetwelder				Joe Day	Jennifer Selzer
2021								Joe Day	Jennifer Selzer
2022								Joe Day	Jennifer Selzer
Positions up for Election in 2020									

Eight applications have been submitted to run for the Board for the next election:

Michelle Jones, Sheri Templeton, Elaine Wolfe, Cem Mattson, Angel Down, Kathy Swanson, Sandi Down, and Dave Hyatt. These applications/questionnaires will be sent to you via email so you can begin to evaluate the candidates.

Candidates will soon be asked to introduce themselves to the community, answer questions, and select which two committees that they would like to be on and why.

SOME ADVICE FOR NEW PEOPLE APPLYING FOR A BOARD POSITION. *Harvey Scott, Past President & Trustee*

It has always been difficult for new Board Members to catch up on history and issues that have been brought up in the past. After reviewing old minutes from the past few years, we suggest that anybody who wants to join the board get together with Joe Day and other Board Members and/or Mike Reynolds and have them supply you with an archive copy of minutes. It will tell you what has happened in the past, background on long-term planning and how the meetings are structured. I believe this may be the fastest, most efficient way to get up to speed. You will see that in the past we have talked about organic input into Smith Lake, sidewalks along Camaloch Dr., how to better utilize the Chalet and many other important items involving roads, pools etc.

For members of the community, we remind you that voting for your trustees is very important as they are the people responsible for day to day operations and presenting a budget to members that is workable and affordable. They are empowered by you to make decisions that affect us all long term. It is imperative that

all of us ask questions and understand our options when we are presented with major projects like roads, waterlines, building repairs etc. It is critical to know where our money is being spent and why. Attending monthly meetings and the annual meeting keeps you up to date and in a position to ask questions and be an active part of the association.

Covid-19 Reopening Process Updated Proposal: 7/6/20

Mike Reynolds

Mike has written an overview of the requirements and complexities for the community to better understand what is needed for the Camaloch operation to comply with State regulations regarding Reopening of our facilities and to be fiscally responsible.

I thought that it might be good to have a process that we refer to for every part of Camaloch that we reopen since there are different rules and standards for each phase. It is a complex issue for Camaloch because we have Pools, a Golf Course, a Driving Range, Practice Greens, Common Use areas, Swimming Pools, common use restrooms, Retail sales space, a Chalet, eating areas etc.

Purpose: To be in compliance with Local and State regulation and to keep our employees, members and guests as safe as possible while on our premises. These reopening processes should apply to all facilities and communal property on Camaloch Premises including, but not limited to: The Golf Course, Driving Range, Practice Greens, Pro Shop, Restrooms, Pools, Chalet, and Offices.

Before Opening any part of our facility: 1. State and County must be in the appropriate phase allowing reopening. 2. Camaloch must be able to safely follow all guidelines and regulations. 3. Camaloch must be able to appropriately sanitize and disinfect any related facilities and equipment. 4. Camaloch must have an adequate supply of cleaning and sanitizing supplies to ensure that we are able to continue proper cleansing and sanitization of all other open facilities and equipment. 5. Camaloch must have adequate staff to oversee adherence to guidelines and cleaning procedures. 6. Camaloch must have adequate budget for staffing and supplies related to reopening. Including all supplies and signage. 7. A “point person” must be designated to oversee staff safety and public safety before reopening. 8. A written plan that includes an entire reopening, cleaning and oversight plan must be submitted to the Association Manager and Association Board to approve before setting a time for reopening. 9. The Association Manager or Board may require a committee be formed to give oversight to guideline changes and oversight. 10. Proper signage

must be on display to inform staff, members, and guests of their role in following guidelines.

After Reopening: 1. The point person must check in with state and local requirements often for changes. 2. Staff must be prepared to close the facility if phases are rolled back or if safety, cleaning and oversight guidelines are not adhered to. 3. If state and local guidelines become more permissive, the written plan may be adjusted accordingly with Association Manager and Board approval if all safety, cleaning, and oversight guidelines are being followed.

Committee Updates:

Personnel Committee

Joe Day, Harvey Scott, Cathy Lofton-Day

The Personnel Committee is happy to welcome Mike Reynolds as Association Manager. The Committee will be working with Mike to further improve personnel structure, personnel policies and procedures, and work on the corresponding budget issues.

