

BOARD OF DIRECTORS' MEETING  
THE MONARCH AT ROYAL HIGHLANDS, INC.  
December 5, 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, Esther Patterson, Bill Orbals, Bonnie Rex, Tom Cvikota, and Terry Pollard. Dean Woodle was absent. Luis Colon, General Manager, Dawn Catando, Food and Beverage Manager, Craig Shelton, Course Superintendent, were also in attendance.

Rick Mason called the meeting to order. The minutes of the 11/21/2025 meeting were approved.

**Course Superintendent – Craig Shelton**

Current events:

- Finished spraying beds
- Finished trimming all grasses in beds
- Prepped and sprayed beds behind #9 green for redesign
- Lowered height of cut on fairways, tees, collars and approaches
- Continued plugging on greens
- Fertilized entire course wall to wall with granular fertilizer
- Sprayed greens
- Filled divots
- Blew leaves off tee complexes
- Reseeded approach on #6
- Top-dressed #6 gold and green tee with command. Fertilized with sludge and reseeded
- Changed out water in ball washers
- Weed-eated around bunkers
- Weed-eated lake banks
- Spot sprayed weeds in waste areas
- Edged roadsides
- Reseeded driving range tees
- Painted and straightened red hazard posts

Notes:

- I am still searching for 3 employees, 1 of which for licensed spray tech.
- Began training Kim how spray.
- Engine for Cushman cart has been ordered. It should be here in about a week.
- Still trying to work out cup-cutting issues with new staff. Working with new cup cutters and training on set up days.
- Aerifier that was quoted is currently in stock.

**Notes – Board Meeting**

- The fast greens and pin placement were discussed. Lowering green speed could make uphill putting difficult for members, though outside groups praise our greens. Most of the Board voted to keep the greens as they are since they roll true and smooth and this helps with weed control.
- The weeds around the pavers on #8 still need trimmed.
- The cart path on hole #13 needs repair due to raised tree roots making it difficult to drive over.

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

### December Events

12/2 Precinct 1 Holiday Dinner (63 attended)  
12/4 Southlake Fol Lunch  
12/6 Fall Scramble Lunch  
12/8 MWGA Closing Dinner  
12/13 Birthday Bash  
12/24 Christmas Eve Buffet – 40 reservations so far  
12/31 New Year's Eve Wine Dinner

### Notes:

- Staffing: We still need one bartender and one more server in the Front of the House, and Back of the House needs one more full-time position to assist in prep and covering shifts on the line. I have received an application for a bartender and will make contact to set up an interview.
- New servers (Stephanie and Destiny) have completed training and are working on their own. Both have acclimated well.
- Thanksgiving went well. I received one complaint about the dinner rolls being empty, however, they were quickly replaced. The additional comments were all positive and complimentary. The final count was 161.
- Christmas Eve buffet is filling up fast.
- New Year's Eve flyer going out this morning, so I hope to see that fill up fast. I have 10 reservations so far for New Year's Eve and this event has been requested by quite a few of the guests in the last couple of months.
- Southlake Luncheon went extremely well, 62 in attendance. The group was very pleased with their meals and look forward to next year.

### Notes – Board Meeting

- Look at ways to ensure that non-member "no shows" are charged the same as the member "no-shows" for their meal. Dawn to try to implement this prior to the Christmas Eve Buffet and New Year's Eve Dinner.
- Make the "Comment Cards" more available to the guests. Suggested adding a large sign near the podium where the cards are located to draw attention to them.
- The prime rib dinner was not a success. Dawn to look into the reasons why the meat was undercooked and not hot.

## **General Manager – Louis Colon**

- October Income Statement, P&L and BS presented to the Board. October was a good month.
- Membership Dues increase review (statistic sheet for January 1, 2026)
- Pro Shop Credits – All members need to use their earned credits through November 30, 2025 by the end of December
- Restaurant Minimums – Reminder, end of December is the deadline to make the minimum
- BUDGET – Departments to pay attention to budget line items and expenditures. Discussion
- A seasonal equity member has requested a limited seasonal equity membership, which is not currently available. Creating this new category could help retain some members that are aging out and do not play enough. The proposal for new membership types will be decided at the Annual meeting; we will consider this request after the outcome of that decision.
- Esther and Bonnie have been requested to work with Dawn and Toby throughout the interview process for both Front of House and Back of House positions. This coordinated approach will be done on a temporary basis and is intended to streamline our hiring procedures, ensure we select suitable candidates, and effectively follow up on their availability, thereby reducing unnecessary expenses associated with Indeed.

