

RECREATION DISTRICT REGULAR BOARD MEETING AGENDA

January 15, 2024, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **MINUTES** – October 30, 2023 and December 11, 2023
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
 - A. RESOLUTION 2024-01 - Election
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - A. Update on Bond Projects
 - B. Update on Costs of Projects
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit Committee – Supervisor Schwarz
 - B. Facilities & Amenities Committee – Elaine Sawyer
 - C. Finance Committee – Dennis Popp
 - D. Golf Committee – Bruce Johnson
 - E. Long-Range Planning Committee - Fred Gignac, Jeff Buxton and Chair Young
 - i. Survey Review
 - ii. Facilities and Amenities Wish List be added to the Survey – Supervisor Mars
 - F. Problem-Solving Taskforce – Supervisor Kulkoski
 - i. Committee Seats
 - G. Resident Events Committee – Gary Attalla
 - i. Committee Addition - Laurie Decker
- II. **OLD BUSINESS**
 - A. Wind Insurance Update and Options – Supervisor Kulkoski
 - B. Storage Building(s) – Supervisor Kulkoski
- III. **NEW BUSINESS**
 - A. Appoint Supervisor of the Election
 - B. Governing Structure Chart – Vice-Chair Overs
 - C. Use of Targeted Funds – Supervisor Mars
- IV. **RESIDENT COMMENTS**
- V. **UPCOMING MEETINGS**
 - Monday, January 22, 2024—Long-Range Planning—9:00 AM—CR-C/Zoom
 - **TBD** - Monday, January 29, 2024—Finance & Audit Committees—9:00 AM—TBD
 - Thursday, February 1, 2024— Facilities & Amenities Committee—1:00 PM—CR-C/Zoom
 - Monday, February 5, 2024—Board of Supervisors —9:00 AM—CR-C/Zoom
 - Monday, February 5, 2024—Resident Events Committee—1:00 PM —Activities Room A - NO Zoom
 - **TBD** - Monday, February 12, 2024— Finance & Audit Committees —9:00 AMTBD
 - Monday, February 12, 2024—Golf Committee— 1:00 PM —CR-C/Zoom
 - Monday, February 19, 2024—Board of Supervisors —9:00 AM—CR-C/Zoom
 - Monday, February 26, 2024—Long-Range Planning—9:00 AM—CR-C/Zoom
- VI. **ADJOURNMENT**

RECREATION DISTRICT JOINT FINANCE and BOARD SPECIAL MEETING MINUTES

January 15, 2024, at 9:00 a.m. in Card Room C and via Zoom

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Bill Kulkoski	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas Karen Mars	X	Residents	15

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **MINUTES** –*Supervisor Mars made a motion to approve the minutes from the Regular Board Meetings on October 30, 2023, and December 11, 2023. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.***
- V. **DISTRICT COUNSEL’S REPORT** – Thomas Hart, Esq. presented RESOLUTION 2024-01 – Election. *Supervisor Kulkoski moved to approve Resolution 2024-01, Supervisor Mars seconded the motion, and the Resolution was approved as follows: A RESOLUTION CALLING AND FIXING AN ELECTION FOR TWO (2) MEMBERS OF THE BOARD OF SUPERVISORS OF THE HERONS GLEN RECREATION DISTRICT ON MARCH 26, 2024; DESIGNATING HOURS AND PLACE OF VOTING; PROVIDING FOR QUALIFICATIONS; AND OTHERWISE PROVIDING FOR THE HOLDING OF SAID ELECTION.*
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap updated the group on Bond Projects as follows:

Pickleball: GM Belknap provided a recap of the progress on pickleball. The courts have been painted and will be repainted after the lights have been installed. The courts will be open until then and he requests care in entering and reminds residents that carts are not to be driven on the pavers.

Sports Complex: According to Stultz, Jim Ink submitted the DO modification to the County.

Pool Deck: The review of the lighting permit is scheduled to be completed this coming week. Assuming there are no comments that require additional reviews, inspections will be called for as soon as the permit is issued. We are still awaiting the railing and the infill of the pavers.

Roof: Beginning Tuesday, the roof facia and stucco areas will be touched up. CCM Roofing completed the punch list and has been paid in full.

Window Replacement: The installer hasn’t received the permit to install the windows and door yet. Once received, they will schedule the installation. We are also working with the window company to begin prioritizing other vulnerable windows/doors that need replacement.

Admin Lobby: We are turning our attention to the administration lobby. The plan is to assess artwork, hang the Tree of Life, rearrange plaques, purchase inexpensive chairs, etc. In addition, the extra chandeliers from Copperleaf will be hung in the hallway between the ballroom & restaurant and some of the old high-top tables will be placed in the billiards room.

Mainscape: We have had productive meetings with Mainscape. They are encountering numerous challenges, however, after 6 months, they are becoming more familiar with the property. Most service requests from the

residents relate to concerns that their system isn't running. But, when Mainscapes personnel arrive to evaluate, 75% of the time the system is working as it should. GM Belknap will go over this with the residents in an upcoming email.

VII. **FINANCIAL REPORT** – Controller Lynn Brew reported on December 2023 financial variances as follows:

- Admin \$18,880 favorable, YTD \$27,306 favorable
- Rest \$ 12,215 unfavorable YTD \$ 371 unfavorable
- Clubhouse \$ 12,645 unfavorable, YTD \$ 22,898 unfavorable
- CLIS \$ 9,654 unfavorable, YTD \$ 1,364 favorable
- Fitness \$ 773 unfavorable, YTD \$ 2,363 favorable
- Golf Maintenance \$39,843 favorable, YTD \$ 60,548 favorable
- Pro Shop \$ 12,433 unfavorable, YTD \$ 20,970 favorable
- All Departments \$ 11,002 favorable, YTD \$ 89,282 favorable

VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

Audit Committee – The Auditors have not brought anything that needs to be taken to the committee at this time.

Facilities & Amenities Committee – The committee recommended that the Survey be amended to include a question that would gather information for the committee's Wish List. A motion to that effect was presented but did not receive a second and therefore was neither voted on nor approved.

Supervisor Mars made a motion to approve the recommendation from the Facilities & Amenities Committee that a form detailing a process to request the use of donated targeted funds be adopted. Vice-Chair Overs seconded the motion. Following discussion, the motion was unanimously approved and the form will be included in the Appendix of the Policy and Procedures manual.

Finance Committee – The committee wanted the Board to be aware that they are concerned that the golf membership and the bottom line need to meet the budget. FY2024 is the last year of the current auditor's contract therefore the Board must select an Auditors Selection Committee, in accordance with FL requirements. The group agreed that at the July Board meeting the Board will appoint the committee.

Golf Committee – Vice Chair Overs shared the Golf Committee's concerns about the potential of 60k rounds annual play, based on current rounds played and its impact on the course.

Long-Range Planning Committee - Fred Gignac, Jeff Buxton, and Chair Young presented the Proposed Annual Survey. After discussion, several changes were agreed to. Residents should receive the survey within the next week.

Problem-Solving Taskforce – Supervisor Kulkoski suggested that the Problem-Solving Committee review the use of HGRD storage by Resident Organizations. It was felt that a down-sized structure was possible if we cleaned and discarded items no longer being used. Once unused, unneeded, and otherwise disposable items scattered in current miscellaneous storage spaces are disposed of, the Board will explore the feasibility of less expensive alternatives to the 5000 Sq ft. building originally proposed. That cleaning-out process is currently going on. Affected entities will be consulted for their input before any decision is made concerning future storage provisions.

Resident Events Committee – *Supervisor Mars made a motion to add Laurie Decker to the Resident Events Committee. Vice-Chair Overs seconded the motion. The motion was approved unanimously.*

IX. **OLD BUSINESS**

Wind Insurance Update and Options – Discussed above.

Storage Building(s) – Discussed above.

