

CHICKASAW ASSOCIATION BOARD OF DIRECTOR'S MEETING SUMMARY MINUTES

July 18, 2022

Board Members Absent: None

POA Members Present: 10 in person, 24 by Zoom

President Pat Dennis called the meeting to order at 5:00 p.m.

ADMINISTRATION/OPERATIONS (Pat Dennis): No further communication has been received from the Moxley Brown property owner's attorney concerning the easement. (See the April 2022 Minutes for a detailed explanation of this issue.) Pat thanked Dan Nerdig for the Herculean effort he has put forth implementing the Gatehouse Solutions security program.

FINANCE/SHORT-TERM RENTALS (Becky Black): Short-Term Rental Committee: The subcommittee to review and chronicle Covenant and Bylaw changes through the years met on June 28 to discuss work needed on this front. Alan Tippett and Carol Martin are working on walking all covenant changes forward from the original covenant document to provide a chronological record related to each change. The same will be done with the Bylaws. Once the historical walk forward documents are complete, the committee will be ready for discussions with the POA's legal counsel as to the best way to craft future covenant changes that may be required. Questions brought up by the Short-Term Rental Committee for legal review are pending response from the POA's attorney. These will also help guide development of future language. Finance: Becky reviewed the 6/30/2022 financial statements for Chickasaw Association, Chickasaw Utility and CPGA, Inc. The reports are attached as a part of these minutes.

ROADS (Mike Dittmer): A runoff issue being created by drainage from the tennis courts at a home on Point Place is under review. As previously stated, Darrell Owens of Owens Paving has submitted an estimate to pave the front entrance/exit roadways and will do the work as soon as their schedule allows. Hubbard Paving has the contract with J Davis for the paving work at the event center. While they are here, Mike has scheduled them to pave South Hogan from the event center entrance to Point Road.

AMENITIES/ARCHITECTURAL COMPLIANCE (Rick Cochell): Amenities: The Board was asked to consider installing a pool lift system at the pool. The following factors were considered: Liability, Financial and Operational. 1) Chickasaw's pool is considered a Type B Pool. The ADA does not require pool lifts for private community pools because these pools are not open to the public. LIABILITY: 2) Chickasaw's insurance carrier stated that the installation of a lift at the pool would not increase our premiums. However, they refused to state in writing that any claim related to the lift – be it from proper or improper usage – would be covered. FINANCIAL: 3a) The cost of a fixed/permanent lift system ranges from \$3200-\$9000, which in many cases does not include the installation cost of roughly \$2000. 3b) Portable lift systems range from \$3500-\$6000, and they are not ADA compliant. 3c) There is no funding in the 2022 POA budget for this type of expenditure. 3d) If a lift system were installed, the swimming pool committee believes an ADA compliant bathroom must also be added. Rather than trying to renovate a 45-year-old bathroom, a new ADA compliant bathroom adjacent and separate from the old ones would be built. Estimated costs range from \$5000-\$7000. 3e) The total estimated cost would be approximately \$15,000. OPERATIONAL: 4a) There are no certified attendants available to operate a lift, nor have there ever been. 4b) The installation of the lift system demands we core out concrete to locate the rebar and drill bolts into the rebar to secure the lift. Red flag on a 50-year-old pool. 4c) There is no method of securing the system to prevent improper usage by residents without pool employees. 4d) Annual maintenance costs are unknown. DISCUSSION POINTS: 1) A very limited number of property owners would be

served by this request. 2) The beach offers an alternative with a gradual slope to the water. 3) Contrary to the statement made in last month's meeting, the Women's Club Board voted not to purchase the lift. 4) Community amenities are not provided based on every property owner's ability to use them. Given this information, installation of a pool lift is not recommended at this time. Rick Cochell moved, Nancy Aden seconded, and six Board Members approved the decision not to move forward with the installation of a pool lift system (Mike Dittmer-nay).

