

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, February 20, 2025. The meeting took place in the St. Andrews Lounge at 1600 St. Andrews Drive, Moraga, CA 94556. President Hamlin called the meeting to order at 6:00 PM. Attendance was as follows:

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Matt Rei

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

II. MINUTE APPROVAL – Regular Board Meeting

RESOLVED, to approve the amended minutes of the Board of Directors Regular Meeting on January 22, 2025, as presented with the Board of Directors.

Resolution 25-06 (Passed, 1 abstention)

RESOLVED, to approve the amended minutes of the Annual General Meeting on January 23, 2025, as presented with the Board of Directors.

Resolution 25-07 (Passed, 1 abstention)

RESOLVED, to approve the minutes of the Organizational Meeting on January 23, 2025, as presented with the Board of Directors.

Resolution 25-08 (Passed, 1 abstention)

The Board of Directors held an Executive Session meeting where minutes were taken on February 20, 2025. Topics discussed included delinquent member accounts, personnel matters, contract matters, and legal matters.

III. OPEN FORUM – President Hamlin acknowledged those members in attendance and asked if anyone wished to address the Board on any items. Comments were made regarding the following items: the status of comments and recommendations previously provided to the Board of Directors regarding proposed changes to the draft Architecture Committee Rules as well as concerns for fire safety and general enforcement of fire safety within Homeowner Maintained Areas. President Hamlin informed the member in attendance that the comments were taken under advisement and review.

#### IV. MANAGEMENT REPORT

Eric Jacobsen, General Manager, reported on Operations.

- Financial Overview - The month of January was shared with updates within revenues and expenses with associated variances described by Teresa Belfanti the Director of Finance.
- Membership – Sales report was provided as well as a breakdown of additions to the current waitlists during the month of January and February.
- Food and Beverage – Updates on overall sale and revenue numbers for both dining outlets.
- Golf Ops & Course Maintenance–Updates on rounds for the month of January due to the great weather conditions. Additionally, ongoing winter prep and annual clean up was shared with the Board of Directors.
- Fitness - Fitness usage and class participation were provided for the month of January.
- 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 were reported.
- Metrics – Various metrics were provided to the Board on staffing, membership sales reports, and F&B covers for to-go, a la carte and retail wine sales.

#### 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 February: Audit and Ad Hoc Governing Documents.

Additional updates took place thanking the Pool Manager on her ownership of the Aquatics Department and engaging the Members, additional updates with the Budget & Finance recent meeting and positive outlooks and direction for the Green Committee in 2025. Additional updates were provided from the Member Engagement & Programming Committee on importance on focus to communication as well as the Racquet Sports Committee on the addition of new Committee Members and the introduction of the Ladies Pickleball League, recognition of the best NorCal Open Tournament and issues with cancellation on Pickleball.

#### VI. FINANCIAL REPORT

##### A. Monthly Financial Statements

Treasurer, LJ D'lorio, confirmed monthly financial statements were distributed and reviewed for January 2025.

B. Treasurer's Report

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

Cash Balances as of 1/31/2025	
Operating Funds	\$1,914,061
Capital Replacement HOA	\$2,355,626
Capital Replacement Club	\$1,743,840
Development Fund	\$264,024
Recreation Area Fund	<u>\$3,061,922</u>
Total Funds	\$9,339,473

Delinquencies-- in the amount of \$43,375

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

VII. NEW BUSINESS

A. 2025 Committee Chair Assignments

President, Bill Hamlin, presented a chart as shown on Exhibit A outlining the proposed 2025 Committee Chairs for all Committees. Discussions took place on the proposed chairs.

WHEREAS the Bylaws require Board approval of Committee Chairs,

RESOLVED - to approve the Committee Chairs as outlined in Exhibit A for all Committees in 2025 as discussed with the Board of Directors.

Resolution 25-09 (Passed Unanimously).

B. 2025 Committee Liaison Assignments Architectural Rules Continued Review

President, Bill Hamlin, presented a chart as shown on Exhibit B outlining the proposed 2025 Committee Liaisons for all Committees. Discussions took place on the proposed chairs.