X. **NEW BUSINESS**

XI. **Appoint Supervisor of the Election** - Thomas Hart, Esq. reported that the HGRD has an election coming up in the next couple of months and it needed to appoint a Supervisor of Elections for the upcoming election.

*Supervisor Mars made a motion to appoint Lynn Brew as Supervisor of Elections. Supervisor Kulkoski seconded the motion. **The motion passed unanimously.***

*Supervisor Kulkoski made a motion to appoint Howard Young as the Board Representative to the election. Supervisor Mars seconded the motion. **The motion passed unanimously.***

Governing Structure Chart – Vice-Chair Overs made a motion to accept the “Herons Glen Community Governing and Oversight Structure” document for the Recreation District’s portion only. Supervisor Mars seconded the motion. **The motion passed unanimously.**

XII. **RESIDENT COMMENTS** – A discussion took place on reservations in the lounge.

XIII. **UPCOMING MEETINGS**

- Monday, January 22, 2024 - Long-Range Planning - 9:00 AM - CR-C/Zoom
- Monday, January 29, 2024 - Joint Meeting with the Board and Finance Committee - 9:00 AM - Card Room C
- Thursday, February 1, 2024 - Facilities & Amenities Committee - 1:00 PM - CR-C/Zoom
- Monday, February 5, 2024 - Board of Supervisors - 9:00 AM - CR-C/Zoom
- Monday, February 5, 2024 - Resident Events Committee - 1:00 PM - Activities Room A - NO Zoom
- Monday, February 12, 2024 - Finance & Audit Committees - 9:00 AM - TBD
- Monday, February 12, 2024 - Golf Committee - 1:00 PM - CR-C/Zoom
- Monday, February 19, 2024 - Board of Supervisors - 9:00 AM - CR-C/Zoom
- Monday, February 26, 2024 - Long-Range Planning - 9:00 AM - CR-C/Zoom

XIV. **ADJOURNMENT** took place at 11:24 a.m.

Submitted By:


Karon Bennett, Assistant GM Date

Approved By HGRD Board:


Howard Young, HGRD Board Chair Date

**RECREATION DISTRICT JOINT MEETING WITH THE
BOARD AND FINANCE COMMITTEE AGENDA**

January 29, 2024, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT		PRESENT
Chair Howard Young		Dick Kline	
Vice-Chair Peter Overs		Rita Lehman	
Treasurer Jayne Schwarz		Art Lippens	
Secretary Bill Kulkoski		Gulfshore Insurance	
Assistant Sec/Treas Karen Mars		Ryan Schmidt	
Finance Advisory Committee		OTHERS	
Dennis Popp, Chair		GM J.B. Belknap	
Larry Pedersen, Vice Chair		Controller Lynn Brew	
David Brendsel		District Counsel Tom Hart	
Jeff Buxton		Assistant GM Karon Bennett	
Paul Chipman		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Chair Young
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **BOARD CHAIR OPENING COMMENTS** – Purpose of the Meeting
- V. **FINANCE COMMITTEE CHAIR COMMENTS** – Dennis Popp
- VI. **UPDATE ON PROPERTY AND LIABILITY INSURANCE** – Ryan Schmidt
- VII. **FINANCE COMMITTEE COMMENTS AND RECOMMENDATIONS TO THE BOARD**
- VIII. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
 - A. Update on Discussion with Bond Counsel
- IX. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - A. Update on Bond Projects
- X. **OLD BUSINESS**
 - A. Recommendation of Finance Committee re: Wind Insurance
 - B. Approve Ballroom Renovation ad hoc committee – Supervisor Mars
 - C. Storage Building Discussion – Supervisor Kulkoski
 - D. Bathroom at the Driving Range Discussion – Chair Young
- XI. **NEW BUSINESS**
 - A. Volunteer Appreciation Event
- XII. **RESIDENT COMMENTS**
- XIII. **UPCOMING MEETINGS**
 - Thursday, February 1, 2024— Facilities & Amenities Committee—1:00 PM—CR-C/Zoom
 - Monday, February 5, 2024—Board of Supervisors —9:00 AM—CR-C/Zoom
 - Monday, February 5, 2024—Resident Events Committee—1:00 PM —Activities Room A - NO Zoom
 - **TBD** - Monday, February 12, 2024— Finance & Audit Committees —9:00 AM - TBD
 - Monday, February 12, 2024—Golf Committee— 1:00 PM —CR-C/Zoom
 - Monday, February 19, 2024—Board of Supervisors —9:00 AM—CR-C/Zoom
 - Monday, February 26, 2024—Long-Range Planning—9:00 AM—CR-C/Zoom
- XIV. **ADJOURNMENT**

**RECREATION DISTRICT JOINT MEETING WITH THE
BOARD AND FINANCE COMMITTEE MINUTES**

January 29, 2024, at 9:00 a.m. in Card Room C

BOARD MEMBERS	PRESENT	Finance Advisory Committee	PRESENT	OTHERS	PRESENT
Chair Howard Young	x	Dennis Popp, Chair	x	Gulfshore Insurance	
Vice-Chair Peter Overs	x	Larry Pedersen, Vice Chair	x	Ryan Schmidt	x
Treasurer Jayne Schwarz	x	David Brendsel	x	HGRD STAFF	
Secretary Bill Kulkoski	x	Jeff Buxton	x	GM J.B. Belknap	x
Assistant Sec/Treas Karen Mars	x	Paul Chipman	x	Controller Lynn Brew	x
		Dick Kline	x	District Counsel Tom Hart	x
		Rita Lehman	x	Assistant GM Karon Bennett	x
		Art Lippens	x	Residents	3

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Chair Young led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **BOARD CHAIR OPENING COMMENTS** – Chair Young thanked the group for their support and input during the recovery from Hurricane Ian. The decision to go without wind coverage insurance on the clubhouse until the roof was fully rehabbed was a risk but it was, the Board believed, the right thing to do.
- V. **FINANCE COMMITTEE CHAIR COMMENTS** –Dennis Popp mentioned the primary focus of the meeting was to make a recommendation to the Board concerning property insurance, particularly wind mitigation and changing insurance renewal dates.
UPDATE ON PROPERTY AND LIABILITY INSURANCE – Ryan Schmidt from Gulfshore Insurance led the group in a discussion on how to put the insurance coverage together to make sure the community is fully covered for wind. After looking at several different ways to provide coverage Ryan presented a wind policy through Catalytic Program. It is not a state-funded program. The best option is an annual policy at \$122,341 which would be effective February 1, 2024. Then, he suggested that it would be cost-effective to extend the wind policy 3-4 months (to March or April 2025) or before the start of the hurricane season. This would be an additional \$10,000 and would set all property policies up for an April 30th, 2025 renewal. The other policies would be moved to the same date. Exit Ryan Schmidt.
- VI. **FINANCE COMMITTEE COMMENTS AND RECOMMENDATIONS TO THE BOARD**
 - *Finance Committee Chair Dennis Popp made a motion that the Finance Committee recommend to the Board to authorize Gulfshore Insurance to secure wind coverage for the clubhouse from Catalytic Insurance. This would include full limits wind coverage with a 5% deductible and the Board consider both the 12-month or longer coverage options offered. . David Brendsel seconded the motion. **The motion was approved unanimously.***

DISTRICT COUNSEL’S REPORT - Thomas Hart, Esq. updated the group on a recent discussion he had with Bond Counsel Chris Traber and the use of bond proceeds. The question being posed was: Being that we are 3.5 years into the use of bond proceeds is there any penalty or downside for not building, or spending the funds within 3 years? Mr. Traber advised us that it’s not the year that’s a concern, it’s whether we have been using the low interest proceeds and investing at a higher rate. LLS Tax Solutions has been on contract to prepare the annual arbitrage report. As of May 1, 2023 the District had, negative \$400k, meaning that we are not close to arbitrage. Bond Counsel asked LLS Tax Solutions to prepare a report of Construction and Acquisition funds remaining, interest rates and interest earned, and expected expenditures of the funds. The report would be used to determine if the District will eventually have an arbitrage problem. The good news is we are not there, and we have good leeway before getting there. Supervisor Schwarz noted that the balance in the fund as of February 2, 2024 was \$2.5m.
- VII. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap provided an update on Bond Projects as follows:
Pickleball: We are awaiting MorSports assessment, options, and pricing to rehab our 4 existing courts. Once the lighting permits are issued, MorSprts is obligated to return and install the lights/repaint the courts. GM Belknap reached out to Jeff Stultz to confirm that foundation site work will be starting next week on the east side of courts so the pavers can then be installed. Accent Awnings is also in the queue for the shade structures.
Sports Complex: Jim Ink is still attempting to amend the LDO with the county. This is needed to obtain the final inspection.
Pool Deck: The railing company will be here on Tuesday to install the ramp railing.

