BEAR VALLEY SPRINGS ASSOCIATION

BOARD OF DIRECTOR SPECIAL BOARD MEETING

Open to All Members

Annual Budget Review

Wednesday, March 25, 2026, 9:00 AM – 5:00 PM

Oak Tree Country Club

MINUTES

A. ANNOUNCEMENTS

1. Call to Order @ 9:00am
2. Roll Call

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

   Board Members Absent:

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

   Finance Advisory Committee Members
3. Intent to Tape the Meeting
4. Add Intent to Tape
5. Board Comments/Announcements

B. ADMINISTRATIVE & PROCEDURAL MATTERS

Approval of Agenda for Special BOD/FAC Joint Meeting, March 25, 2026

C. MEMBER COMMENTS

D. BOARD BUSINESS / ACTION ITEMS

1.	Discussion of 2026-2027 Budget Process Overview- Don Ciota Don reported the overview of the budget spreadsheet and the process we will walk through today and tomorrow. Additional reports will be reviewed as well. Don thanked the managers and the controller for all of the time they put in in the preparation of this 2026-27 annual budget. June stated she is very grateful for the new form and is very pleased with the budget presented today.
2.	Discussion of Budget Variance – Don Ciota Doug reported to the Board the combined consolidated budget overview. Don explained some of the changes and the reasons for the changes.
3.	Discussion of 2026-2027 Fee Schedule It was agreed upon by the Board that they will discuss the fee schedule as we receive each department manager's reports.
4.	Review of the 2026-2027 BVSA Manager Budget Presentations
	a) 10:30-11:00 – Doug Slavin (17&18) Doug began with Dept. 17-Trails. Doug stated labor resources are cross utilized between Department 17&18. Payroll traditionally runs under budget on 17 and over in department 18. This year we are trending under budget for these departments. $26k under budget. The Board asked questions about the specific changes to the department. Fred asked if we could lock the section and freeze the panes in the future on the spreadsheet. Department 18 – 4.1 FTE in that department. Trending 82% in this department. Horse board income is under projection. Less horses means less shavings and less labor which is reflected as the expense of bedding. Turnout services and 20% under capacity have been eliminated by households that can provide these things at home. Don asked how

		many residents are doing private boarding on their own property? Doug stated there are about a dozen. In the Occupational permit files, we are only showing about 4. June asked about campground fees and why the vast difference in comparison from last year. Fred asked how many stalls are filled and how many campsites are being used. Fred would like to know that. Fred asked about the phones and whether the Race increase is for phones or for Wifi and cameras. Guy asked about the cattle boarding numbers. Board asked Don and Gina to check the supplements numbers. Rental facilities at the apartment and EC Lounge are understated. Dumpsters were increased due to a biohazard standpoint. The idea is to get the manure removed more often.
	b)	11:00-12:00 – Ashley Krempien (19) 270 Soccer registrants, 96 hockey registrants. Basketball season has been low. Guy asked how we compare it to the town leagues. Ashley stated we are at or less than the leagues in town. Photos for leagues were discussed and the options of such. Jersey/uniform costs were discussed and the way the decisions are made for these items. Ashley stated they are always looking for cost savings. June asked about sibling discount plans. She would like to see the prices remain the same. $827k in payroll expenses is a result of the rangers being transferred to her department. There is an addition of a full salaried Assistant Manager. The Camry was traded to a truck for this department. Vehicle expenses are due to ranger absorption. Rangers will be more of a patrol unit that are doing foot patrols, checking amenity cards and making ourselves visible. Ashley stated she came in under payroll at about $36k. These numbers were adjusted. Vacation benefits are low. Recreation has 4 people eligible for vacation. Up $140k projected increase in payroll. Rangers will increase to 3 people. Mileage will need to shift. Ashley stated there are challenges due to staffing. She stated the swim test is not what it used to be. Lifeguards were discussed and whether there is a need to have lifeguards. The Board recommends the lifeguards get recompensed at the end of the first year. Direction given to Ashley to refund the certification. Ashley stated the campgrounds are a challenge in the coming years as there is only the ability to plug in so many without power shutting down. Currently 3 have electricity and the rest do not.
	c)	12:00- 12:30 – Stephen Schrepfer for IGM (20&30) Stephen fielded questions from the Board of Directors. his department's water expenses and the use of Effluent water. Don reported the annual increase of IGM a few years ago. We had a non-increase for a couple of years. We received a 6% increase this year. Discussion occurred regarding the maintenance yard, etc. Department 30 is Grounds maintenance, parks, lakes etc. Fred suggested adding some grass money there. Fred asked which piece of equipment needs to be replaced this year. Stephen said the fairway mower is an old one and needs replacement.
	d)	Lunch Break 12:30-1:30pm
	e)	1:30-2:30 – Josh Caldwell (15,24) Josh introduced his staff and reported to the Board of Directors his budget for the Mulligan Room and for the OTCC. Food and Beverage is the largest staff of employees of all the departments. Employee meals and the costs of such were discussed. June asked about the cost of goods sold. This is the purchase of product. There was a discrepancy in the way the employee meals and discounts are being tracked. Increasing meal costs was discussed as a necessary adjustment beginning in June or sometime after Mother's Day. Credit cards fees are also being discussed as the Association is paying with credit cards fees annually of around $90k. Fred would like to bring more volume into the restaurants. Increases on each food and beverage sales line items were discussed. 34% food costs would be a better cost of goods for this department as agreed upon by the Board of Directors.

