

BOARD OF DIRECTORS' MEETING  
THE MONARCH AT ROYAL HIGHLANDS, INC.  
July 11, 2025

A meeting of the Board of Directors of The Monarch at Royal Highlands, Inc. was held at 8:00 a.m. in Mtg Rm A at the Rec Ctr. Those present: Rick Mason, Harold Beasley, Tom Cvikota, Esther Patterson, Dean Woodle, Bonnie Rex and Bill Ortballs. Terry Pollard was absent. Luis Colon, General Manager, Craig Shelton, Course Superintendent, and Dawn Catando, Food and Beverage Manager, were also in attendance.

Rick Mason called the meeting to order. The minutes of the 6/13/2025 meeting were approved.

**Course Superintendent – Craig Shelton**

**Recent activity:**

- Sprayed greens with insecticide for mole crickets.
- Sprayed greens with fertility
- Sprayed greens with fungicide
- Mole cricket pressure is high this year. Spraying new activity daily. Some areas have been sprayed twice.
- Spraying daily for weeds
- We are currently at war with a racoon family over possession of hole #3 green. Damage has been repaired 3 times to date. I sprayed the green for grub worms to eliminate the food source that I think is drawing them in. Luis purchased a trap, and I set it Tuesday night with no success. Trap was relocated Wednesday morning to trail where tracks were coming on to the course and rebaited.
- Weed eating and spraying beds.
- Edged yardage markers.
- Top-dressed approach on hole #6 green again
- Began topdressing tee tops with command topdressing.

**Summer Projects:**

- Sod project on hole #2 and rebuilding the nursery green are both underway. Trying our best to complete both by mid-August.

**Staffing:**

- Currently one employee short who was finally called up by the Navy. I hired an interviewer yesterday who starts next Monday. We will be losing another employee whose last day will be Friday. The individual decided he didn't want to work weekends any longer and only wanted to work weekdays. He was reminded that weekend work was not optional as explained during his hiring. Luis has Indeed open, and I will be conducting two more interviews today.

**Notes:**

- Hole #16 Fairway. The dirt area in the fairway is due to mole crickets. Craig will get a price for sod for that area which will also include the labor to do it.
- Sprayed for lubber grasshoppers again.
- There is an issue that members are not reading the minutes and continue to go to Craig for updates on golf course issues. Maintenance staff are also being stopped and asked questions they are not qualified to answer correctly. This also slows down maintenance. All questions regarding course maintenance from members is to go through Rick Mason and/or Luis. It was agreed that the Course Maintenance report that Craig provides the board before each meeting should also be sent to the members as an eBlast.
- The idea of using volunteers to help Craig spray the greens was discussed. This is not a good idea since you need to be licensed to spray these chemicals, and we don't want inexperienced members spraying too much/too little on the greens or to jeopardize their health.

- Luis mentioned the fact that we need to discuss the issue of replacing greens that are 27 years old. We should also rethink our projects this year and consider doing the tee boxes. Also discussed the idea of closing the course on Mondays (half day/full day) for maintenance.
- Craig has replaced all water cooler nozzles and apologizes for dirty nozzles and will try to be more attentive to water cooler conditions.
- The tree on hole #9 needs cut down but it is too close to the road to safely remove it by our volunteers. Need to get a price for removal.
- Debris behind the maintenance shed from the tree trimming project needs hauled away.  
**Rick Mason made the motion, seconded by Bonnie Rex, to allow up to \$1200 to haul away debris behind the maintenance shed. Motion approved.**