Window Replacement: The permit to install the windows/door is still in the County's hands but we are trying to find out how we can help expedite the process. Fresh Air Solutions outlined a plan to work in the HOA office to remediate and repair any water leak/mold concerns. Based on water intrusion from those windows, some of the carpet will also have to be replaced.

Admin Lobby & Pro shop: Reaves Construction has filled in the nail holes and patched the drywall in the admin hallway. The next step is to paint before hanging any plaques, artwork, TV, etc.

Restaurant divider: No word back from Stultz regarding color samples and a shop drawing for the PDR partition. Our expectations are that the new track will be put into place in February with the partition installed in March. We'll also be in contact with our design consultant Sharon regarding colors.

Fitness Center/Pickleball Parking: GM Belknap will meet with the engineering firm, Hole Montes to get quote on evaluating the space and exploring additional vehicle parking opportunities.

Restaurant Reno: Since we have additional high-top table bases and extra table tops from Copperleaf we are checking to see if we could get additional bar stools in order to put more high tops at the end of the bar to help separate the "bar" area from the lounge seating. This, we feel, may help the F&B staff delineate the areas.

VIII. **OLD BUSINESS**

Approve Ballroom Renovation ad hoc committee – Supervisor Mars moved that the following volunteers be approved as the Ballroom Renovation ad hoc Committee: Karen Jessop, David Muir, Trish Perry, Pat Clopton, Paul Koenig, Bob Hansford and Beth Brucker. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.**

Storage Building Discussion – Supervisor Kulkoski proposed that he work with the Problem-Solving ad hoc Committee to evaluate current storage spaces, meet with interest groups, and see what alternatives to building the large storage building are available. Supervisor Schwarz added we must focus on what space is honestly needed; Supervisor Kulkoski added that we need to look forward to future storage. Chair Young suggested that each group be given a definitive number of square feet for storage rather than allowing the groups to choose their amount of storage. A plan should be put into place for rotating out things that are no longer being used. GM Belknap added that the use of cargo containers may be a good option.

IX. **NEW BUSINESS**

Discussion of the Volunteer Appreciation Event was postponed until the following Board meeting.

X. **RESIDENT COMMENTS** – Discussion took place on reservations being required in the lounge.

XI. **UPCOMING MEETINGS**

- Thursday, February 1, 2024— Facilities & Amenities Committee—1:00 PM—CR-C/Zoom
- Monday, February 5, 2024—Board of Supervisors —9:00 AM—CR-C/Zoom
- Monday, February 5, 2024—Resident Events Committee—1:00 PM —Activities Room A - NO Zoom
- Monday, February 12, 2024— Finance & Audit Committees —9:00 AM - TBD
- Monday, February 12, 2024—Golf Committee— 1:00 PM —CR-C/Zoom
- Monday, February 19, 2024—Board of Supervisors —9:00 AM—CR-C/Zoom
- Monday, February 26, 2024—Long-Range Planning—9:00 AM—CR-C/Zoom

XII. **ADJOURNMENT** took place at 10:45 a.m.

Submitted By:


Karon Bennett, Assistant GM Date

Approved By HGRD Board:


Howard Young, HGRD Board Chair Date



AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

February 5, 2024, at 9:00 a.m. in Card Room C

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BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Vice-Chair Overs
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **MINUTES** – Regular Board Meeting January 15, 2024.
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. - Election Details
 - Election Candidates - Tom Hart
 - Election Prep: Lynn Brew
 - Ballots:
 - Confirm Date
 - Confirm Location
 - Solicit Ballot Counting Staff
 - Meet the Candidates: Karon Bennett
 - Location
 - Questions
 - Moderator
 - Participants
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - A. Update on Bond Projects
 - B. Restaurant Reservation Follow-up
 - C. Update on Property and Liability Insurance and Related Expenses
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit Committee – Supervisor Schwarz
 - B. Facilities & Amenities Committee – Elaine Sawyer
 - C. Finance Committee – Dennis Popp
 - D. Golf Committee – Bruce Johnson
 - E. Long-Range Planning Committee - Fred Gignac
 - F. Problem-Solving Taskforce – Supervisor Kulkoski
 - G. Resident Events Committee – Gary Attalla
- II. **OLD BUSINESS**
 - A. Volunteer Appreciation Event
 - B. Outcome of Electrician for the Ballroom

III. NEW BUSINESS

A. None

IV. RESIDENT COMMENTS

V. UPCOMING MEETINGS

- Monday, February 5, 2024—Resident Events Committee—1:00 PM —Activities Room A
- Monday, February 12, 2024— Finance Committee —9:00 AM — CR-C
- Monday, February 12, 2024—Golf Committee— 1:00 PM —CR-C/Zoom
- Monday, February 19, 2024—Board of Supervisors —9:00 AM—CR-C/Zoom
- Monday, February 26, 2024— Long-Range Planning—9:00 AM—CR-C/Zoom

VI. ADJOURNMENT



MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

February 5, 2024, at 9:00 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	x	GM J.B. Belknap	x
Vice-Chair Peter Overs	x	Controller Lynn Brew	x
Treasurer Jayne Schwarz	x	District Counsel Tom Hart	x
Secretary Bill Kulkoski	x	Assistant GM Karon Bennett	x
Assistant Sec/Treas Karen Mars	x	Residents	5

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Vice-Chair Overs led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **MINUTES** – *Vice Chair Overs made a motion to approve the minutes from the Regular Board Meeting on Regular Board Meeting January 15, 2024. Supervisor Mars seconded the motion. **The motion was approved unanimously.***
- V. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap provided an update on Bond Projects as follows:
 - Fitness Center/Pickleball Parking:** Hole Montes engineering will evaluate the fitness center space and explore additional vehicle parking opportunities to give us a proposal to move forward. The price for the initial proposal is \$2,500. Hole Montes would provide conceptual exhibits using CAD and aerial photos for the two areas in question that would create vehicular parking from golf cart parking. They will also provide a quick mockup of an additional area west of the fitness center to give us a loose idea of the amount of space needed and the number of parking spaces it would yield. If we decide to move forward after the initial study, they will draft a proposal that involves permitting plans (grading & existing conditions) for any new impervious areas, a Lee County LDO and possibly a SFWMD permit mod if needed.
 - *Supervisor Schwarz made a motion to move forward with the proposal from Hole Montes, not to exceed \$2,500. Vice Chair Overs seconded the motion. **The motion was approved unanimously.** GM Belknap will engage with Hole Montes immediately.*
 - Clubhouse Wind Insurance:** The wind policy is in force as of 2/1/24. The premium invoice totaling \$132,320 has been paid and coverage runs until 4/30/25.
 - Pickleball:** MorSports hasn’t given us pricing yet to rehab our 4 existing courts. Once the lighting permits are issued, MorSports will return to install the lights/repaint the courts. Stultz is having an issue getting the site company here about the foundation work on the east side of the courts which was expected to start last week.
 - Sports Complex:** Jim Ink said he received approval for the amendment and has requested the County to do their final inspection.
 - Pool Deck:** The lighting permit has been issued. Stultz is coordinating an inspection for the light poles next week. With respect to the ramp railing, since we do have a permit, the pool deck can be utilized. New signs outlining the new hours are ordered and will be installed once we receive Health Department approval on the lighting.
 - Bond Spend Down:** Supervisor Schwarz has been working with us on where we currently are with the bond projects relative to cash paid out and cash committed.GM Belknap then gave an overview of what remains to be spent on the

balance of the Bond projects since the updated and approved budget from June 2023. Attached is the handout which includes bond proceeds, interest paid into the Construction account, and cash payments made. The handout also shows what is expected to be expended on each area.