A proximity card reader was recently installed at the pool, which allows property owners in good standing to independently access the pool using the card reader located on the left side of the pool gate. To exit the pool, press the red button to the right of the gate. Chickasaw's pool is a Type B pool, which does not require a lifeguard or attendant to be on duty. All property owners using the pool should be diligent in following pool etiquette and cleaning up before they leave, i.e., close umbrellas, throw away trash, etc. In case of emergency, there is a land line phone to call 911. The pool is monitored by cameras 24/7 with audio-visual capabilities. In case of a weather emergency, an alert will be sounded requesting evacuation of the pool until it is safe to return. If any issues should occur, please call the gate at the number posted.

The Courtesy Dock was recently updated to be ADA compliant. Mike Jacobs of Advantage Services installed a cement pad to raise the steps on the courtesy dock to allow unimpeded access to the platform. Some other minor repairs were also made to the dock.

Architectural Compliance Committee (ACC): The ACC Team wants to remind everyone to complete an Exterior Change Request and get approval before moving forward with a project. There have been 65 Exterior Change Requests received to date. There are currently five new homes under construction and one planning to start soon. Three homes recently received their Certificate of Occupancy from Oconee County. The ACC Team is developing a flyer reinforcing the completion and submittal of Exterior Change Requests or New Construction Applications before work begins. The flyer will be enclosed with the Annual Meeting Invitation and Board Election information to be mailed by August 1. Cement work done on Corps' Property still requires submittal of an Exterior Change Request. Unless the cement trucks are entering via the lake, road use fees still apply.

SAFETY AND REAL ESTATE (Nancy Aden): Real Estate: Negotiations are currently underway with an individual who is interested in purchasing a POA owned lot. Becky Black stated that as of June 30, income from land sales has already significantly exceeded the amount budgeted for the year. Safety: Nancy reminded everyone to slow down when driving in the community and be mindful of pedestrian traffic. Also stay alert, be patient and use extra caution at the front gate as the new system is being implemented and new procedures are introduced.

LONG RANGE PLANNING (Joe Steinkirchner): Nominating Committee: Meet the Candidates was a success with approximately 100 attendees between in-person and Zoom. Long-Range Planning: Data analysis continues. The committee will resume meetings when the chairperson returns from an extended trip.

CPGA/GOLF COURSE, COMMUNICATIONS, EVENT CENTER OPERATIONS (Kim Wolcoveick): Kim presented a business update for The Overlook. Her presentation is attached as part of the minutes.

NEW BUSINESS: None.

The meeting adjourned at 6:03 p.m.

Treasurer's Report - June 2022

Comparative Statements – June 2022 & May 2022

- Balance Sheet Changes for the month ending 6-30-2022
 - Cash balances decreased due to some capital items recently purchased (i.e. new truck for POA maintenance needs). Please note that the cash balances we have on hand today have to carry us through til next May plus cover start up costs and initial go live related to Event Center, etc
 - Total Cash at 6-30-22 was \$1.97M compared to \$1.55M at this same time last year (some is related to reserve build up with the rest being timing related to collection of assessments and payout of month to month expenses.....note that we are not yet paying anything related to principal on the new loan (this will convert once our Certificate of Occupancy is received)
 - Balance sheet for POA (Chickasaw Assn) reflects fixed asset increases....these are primarily related to construction of the Event Center.
 - Changes in Long Term notes
 - On POA books - is related to construction draws taken during the month to cover construction payments on Event Center
 - On Utility books – is related to payments made by POA for Utility portion of note
 - Other balance sheet changes are routine/related to Accounts Payable and Intercompany items

Chickasaw Association, Inc.

