

Diamondhead Country Club and Property Owners Association Membership Meeting Agenda
6pm, December 21, 2020
Diamondhead City Hall, Diamondhead, MS

Call to Order

Roll Call, Verify Quorum

Pledge of Allegiance

Approval of Minutes – Minutes of 11/16/20 were approved by e-mail vote on 11/19/20.

Approve/Amend Meeting Agenda

Presentation –

Elliott Homes – Kenneth Jones
Focus Group Report

President’s Report

Committee Reports – Golf Committee: repair of ball marks on greens

General Manager’s Report

POA Members Comments on Agenda Items (limit 3 min. per person-must sign up ahead of time to speak)

Unfinished Business

Consent Agenda

Regular Agenda

1. Motion to approve 2021 Budget as presented
2. Motion to replace seven (7) non-warranty broken and add five (5) Toast hand-held devices because of increased staff in Bar.
3. Motion to approve 2021 Proposed Golf Rates and Fees
4. Motion to approve purchase of tracked Skid Steer for overall maintenance, facilities, grounds and golf
5. Motion to approve allowing the City of Diamondhead to use a section of the Clubhouse ballrooms for municipal elections.
6. Motion to approve using approved dredging grant to rebuild marina piers number 1 and number 2.
7. Motion to approve the restructuring of tennis to include administrative and membership fee changes for 2021
8. Motion to approve replacement of light fixtures and lighting on 7 tennis courts.
9. Motion to create a Safety and Environmental Committee (or Sub-Committee) to analyze our operations for OSHA compliance and create a process to maintain compliance
10. Motion to reestablish the POA Board “Delegation of Authority” as provided by Mississippi state statutes.
11. Motion to Replace 800 sq. ft. of ramp area adjacent to the concrete boat launch with concrete.

POA Members Comments on Non-Agenda Items (limit 3 min. per person)

Adjourn

Regular Agenda Supporting Information

1. 2021 Budget

GOAL OF THE PROPOSAL: To have a formal budget to use in 2021

FINANCIAL IMPACT: See summary below

2. Toast (F & B POS system) Handheld Devices

GOAL OF THE PROPOSAL: Use replacement and new devices to deliver exceptional customer service.

FINANCIAL IMPACT: \$2,547.14 for 6 devices with charging dock x 2 = \$5,094.28

Plus \$50 per month subscription service for each added (5) device.

3. Golf Rates and Fees

GOAL OF THE PROPOSAL: Renewal of membership by a great majority of current members.

FINANCIAL IMPACT: Revenue increase of approximately \$45,000 based on the number of renewals.

4. Tracked Steer Skid

GOAL OF THE PROPOSAL: Improve efficiency in labor cost in time savings, minimize damage to the grounds (turf) and eliminate rental cost for equipment beyond our present equipment capabilities.

FINANCIAL IMPACT: By December 31, 2020 to get credit for rental cost (\$7,000). New purchase \$49,000-\$7000 rental = \$42,000 + \$4,000 for trailer = \$46,000. Estimate \$10,000 for old equipment = net \$36,000 cost impact, or >\$900 mo.

5. Use of Ballroom for Elections

GOAL OF THE PROPOSAL: The City normally used the Community Club for voting in Wards 2, 3 and 4. The number of voters has increased, and the Community Center is small for the number of voters and poll workers involved in the process. Voting Dates: April 6, 2021 Tuesday—Democratic and Republican Primaries; April 27, 2021 Tuesday—Runoff for Primary Elections, if needed; April 27, 2021 Tuesday—Runoff for Primary Elections, if needed; April 27, 2021 Tuesday—Runoff for Primary Elections, if needed; and June 8, 2021 Tuesday—General City Election. Polls are open from 7 AM – 7 PM Poll Workers would need access to the voting areas by noon, at the latest, on the day before an election to set up voting machines, voter check in tables etc. Other specific details can be worked out before the election dates.