- Restaurant Issues: (1) Luis just received a bill for \$600 to cover the cost of red/white plastic cups from Coca Cola with their advertising on them. He was advised this was done because all the cups we had are now missing. Note: we used to get these cups free from Coca Cola with no advertising on them as we buy their products, (2) we are now in need of plastic cutlery for “to go” boxes because all the cutlery is missing, (3) all the white linen tablecloths that were kept in the closet are now gone. Luis is looking into all three of these situations with the Restaurant Manager.

**President – Rick Mason**

General Manager Update: Received 18 applicants, eliminated 10 (no golf experience, unwilling to locate, golf pro position only, etc), interviewed 3, waiting to hear back from 5 (to be scheduled). Due to the holidays/vacations, these are difficult to get scheduled. We opened Indeed again for the 3-day weekend.

**Secretary – Esther Patterson**

Annual Meeting – Monday, December 15 @ 7:00 p.m. – Crown & Shield Restaurant

All ballots distributed. In the process of requesting volunteers to serve as Ballot Counters and Greeters. Last year’s presentation sent to Board for updating.

**Treasurer’s Report – Bonnie Rex**

Treasurer's Report					12/5/2025
Account	Account Type	Bank	APY	Balance	
Cash - Operating	Checking	Truist	0.00%	\$ 45,103.47	
Petty Cash	Currency	Office Safe	0.00%	\$ 1,200.00	
Non Operating Investment Account	Note/Checking	Ford Interest Advantage	4.59%	\$ 284,636.84	
Non Operating Investment Account	Institutional MM	Raymond James	4.34%	\$ 18,674.94	
	Cash Balance at	12/5/2025		\$ 349,615.25	
	Cash Balance at	11/20/2025		\$ 353,683.98	
		Change from previous Treasurer's Report		\$ (4,068.73)	
	Cash Balance at	12/5/2025		\$ 349,615.25	
	Cash Balance at	12/11/2024		\$ 439,356.04	
		Change from Last Year		\$ (89,740.79)	
Account	Due	Final Payment	Monthly Amount	Interest %	Balance
Truist Loan	Monthly on 4th	Sept 2031 - \$445,713	\$ 6,216.34	7.90%	\$620,436.59
Personal Note (2020 Pump House)	Monthly on 1st	Feb 2027	\$ 2,191.28	6.00%	\$ 29,557.58
Personal Notes (2024 Golf Carts)	Monthly on 1st	Jan 2031	\$ 4,709.00	0%-6.5%	\$246,086.34
	Total Long Term Debt at	12/5/2025	\$ 13,116.62		\$896,080.51
	Total Long Term Debt at	11/20/2025			\$903,711.14
		Change from previous Treasurer's Report			\$ (7,630.63)
	Total Long Term Debt at	12/5/2025			\$896,080.51
	Total Long Term Debt at	12/11/2024			\$984,340.84
		Change from Last Year			\$ (88,260.33)
Accounts Payable					n/a
Truist Credit Cards					\$ 3,531.32

**Marketing – Tom Cvikota**

- Dawn stated that the restaurant menu insert for December was provided for The Happenings newsletter, but it seems that it did not get put in all of them. Thus, not everyone is aware of the Christmas Eve Buffet or the New Year's Eve Dinner. Luis advised that since we are a separate club, not an HOA amenity or club, any articles in the newsletter (not inserts) have a charge associated with them. We pay \$444/month in dues for 3 lots and that allows us the opportunity to have the gate open for access to our golf

course/restaurant by our guests. Tom is going to inquire of the HOA if we are permitted anything in the weekly eblasts.

**Membership – Bill Ortvals**

Status Change

Tim and Susan Clements from Seasonal General Family to Seasonal Equity Family eff. 12/1/25

**Building and Grounds – Terry Pollard (Nothing to report)**

**Golf – Harold Beasley**

- The next tournament is the Member-Member Tournament scheduled for February 4, 2026. More details later.
- The 2026 Golf committee is:  
Harold Beasley (Chair)  
Chris Crawford  
Lisa Ritchey  
Craig Moore  
Bobbie Iredale

**Communications – Dean Woodle**

The Crown & Shield Facebook page is not up and running yet, waiting for an Administrator to be identified. Dean needs to get with Dawn to determine the next steps.

Meeting adjourned at 9:45 a.m. The next Board Meeting is scheduled for December 19, at 8:00 a.m. in Mtg Rm A at the Rec Ctr.

Respectfully submitted,  
Esther Patterson