Comparative Balance Sheet

As of 6/30/2022 and 5/31/2022

	As of 6/30/2022	As of 5/31/2022	Variance	%age
Assets:				
Operational Checking Accounts	\$949,673	\$1,210,320	(\$260,647)	-21.5%
Other Money Market & Savings Accounts	465,140	459,388	5,752	1.3%
Accounts Receivable (net of allowances)	20,471	20,471	0	0.0%
Intercompany Receivables	1,491,915	1,477,574	14,341	1.0%
Fixed Assets (Net of Accum. Depreciation)	2,275,970	1,908,274	367,695	19.3%
Other Assets	1,448,161	1,448,161	0	0.0%
Total Assets	\$6,651,329	\$6,524,188	\$127,141	1.9%
Liabilities & Equity:			0	
Accounts Payable	\$8,880	\$13,447	(\$4,567)	-34.0%
Current Portion of Loans/Notes	4,129	4,129	0	0.0%
Taxes and Payroll Liabilities	412	356	56	15.8%
Other Liabilities	\$37,746	\$21,599	16,147	74.8%
Intercompany Payables	511,874	698,030	(186,156)	-26.7%
Deferred Income	700	700	0	0.0%
Long Term Notes	2,573,747	2,235,419	338,328	15.1%
Retained Earnings	2,974,279	2,974,279	0	0.0%
Current Year Net Income (Loss)	539,562	576,230	(36,667)	-6.4%
Total Liabilities & Equity	\$6,651,329	\$6,524,188	\$127,141	1.9%

Chickasaw Utility Company
Comparative Balance Sheet
As of 6/30/2022 and 5/31/2022

	As of 6/30/2022	As of 5/31/2022	Variance	%age
Assets:				
Operational Checking Accounts	\$257,613	\$160,551	\$97,062	60.5%
Other Money Market & Savings Accounts	70,460	70,460	0	0.0%
Accounts Receivable (net of allowances)	81,400	90,625	(9,225)	-10.2%
Intercompany Receivables	519,044	557,969	(38,925)	-7.0%
Fixed Assets (Net of Accum. Depreciation)	1,564,127	1,571,627	(7,500)	-0.5%
Total Assets	\$2,492,644	\$2,451,232	\$41,412	1.7%
Liabilities & Equity:				
Accounts Payable	\$37,526	\$34,837	\$2,689	7.7%
Intercompany Payables	94,140	83,819	10,321	12.3%
Intercompany Notes Payable (Long Term)	961,583	958,895	2,688	0.3%
Retained Earnings & Contributed Capital	1,204,904	1,204,904	0	0.0%
Current Year Net Income (Loss)	194,490	168,776	25,714	15.2%
Total Liabilities & Equity	\$2,492,644	\$2,451,232	\$41,412	1.7%

CPGA, Inc.
Comparative Balance Sheet
As of 6/30/2022 and 5/31/2022

	As of 6/30/2022	As of 5/31/2022	Variance	%age
Assets:				
Operational Checking Accounts	\$219,985	\$97,001	\$122,984	126.8%
Other Money Market & Savings Accounts	8,028	8,369	(342)	-4.1%
Miscellaneous Receivables	3,843	3,843	0	0.0%
Intercompany Receivables	17,895	151,739	(133,843)	-88.2%
Inventory	25,270	25,206	64	0.3%
Fixed Assets (Net of Accum. Depreciation)	282,131	287,131	(5,000)	-1.7%
Total Assets	\$557,152	\$573,289	(\$16,137)	-2.8%
Liabilities & Equity:				
Accounts Payable	40,734	22,206	\$18,527	83.4%
Current Portion of Loans/Notes	7,290	8,457	(1,167)	-13.8%
Taxes and Payroll Liabilities	4,681	4,338	343	7.9%
Intercompany Payables	461,257	471,555	(10,297)	-2.2%
Long Term Notes	643	643	0	0.0%
Retained Earnings & Contributed Capital	83,583	83,583	0	0.0%
Current Year Net Income (Loss)	(41,036)	(17,493)	(23,543)	134.6%
Total Liabilities & Equity	\$557,152	\$573,289	(\$16,137)	-2.8%
<i>As of June 30, 2022:</i>				
Total operational cash as of month end (all entities)	\$1,427,270	\$1,467,871		
Total cash (including operational cash noted above)	\$1,970,898	\$2,006,088		
<i>As of June 30, 2021:</i>				
Total operational cash as of month end	\$1,124,216			
Total cash (including operational cash noted above)	\$1,552,618			