FINANCIAL IMPACT: To be determined before the December Board meeting

6. Redirect Approved Dredging Funds

GOAL OF THE PROPOSAL: Replace piers that were damaged beyond repair by Hurricane Zeta

FINANCIAL IMPACT: To be determined

7. Restructure Tennis

GOAL OF THE PROPOSAL: Restructuring of tennis administration will maintain current tennis oversight while reducing personnel costs. The change in membership fees is expected to increase membership and improve engagement of tennis players to provide input for a enhanced tennis experience while assuring all POA members access to quality tennis courts.

FINANCIAL IMPACT: A projected loss for 2021 would be \$5438 as compared to a year-to-date loss as of 11/30/20 of \$68,394.

8. Replace and add tennis lighting

GOAL OF THE PROPOSAL: The lights and fixtures on 7 of the 10 courts do not provide sufficient lighting to accommodate court use and play in the nighttime and a significant % of the Tennis Club court use occurs in the evening hours as a number of TC Members are employed and enjoy the courts after work. The lights and fixtures currently in place will be held in storage and will be utilized in other POA Amenity locations.

FINANCIAL IMPACT: \$ 17,000. (all inclusive)

9. Safety and Environmental Committee

GOAL OF THE PROPOSAL: Ensure our operations are safe for the employees and are within government regulations and guidelines.

FINANCIAL IMPACT: This could differ greatly depending on what opportunities are identified and how much it cost to remedy the situations. There would also be a minimal expense go forward to keep processes up to date. However, if nothing is done and we were to be inspected by a government agency and found to be out of compliance, we could be fined.

10. POA Board Delegation of Authority

GOAL OF THE PROPOSAL: To establish in writing what is currently being done, but is no longer found in Policy and Procedure Manual (See attached list of titles, responsibilities and monetary and personnel authority)

FINANCIAL IMPACT: None

11. Replace Asphalt Ramp with Concrete

GOAL OF PROPOSAL: Replacing the already damaged asphalt with concrete in a high traffic area will result in a more resilient surface that will not need to be repaired for years to come. This work can be done at the same time as the approved ramp repairs and will save money by doing both repairs at the same time.

FINANCIAL IMPACT: Not to exceed \$7000

2021 Budget Summary

Department	2021 Income	2021 Cost of Sales	2021 Operating Expense	2021 Income/(Expense)	2020 Income/Expense	2020 Y-T-D
Membership Dues Income	\$2817,632		(123791)	\$2,693,841	\$3,056,361	\$3,063,472.82
Country Club	\$1,944,600	(649,450.00)	(1,573,898)	(278,748)	(231,282.00)	(423,492.46)
Tennis	\$84,309	(2,014.00)	(87,733)	(5,438)	(47,155.00)	(68,394.13)
Golf Shop	\$1,894,920	(188,386.00)	(579,139)	\$1,127,395	\$1,192,229.00	\$992,299.73
Golf Academy					(44,265.00)	(31,277.48)
Golf Course Maintenance			(1,337,679)	(1,337,679)	(1,341,332.00)	(1,253,742.60)
Grounds Maintenance			(315,126)	(315,126)	(288,215.00)	(234,095.43)
Facilities Maintenance			(378,821)	(378,821)	(371,798.00)	(336,453.08)
Recreation/ Pools	\$14,230		(152,692)	(138,462)	(198,566.00)	
Community Center	\$46,800		(125,062)	(78,262)	(133,331.00)	(286,013.00)
Marina	\$102,090	(39,180.00)	(89,863)	(26,953)	(18,648.00)	(43,613.69)
Pier House	\$60,000		(50,700)	\$9,300	\$8,070.00	\$17,958.98
Airport	\$26,412	(11,520.00)	(9,930)	\$4,962	\$8,260.00	(1,478.07)
Marketing			(166,406)	(166,406)	(175,043.00)	(113,035.50)
Administration	\$145,840		(1,195,801)	(1,049,961)	(916,074.00)	(1,111,704.28)
Totals	\$7,136,833	(890,550.00)	(6,186,641)	\$59,642	\$499,211.00	\$170,431.81
Capital Improvements						
Reserve Dues Income				59,642		