Due to the pandemic, supply chain and labor issues and the impact of hurricane IAN the District has not expended bond funds as quickly as planned. After consultation with our bond counsel, and to have in our bond file in case of future IRS audit, it was suggested the District get a letter from the engineer. Our engineer of record, Jim Ink is in the process of writing the certification letter.

F&B: Janine and Steve were included in the recent F&A Committee meeting to answer various food and beverage questions and to explain why we are recommending lounge reservations to the residents. To summarize, Janine told the committee that reservations are used as a tool to help both the service staff and the kitchen manage the operation more efficiently. If taking reservations weren't advantageous to the staff, we wouldn't do it and avoid controversy. We will be providing better resident communication and ensuring the hostesses are situationally aware. If residents come in without reservations, we need to provide them with options as opposed to turning them away. Janine felt that this may have happened early on, but they have taken corrective action. The lounge is the most popular area to sit, but if it's at full capacity, we will attempt to accommodate our residents and provide alternatives such as giving them an option to go to the bar and wait for a table to open up, seat them in the front dining area, the PDR or pool deck.

Audit: Controller Brew has been working with Cliff Larson Allen Assoc. ahead of the Audit/Finance meeting on the 12th. We will be working on the management discussion and analysis (MD&A) narrative this coming week. Audit packets were promised to be received by Wednesday and will be distributed so they can be viewed before the meeting on February 12th.

VI. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq. reported on the 2024 election details.

Counsel Hart received three applications for HGRD Board candidacy over the qualifying period. One applicant Lenny Prince signed the oath but under the provision for being a registered elector, or voter, he put N/A. Mr. Hart called Mr. Prince who said that he is a Canadian citizen who can't register to vote, making him ineligible for the position. Mr. Hart announced that Mr. Prince does not qualify to run for the Board of Supervisors. Therefore Mr. Hart moved forward with presenting Resolution 2024-02 canceling the election and declaring winners for the two qualified candidates. In the future, the notices for the elections will include in the findings section that you must be a registered voter in Lee County to be a Supervisor at Herons Glen Recreation District. This is not specific to HGRD, this is FL Law for Florida government entities.

Counsel Hart presented Resolution 2024-02 to the Board. *Chair Young moved to approve Resolution 2024-02, Supervisor Mars seconded the motion, and the Resolution was approved as follows:* A RESOLUTION CANCELING THE ELECTION FOR TWO MEMBERS OF THE BOARD OF SUPERVISORS OF HERONS GLEN RECREATION DISTRICT ON MARCH 26, 2024; ACCEPTING THE QUALIFICATION OF CANDIDATES PETER OVERS AND JAYNE SCHWARZ; DECLARING CANDIDATES PETER OVERS AND JAYNE SCHWARZ ELECTED TO THE POSITION OF SUPERVISOR FOR A TERM OF THREE YEARS COMMENCING APRIL 1, 2024.

Lenny Prince interjected and stated that he disagreed with the motion, insisting that he does qualify because he is a Herons Glen resident over the age of 18 years living in the community for over 90 days, and that there would be legal action if his application was not accepted. Mr. Prince requested that the Board cease with the motion. Discussion of the charter took place and Mr. Hart explained the importance of where FL Law and Florida Election statutes apply. ***The motion was approved unanimously.***

VII. **COMMITTEE REPORTS & RECOMMENDATIONS**

Audit Committee and Finance Committee – Supervisor Schwarz announced that the financial packets for the upcoming meeting would be distributed to their homes allowing time for review before the Monday joint Finance-Audit committees meeting with the Auditors.

Facilities & Amenities Committee – Supervisor Mars was not asked to bring forth anything from the Facilities & Amenities Committee.

Golf Committee – Bruce Johnson advised the group there was no update on the bulkhead for hole #17.

Long-Range Planning Committee - Fred Gignac announced that the annual survey closes this week. They will need one week to tabulate the results. An update will be provided and the committee will target April 1st to share the results.

Problem-Solving Taskforce – Supervisor Kulkoski shared that he had a meeting with GM Belknap to come up with alternatives for storage versus the 5,000 sq ft building.

Resident Events Committee – Martie Shea said the January food truck event got rained out. Farmer's Market doing well. Ben Allen sold out in 2 hours and ended up adding 3 more tables (318 people, 35 tables). The committee is considering adding a Fourth of July Sizzling Summer Night Bash. She advised that the Halloween dance is scheduled for October 31st, on Halloween. New Year's Eve entertainment is under contract. Entertainment/Bands for Thursday nights are booked through December 2024.

VIII. **OLD BUSINESS**

Volunteer Appreciation Event – GM Belknap mentioned having the event in the Ballroom and the lounge using the TVs to livestream the video with food was served throughout the building. This would be needed due to the number of board appointed committee members for the HGRD and the HOA in order to hold a combined event. A discussion ensued on the subject.

- Supervisor Mars moved to separate the two entities and continue with the volunteer appreciation event. Chair Young seconded the motion. ***The motion was approved unanimously.***

IX. **NEW BUSINESS**

The Board agreed to move the meeting scheduled for May 13, 2024 to May 20, 2024.

X. **RESIDENT COMMENTS**

Kathy Petrillo had the group elaborate on the F&A meeting including the hours of operation and closing the lounge at 6 pm on Thursdays when entertainment is on Thursdays in the ballroom.

XI. **UPCOMING MEETINGS**

- Monday, February 5, 2024—Resident Events Committee—1:00 PM —Activities Room A
- Monday, February 12, 2024— Finance Committee and Audit Committee—9:00 AM — CR-C
- Monday, February 12, 2024—Golf Committee— 1:00 PM —CR-C/Zoom
- Monday, February 19, 2024—Board of Supervisors —9:00 AM—CR-C/Zoom
- Monday, February 26, 2024— Long-Range Planning—9:00 AM—CR-C/Zoom

I. **ADJOURNMENT** took place at 10:26 a.m.

Submitted By:

Approved By HGRD Board:


Karon Bennett, Assistant GM
Date 3/01/2024


Howard Young, HGRD Board Chair
Date 3/01/2024

AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

February 19, 2024, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **MINUTES** – 01.29.2024 Joint Meeting with the Board and Finance Committee
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - a. Update on Bond Projects
 - B. Outcome of Electrician for the Ballroom
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit Committee – Supervisor Schwarz
 - B. Facilities & Amenities Committee – Elaine Sawyer
 - C. Finance Committee – Dennis Popp
 - D. Golf Committee – Bruce Johnson
 - E. Long-Range Planning Committee - Fred Gignac
 - F. Problem-Solving Taskforce – Supervisor Kulkoski
 - Storage Discussion
 - Additional Committee Member
 - G. Resident Events Committee – Gary Attalla
- II. **OLD BUSINESS**
 - A. Bulkhead on #17 Installation Date – Chair Young
 - B. Volunteer Appreciation Plan – Chair Young
- III. **NEW BUSINESS**
- IV. **RESIDENT COMMENTS**
- V. **UPCOMING MEETINGS**
 - Monday, February 26, 2024 - Long-Range Planning - 9:00 AM - CR-C/Zoom
 - Monday, March 4, 2024 - Board of Supervisors - 9:00 AM—CR-C/Zoom
 - Monday, March 4, 2024 - Resident Events Committee - 1:00 PM - Activities Room A
 - Monday, March 4, 2024 - Golf Committee - 1:00 PM - CR-C/Zoom
 - Thursday, March 7, 2024 - Facilities & Amenities Committee - 1:00 PM - CR-C/Zoom
- VI. **ADJOURNMENT**



MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

February 19, 2024, at 9:00 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	x	GM J.B. Belknap	x
Vice-Chair Peter Overs	x	Controller Lynn Brew	x
Treasurer Jayne Schwarz	x	District Counsel Tom Hart	x
Secretary Bill Kulkoski	x	Assistant GM Karon Bennett	x
Assistant Sec/Treas Karen Mars	x	Residents	4

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **MINUTES** – *Chair Young made a motion to approve the minutes from the 01.29.2024 Joint Meeting with the Board and Finance Committee. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***
- V. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap updated the group on the Bond Projects as follows:

Fitness Center/Pickleball Parking: Engineer, John Baker has been analyzing the plans to achieve additional auto parking area utilizing the existing cart spaces on either the north or south side of the building.. The existing parking areas were designed around golf cart spaces, so increasing the lengths of the parking spaces and widening both drive aisles to make them meet Lee County code for automobiles is impossible without crossing the Right Of Way line on the north end and impacting the dry detention area in the south.” Although the plan is to possibly build another pickleball court someday, an option worth considering is to loop the road around the building creating a one-way condition as the County allows narrower drive aisles. We could choose to fully eliminate 48 (all but 9) of the golf cart spaces for a gain of 14 angled vehicle spaces (including behind the building), plus one extra space the engineer thinks we can get. Another option would be to add potentially 10 angled spaces and keep the northern double-bay of golf cart parking. The engineer will investigate the code to make sure we’re allowed to have angled and perpendicular parking on the same property, but if the one-way condition was properly signed (do not enter signs, etc.) then the County might approve since they are distinctly separate parking areas. This idea is just a starting point for discussion. Other factors to consider: a different location for one more pickleball court, ingress/egress into the fitness center, etc.

Pickleball: The paver foundation and canopy structure are still pending. Stultz still can’t pin down his site and frame companies. GM Belknap will reach back out to Clarke Construction (golf course contractor) to see if they might be able to help with the paver foundation.

Sports Complex: We are waiting on Jim Ink regarding the County’s final inspection. Dan Parker met with Gary Morton of MorSports who wants to schedule re-lasering/ leveling of the bocce courts, reset the irrigation boxes, and add 1 ton of clay to each court. This warranty work would more than likely require closing a few days which will require coordination of play schedules.

Pool Deck: The ramp railing was installed on Thursday. Dan Parker contacted the Health Department regarding the engineer’s lighting calculations (lumens) which must be submitted before we can change the hours of the pool. All changes including pool pumps, lighting, etc. must be submitted to the Health Dept. for the “health and safety of the patrons as well as employees.”

Storage: The Problem-Solving Committee is laying out and determining how many shipping containers are needed for storage with specific requirements, i.e # of roll doors, mini-splits, lighting, etc. so we can reach out and get bids from various companies, including those on Sourcwell or those with government contracts.

Window Replacement: The window company, BNT told us Thursday they received the permit to replace the windows and door. Yesterday, Dan Parker called their scheduling department to schedule installation but hasn't received a call back yet.

Restaurant Divider: Stultz said the partition company will be on-site on the 23rd to prep for the track to be installed on Monday, the 26th. The prep includes some drywall work, but they are keenly aware the restaurant is open and work must be fast and clean. There will be plastic covering the affected areas and shouldn't interfere with dining.

Propane Tank for New Generator: Now that the permit has been secured, Bo's will install the new LP tank early next week at the Golf Maintenance Facility. The insurance company will also be notified.

Ballroom Project: Due to the large demand for electricity in the ballroom an electrician is working up a proposal to install a 100 amp panel north of the storage room/stage for future electricity upgrades anticipated in the remodel.

- *Supervisor Kulkoski made a motion to approve up to \$6,500 to add 100 amp electric services in the Ballroom from the Bond Clubhouse improvements. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.***

Trivia: Janine Stepanich is doing an outstanding job organizing Trivia. There were 33 teams (260 residents) with another 5 teams on the waiting list for trivia in February. All residents pay a package price for the event which includes dinner.

January Financials: As we do each month, GM Belknap and Controller Brew met with the department heads to discuss monthly financial variances. In particular, January's preliminary F&B numbers aren't where we want them to be even though the residents have been extremely happy with the food quality and service. In food & beverage YTD budget KPIs that we look at: **Revenue:** 1% below budget but a 16% increase YoY; **Cost of Sales:** 10% higher than forecasted; **Labor:** 2% above forecast (54% as a % of revenue vs. 52% budget). Food & Beverage Director Stepanich and Chef Mayberry will put together a PandL on the wedding in January for the Board to review.

VI. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq. explained his concerns on arbitrage discussed with Bond Counsel and Tax Consultant. He stated that the tax consultant said we had an overall negative arbitrage amount. The tax code for tax exempt bonds generally enables the District to keep interest income from the Construction and Acquisition account without a yield restriction during the first 3 years after issuance of the bonds. Funds are to be expended within 3 years of bond issuance. We are continuing to address the issue. Counsel Hart advised that the balance in the construction account be should be expended ASAP. Counsel Hart added that we have not done anything wrong in not having spent all the funds in the 3-year period.. The District has issued 2 bonds previously and we never had an issue. We were not warned because it wasn't expected the project to take this length of time At this point, we have contacted an independent Engineer to provide the IRS with an explanation of why it has taken so long to complete the Bond projects. We expect him to explain the timeframe with COVID shutdowns, supply chain issues, and the impact of Hurricane IAN.

- *Vice-Chair Overs made a motion that we authorize our treasurer Jayne Schwarz to take action on the arbitrage subject and make adjustments where necessary. Chair Young seconded the motion. **The motion was approved unanimously.***

VII. **FINANCIAL REPORT** – Controller Lynn Brew reported on the month’s financial variances as follows:

- Admin \$ 18,314 favorable, YTD \$ 45,620 favorable
- Rest \$ (52,585) unfavorable YTD \$ (52,956) unfavorable
- Clubhouse \$ 10,795 favorable, YTD \$ (12,103) unfavorable
- CLIS \$ (204) unfavorable, YTD \$ 1,160 favorable
- Fitness \$ 278 favorable, YTD \$ 2,641 favorable
- Golf Maintenance \$ (6,544) unfavorable, YTD \$ 54,004 favorable
- Pro Shop \$ 6,573 favorable, YTD \$ 27,544 favorable
- All Departments \$ (23,373) unfavorable, YTD \$ 65,910 favorable

Auto Debit Draft – There was concern with making payments on the mobile app with the same functionality as members could make online. The mobile app was fixed, however, in that process, there was an error in our software system regarding the auto-debit process. On February 15th, instead of the scheduled date of the 29th, some residents’ bank accounts were drafted for their monthly payments. This took top priority to reverse the bank drafts and ensure that the funds were returned to bank accounts. Open Edge took 3-5 business days to return the funds to HGRD, this affected 348 accounts and has since been resolved after the controller contacted account holders.

VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

Audit Committee and Finance Committees – Supervisor Schwarz reported that the Finance and Audit Committees met jointly with the auditors to discuss the 20024 audit report, and management items relating to an accounts payable issue and timeliness of bank reconciliations. They recommended that the Board accept the report provided by the auditors. The Board requested that going forward, the bank reconciliation proposal be completed by the end of the month. Controller Brew stated that to get them done it would be necessary to hire a part-time accountant or transaction processor so that she can focus on analytic work. She noted that management does have the comment from CLA for this part-time person, it is also in the budget. The Board will be provided with formal bound reports from the auditors.