Income Statements – YTD thru 6-30-2022

- Income Statement Highlights thru 6-30-22:
 - CPGA is only entity showing a Year to Date loss at this time. CPGA's YTD loss is due to unbudgeted work on Hole 4 (recall that we had expected this to be completed in 2021 therefore no funds were budgeted in 2022 for this line item...so it will remain a variance all year)
 - Income for entities is ahead of budget overall, see entity specifics below:
 - POA Income is over budget by \$87k due to strong collections on 2022 assessments and other revenues for new homes, road use fees & storage area revenues
 - CUCO revenue is just slightly ahead of budget.
 - Income for CPGA is up \$16k despite continued problematic weather (high heat and/or rain). Member and Non-member income is running ahead of budget by +\$7,000. Other revenue is over by \$8k due to general merchandise and beer & wine sales (happy hour events)
 - Routine expenses for all entities are running under budget
- YTD Net Income is as noted below:
 - POA is ahead of budget by \$149k, mostly related to early collections on 2022 assessments (we've collected 94% of budgeted assessments as of 6-30-22).
 - POA expenses running below budget in many areas (Legal/Accounting & Maintenance are key areas.....maintenance may be "luck" or timing)
 - CUCO is ahead of budget by \$40k.....maintenance is not hitting us too hard & cost of water & chemicals are running below budget and we are not paying out full principal related payments on RDA portion of the loan
 - CPGA is behind budget by \$30k but this is solely due to the hit from the Hole 4 repair project since revenue is running ahead of budget and most expenses are running below budget

Chickasaw Association, Inc.**Statement of Revenues and Expenses****For the six months ending June 30, 2022**

	ACTUAL		BUDGET		
	For the 6 months		For the 6		
	ending		months ending	Total \$	%age
	6/30/2022		6/30/2022	Variance	Variance
Income/Receipts:					
Assessment and Capital Reserve	\$811,848		\$779,989	\$31,859	4.1%
All Other Revenues	132,127		77,180	54,947	71.2%
Total Income/Receipts	\$943,975		\$857,169	\$86,806	10.1%
Expenses:					
Finance & Administration	(\$97,625)		(\$138,941)	\$41,316	29.7%
Communications	(5,292)		(4,810)	(\$482)	-10.0%
Pool Operations	(26,341)		(35,908)	\$9,567	26.6%
Gate Operations	(37,264)		(34,593)	(\$2,671)	-7.7%
POA Operations	(54,050)		(66,755)	\$12,705	19.0%
Roads	(59,273)		(66,700)	\$7,427	11.1%
Clubhouse	(16,998)		(18,250)	\$1,252	6.9%
Depreciation	(9,990)		(9,990)	\$0	0.0%
Special Projects/Major Projects	(97,580)		(90,600)	(\$6,980)	-7.7%
Total Expenses	(\$404,413)		(\$466,547)	\$62,134	13.3%
Current Year to Date Net Income	\$539,562		\$390,622	\$148,940	38.1%

Chickasaw Utility Company (CUCO)
Statement of Revenues and Expenses
For the six months ending June 30, 2022

	ACTUAL		BUDGET		
	For the 6 months ending 6/30/2022		For the 6 months ending 6/30/2022		Total \$ Variance
					%age Variance
Income/Receipts:					
Water and Sewer Billings	\$359,232		\$356,340		\$2,892
All Other Revenues	13,439		9,500		\$3,939
Total Income/Receipts	\$372,671		\$365,840		\$6,831
Expenses:					
Cost of Water	(\$59,249)		(62,000)		\$2,751
Water/Sewer Repairs & Supplies	(26,154)		(30,700)		\$4,546
Chemicals & Sludge Removal	(18,231)		(15,750)		(\$2,481)
Wages/Payroll Taxes	(54,346)		(55,275)		\$929
Contract Services	(43,500)		(43,500)		\$0
Electricity	(17,602)		(21,200)		\$3,598
Other Expenses	(40,690)		(48,965)		\$8,275
Total Expenses	(\$259,771)		(\$277,390)		\$17,619
Current Year to Date Net Income	\$112,900		\$88,450		\$24,450
Non-Operating Income/Expense:					
RDA Loan and Capital Assessment	\$134,316		\$123,894		\$10,422
Other Miscellaneous Income	6,000		6,000		\$0
Depreciation	(45,000)		(45,000)		\$0
RDA Loan Interest Expense	(13,726)		(19,290)		\$5,564
Capital Projects	0		0		\$0
Total Non-Operating Income/Expense	\$81,590		\$65,604		\$15,986
Current Year to Date Net Income	\$194,490		\$154,054		\$40,436
					-26.2%

