



BEAR VALLEY SPRINGS ASSOCIATION BOARD OF DIRECTOR SPECIAL BOARD MEETING

Open to All
Members

Annual Budget Review
Thursday, March 26, 2026- 9:00 AM – 12:00 PM
Oak Tree Country Club
AGENDA

A. ANNOUNCEMENTS

1. Call to Order @ 9:10 am
2. Roll Call

Board Members Present: President Guy Munday, Vice-President Jeff Gadzia, Treasurer Fred Hicks, Director June Burcham, Director Jeff Gadzia.

Board Members Absent:

Staff Present: General Manager Don Ciota, Admin. Asst. Anita Bauer

Finance Committee Members

3. Intent to Tape the Meeting
4. Board Comments/Announcements:
Richard Bissell is ill today.

B. ADMINISTRATIVE & PROCEDURAL MATTERS

Approval of Agenda for Special BOD/FAC Joint Meeting, March 26, 2026

Motion by FH to approve the amended agenda

2nd by JB

Add departments 10, 13 16 and 24

Motion Approved VOTE 4-0

C. MEMBER COMMENTS

D. BOARD BUSINESS / ACTION ITEMS 4 items

1.	Department 10 – Gina and Don – Don reported on department 10 admin fees. Admin fees are new home builds, department 13 is credited for some of these fees. Gina answered questions regarding late fees and penalties and service charges. Discussion occurred regarding ADU card fees per year. Number for ADU card fees changes based on the assessment number for the fiscal years. ADU cards will be divided by 2. Next year we will look at the escrow fees and Document Transfer fees. No increase this year.
2.	Department 13- Anita and Don- Don reported to the Board on the FTE's, filing fees and the other expenses. Fred stated the Budget process needs to include a process that controls increasing FTE's and whether the payroll numbers are increasing. Discussion occurred regarding Occupational Permits and the process of occupational permits. Home business, gainful occupation, etc. Guy stated there needs to be a definition between Occupational Permit and Service Provider. Board will review as it changes.
3.	Department 16 – Duane Gore- Don reported to the Board the budget numbers and how they came up with these numbers. Fred asked how we track the Members cards and asked how the metrics are kept. Duane stated they are kept through RecDesk. There is a need for RFID scanners. The Board would like to implement RFID scanning across amenities in the 2026-27 fiscal year. The Board asked about apparel for Bear Valley Springs hat (non golf specific). Fred asked about travel expenses. The PGA conferences are for certification continuing education. Discussion occurred regarding instruction fees, revenues, Jr. Golf Program, etc. What are the FTE's for department 16. Range picker will need to be

	replaced. FH asked for that to be added to the reserve study. Towels and mats in the golf shop show up under linens and uniforms. Specific expenses and revenue were discussed and the current pricing on the fee schedule for Department 16. Susie asked about the pricing for the Golf Green fees. It was suggested that more events be planned with driving range and wine and dine to promote Golf in the valley. Father son, Mother daughter, glow driving events, and other ideas were suggested. Back to Golf or Beginner events were also suggested.
4.	Department 24 – Discussion occurred regarding payroll and expenses in the Food and Beverage department. It was agreed another meeting will be scheduled.
4.	Discussion and Request for Approval: 2026-2027 Annual Fee Schedule
5.	Discussion and Request for Approval: 2026-2027 Annual Assessment
6.	Discussion: Budget Summary, Final Review and Request for Approval of 2026-27 BVSA Annual Budget
7.	Discussion and Request for Approval: 2026-27 Capital Reserve Improvement Projects Budget
8.	Don reported to the Board the painting and renovations that have occurred at the BVS Old Schoolhouse located at the Bear Valley Market property.

E. ANNOUNCE UPCOMING MEETINGS:

Regular Board Meeting: Tuesday, April 21, 2026, at the Oak Tree Country Club
 (Regular Closed Executive Session Meeting beginning at 2:00pm
 Special Combined Meeting April 3, 2026 at Oak Tree Country Club

Follow-Up: FUI Loan Fees

F/Ups Board Contingency Fund Breakdown of expenditures in that line item.

F/Ups Oak Tree Country Club Labor equal to Sales Problem Department 24.

Don to

F. ADJOURN SPECIAL MEETING