Finance and Long-Range Planning Committee

Joe Day, Rick Bentley, Harvey Scott, Jenn Seiler, Cathy Lofton-Day, Mike Reynolds, Connie Kuehn

What is the cost of golf to Camaloch members?*

If you ask 3 different people you get 3 different answers. ‘The course makes lots of money! It’s paying for itself and more.’ Or, ‘it breaks even, brings in as much as it costs to run.’ Or, ‘I have no idea, haven’t really thought about it.’ Well if you are interested in the answer, read on.

To answer this question, we added up all golf related income for last year, 2019. This includes green fees, cart rentals, pro shop sales, driving range revenue, snack sales and rental of the Chalet (since much of this income is from tournaments). The grand total is an impressive amount of income: \$778,472.

Next, we added up all golf related expenses including labor costs for the grounds crew, the pro shop staff, and the driving range and cart staff with a percentage of our office manager and association manager. Then there are the utility bills, property taxes, payroll taxes, credit card commissions, insurance, fertilizer, chemicals, sand, equipment repair and all the other things needed to keep everything looking nice and running smoothly and the tax man happy. This adds up to a grand total of \$887,065. But wait, there’s one other category that is not in the operating budget but is still an expense for the golf

course. Our golf course equipment and structures unfortunately don't last forever. In 2019 we also purchased a greens mower for \$26,088 and built the new range ball shed for \$4,817 with funds from our capital replacement account – so \$30,905 more in the expense column. With a few minor expenses not included in the calculation the final expense total comes to \$917,970. In conclusion, the golf course cost the association roughly \$139,498 to run last year. That's around \$299/lot/year or about \$25/lot/month.

So, what did we get for this \$299 portion of our dues? Quite a lot, actually. On average, Camaloch members play around 8900 rounds of golf each year. Approximately 2000 rounds are played on the weekends (\$37/round) and the rest are during the week (\$26/round). If we were the paying public, the rounds would have cost us \$253,400. And this doesn't even include the trail fees we would pay for taking our golf cars on the course if we weren't members (\$250/year/person). All in all, if you're out there playing golf, you're getting a pretty sweet deal.

At this point you might be thinking, I don't play golf – what's in it for me? There are a lot of articles online about the value of living near a golf course. A review of them indicates that living in a golf course community adds somewhere between 7-12% to home values and home resale value is better. Having the greenspace between our homes and the highway is also beneficial – it cuts down on noise, pollution and its park-like setting is nice to look at – especially if your home has a view of the course.

One word of warning though, all of these advantages can disappear if we don't maintain our golf course, lose customers and can no longer keep the course open. There are some big-ticket items, the course irrigation system for one, that will need to be repaired in the near future. Look for announcements of Special Meetings to learn more about our long-range planning and the Reserve Study being prepared to budget for repairs needed.

In future newsletters we will have articles on the costs and benefits of other amenities available for us to enjoy such as our pools, our community “Chalet” and picnic area, Smith Lake and our water system. Stay tuned!

**There is a disclaimer to these calculations. Currently some of the expense categories in our accounting system combine golf and community together (such as property taxes, some labor costs, Smith Lake maintenance, etc)*

and are difficult to separate. For this article we made conservative estimates as to the percentage of costs attributable to the golf course. We are working to improve clarity in our accounting as well so that even more accurate figures can be provided.

Camaloch Association Financial Report: June 2020

As of June 30, 2020, we have \$478,928 in operating funds available. Additionally, we have \$58,615 set aside in our operating reserve fund. There is \$60,974 in our capital improvement fund and \$237,561 in our capital replacement account. There were no transfer fees this month, but we did add \$1,500 from rent from the rental house. The Water Capital Replacement Account has \$10,814. The Water Operations Account has \$74,366. Of the 466 dues paying lots, 12 have yet to pay their Second quarter of 2020 dues, 4 still owe for 2019 dues and 1 person is making payments on their 2018 dues. The budgeted income for the month was \$170,375. Our actual income was \$155,097, a variance of \$15,278. The budgeted expense was \$119,223. The actual expenses were \$99,679, a variance of \$19,544. Year to date income is 109% of budgeted income. Year to date expenses are 90% of budgeted expenses.