		Mulligan Room expenses for payroll were discussed, cost of goods and other projected costs associated with the Mulligan Room operations.
	f)	2:30-3:00 – Don Ciota for Anita Bauer (13) (10) (00) Reconvened the meeting at 1:39pm Don reported to the Board the new Reserve Project Budget (Department 00) and project projections summary for fiscal year 2026-27. The management for Department 13 ECC has recently changed and therefore this budget was prepared by the previous ECC manager. Discussion occurred regarding the OTCC total income, cost of goods and projected sales in both the Oaks Restaurant and the Oak Branch Saloon. Fred suggested the same percentages across the board as the Mulligan Room. Liquor will be 19%. Cost of sales should be approximately the same per portion. Beer would be at 25% Wine at 32%. These are the targets to take to the FSAC and see if the percentages are correct. Revenue includes service providers, events, etc. The restaurant is showing decreases in all payroll. Outside services, and other expenses were discussed.
	g)	3:00-3:30 – Casey Meadows (11,26) Casey reported that he has 6 FTEs in Maintenance department and the manager equals 7 FTE's. Vacation allocation, holiday sick time and accrued vacation go into the hourly. All time actual used goes into hourly. Discussion occurred regarding the trends of using maintenance payroll expenses in the reserves due to the Maintenance workers being a part of the expenses. Discussion occurred regarding accrued payroll on the books. June wants a strategic analysis of the budget in payroll and vacation dollars. The numbers are enough that it may save some dollars in the future. It was agreed there is a more accurate way to budget. Discussion occurred regarding painters and maintenance team and the specific responsibilities of such and how that is related to a specific department and the reserves or operations. Casey stated the space at the maintenance barn is tight especially when there are multiple projects going on. Sharing with IGM has been difficult. Department 26 is Janitorial. 5 employees (FTE's) in department 26. Janitors purchase and wash their own linens and shirts for uniforms.
	h)	3:30-4:00– Duane Gore (16) Yeager attended the meeting in Duane's absence and fielded questions from the Board. The Jr. Golf program is being marketed in April and begins June 8th. Merchandise is sold out.
5.	2026-2027 Budget Development BOD Annual Meeting – Thursday, March 26, 9-12:00 at Oak Tree Country Club	

E. ANNOUNCE UPCOMING MEETINGS:

- Special Joint Meeting BOD/FAC, Thursday, March 26, 2026, 9:00 AM – 12:00 PM, at the Oak Tree Country Club

  Follow-ups: Fee schedule, administration and service providers.
  The recognized clubs are privatizing events (Susie stated).
  Board needs to discuss the ranger program.
  Next year – a multi-year contract for department 20
  Next month there will be a CER for the Fairway Mower.
  Uniforms and the cost of such
  Next meeting agenda should have CER's for Kitchen equipment replacement.

F. ADJOURN SPECIAL MEETING @ 4:30pm