Facilities & Amenities Committee – Nothing to bring to the Board.

Golf Committee – Nothing to bring to the Board.

IX. **Long-Range Planning Committee** – The committee and the Board reviewed the preliminary results from the 2024 annual survey and a discussion on the subject took place.

X. **Problem-Solving Committee** – Beth Brucker reported that the committee is diving into the survey and master plan. **Storage Discussion** - Beth Brucker summarized the last meeting storage in the Golf Maintenance areas within the current facility. The committee will meet again when better cost estimates are in.

Additional Committee Member:

- *Vice Chair Overs made a motion to add Bob Herbstritt to the Problem-Solving Committee. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***

XI. **Resident Events Committee** –Martie Shea gave the Resident Events report. The committee currently has 20 members which is a mix of older and newer members. Since the last report, the Resident Events Committee has sponsored a New Year’s Eve party, a Country Night, a Food Truck Festival, and several Ice Cream Trucks on Sunday afternoons. Although the Food Truck Festival was mostly rained out the other events were well attended. Country night sold out in a few hours, and the committee added 3 extra tables to allow more residents to attend. Most residents stayed until the end and requested we bring back the Ben Allen Band next year. The Farmers' Market continues to attract residents, although business was slow in December & January and continues to be slow in February. The Assistant General Manager is working with our committee to try and remind the residents of the days the Market is open.

Planned upcoming events will be an oldies night in March and Ice Cream Trucks in March & May. A second Food Truck Festival is being considered before the end of the season. As an added event the committee is planning a summer dance on July 6th.

Although we had a loss for the Halloween party both the Country Night and New Year's Eve events were well attended and the budget is favorable.

XII. OLD BUSINESS

Volunteer Appreciation Plan – Discussion took place on whether or not to host the volunteer event or provide gift cards to all HGRD Board-appointed committee volunteers. Assistant GM Bennett or the Board liaison will poll all appointed committee members for their preference. HOA President Rick Romine added that the HOA Board members were strongly in favor of having an event in the ballroom if the HGRD planned on holding a ballroom event.

NEW BUSINESS – The March 27th meeting was canceled due to the cancelation of the 2024 HGRD Election. The next Board meeting will take place on March 4, 2024, at 9:00 a.m. in Card Room C.

XIII. RESIDENT COMMENTS

Kathleen Petrillo thought the food provided during the Concert Series should have been pub fare with 6-10 item choices rather than the full dinner. Gary Attila agreed adding that he noticed following the matinee 200 cars going out to go to eat.

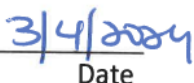
XIV. UPCOMING MEETINGS

- Monday, February 26, 2024 - Long-Range Planning - 9:00 AM - CR-C/Zoom
- Monday, March 4, 2024 - Board of Supervisors - 9:00 AM—CR-C/Zoom
- Monday, March 4, 2024 - Resident Events Committee - 1:00 PM - Activities Room A
- Monday, March 4, 2024 - Golf Committee - 1:00 PM - CR-C/Zoom
- Thursday, March 7, 2024 - Facilities & Amenities Committee - 1:00 PM - CR-C/Zoom

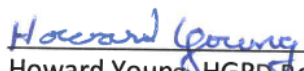
XV. ADJOURNMENT took place at 11:28 p.m.

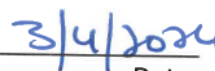
Submitted By:


Karon Bennett, Assistant GM


Date

Approved By HGRD Board:


Howard Young, HGRD Board Chair


Date



AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

March 4, 2024, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **MINUTES** – 02.05.2024 and 02.19.2024 Board Meetings
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - A. Update on Bond Projects
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit Committee – Supervisor Schwarz
 - B. Facilities & Amenities Committee – Elaine Sawyer
 - C. Finance Committee – Dennis Popp
 - D. Golf Committee – Bruce Johnson
 - E. Long-Range Planning Committee - Fred Gignac and Jeff Buxton
 - Results of the 2024 Annual Survey to the Residents
 - F. Problem-Solving Committee – Beth Brucker
 - Storage Discussion
 - G. Resident Events Committee – Gary Attalla
- VIII. **OLD BUSINESS**
 - A. Volunteer Appreciation Plan – Chair Young
 - B. Volunteer Interest Announcement
- IX. **NEW BUSINESS**
 - A. Change the July Board Meeting date from July 15 to Monday, July 22 at 9:30 a.m.
- X. **RESIDENT COMMENTS**
- XI. **UPCOMING MEETINGS**
 - Monday, March 4, 2024 - Resident Events Committee - 1:00 PM - Activities Room A
 - Monday, March 4, 2024 - Golf Committee - 1:00 PM - CR-C/Zoom
 - Thursday, March 7, 2024 - Facilities & Amenities Committee - 1:00 PM - CR-C/Zoom
 - Monday, March 11, 2024 – Finance Committee - 9:00 AM - CR-C/Zoom
 - Monday, March 25, 2024 - Long-Range Planning - 9:00 AM - CR-C/Zoom
- XII. **ADJOURNMENT**

MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

March 4, 2024, at 9:00 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Bill Kulkoski	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas Karen Mars	Excused	Residents	36

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **MINUTES** – *Vice-Chair Overs made a motion to approve the minutes from the Regular Board meetings on 02.05.2024 and 02.19.2024. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***
- V. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap provided an update on Bond Projects as follows:
 - Pickleball:** We are currently under contract but once completed it will be important to look for options for all our courts. As you are aware, Dan Parker moves into retirement within the next month, GM Belknap will be more directly involved with companies such as MorSports.
Accurate Pavers will be on site, this coming Thursday (or possibly Wednesday) to prepare the East end of the new courts for paver installation.. Once the pavers are down, the bleachers will be placed on the new pavers and the East entrance will be unlocked. Then, when the shade structure is assembled, Stultz Construction will come back and have the concrete company remove some of the pavers to put the structure footers in. Following the season, Mor Sports will return and install the lights and re-paint the new courts. They have assessed our four older courts, and we are awaiting their proposal to rehab them. In addition, before Accurate’s arrival, Dan will install electrical to the pad so a fan can be placed in the shade structure.
 - Sports Complex/Bocce:** One of the owners of MorSports has acknowledged the fact that some of the things that were done during the construction of the new courts were not correct. They want to reset the irrigation boxes, re-laser/ level the courts, and add 1 ton of clay to each court. This week will be critical as we get MorSports on-site to tell us exactly what is needed to repair some of the imperfections in the bocce courts. Chair Young suggested that GM Belknap have the owners of MorSports provide a timeline for completion.
 - Pool Deck:** The pool deck was closed Thursday morning so Accurate could replace cracked and broken deck pavers along with placing pavers around the new railing. Dan continues to work with Stultz and the Health Department regarding the engineer’s lighting calculations (lumens) which must be submitted before we can change the pool hours.
 - Window Replacement:** BNT still does not have the permit for the installation of the windows and door. The sales rep, who couldn’t make it last week, has rescheduled for this Thursday to measure and then provide pricing to replace several additional doors and windows.
 - Restaurant Divider:** The drywall company will finish work for the new partition track for the restaurant divider on Monday. The plastic divider will be removed between the lounge and PDR so that we can resume normal operations.
 - Propane Tank for New Generator:** Dan Parker has been aggressively asking Bo’s Electric for our generators what’s taking so long to install the new LP tank now that the permit was issued? Bo’s Electric canceled last week but Dan Parker will stay on top of them starting Monday.
 - NorthStar ACH Debits** - Controller Brew worked with Northstar and Open Edge to resolve the recent ACH debit issue. Unfortunately, Open Edge told us that it would take 5-10 business days to provide refunds to residents who were charged 2 weeks early for their HGRD fees, At that point the end of the month due date for payments would be past. Management advised Open Edgy to leave the payments as is. Controller Brew reached out by email to all 350 owners who were potentially affected. To date, only 2 account holders have come forward with overdraft fees because of the error. Northstar will refund those fees, and Supervisor Schwarz asked for a date of the return in writing. Chair Young requested that all 27 people affected be personally contacted by phone. It has been confirmed that the job causing the early withdrawal of funds is turned off.

