



**ARROYO ROBLE RESORT COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING  
MINUTES – January 13, 2021**

Board Members present via Zoom Teleconference Call: Dave Brown, Sharon Trischan, Larry Hanken, Candice Mann, and Grant Nassif. General Manager Ralph Woellmer hosted the meeting.

Mr. Dave Brown called the meeting to order at 12:01 pm

1. Mr. Woellmer updated the Board of Directors on the latest statistics of the COVID-19 pandemic and how it is affecting the resort operations: The situation in Coconino County is at a “Substantial” level and there is no timeline for changes to the limited occupancy requirements as dictated by the county. Mr. Woellmer will keep the BOD updated as to any changes as they happen.
2. The minutes of the November 4, 2020 Board of Directors Meeting were reviewed and discussed.
  - a. Motion: Accept as presented – Mr. Larry Hanken
  - b. Second: Ms. Sharon Trischan
  - c. Approved: Unanimous
3. The minutes of the November 4, 2020 Annual Membership Meeting of the Arroyo Roble Resort Council of Co-Owners meeting were reviewed and discussed.
  - a. Motion: Accept as presented – Mr. Larry Hanken
  - b. Second: Ms. Sharon Trischan
  - c. Approved: Unanimous
4. Mr. Woellmer presented the BOD with the final financial statements for year-end 2020 and the BOD reviewed and discussed various GL accounts and Mr. Woellmer gave a historical perspective and accounting information to the new BOD members.
  - a. Motion: Accept as presented – Mr. Dave Brown
  - b. Second: Mr. Larry Hanken
  - c. Approved: Unanimous
5. Mr. Woellmer discussed the completed capital improvements for 2020 and the in-process capital improvements for 2021.
  - a. Motion: Accept as presented – Mr. Larry Hanken
  - b. Second: Ms. Sharon Trischan
  - c. Approved: Unanimous

6. New/Unfinished Business:

- a. Mr. Woellmer discussed the upcoming expiring BOD terms at the end of 2021 with the Board members. The discussion was informational only and Mr. Woellmer noted that Mr. Dave Brown and Mr. Larry Hanken will both be up for re-election this year.
- b. The BOD discussed the process and timing of the yearly budget approval process and various options were discussed including:
  - i. Splitting the operational budget from the Capital Expenditures (Cap Ex) budget so staff has more time to finalize Cap Ex costs.
  - ii. Having preliminary information and budgets completed prior to the October BOD meeting so the budget can be completed prior to the Annual Homeowners meeting each year.
  - iii. Keeping the process the same as it is.
- c. The BOD discussed the process for Cap Ex specifically in relation to the need to have a Reserve Fund Study done. (Note: The State of Arizona does not require a Timeshare Assn. to have a reserve study.) Much discussion ensued and Ms. Candice Mann will collect some information regarding options for the BOD to consider. Mr. Woellmer reviewed the BOD decisions in prior years to not have a formal reserve study but to use an in-house version of a study based upon the Cap Ex expenditures used at the resort since 1999. The extended spreadsheet was developed by Mr. Woellmer and has been used to forecast the resorts Cap Ex needs since 1999. A copy of the sheet will be sent to the BOD members as part of the reserve study discussion for consideration.

7. Adjourn: The meeting was adjourned at 1:35 pm.

- a. Motion: Mr. Larry Hanken
- b. Second: Ms. Sharon Trischan
- c. Approved: Unanimous

2021 Arroyo Roble Resort BOD Meeting Schedule – Tentative!

All meetings are scheduled for 12 noon unless noted

Wednesday – May 12<sup>th</sup>, 2021

Wednesday – August 4<sup>th</sup>, 2021

Wednesday – October 6<sup>th</sup>, 2021

Wednesday - November 3, 2021 – Annual Meeting – 1 pm

***\*Please check your calendars to confirm the dates/times will work for you\****

Submitted by:

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Mr. Ralph Woellmer, General Manager

Approved by:

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Mr. Larry Hanken, Secretary/Treasurer