

Moraga Country Club Homeowners' Association  
A California Corporation  
**DRAFT MINUTES**

I. CALL TO ORDER

The Regular Meeting of the Moraga Country Club Board of Directors was convened on Thursday, April 17, 2025. The meeting took place in the St. Andrews Lounge at 1600 St. Andrews Drive, Moraga, CA 94556. Vice President Bagai called the meeting to order at 6:00 PM. Attendance was as follows:

BOARD MEMBERS PRESENT:

Ginger Bagai, Vice President  
Becky Bruno  
LJ D'Iorio, Treasurer  
Maureen Freeman  
Chris Govea  
Edwin Lee  
Lina Lee, Secretary  
Ralph Nefdt  
Jeff Raleigh  
Roger Topp, Golf Equity Rep

BOARD MEMBERS ABSENT:

Bill Hamlin, President

STAFF PRESENT:

Eric Jacobsen, General Manager/COO  
Christina French – Hokafonu, Assistant General Manager, CAMEX, CCAM – LS.HR.PM.ND.AA.LM., CAFM  
Teresa Belfanti, Director of Finance  
Stephanie Sena, Assistant HOA Manager, CCAM-LS.LM.

II. MINUTE APPROVAL – Regular Board Meeting

RESOLVED, to approve the amended minutes of the Board of Directors Regular Meeting on March 20, 2025, as presented with the Board of Directors.  
Resolution 25-21 (Passed, 2 abstention)

The Board of Directors held an Executive Session meeting where minutes were taken on April 17, 2025. The topics discussed included delinquent member accounts, personnel matters, contract matters, and legal matters.

III. OPEN FORUM – Vice President Bagai acknowledged those members in attendance and asked if anyone wished to address the Board on any items. Comments were made regarding the following items: to follow up on a request to extend the 28-day comment period of the Architecture Rules. Comments were addressed during the Board Meeting.

IV. MANAGEMENT REPORT

Eric Jacobsen, General Manager, reported on Operation

- Financial Overview - The month of March was shared with updates including under budget within COGS, Operating Expenses and Payroll with associated variances described by Teresa Belfanti the Director of Finance. Lengthy discussions took place on

the accounting for the Capital Replacement HOA Infrastructure expenses which are recorded within the Capital Replacement HOA Income Statement.

- Membership – Sales report was provided as well as a breakdown of additions to the current waitlists during the month of April and any prospective member inquiries received.
- Food and Beverage – Updates on overall sale and revenue numbers for both dining outlets were provided as well as a budgetary miss due to the timing of the Easter Member activities.
- Golf Ops & Course Maintenance–Updates on rounds for the month of March were provided with continuous great weather conditions.
- Aquatics – record numbers for Spring Swim Clinics were provided as well as pre-season for the Swim Team beginning the last week of April.
- Fitness - Fitness usage and class participation were provided for the month of March.
- Tennis & Pickleball – Additional updates were provided on the recent programming / clinics for the month.
- HOA – Updates were provided on Homeowner work orders and miscellaneous projects.
- Capital Funds - Capital Fund reports on all three Capital accounts, Homeowners Association, Club Recreation and Capital Development were provided by Christina French-Hokafonu, Assistant General Manager.
- Staffing - Open positions by departments were provided. In addition, discussions took place on the PTO accruals for each department as well as the turnover rates of employees.

Brief tariff discussions took place as well to provide the Board of Directors with information as it currently is with potential impacts across all departments and where the biggest liability is for specific items. Continued discussions will take place on a monthly basis as needed.

#### V. COMMITTEE REPORTS

Reports and updates were provided by Committee Liaisons. Committee minutes are available on the website under the Board and Committees section. The following Committees did not meet in April: Ad Hoc Governing Documents, Aquatics, Architectural, Audit, Green, Member Engagement & Programming, and NEB.

Additional updates took place regarding the number of projects reviewed by the Architectural Committee on projects in the HOA. Additionally, updates were provided from the Budget and Finance on looking into treasury bills for the Associations Funds as well as the conclusion of the Member Satisfaction Survey with results to be sent to the Board of Directors. Recent tennis fundraiser events for St. Mary's were provided as well by the Racquet Sports Committee.

#### VI. FINANCIAL REPORT

##### A. Monthly Financial Statements

Treasurer, LJ D'lorio, confirmed monthly financial statements were distributed and reviewed by the Board of Directors for March 2025.

##### B. Treasurer's Report

Treasurer, LJ D'lorio, reported the following cash balances:

Cash Balances as of 3/30/2025

Operating Funds

\$2,149,960

Capital Replacement HOA	\$128,687
Capital Replacement Club	\$1,425,818
Development Fund	\$252,508
Recreation Area Fund	<u>\$3,059,422</u>
Total Funds	\$8,524,747

Delinquencies-- in the amount of \$38,979

Lien on APN 257-550-001, approved by the Board.

Brief discussions took place on the difference in cash balances relating to the HOA Infrastructure Loan within the Capital Replacement HOA Fund.

## VII. NEW BUSINESS

### A. Review 2024 Annual Audited Financials for Distribution by April 30<sup>th</sup>

Treasurer, LJ D'Iorio and General Manager, Eric Jacobsen presented the 2024 Annual Audited Financials to the Board of Directors for comment prior to member distribution By April 30.

### B. Ethics Policy Approval for Budget & Finance and Audit Committee

Vice President, Ginger Bagai discussed the proposed Budget & Finance and Audit Committee Members Ethics Policy as submitted to the Board of Directors. Discussions took place on the need to table the discussion until the May Meeting to allow for the policy to include all Committees.

### C. Committee's General Operating Policies and Procedures Modifications Approval

Vice President, Ginger Bagai, presented the updated, red-lined draft General Operating Policies for all Committees for discussion with the Board. Discussions took place on the draft procedures and policies for all Committees to abide by.

RESOLVED - to approve the proposed, red-lined General Operating Policies for all Committees as discussed with the Board of Directors effective immediately.

Resolution 25-22 (Passed, 1 abstention)

### D. Member Engagement & Communications Charter Approval

Vice President and Member Engagement & Programming Committee Chair, Ginger Bagai presented the updated, red-lined draft Charter including a rename for the Board's review.

RESOLVED, to approve the Member Engagement & Communications Committee Charter as presented and discussed with the Board of Directors effective immediately.

Resolution 25-23 (Passed Unanimously).

### E. HOA Satisfaction Survey Distribution Approval

Vice President, Ginger Bagai presented the draft Homeowner Satisfaction Survey for approvals as a recommendation from the Member Engagement & Programming Committee. Discussions took place with the Board of Directors on the draft survey and proposed two additional changes.

RESOLVED - to approve the draft Recreation Satisfaction Survey as amended and discussed with the Board of Directors.

Resolution 25-24 (Passed Unanimously)

F. Member Delinquencies

There were no delinquencies to discuss with the Board of Directors.

VIII. NEXT MEETING DATES

Thursday, May 15, 2025, Regular Meeting, 6:00 PM, St. Andrews Lounge

Thursday, June 19, 2025, Regular Meeting, 6:00 PM, St. Andrews Lounge

Thursday, July 17, 2025, Regular Meeting, 6:00 PM, St. Andrews Lounge

IX. ADJOURNMENT

At 7:47 PM the Regular Meeting was adjourned.

Prepared by Christina French-Hokafonu

April 17, 2025

Approved by the Board of Directors on May 15, 2025.

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Lina Lee, Secretary to the Board of Directors