Policies/Archives Committee

Larry Shaw, Sheri Templeton

Larry has been digging through the archived Board minutes and was given a helping hand by Connie who provided an electronic copy of all board meetings from 2013-2020, which can be searched by keywords rather than flipping through musty binders & pages. Larry and Sheri are making progress uncovering policies that have been clouded by time with the goal to organize and make them available on our Website. Mike Reynolds and Joe Day are in the process of revamping the Camaloch Website to be easier to navigate, more informative, and to connect the dots.

Water Committee/Board

Joe Day, Marty Burgess, Andrew Curry, Larry Shaw, Duane Schleitweiler

We were out of compliance for reporting to the state since the meter that measures total incoming water from our three wells had been broken since October last year. The newly purchased strap on meter has been installed and is working so we can now report the water flow from our three wells.



Strap-on meter now chugging out data



Marty slogs through 3 years of invoices from Coffman Engineering to make sure Camaloch is tracking our 2.5M investment



Water Sleuths: Jason Hannum and Fernando (King Water) reading a meter while investigating a leak



Presenting Water Project Reserve Study to State which resulted in a \$40,000 savings for Camaloch

2019-3773 Camaloch Association Water Main Project

Project Costs by Cost Category:

COST CATEGORY	CURRENT ESTIMATES
Engineering Report (Preliminary Engineering)	\$0
Environmental Review	\$0
Historical Review/Cultural Review	\$8,000
Land/ROW Acquisition	\$0
Permits	\$5,000
Public Involvement/Information	\$1,500
Bid Documents (Design Engineering)	\$110,000
Construction: Estimated Cost	\$1,377,000
DOH Review/Approval Fees	\$2,000
Contingency: (10% min, 20% max)	\$275,400
Sales or Use Taxes	\$0
Audit:	\$0
Surveying:	\$34,680
Construction Inspection and Project Administration:	\$69,000
Electrical Design and Programming:	\$0
TOTAL ESTIMATED PROJECT COSTS (before Loan Fee)	\$1,882,580
Loan Origination Fee (1%)	\$18,825
Total DWSRF Loan Amount	\$1,901,405

Cost estimate for Phase 2



Smith Lake Committee
Kathy Nielsen, Joe Day

Announcing: Smith Lake Community Day
Saturday, July 25th 10 - 1pm

Hello Neighbors - come get out on our lake! Meet at the East end of the lake where kayaks and rowboats will be available for short excursions. Learn the history of

Smith Lake and why this asset is so important to the vitality of our community. We'll have picnic tables and shade - bring a picnic lunch if you wish and plan to have some socially distanced fun and relaxation. Hope to see you there.

Architecture and Roads Committee

Marty Burgess, Joseph Day, Steve Anderson

Marty and Joe have been 'on call' for complaints and issues in the Community. They were called on by Kathy Nielsen to throw some gravel on the right of way in front on her house.



Tossing gravel

The Architecture and Roads Committee works through our Business office to ensure that the community follows Camaloch's Building and Use Restrictions. You can find these documents on the Camaloch website HOA section: <https://camalochgolf.com/camaloch-hoa-information/>



Kathy is nice but a tough task master and recruits Marty to do some weed-whacking. Joe was later recruited to bring over his chain saw, Marty wen golfing.

Safety Committee

Jenn Seiler, Cathy Lofton-Day

The radar sign has now been moved to Camaloch Drive, thanks to Jason and crew. The hope is to place the radar sign on a trailer so it is more easily moved.

Pool Committee

Jenn Seiler, Marty Burgess, Jennifer Bradley, Milla Freuff



Pool 2 has opened and is being enjoyed by the community. Jenn has seen a few families

enjoying the pool while she has been there with her family on the few sunny days. She loves seeing the grandparents sharing the pool with their grandkids. Pool 1 is awaiting a part to repair the filter.

NEW COMMITTEE: Neighborhood Watch

Dawn Cahoon has experience running neighborhood watch organizations and has volunteered to head our much-needed Neighborhood Watch Committee.

Camaloch Report:

Notices:

- Pet owners - Camaloch By-laws Article X, Section 6 and County law requires dogs to be on leashes or confined to a fenced yard, not running at large. Camaloch By-laws include cats in this requirement. Also please clean up after your pets and dispose of waste properly!
- Golfers – please remember to maintain a reasonable pace of play, no groups larger than 4 and no children under the age of 6 are allowed on the golf course unless with parents who must sign a waiver.

BURGLAR WARNING!!