VI. **COMMENTS FROM RESIDENTS REPRESENTING THE BOCCE GROUP** – Chair Young deviated from the agenda to allow the bocce group to express their concerns on the renovation of the Sports Facility. He stated that there are options to investigate concerning the bocce courts. With that, he opened the meeting to all residents wishing to speak on the subject.

Larry Cummings stated his opinions as follows:

1. The bocce bladder restricts the rainfall from passing through. He would like us to have pipes just like tennis courts were done.
2. He feels that the courts are not being maintained and sent pictures to the GM and Board Chairman.
3. The sideboards are not correct, should have been made of vertical-cut cedar.
4. The ball racks are twisted and need to be fixed.
5. Overhead Canvas: This is installed so that it does not block the sun or rain and just creates a line in the har-tru on the court so the ball does not run true.
6. Irrigation on courts 2 and 4 does not work properly.
7. He stated that Stultz should not be doing any more work on the project and that we should hire the best contractor we can and back-charge Stultz Construction for the difference.
8. The golf cart parking next to the shuffleboard courts is too tight. He believed that all the lines on the lot should be blackened out and then restriped with a wider width for carts.
9. The fitness center interior tiles still show spots from leaks or condensation drips. GM Belknap responded by telling Mr. Cummings that an egg crate system had been installed. In the months since Mr. Cummings' request, the maintenance crew has been systematically replacing the ceiling tiles. The key is whether we are still getting condensation. If so, it will need to go back to Gates Construction who did the original work.

Deb Gariepy President of the Bocce Association asked if the employees were given training on maintaining the courts. If the employees don't have the right tools or training, they cannot succeed. GM Belknap confirmed that the employees have been provided with the necessary tools; Dan Parker has gone through Har-Tru training and passed that training to the staff. They are well-versed in how to maintain the courts. Mrs. Gariepy added that in her experience if bocce courts are not leveled, do not add more clay. MorSports will re-laser them and add another ton of sand to each court to properly maintain them.

GM Belknap stated that going forward the Board will need to know what the resident's expectations are for courts and what it's going to cost, this includes the expense for materials, shrinkage of materials, time, effort, and money. Supervisor Kulkoski asked the group what other places do to maintain their courts, while the group was only concerned about the HGRD courts, it was noted that other places have synthetic turf. Discussion took place on the need for repairs on the ends of the courts where the pavers need to be fixed, and dips repaired. Chair Young will walk the courts with Mrs. Gariepy. She stated that they have over 300 paid Bocce Association members, and the courts are used 6 out of 7 days a week for scheduled play. Chair Young responded that while he understands the frustration the group has felt over the past 8 months, the group is a subset of the community. The Board intends that all amenities be treated equally, and he assured the group that we will do the best with what we have to work with, and we will get this fixed. Some duplication here from above.

VII. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq. apologized for not being able to attend in person.

Bond Arbitrage: Jayne and Tom have been corresponding this past week to set up another meeting with Bond Counsel. Since the last meeting, Mr. Hart asked Bond Counsel for a written opinion from Linda Scott, of LLS Tax Solutions, the preparer of the District's required arbitrage reports regarding yield restrictions. She said either way we have to pay back any interest earned over the yield restriction. % . %. The calculation is a simple arbitrage rebate calculated annually in May. The question for Bond Counsel is does the IRS care how many years projects can take, 3 or 5 years, so long as we repay the arbitrage? As of today, Mr. Hart is waiting to set a meeting this week.

Supervisor Schwarz noted that the arbitrage report is made each May, but any arbitrage payments aren't due to the US Treasury until after year 5 From when??. The yield restriction begins 3 years after the issuance of the 2020 bonds on August 26, 2020, for interest earned over the bond yield of 2.3227. Supervisor Schwarz has asked the US Bank trustee if we set up a rebate account could the District put the excess interest of approximately 40k into the rebate account from the construction and acquisition account? She also asked the trustee to find an investment vehicle that would pay less. He suggested the US Bank money market, but the question to be resolved was if the District was bound by the FL

Qualified public depository listing. The District will have to pay to the US Treasury amounts above the yield restriction (2.3227% + 1/8%) This is a separate calculation from the overall arbitrage calculation and report.

Mr. Hart suggested that the District try to preorder items needed for the Bond Project and expend the bond proceeds in the construction and acquisition fund.

Chair Young suggested within 30-45 days, with the Board's concurrence, that management move ahead with the storage project, the 2 bathrooms at the driving range, and then the ballroom update.

VIII. COMMITTEE REPORTS & RECOMMENDATIONS

Audit Committee and Finance Committee – Supervisor Schwarz stated that the report was given to both committees at the previous meeting.

Facilities & Amenities Committee – No report was given.

Golf Committee – No report was given.

Long-Range Planning Committee - Fred Gignac and Jeff Buxton are happy with the results of the 2024 Annual Survey to the Residents and that it is ready to be shared with the residents. Mr. Buxton added that he would use outputs from the survey to refresh the Master Plan Draft, and then forward it into the Strategic Plan.

Problem-Solving Committee – Beth Brucker led a discussion on:

Maintenance storage options versus the large storage building. The committee will pull together for a meeting on Thursday to discuss this further as well as the bathroom layout in the other building. Quotes for the bathroom and the other office space for clubhouse maintenance areas will be a part of the recommendation to the Finance Committee's Bid Oversight sub-committee. It was requested that Jim Ink attend via Zoom. For the Board to act upon any committee recommendations, the Board agreed to change the Long-Range Planning committee meeting to the afternoon of March 25th and add a Board meeting to the calendar on March 25th at 9:00 AM.

Ballroom Renovation: Discussion took place on the Ballroom renovation and the timeline for its completion.

Driving Range Restroom: We expect Reaves Construction to provide information this week on the viability of incorporating two new restrooms inside the current cart barn at the putting green. Beth Brucker will be laying out the new concept so we are ready for Engineer of Record Jim Ink to modify the LDO for this project. Incorporating new restrooms at the cart barn should be an easy LDO modification of one to two months. Initially, we do not think an architect is necessary and would be able to do the drawings under Mr. Ink's engineer seal.

Resident Events Committee – Gary Attalla stated that since the last report, the Resident Events Committee has sponsored a New Year's Eve party, a Country Night, a Food Truck Festival, and several Ice Cream Trucks on Sunday afternoons. Although the Food Truck Festival was mostly rained out the other events have been well attended. Country night sold out in a few hours, and they added 3 extra tables to allow more residents to attend. Most residents stayed until the end and requested we bring back the Ben Allen Band next year. The Farmers' Market continues to be popular, although a bit slow in February. Planned upcoming events will be an oldies night in March and Ice Cream Trucks in March & May. A second Food Truck Festival is being considered before the end of the season. As an added event they will be holding a summer dance on July 6th. Although they had a loss for the Halloween party both the Country Night and New Year's Eve events were well attended and the budget was favorable.

IX. OLD BUSINESS

Volunteer Appreciation Plan – *Supervisor Kulkoski made a motion to issue restaurant gift cards to all HGRD Board-appointed volunteers with the amount to be determined based on the 2024 budget for the event. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.***

Volunteer Interest Announcement – Karon Bennett will send out the request for committee volunteers.

X. NEW BUSINESS

The Board agreed to change the July Board Meeting date from July 15 to Monday, July 22 at 9:30 a.m.

XI. **RESIDENT COMMENTS** – Kathy Petrillo asked about the door to PDR and its installation date. The drywall company has completed its work for the new partition track. Stultz has not given us an installation date for the new doors yet, but we are expecting them sometime in April.