WHEREAS the Bylaws require Board approval of Committee Chairs,

RESOLVED - to approve the Committee Liaisons as outlined in Exhibit B for all Committees in 2025 as discussed with the Board of Directors.

Resolution 25-10 (Passed Unanimously)

C. Greens Committee Charter Approvals

Board Member and Green Committee Chair, Roger Ropp presented the red-lined draft Greens Committee Charter for review by the Board of Directors. Discussions took place on the proposed Charter and additional modifications were made.

WHEREAS the Bylaws require Board approval of Committee Charters,

RESOLVED, to approve the proposed Greens Committee Charter as presented to the Board of Directors.

Resolution 25-11 (Passed Unanimously)

D. Review & Approve – General Operating Policies for All Committees

President, Bill Hamlin, presented a red-lined draft General Operating Policies for all Committees to the Board of Directors for review and discussions. Discussions took place with the Board of Directors.

WHEREAS the Bylaws require Board approval of Committee Operating Policies,

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

Resolution 25-12 (Passed Unanimously)

E. Budget & Finance Committee Member Approvals

Treasurer and Budget & Finance Committee Chair, LJ D'Iorio, presented Herb Gindy to serve on the Budget & Finance Committee effective immediately.

WHEREAS the Bylaws require Board approval of Committee members,

RESOLVED, to approve Herb Gindy to serve on the Budget & Finance Committee effective immediately as presented to the Board of Directors.

Resolution 25-13 (Passed Unanimously)

F. Swim Team Affiliates Discussions and Additions

Board Member and Aquatics Committee Chair, Lina Lee discussed with the Board of Directors the potential for the addition of five more Swim Team Affiliates as previously discussed with the Board of Directors. Discussions took place with the Board of Directors.

WHEREAS the Bylaws require Board approval of additional affiliate members,

RESOLVED, to approve an additional five Swim Team Affiliates, effective immediately as discussed with the Board of Directors.

Resolution 25-14 (Passed, 2 opposed)

### G. Architectural Rules Continued Review

Vice President and Governing Documents Committee Chair, Ginger Bagai, updated the Board of Directors on the status of the Architectural Committee Rules. Discussions took place with the Board of Directors resolving to extend the Owner Member Comment period.

RESOLVED, to extend the initial 28-day Owner Member Comment Period of the Architectural Rules concluding on March 20<sup>th</sup>, 2025, as presented and discussed with the Board of Directors.  
Resolution 25-15 (Passed Unanimously).

### H. Member Delinquencies

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

### VIII. NEXT MEETING DATES

Thursday, March 20, 2025, Regular Meeting, 6:00 PM, St. Andrews Lounge  
Monday, March 24, 2025, Retreat, 9:00 AM, TBD  
Thursday, April 17, 2025, Regular Meeting, 6:00 PM, St. Andrews Lounge  
Thursday, May 15, 2025, Regular Meeting, 6:00 PM, St. Andrews Lounge

### IX. ADJOURNMENT

At 7:39 PM the Regular Meeting was adjourned.

Prepared by Christina French-Hokafonu  
February 20, 2025

Approved by the Board of Directors on March 20, 2025.

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Lina Lee, Secretary to the Board of Directors

**Exhibit A**

<b>STANDING COMMITTEES</b>	<b>CHAIR</b>
Aquatics	Lina Lee
Architectural	Becky Bruno
Audit	Ralph Nefdt
Budget & Finance	LJ D'Iorio
Green	Roger Topp
Member Engagement & Programming	Ginger Bagai
Racquet Sports	Chris Govea
<b>OTHER COMMITTEES</b>	<b>CHAIR</b>
NEB	Matt Rei
Ad Hoc Gov Docs	Ginger Bagai

**Exhibit B**

<b>STANDING COMMITTEES</b>	<b>BOARD LIAISON</b>
Aquatics	Lina Lee
Architectural	Becky Bruno
Audit	Ralph Nefdt
Budget & Finance	LJ D'Iorio
Green	Roger Topp
Member Engagement & Programming	Ginger Bagai
Racquet Sports	Chris Govea
<b>OTHER COMMITTEES</b>	<b>BOARD LIAISON</b>
NEB	Matt Rei
Ad Hoc Gov Docs	Ginger Bagai