LA CASA DEL SOL COUNCIL OF CO-OWNERS, INC.

Special Board Meeting Minutes

Thursday, August 25, 2022, 1:00 P.M.

18757 S. Highway 377, Cresson, TX 76035

1. Call to order at 1:00 p.m. by Vice President Jack Luna on Thursday, August 25, 2022. Board directors in attendance in Cresson were Dennis York, Bud Lowack, and Bill Gunn. Directors in attendance by ZOOM were Jack Luna, and Derrick Richardson. Donna Kelly arrived on ZOOM shortly after we began. President Jim Vannatta was absent.
2. The purpose of the meeting was to update, revise, and/or rewrite several internal documents:
	1. Resort Manager Job Description & Responsibilities
		1. Line of reporting (A.)
		2. Six major categories of duties (A. 1 - 6)
		3. Administrative functions (B.)
		4. Repair prioritization (D. 6)
		5. Vacation Time (D. 7)
		6. Salary (D. 8)
		7. On-Call (D. 9)
	2. Office Assistant Manager
		1. Title to be changed to Resort Office Assistant to avoid confusion with an office assistant at Cresson
		2. Duties #3 – delete line concerning receipt of any payments
		3. Duties #4 – delete entirely
		4. Duties #5 – delete entirely
		5. Duties #9 – delete entirely
		6. Add – Specific work schedule hours and days
	3. Maintenance Technician
		1. Enhance ‘interpersonal skills’ (bullet point #11) to read “Interpersonal skills to interact with owners, guests, and other employees in a pleasant manner.”
		2. Enhance ‘Certifications’ (bullet point #14) to read “Achieve and Maintain Certifications required by city, county, and/or state that are paid for by LCDS.”
	4. LCDS Employee Handbook
		1. In ‘Job Abandonment’ under Separation of Employment, the wording will read “The resort manager or LCDS Vice President in charge of resort operations shall notify the Board of Directors at the expiration of the third missed workday, ad initiate the paperwork to terminate the employee.”
		2. In ‘Drug-Free Workplace’ under Workplace Safety, the wording will read “Required Pre-Employment and Random Drug Testing.”
		3. In ‘Smoke-Free Workplace’ under Safety, the wording will now read “Smoking by employees will be restricted to off-site areas.”
		4. In ‘Holiday Pay’ under Time Off/Leaves of Absence, new phrasing was written concerning work hours
		5. In ‘Vacation’ under Time Off/Leaves of Absence, new phrasing was written to specify ‘busy season’ to May through August
		6. In ‘Vacation’ under Time Off/Leaves of Absence, new phrasing was written to specify “Vacation time must be pre-approved by the Resort Manager and the Vice President of Resort Operations.”
		7. In ‘Bereavement Leave’ under Time Off/Leaves of Absence, new phrasing was written to be more specific.
	5. Corrections and new language were added to individual documents by Derrick Richardson and will be distributed to all board members electronically.
	6. Due to time constraints, further discussion of the LCDS Rules and Regulations was moved to next month’s meeting and agenda.
3. Date/time for the next meeting was previously set at the 08/09/2022 board meeting and was reconfirmed.
	1. Regular Board Meeting September 6, 2022 @ 1:00 p.m. @ Cresson office
4. Dennis York will forward his new email address to all.
5. Jack Luna forwarded to all board members the resume of Matthew White, who might be interested in the Resort Manager position
6. Adjournment.
	1. Dennis York moved to adjourn the meeting and was seconded by Donna Jack Luna. The vote was unanimous, and the meeting adjourned at 2:27 p.m.
7. Executive session of Board of Directors not required.

Respectfully submitted by Bill Gunn, Secretary