### **Food and Beverage Manager – Dawn Catando**

July 12<sup>th</sup> Freshmen Club

July 19<sup>th</sup> Birthday Bash

July 20<sup>th</sup> Veterans Social

#### Currently Working ON:

- Still trying to hire new staff and staff Training. We have hired a new server, Michelle Vantassell. I have quite a few interviews coming up in the next few days hoping to hire a bartender/Server and one part time server. I hired one full time bartender that needed two weeks to give notice. A week in, she chose not to leave her current position.
- We are also continuing to work on the glitches in the new POS. The new system is an improvement in regard to food and beverage processing on the back end as far as reporting.
- Toby and I are working on some of the new streamlined menu items. This has been on-going for the last few weeks. We are trying to include cost effective menu items that will entice the guests to visit. The price of food product continues to rise, so Toby and I are getting with vendors to offer options like the buy one get one burger, which started two Wednesdays ago. The response has been very positive. We plan on continuing this every other Wednesday. The first Wednesday we had 42, this past Wednesday we had 58.
- I have put out table tents showing the upcoming specials weekly to assist in advertising since we are limited in getting information out to the community. This has definitely impacted the sales.
- Ann Carter has purchased 188 dinner plates for the restaurant through May and June. She has also purchased two cases of cocktail glasses that were needed as well.

#### Notes:

- We received new umbrellas for the patio free of charge from the vendor - they just need new bases.
- It was suggested that the Monarch Facebook page be updated regularly with the specials for the day.
- Two dead squirrels were found and removed from the attic area, but the foul odor continues in the office and needs to be corrected. Next step is to call pest control services.

### **General Manager – Luis Colon**

- Luis is still going through treatment for his illness, and this has resulted in a backup situation of work to be done. This new system is not a web based system; it is server based so all work needed to be done in the office, which he was unable to do while he was ill.
- The board was provided financial statements for January thru April. Waiting on May from the accounting firm. Luis to review with them the need for more timely reporting of financials.
- The 2024 Financial Review is still not done by the accounting firm.
- All billings are up to date.
- The air conditioning units in the restaurant are still leaking and insulation is needed to correct this problem.

**President – Rick Mason**

- We did not get to about 25% of the trees that needed trimmed due to lack of volunteers because of the communications issue with the new system (an eblast was not sent to all members).
- The tree on Hole #5 fairway was cut down because it was damaged by lightning and was diseased.

**Treasurer’s Report – Bonnie Rex**

Treasurer’s Report					7/8/2025
Account	Account Type	Bank		APY	Balance
Cash - Operating	Checking	Truist		0.00%	\$ 64,443.44
Petty Cash	Currency	Office Safe		0.00%	\$ 1,200.00
Ford Interest Advantage	Note/Checking	Ford Interest Advantage		4.59%	\$ 418,170.96
Non Operating Investment Account	Institutional MM	Raymond James		4.34%	\$ 18,350.42
	Cash Balance at	7/8/2025			\$ 502,164.82
	Change from	6/11/2025			\$ (69,500.92)
Account	Due	Final Payment	Monthly Amount	Interest %	Balance
Truist Loan	Monthly on 4th	Sept 2031 - \$445,713	\$ 6,216.34	7.90%	\$630,481.18
Personal Note (2020 Pump House)	Monthly on 1st	Feb 2027	\$ 2,191.28	6.00%	\$ 39,623.56
Personal Notes (2024 Golf Carts)	Monthly on 1st	Jan 2031	\$ 4,709.00	0%-6.5%	\$ 263,315.99
	Total Long Term Debt		\$ 13,116.62		\$ 933,420.73
Accounts Payable					n/a
Truist Credit Cards					\$ -
	Cash Balance	7/8/2025			\$ 502,164.82
	Cash Balance LY	7/10/2024			\$ 544,461.25
	Difference				\$ (42,296.43)

**Finance Advisory Committee**

Meeting Minutes - 7/9/25

A meeting of the Finance Advisory Committee was held on Wednesday, July 9, 2025, at 2:00 in the Rec Center. Those present were: Adam Talerek, Bob Keating, Bonnie Rex, Ralph Acquaro, Vince Laverghetta and Craig Simpson via phone. Luis Colon was missing.

1. Reviewed the March Income Statement
  - a. Outside greens fees were up, but the restaurant was down against last year and budget.
  - b. Discussed the importance of having timely financial statements. Month End statements need to be completed and available within 10 days of the end of month.
2. Reviewed the maintenance projects
  - a. Craig Shelton reported to Bonnie Rex that the nursery green and Hole #2 sod replacement are on budget and expects them to be completed in August.
  - b. Craig Shelton also indicated that we should receive the new Toro lease equipment in September or October.
  - c. There was a lengthy discussion regarding the current conditions on the course. The biggest concerns are the tee boxes and Hole #16.

