



Annual Neighborhood Representatives Meeting Minutes

*Traverse Mountain Master Association
Thursday, October 22, 2020
2175 W. Chapel Ridge Road – 6:00P.M.*

Open Session Agenda

1. Call to order

a) Roll Call

- (1) Angie Parkin (District 1: Heather Moor, Hunter Chase and Chapel Bend)*
- (2) Amber Hall (District 2: Harvest Home and Country Run)*
- (3) Shanley Jaffa (District 3: Vialetto, Canyon Point, Vista Ridge and La Ringhiera)*
- (4) Kristen Bagley – Chair (District 4: Shadow Ridge and Woodhaven)*
- (5) TBD (District 5: Eagle Summit, Rockwell Estates and Winter Haven)*
- (6) LaDeana Wilke and Anna Priday (District 6: Crossings at Traverse Mountain and Seasons Estates)*
- (7) Danielle Croxton and Tina Christensen (District 7: Townhomes: Cresthaven, Mountain Point Village, Canyon Trail, Seasons and Ridgeview)*
- (8) Zackary Zabriskie*

ii) Approval of Agenda

(1) MOTION: Amber Hall, SECOND: Kristen Bagley, All in favor.

iii) Approval of minutes: Oct. 24, 2019 – Annual Guidelines and Rules Committee meeting

(1) MOTION: Amber Hall, SECOND: Kristen Bagley, All in favor.

b) Pledge of Allegiance

c) Review of Standing Rules

2020 COMMUNITY CENTER AND POOL REPORT

POOL ADMITTANCE

- 2020: 36,113 | 2019: Total: 27,779

<u>Avg Pool Admittance by Day</u>							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
2020	351	368	356	316	329	369	206
2019	298	308	315	314	285	263	130

<u>Avg Sunday Pool Admittance by Hour</u>						
Time	12pm	1pm	2pm	3pm	4pm	5pm
2020	54	41	37	32	31	11
2019	37	28	21	21	15	8

GYM ADMITTANCE

- 2020: 9,472 | 2019: 9879
- 2020: 26 avg per day | 2019: 27 avg per day

<u>Avg Gym Admittance by Day</u>							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
2020	97	91	83	74	67	58	14
2019	87	73	80	66	51	47	10

<u>Avg Sunday Gym Admittance by Hour</u>						
Time	12pm	1pm	2pm	3pm	4pm	5pm
2020	5.5	3.5	2	1.5	4.5	2
2019	3	2	2	2	1	0.5

FITNESS CLASS ADMITTANCE

- 2020: 12,664 | 2019: 7,963

GRAND HALL & ACTIVITY ROOM RESERVATIONS

- 2020: 909 | 2019: 848
 - Grand Hall
 - 2020: 248 (includes TMMA classes, events & meetings) | 2019: 243
 - Activity Rooms
 - 2020: 661 (includes family treat nights) | 2019: 605

TRAVERSE MOUNTAIN MASTER ASSOCIATION
2021-DRAFT
YEAR TO DATE 9/30/20

REVENUE	2021	2020	YEAR TO DATE 9/30/20
Monthly Dues	2,273,722	2,109,300	1,624,793
Set-up Fees Income	48,000	34,000	48,308
Late Fee Income	10,000	5,000	16,643
NSF Fees	900	800	835
Violation Fee	3,000	35,000	2,000
Miscellaneous Income (sale of 3 lots)	0	10,000	(1,340)
Discount-DD/Annual	(64,000)	(57,000)	(32,719)
Interest Income	1,000	700	526
TOTAL REVENUE	2,272,622	2,137,800	1,659,046

2021 Monthly Dues \$89.00

EXPENSES

ADMINISTRATIVE

Accounting and Auditing	8,000	8,000	10,000
Legal Fees	12,000	12,000	3,674
Professional and Consulting Fees	9,500	9,500	0
Management Contingency	3,000	3,000	13
Payroll Services	10,000	9,200	7,484
Telephone	2,000	2,200	1,239
License and Fees	200	1,200	0
Insurance	44,000	36,000	39,765
Office Supplies	8,000	10,000	4,894
Software Maintenance	9,000	9,000	7,529
IT Maintenance & Repair	8,000	8,000	2,416
Postage	9,800	9,800	5,463
Recording Fees	400	400	0
Equipment Lease	9,800	6,400	8,315
Card Transaction Fee	8,000	9,800	8,263
Return Check Fee (NSF)	500	330	365
Bad Debt Allowance	12,000	4,000	(120)
Taxes	1,500	2,000	602
Website	3,000	3,400	1,386
Communications	500	2,000	0
Office Wages (Administrative Staff)	303,000	313,000	232,536
Employee Benefits (Administrative staff)	65,000	64,296	44,658
Payroll Taxes	54,000	53,407	42,342
Dues & Subscriptions	2,000	2,000	2,035
Travel & Training & Meals	6,000	6,000	1,650
Miscellaneous Expense	1,000	1,000	0
TOTAL ADMINISTRATIVE	590,200	585,933	424,509