We continue to have reports that valuables are being taken from cars. Please lock your vehicles and houses and let's watch out for our neighbors.

Golf Course:

<https://camalochgolf.com/>

Former Director of Golf's Report:

Mike Reynolds

Over the past few months, the golfers and our golf course have been through a lot. We have navigated the Governor's Safe Start plan for reopening safely and incrementally. While we are still not back to normal, we are able to allow foursomes, two players at a time in carts, and limited use of our driving range and pro shop. Even with these restrictions, June of 2020 was the best June we have ever had in regards to revenue from tee times and golf cart rentals. This is a great recovery for

us! We have never seen a busier course in the month of June and we actually had quite a few rainy days. We believe that the rest of the summer will continue this great trend.

Golf Course: The course is in fantastic shape. Many are commenting that it is in better shape than they have ever seen it!

Pro Shop: While the pro shop has been limited to a small number of customers at a time and masks must be worn by staff and customers, pro shop sales are recovering well.

In other news, Kathy Gascoigne has been promoted to the new position of “Pro Shop Manager” and Beth Erickson is our new “Assistant Pro Shop Manager.”

This is part of our restructuring as I have now taken the position of Association Manager. Kathy and Beth have both proven themselves as great employees who always go above and beyond to do a fantastic job for us. We are lucky to have them both.

Thank you!

Superintendent’s report:

Jason Hannum

The month of June might have been one of the wettest Junes that I have ever seen on the golf course. I was able to go almost the whole month without irrigating due to the unusually wet weather. The downside to it is that the grass would usually be slowing down, but instead it’s growing like it’s early spring. Due to the circumstances the crew has had to spend most of their time trying to keep up with mowing. Even with the unusual weather



Rough mowing #1 tee surrounds

we still managed to find some time to finish spraying ditches and hung and calibrated the entrance gate. We continued our on-going effort to beautify the entrance and course by moving a few plants by the number 4 tee boxes and replacing them with some rhododendrons that were donated by a community member (Donna

Kallicott). If they survive, they will add a little more color at the entrance.

Cleaning sprinkler heads



We finished up the month with trying to figure out where the mysterious water is coming from left of the number 5 green. The crew has dug back some of the hill side in an attempt to find some answers. For now, we have the area marked as ground under repair and are capturing the runoff in one of the number 5 green’s

curtain drains. Hopefully I will have some better answers of what is causing this in next month’s update.



One of the new border dahlias starting to bloom on #10 tees



Mysterious wet area left of 5th green. Jason, Marty, Fernando, Joe, and Tom Olson on the trail of the mystery water source. A 20-year old mystery



Jason, Joe and Carl discussing golf course irrigation

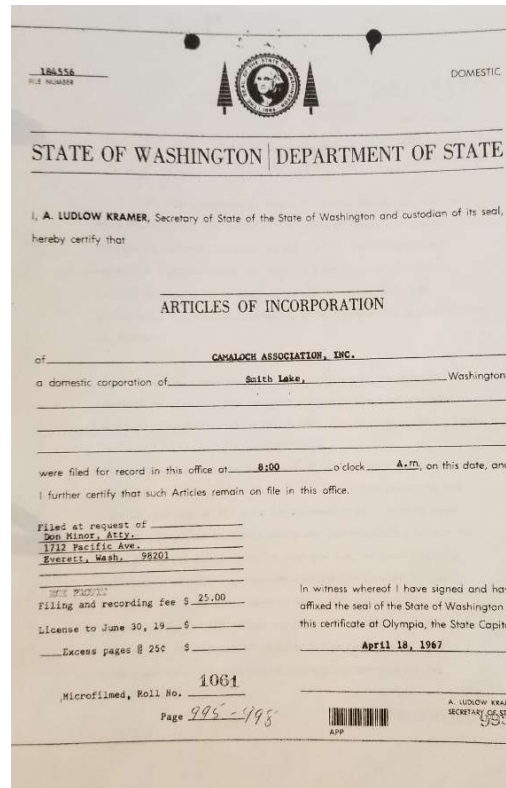
Meet your Neighbors:



Marty and Joe, the Road Crew drop by to see Charles Glaspy's well-manicured back yard and sample some raspberries from his garden

Mystery Questions:

Where is this? For the Master Gardeners: What is the species of the purple flowering plant?



Long long ago (not really so long ago) Camaloch Association was born.