C.P.G.A

**Statement of Revenues and Expenses
For the six months ending June 30, 2022**

	ACTUAL	BUDGET	Total \$	%age
	For the 6 months ending 6/30/2022	For the 6 months ending 6/30/2022	Variance	Variance
Income/Receipts:				
Member Fees	\$22,141	\$13,900	\$8,241	59.3%
Non-Member Fees	\$123,442	\$123,000	\$442	0.4%
Grill/Event Center Revenues	\$0	\$0	\$0	#DIV/0!
All Other Revenues	42,265	34,900	\$7,365	21.1%
Total Income/Receipts	\$187,848	\$171,800	\$16,048	9.3%
Expenses:				
Golf Course Expenses	(\$187,660)	(\$203,086)	\$15,427	7.6%
Inside Operations - Cost of Sales	(20,962)	(25,950)	\$4,988	19.2%
Inside Operations - Pro Shop	(57,015)	(62,512)	\$5,497	8.8%
Inside Operations - Grill/Event Center	(3,079)	(3,500)	\$421	12.0%
Facility Expenses	(26,257)	(28,400)	\$2,143	7.5%
Administrative Expense	(34,313)	(41,486)	\$7,173	17.3%
Depreciation	(30,000)	(30,000)	\$0	0.0%
Taxes	(3,598)	(1,356)	(\$2,242)	-165.3%
Total Expenses	(\$362,882)	(\$396,290)	\$33,408	8.4%
Current Year to Date Net Income	(\$175,034)	(\$224,490)	\$49,456	22.0%
Non-Operating Income/Expense:				
Operations and Capital Assessment	253,376	\$241,655	\$11,721	4.9%
Capital Projects	(119,377)	(28,170)	(\$91,207)	-323.8%
Total Non-Operating Income/Expense	\$133,999	\$213,485	(\$79,486)	-37.2%
Current Year to Date Net Income	(\$41,036)	(\$11,005)	(\$30,031)	-272.9%

Comparative Income Statements – Current/Prior Year YTD thru 6-30-2022

- Comparative Statements indicate the following differences as of 6-30-22:
 - POA Income is ahead of prior year by \$170k. This is partially related to the timing of assessment collections/increase in assessment rate for 2022 and also related to new homeowner/road use fee collections, land sales & storage rental revenues
 - POA expenses are \$150k ahead of this time last year, most of that is related to the timing of road paving plus outlay of funds this year for capital projects (planned & budgeted for in 2022)
 - CUCO revenues are ahead of prior year by \$54k, mostly due to the water/sewer fee increase (Recall that the additional revenues collected from this rate increase will go to fund additional reserves for future basin upgrades needed in the next 4-5 years)
 - CUCO expenses are about \$15k ahead of last year, most related to cost of water and water/sewer repairs and supplies (these increases were anticipated within the current budget)
 - CPGA revenue is ahead of prior year by \$8k, which is actually mostly due to happy hour events & merchandise sales as we are actually running slightly behind prior year related to Member fee revenue (related to timing of receipt of payments). Non Member play revenue is \$5k (4.4%) over this time last year
 - CPGA expenses are ahead of prior year by \$11k, related to increased fuel costs as well as wage increases and new healthcare reimbursement plan costs (all which were anticipated in the budget for 2022)

Chickasaw Association, Inc.				
Comparative Statement of Revenues and Expenses				
For the six months ending 06/30/2022 & 06/30/2021				
	ACTUAL		ACTUAL	
	For the 6 months		For the 6	
	ending		months ending	
	6/30/2022		6/30/2021	
			Total \$	%age
			Variance	Variance
Income/Receipts:				
Assessment and Capital Reserve	\$811,848		\$726,547	11.7%
All Other Revenues	132,127		46,641	183.3%
Total Income/Receipts	\$943,975		\$773,188	22.1%
Expenses:				
Finance & Administration	(\$97,625)		(\$103,138)	5.3%
Communications	(5,292)		(3,957)	-33.7%
Pool Operations	(26,341)		(21,832)	-20.7%
Gate Operations	(37,264)		(32,006)	-16.4%
POA Operations	(54,050)		(26,830)	-101.5%
Roads	(59,273)		3,850	1639.6%
Clubhouse	(16,998)		(14,375)	-18.2%
Depreciation	(9,990)		(9,900)	-0.9%
Special Projects/Major Projects	(97,580)		(46,651)	-109.2%
Total Expenses	(\$404,413)		(\$254,838)	-58.7%
Current Year to Date Net Income	\$539,562		\$518,350	4.1%