ACCOUNT BALANCES as of 09/30/20

Business/Operating	\$160,373.00
Payroll holding	\$1,352.00
Reserve	\$372,229.00
Community Activities	\$59,242.00
Capital Improvement	\$226,930.00
Escrow holding	\$27,387.00
Park Fund	\$272,836.00
Clubhouse/Pool	\$86,069.00

CLUBHOUSE LOAN

Clubhouse Original Loan	\$4,296,525.00
Clubhouse Loan balance 09/30/20	\$2,605,344.00
Clubhouse Equipment Loan balance	\$0.00

**TRAVERSE MOUNTAIN MASTER ASSOCIATION
 CLUBHOUSE/POOL
 2021 DRAFT
 YEAR TO DATE 9/30/20**

REVENUE

Operating account contribution
 2020 remaining balance
 Grand Hall/Guest passes
 Fitness Classes/Activities
 Pool Supplies (diapers, goggles, caps)
 Swim Lessons/Team
 Clubhouse Concessions

	2020	2020	YEAR TO DATE 9/30/20
Operating account contribution	350,000	352,094	352,098
2020 remaining balance	42,000	35,000	
Grand Hall/Guest passes	30,000	38,000	19,903
Fitness Classes/Activities	3,400	3,200	3,206
Pool Supplies (diapers, goggles, caps)	2,000	2,000	1,349
Swim Lessons/Team	25,000	25,000	13,799
Clubhouse Concessions	4,000	4,000	0
TOTAL REVENUE	456,400	459,294	390,355

EXPENSES

BUILDING OPERATIONS

Janitorial
 Power/Water/Sewer- Lehi City
 Gas
 Phone
 Clubhouse IT/Software
 Clubhouse Maintenance
 Monitoring

	2021	2020	YEAR TO DATE 9/30/20
Janitorial	42,000	39,000	25,302
Power/Water/Sewer- Lehi City	40,000	40,000	31,049
Gas	24,000	22,000	18,106
Phone	9,000	9,000	6,846
Clubhouse IT/Software	5,000	5,000	4,920
Clubhouse Maintenance	10,000	8,000	8,505
Monitoring	3,500	3,500	2,379
TOTAL BUILDING OPERATIONS	133,500	126,500	97,107

POOL OPERATIONS

Chemicals
 Uniforms
 Equipment/ Service
 County Permits & Training
 Water/Red Cross Testing
 Misc. Supplies (Office/cleaning, etc.)
 Concession Supplies

	2021	2020	YEAR TO DATE 9/30/20
Chemicals	16,000	16,000	18,330
Uniforms	6,000	8,000	1,146
Equipment/ Service	12,000	12,000	10,024
County Permits & Training	6,000	6,000	3,870
Water/Red Cross Testing	500	500	0
Misc. Supplies (Office/cleaning, etc.)	8,000	4,000	16,232
Concession Supplies	8,500	8,500	259
TOTAL POOL OPERATIONS	57,000	55,000	49,861

STAFF

Manager/Asst. Managers
 Life Guards
 Receptionists
 Swim Instructors
 Fitness Instructors
 Ground Maintenance
 Concessions
 Manager Benefits

	2021	2020	YEAR TO DATE 9/30/20
Manager/Asst. Managers	104,000	139,594	65,989
Life Guards	80,000	80,000	70,342
Receptionists	20,000	13,000	14,831
Swim Instructors	15,000	15,000	13,095
Fitness Instructors	7,200	7,200	3,576
Ground Maintenance	6,500	6,500	3,332
Concessions	10,000	10,000	309
Manager Benefits	0	3,000	0
TOTAL STAFF	242,700	274,294	171,474

TOTAL EXPENSES

433,200	455,794	318,442
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NET INCOME

23,200	3,500	71,913
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