### 3. Cash Flows

- a. Bonnie provided the following financial data:
- b. Cash Flow from Operations
  - i. Monthly Deposits and Withdrawals
  - ii. Cash balances from all accounts from 2020 to present
  - iii. Forecast of cash balance to September 2026
- c. Cash Flow from Financing
  - i. Monthly summary of all loans and lease payments from 2025 – 2031
  - ii. Projected balances at end on loan and lease terms
- d. Cash Flow from Investing
  - i. 2025 Monthly interest earned from investments
- e. Capital Expenditures from Fiscal Year 2023 to present
- f. July 8, 2025, Treasurer Report

### 4. After reviewing all the above information, the FAC has two recommendations for the Board of Directors.

- a. Determine where the issue is in receiving financial statements within 10 days of the month end. Take whatever steps are necessary to ensure the timely reporting of financials.
- b. Since the golf course conditions need immediate attention and our maintenance staff is short-handed the FAC suggests outsourcing some of the work to assist our staff.

### **Membership – Bill Ortvals**

#### **Adds**

Michael Allen	Lim. Gen. Single	eff. 7/1/25
Patrick Chanod	Social Program	eff. 7/1/25

#### **Status Changes**

Robin Teets	Resigned Lim Gen. Single	eff. 7/1/25
Jan Smith	Resigned Equity Family	eff. 6/1/25
Diane Christie	Resigned Equity Single	eff. 7/1/25
Rick Nelson	from Equity to Lim. Equity	eff. 7/1/25

### **Tom Cvikota (Marketing)**

Thanked Terry Pollard for his leadership and all the work done in pulling the team together for the tree trimming project.

### **Building and Grounds – Terry Pollard**

- A huge Thank You to David Adlet, Hank Best, Steve Bryan, John Buono, Tom Cvikota, Gene Gunderson, Pdraig Jovanovich, Dave Kozlowski, Jim Layne, Rick & Marsha Mason, Craig Moore, Tim Nopper, Rondo Pugat, Steve Ryan, Wendell McDannel, Gary Ritchey and John Wassenaar who were members of the Tree Trimming teams that came out June 27<sup>th</sup> through July 3<sup>rd</sup>. Some of these “Paul Bunyons” were out every day.
- Building and Grounds could use volunteers for the garden on hole #10 tee box on the Arc streetside. If interested, please contact Terry Pollard at [terrypollard22@yahoo.com](mailto:terrypollard22@yahoo.com).

### **Golf – Harold Beasley**

- The golf committee met and there will be a “Greens Keeper Revenge” 9-hole tournament later this year. More details to follow.
- The golf calendar for 2026 is coming out soon.

- A volunteer from the golf committee will attend the Royal Highlands Newcomers meeting to represent the Monarch Golf Club.
- On days when there is a special event at the Crown & Shield, members are to be reminded that the restaurant/kitchen closes at 3:00 PM in order to get both areas prepped and ready for the event. This is posted on the monthly calendar menu for all members as notification.

**Communications – Dean Woodle**

- We have no mechanism right now to send out communications due to a file synchronization problem. Now that all the members are created in the new Golf Central system (there were 8000 existing email addresses that needed to be individually deleted manually), we will soon be ready to send out the first new eBlast.
- Board to discuss Dean's backup for eblasts and web page updates - does it need to be a board member or can it be an equity member with experience?
- All campaigns (eBlasts) are to go through Dean for review before sending.
- An eblast will be going out to all equity members on how to get into the Members Only section of the website by creating/using a password.

Meeting adjourned at 9:45 a.m. The next Board Meeting is scheduled for July 25, 2025, at 8:00 a.m. in Mtg Rm A at the Rec Ctr.

Respectfully submitted,  
Esther Patterson