Chickasaw Utility Company (CUCO)				
Statement of Revenues and Expenses				
For the six months ending 06/30/2022 & 06/30/2021				
	ACTUAL		ACTUAL	
	For the 6 months ending		For the 6 months ending	
	6/30/2022		6/30/2021	
			Total \$	%age
			Variance	Variance
Income/Receipts:				
Water and Sewer Billings	\$359,232		\$308,807	16.3%
All Other Revenues	13,439		8,975	49.7%
Total Income/Receipts	\$372,671		\$317,782	17.3%
Expenses:				
Cost of Water	(\$59,249)		(\$46,167)	-28.3%
Water/Sewer Repairs & Supplies	(26,154)		(20,127)	-29.9%
Chemicals & Sludge Removal	(18,231)		(11,831)	-54.1%
Wages/Payroll Taxes	(54,346)		(50,812)	-7.0%
Contract Services	(43,500)		(47,250)	7.9%
Electricity	(17,602)		(17,651)	0.3%
Other Expenses	(40,690)		(41,044)	0.9%
Total Expenses	(\$259,771)		(\$244,882)	-6.1%
Current Year to Date Net Income	\$112,900		\$72,900	54.9%
Non-Operating Income/Expense:				
RDA Loan and Capital Assessment	\$134,316		\$128,703	4.4%
Other Miscellaneous Income	6,000		6,000	0.0%
Depreciation	(45,000)		(45,000)	0.0%
RDA Loan Interest Expense	(13,726)		(19,950)	31.2%
Capital Projects	0		(14,518)	100.0%
Total Non-Operating Income/Expense	\$81,590		\$55,235	-47.7%
Current Year to Date Net Income	\$194,490		\$128,135	-51.8%

C.P.G.A

Statement of Revenues and Expenses

For the six months ending 06/30/2022 & 06/30/2021

	ACTUAL		ACTUAL		
	For the 6 months ending		For the 6 months ending		Total \$
	6/30/2022		6/30/2021		Variance
					%age
					Variance
Income/Receipts:					
Member Fees	\$22,141		\$23,876		(\$1,735) -7.3%
Non-Member Fees	\$123,442		\$118,237		\$5,204 4.4%
Grill/Event Center Revenues	\$0		\$0		\$0 #DIV/0!
All Other Revenues	42,265		37,734		\$4,531 12.0%
Total Income/Receipts	\$187,848		\$179,848		\$8,000 4.4%
Expenses:					
Golf Course Expenses	(\$187,660)		(\$192,066)		\$4,407 2.3%
Inside Operations - Cost of Sales	(20,962)		(18,874)		(\$2,088) -11.1%
Inside Operations - Pro Shop	(57,015)		(48,959)		(\$8,056) -16.5%
Inside Operations - Grill/Event Center	(3,079)		0		(\$3,079) #DIV/0!
Facility Expenses	(26,257)		(25,353)		(\$904) -3.6%
Administrative Expense	(34,313)		(32,799)		(\$1,514) -4.6%
Depreciation	(30,000)		(30,000)		\$0 0.0%
Taxes	(3,598)		(3,469)		(\$129) -3.7%
Total Expenses	(\$362,882)		(\$351,519)		(\$11,363) -3.2%
Current Year to Date Net Income	(\$175,034)		(\$171,671)		(\$3,363) -2.0%
Non-Operating Income/Expense:					
Operations and Capital Assessment	253,376		249,360		\$4,016 1.6%
Capital Projects	(119,377)		(23,951)		(\$95,426) -398.4%
Total Non-Operating Income/Expense	\$133,999		\$225,409		(\$91,410) -40.6%
Current Year to Date Net Income	(\$41,036)		\$53,737		(\$94,773) 176.4%