DELEGATION OF AUTHORITY As provided by Miss Statute 79-11-231(3)

GENERAL DH POA GOVERNING POLICIES

- SAFETY FIRST.....**ALWAYS**.
- DH POA BYLAWS, GOVERNMENT LAW AND REGULATIONS.
- MAINTAIN EMERGENCY RESERVES OF **\$500,000**.
- ALL POA BOARD AND STAFF ARE SUBJECT TO THE SAME RULES & REGS AS MEMBERSHIP.
- EACH OPERATING EMPLOYEE SHALL HAVE ONLY ONE SUPERVISOR.
- SUPERVISORS' RESPONSIBILITY MUST HAVE COMMENSURATE AUTHORITY.
- DUES INCOME MAY NOT BE SPENT ON PROPERTIES NOT BELONGING TO THE POA WITHOUT BOARD APPROVAL

POA BOARD

RESPONSIBILITIES – OVERALL PLANNING AND BUDGETING FOR THE OPERATION AND MAINTENANCE OF ALL POA AMENITIES AND PROPERTIES.

MONETARY AUTHORITY – FULL AUTHORITY INCLUDING COMPENSATION AND SALARIES OF ALL STAFF.

- MAY DELEGATE ALL OR SOME MONETARY AUTHORITY.
- FULL AUTHORITY TO ESTABLISH BIDDING POLICIES AND APPROVE ALL LEGAL, INSPECTION, ETC. CONTRACTS.

PERSONNEL AUTHORITY – FULL AUTHORITY TO HIRE AND FIRE

- MAY DELEGATE SOME PERSONEL AUTHORITY.
- FULL AUTHORITY TO ESTABLISH STAFFING LEVELS.
- FULL AUTHORITY TO APPROVE CONTRACTS FOR LEGAL, INSPECTIONS, ETC.

POA PRESIDENT

RESPONSIBILITIES – CORPORATION'S ADMINISTRATIVE OFFICER.

- PRESIDES AT ALL BOARD MEETINGS.
- HEAD OF THE OPERATING ORGANIZATION.
- GENERAL MANAGERS'S DIRECT SUPERVISOR.

MONETARY AUTHORITY – FULL AUTHORITY WITHIN BUDGET.

- \$5,000 FOR BUSINESS RELATED EXPENSE. Board vote of 8/17/2020

PERSONNEL AUTHORITY – FULL AUTHORITY WITHIN BUDGET

- NOTE: HIRING/FIRING GM AND NEXT STAFF LEVEL REQUIRES BOARD APPROVAL.

GENERAL MANAGER

RESPONSIBILITIES – ALL DAY-TO-DAY OPERATION OF AMENITIES AND POA PROPERTIES.

- SAFETY AND EMERGENCY PROGRAMS AND GOVERNMENT COMPLIANCE.
- COST CONTROL, AUDIT CONTROL, PRELIMINARY BUDGET PREPARATION.
- COMMUNICATES AND COORDINATES WITH BOARD, COMMITTEES AND RESIDENTS.

MONETARY AUTHORITY - FULL AUTHORITY WITHIN BUDGET ONLY.

PERSONNEL AUTHORITY – HIRING/FIRING OF OPERATING STAFF WITHIN BOARD APPROVED STAFFING LEVELS.

- REQUIRES PRESIDENT'S CONCURRENCE.

SUPERVISORS WHO REPORT DIRECTLY TO THE GENERAL MANAGER.

RESPONSIBILITIES – ALL DAY-TO-DAY OPERATIONS WITHIN ASSIGNED AREAS.

- SAFETY, EMERGENCY, REGULATORY COMPLIANCE.

MONETARY AUTHORITY – FULL AUTHORITY WITHIN ASSIGNED AREA.

- COST CONTROL
- BUDGET PREPARATION.

PERSONNEL AUTHORITY – HIRING/FIRING/DISCIPLINING OF EMPLOYEES WITH GM CONCURRENCE.

- WORK SCHEDULING
- EMPLOYEE SAFETY AND TRAINING