

1. February 2024 Meeting information

- a. Meeting – in person
- b. Location – Corporate office
- c. Manager: Connie Rose
- d. March 2024 meeting, will be in person, at the new location in Corporate office. March 2024 meeting will be at 1:00 pm on Tuesday April 23, 2024.
- e. Attendance for the February 2024 meeting.
 - a. Agronomy – Doug
 - b. Horticulture – Sue, Connie
 - c. Golf operations:
 1. Golf Shop – not in attendance
 2. Golf Services – not in attendance
 3. Course Marshals – not in attendance
 - d. F & B On Course Service – Madeline
 - e. Tennis – Fred
 - f. BMAC – Jena
 - g. Maintenance workshop/ boiler room – not in attendance

2. February 2024 Department Updates

- a. Agronomy – One incident report completed. Worker was in the yard lifting plywood it slipped out of workers hand and hit workers leg, no lost time or medical attention. Monthly summary submitted.
- b. Horticulture – Nothing to report. Monthly summary submitted.
- c. Golf Operations:
 1. Pro Shop – Nothing to report. Monthly summary submitted.
 2. Golf Services Update - Nothing to report. Monthly summary submitted.
 3. Course Marshals Update – Nothing to report. Monthly summary submitted.
- d.F & B Update - Nothing to report. Monthly summary submitted.
 1. Members lounge
 2. On course beverage cart service
 3. Comfort 10 Mountain Course
 4. Comfort 11 Valley Course
 5. Lift Pool Side Bar and Grill
 6. Lift Coffee and Juice bar
 7. Hub storage area
- e. Tennis Updates – Nothing to report. Monthly summary submitted.
- f. BMAC – Nothing to report. Monthly summary submitted.
- g. Maintenance workshop/ boiler room – Monthly summary not submitted.

3. Follow up

Question regarding where to dispose of broken glass – in a plastic bucket with a tight-fitting lid. Then placed in the large trash bin in the agronomy yard. **All departments are aware of this procedure now.**

4. Department inspections due in the month of March 2024

a. Agronomy –

- Lunch room ceiling tiles had holes this has been fixed.
- Fluorescent light bulbs in lunch room burnt out needs replacing.
- Lines have been painted in mechanics bay to indicate proper parking areas, as well as hoist area on the ground is painted to indicate a mandatory no go zone.
- Broken shelf in janitor room.

b. Horticulture – Fluorescent light in office needs a cover.

c. Golf operations

1. Pro shop – in good standing
2. Golf services – Spray hose on floor not stored properly on hose reel. Burnt out light bulbs. Cart changing cords on the ground not properly stored. Garbage and recycling not removed. No employees were working due to snow on ground.
3. Course Marshals – in good standing

d. F & B business

1. Members lounge and TOW – anti fatigue mats starting to fall apart, need to be taped together.
2. On course service Mountain and Valley course – Mechanics have all the beverage carts, two are approved for use.
3. Comfort 10 Mountain course – no employees were working due to snow. Ant traps needed for small black ants. Doug Waterman delivered these. BBQ hole where the lighter goes needs a new part because, flame will come out of hole when lighting. Needs new lighters and fire retardant gloves for starting BBQ. Madi wants to know where the propane tanks are now being stored because they cannot be stored in side the F & B storage area in side a building.
4. Comfort 10 Valley course – not in use at the moment
5. Lift Coffee and Juice – open business – blender cover needed
6. Lift Poolside Bar – closed
7. Hub storage – in transition for the move

e. Tennis – hole in roof of tennis storage building, water leaks through the roof, needs repair. Fire exit doors in bubble were found to be difficult to open from fire marshal inspection, this has been corrected. Large boulders placed as a barricade to eliminate parking behind the tennis bubble. When needing ambulance (EMS) service at the tennis area the gate will be opened and our operations will continue to use the event lawn as muster station.

f. BMAC – in good standing

g. Maintenance workshop/ boiler room – aisles in boiler room needs organizing as there are random items that need to be stored in proper locations, items from previous renovations are still existing in the boiler room, and stickers needed for chemical shed.