The Overlook Business Update – July 2022

Volunteer Teams Involved In This Project

Initial Overlook Planning Team

- Kim Wolcoveick – Team Chair – Human Resource Mgmt.
- Marianne Ippolito – Restaurateur (Owner/Manager)/Catering Professional
- Mike Berardo – Restaurateur (Food & Beverage Manager)/Sales & Marketing
- Rick Olsen – Business Marketing/Management
- Pat Craft – Golf Liaison/Business Marketing/Management
- Becky Black – CPA/Finance/Business Management

Overlook Implementation Team

- Becky Black – Board Treasurer
- Beverly Brauer – Overlook Design Team
- Gene Crawford – Pro Shop; Golf Course POS Implementation
- Rick Hach – Overlook Design Team, Project Leader
- Marianne Ippolito – kitchen design and outfitting, hiring
- Dan Nerdig – IT and Security
- John Roberts – CPGA, kitchen & bar design
- Lisa Rose – POS set up, data migration; POA support
- Kim Wolcoveick – Overlook Design & Planning teams
- Terry Wolfe – Overlook Design Team

Business Concept

- Fast Casual approach
 - Chef designed menu options
 - Rotating special offers (Monday Funday (Taco Bar), Prime Rib Friday, Saturday Steak Night, Special Sunday Brunch 1x month)
 - Constants – Burgers/Sandwiches/Salads
- Table Service provided based on available staffing
- Restaurant area – Table/Counter type seating
- Common Kitchen to service:
 - Grab & Go for Golfers/Early Birds
 - Bar/Grill area
 - Restaurant Dining
 - Catered events

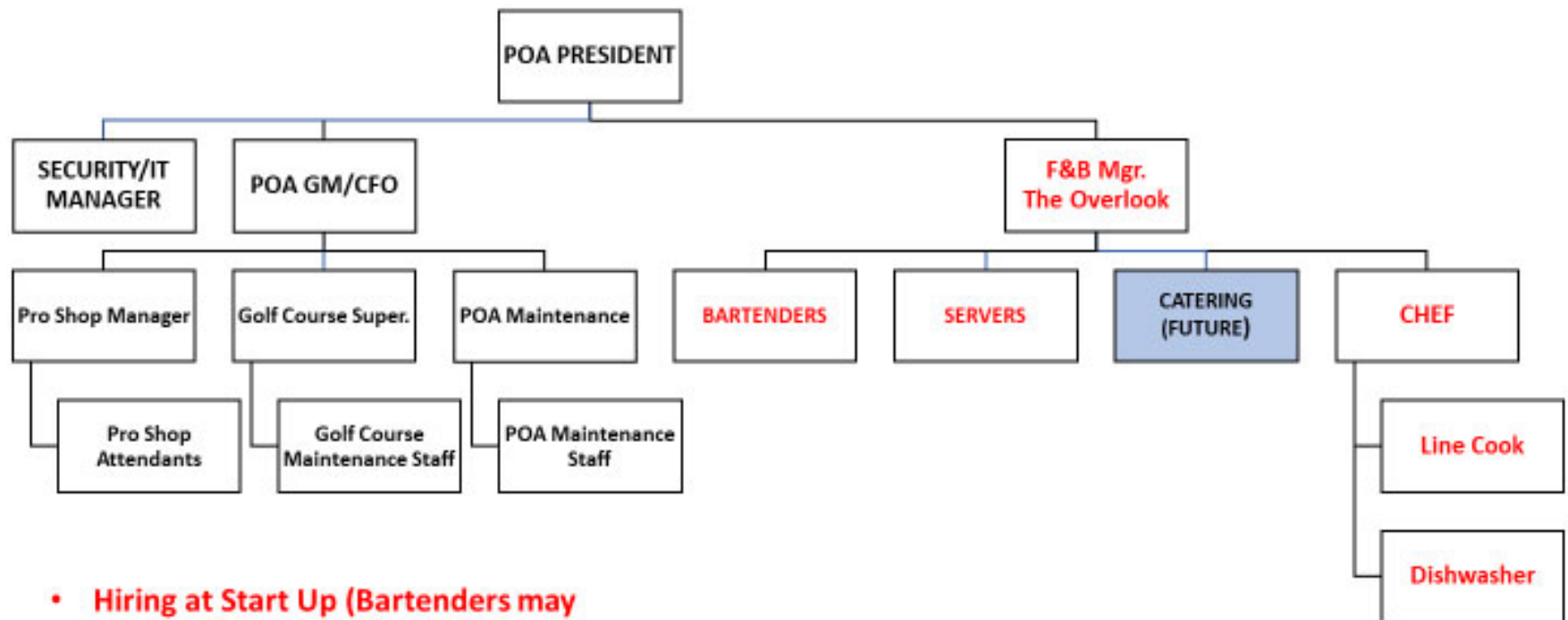
Business Model built on Conservatism

- **Initial** operating hours will be limited – targeted to most need and based on staffing limitations. Can/will make adjustments as needed.
- Limit The Overlook projected bookings in start up year(s) to allow successful launch
- Maintained a conservative approach regarding non member golf revenue
- Downplayed potential future tournament bookings

Projected Operating Hours

* Subject to Available Staffing

	Open Hours*		Service
Monday	11am - 9pm	10 hours	Grab & Go, Lunch, Dinner
Tuesday	Closed	0 hours	Grab & Go only or Lunch?
Wednesday	11am - 4pm	5 hours	Grab & Go, Lunch
Thursday	11am - 4pm	5 hours	Grab & Go, Lunch
Friday	11am - 9pm	10 hours	Grab & Go, Lunch, Dinner
Saturday	7am - 9pm	14 hours	Breakfast, Lunch, Dinner
Sunday	8am - 4pm	8 hours	Breakfast, Lunch,
Total Tentative Operational Hours = 52 (Actual hours dependent on staffing)			
Planning Grab & Go Menu available daily in Pro Shop for early morning golfers			
Consider controlling dinner reservation numbers initially to support success out of the gate			



- Hiring at Start Up (Bartenders may provide limited food service)
- Future role based on demand

Other Operational Considerations/Next Steps

- Collecting information and pricing for Commercial Cleaning Services
- Researching other event venues, their offerings and pricing so that we can establish our pricing strategy.
- Finalize hiring for F&B Manager and Chef. (target August 1). Begin recruiting kitchen and serving support staff for Oct. 1 target start.
- Menu preparation review and selection of Liquor Distributor.
- DHEC application and approval for opening.
- Revise the business pro forma based on up-to-date assumptions on timing for opening, wage pressures for hiring and rising food costs.

Planned Staffing

- Recommended Staffing
 - Food & Beverage Manager (1) * - Salaried, bonus eligible
 - Executive Chef (1) – Salaried, bonus eligible
 - Bartenders (3) – hourly, plus tips
 - Line Cooks (3) - hourly
 - Food Servers (5) – hourly, plus tips
 - Dishwashers (2) - hourly
 - Catering Server (1) - Can move between restaurant operations and catering; is a future hire based on demand for catering/events.

* Food & Beverage Manager salary will ultimately be shared by POA, CPGA as not 100% of duties will align with Restaurant/Bar operations

Hiring/Training Lead Time:

- Food & Beverage Manager & Chef – 8 weeks to onboard (plan menus, organize kitchen, write SOPs)
- Staff – 2 weeks to onboard (SOP training, DHEC Food Service Required Training, Point of Sale System Orientation and Training)

Marketing/Promotion

- Securing TheOverlookCP.com domain for website use and communications. Create unique Facebook page or link from POA website and Facebook
- Researching website re-design options for Chickasaw POA and Golf Course websites and opportunities to highlight The Overlook
- Utilize Facebook pages for POA and Golf Course and other digital media to publicize the Golf Course and The Overlook....menus, specials etc.
- Considering direct mail opportunities targeting local zip codes/neighborhoods
- Utilizing the Club Caddie promotion capabilities for pushing offerings to golfers and The Overlook.
- Develop Route 11 signage/advertising The Overlook