XII. **UPCOMING MEETINGS**

- Monday, March 4, 2024 - Resident Events Committee - 1:00 PM - Activities Room A
- Monday, March 4, 2024 - Golf Committee - 1:00 PM - CR-C/Zoom
- Thursday, March 7, 2024 - Facilities & Amenities Committee - 1:00 PM - CR-C/Zoom
- Monday, March 11, 2024 – Finance Committee - 9:00 AM - CR-C/Zoom
- Monday, March 25, 2024 - Board of Supervisors - 9:00 AM - CR-C/Zoom
- Monday, March 25, 2024 - Long-Range Planning - 1:00 PM - CR-C/Zoom

XIII. **ADJOURNMENT** took place at 10:46 a.m.

Submitted By:

Karon Bennett 3/25/24
Karon Bennett, Assistant GM Date

Approved By HGRD Board:

Howard Young 3/25/2024
Howard Young, HGRD Board Chair Date

AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

March 25, 2024, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **MINUTES** – 03.04.2024 Regular Board Meeting
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - A. Update on Bond Projects
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit Committee – Supervisor Schwarz
 - B. Facilities & Amenities Committee – Elaine Sawyer
 - C. Finance Committee – Dennis Popp
 - Storage Containers
 - D. Golf Committee – Bruce Johnson
 - Proposed Golf Survey
 - E. Long-Range Planning Committee - Fred Gignac
 - Emergency Prep Plan
 - F. Problem-Solving Taskforce – Supervisor Kulkoski
 - G. Resident Events Committee – Gary Attalla
- II. **OLD BUSINESS**
- III. **NEW BUSINESS**
 - A. FY2023 Budget "Surplus" Allocation – Supervisor Schwarz
 - B. Seek Board Approval to Meet with Library Committee per their Charter - Supervisor Mars
 - C. 2024-2025 Board Calendar
- IV. **RESIDENT COMMENTS**
- V. **UPCOMING MEETINGS**
 - Monday, March 25, 2024 - Long-Range Planning - 1:00 PM - CR-C/Zoom
 - Monday, April 1, 2024 - Board of Supervisors - 9:00 AM—CR-C/Zoom
 - Monday, April 1, 2024 - Resident Events Committee - 1:00 PM - Activities Room A
 - Thursday, April 4, 2024 - Facilities & Amenities Committee - 1:00 PM - CR-C/Zoom
 - Monday, April 8, 2024 - Long-Range Planning - 9:00 AM - CR-C/Zoom
 - Monday, April 15, 2024 - Golf Committee - 9:00 AM - CR-C/Zoom
 - Monday, April 22, 2024 - Board of Supervisors - 9:00 AM—CR-C/Zoom
 - Monday, April 29, 2024 – Joint Board & Finance Committee - 9:00 AM - CR-C/Zoom
- VI. **ADJOURNMENT**

MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

March 25, 2024, at 9:00 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	EXCUSED
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Bill Kulkoski	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas Karen Mars	X	Residents	16

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **MINUTES** – The minutes from 03.04.2024 Regular Board Meeting were presented. Vice-Chair Overs mentioned that the following motion was missing and will be added as follows: *Supervisor Kulkoski moved to issue restaurant gift cards to all HGRD Board-appointed volunteers with the amount to be determined based on the 2024 budget for the event. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.** Chair Young moved to approve the minutes as amended from the Regular Board meetings on 03.04.2024. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***

*Chair Young moved that the amount of the volunteer appreciation gift cards be \$30 for all Board-approved committee volunteers and the cards be sent by US Mail. Supervisor Mars seconded the motion. **The motion was approved unanimously.** Supervisor Mars moved that GM Belknap reach out to departmental managers for additional HGRD volunteers who are not members of a Board appointed committee that they feel should be acknowledged with a gift card. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.** This list will be brought forth at the April 1st Board meeting for approval.*

- V. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq. and Supervisor Schwarz reviewed details of a proposed resolution for the allocation of rollover funds from 2022-2023: The budget surplus from fiscal 2023 is about \$234,000. Of that, it is recommended that we put \$100,000 into the Losses Reserve. Our wind deductible is \$620,000. \$2,642 needs to be replaced in the Resident Events Committee fund that through communication error was put into income. According to policy if they allocate this to a large item for the District, it may carry over. That leaves \$130,000 that is unallocated. It is recommended that the Board hold off allocating this until the insurance reimbursements are completed and other repairs are made. We will have more than \$620,000 in place in the Losses Reserve by October 1, 2024. Supervisor Schwarz will provide all this information to Counsel Hart later so that he can place all necessary information into a resolution form.

Discussion took place on the communications from the arbitrage consultant. One possibility is to establish a rebate account to put aside any positive arbitrage that bond funds are earning. Any bond funds after the first 3 years drawing interest greater than the bond rate of interest become positive arbitrage that must be paid to the US government. We must show that we proceeded in good faith to complete the projects within the 3 year time frame. The engineer will write a report for us to present to the IRS stating that we were affected by circumstances beyond our control such as COVID-19, Hurricane Irma, and supply chain shortages and we are requesting a two year extension. We can't know what the IRS will do at the end of the fifth year, but this will be our documentation Vice Chair Overs asked what our liabilities are, Counsel Hart stated that the worst possibility is the IRS may say bonds are not tax-exempt, however the Bond Counsel knows we have a valid reason, Counsel Hart will request more details. We are showing good faith by establishing a money market account at US Bank which will pay under 2.4% interest which is the bond rate. Additionally, we established the rebate account and authorized US Bank to move money from earned and accrued interest on the construction and acquisition account into the rebate account. Third, the tax preparer has been engaged to do the overall arbitrage, the goal is to know the exact amount in early May. At that point another letter will be sent to US Bank to transfer interest earned and accrued from the construction and acquisition account into the rebate account.

Counsel Hart reported that he recently applied liens on past-due accounts.

The changes recently made to the Board schedule have been published and a copy shared with the Board.

The Board is required to take ethics training, however, there was no date on a Monday before May; the Board agreed to take the training as a group after October 15th.

Recently the legislature passed legislation that will affect the Rec District. All Special Districts within the State of Florida will now have set term limits for Board members. Starting with anyone elected next March, there will be a 12-year maximum service on the Board. Changes to the boundaries of the Recreation District must now go to the legislature. The law also says that by December 1, 2025, the Recreation District must set Goals and Objectives, establish Performance Standards, and post this information on the HGRD website. Our Strategic Plan calls out certain initiatives to be completed. It also calls out committees who are to complete those initiatives. We will need to be more proactive within our agendas and the committee's agendas to ensure that this work is completed and documented. Timelines will need to be in place and annual reviews conducted documenting what we accomplished, and what we haven't accomplished. The discussion will take place in an upcoming Long Range Planning Committee meeting. A critical look will be given to the time it takes and the resources needed to accomplish these tasks.

VI. **GENERAL MANAGER'S REPORT**— GM J.B. Belknap provided an update on Bond Projects as follows:

Clubhouse Maintenance: Cost proposals were received from Reeves Construction for converting the storage area at golf maintenance into an office/restroom and for the proposed driving range restrooms. GM Belknap will share them with the Board, and he will go back and look at some of the expenses that he found rather high. Site work estimates are pending for sewer line installation there.

Golf Cart Storage: We are exploring options for covering planned golf carts, considering Quonset huts with various roofing materials.

Sports Complex (Bocce): Irrigation adjustments were delayed due to rain. Paver resetting is planned. Canopy adjustment is under discussion. The final inspection has been received from Jim Ink and the county. The soffit was replaced in the restrooms.

Pickleball: The shade structure foundation is to be poured in May. Lighting installation and court repainting are scheduled. We are waiting for cost estimates to rehab 4 existing courts.

Pool Deck: Handrails installation pending. Lighting calculations are in progress for the Health Dept. approval to change pool hours.

Other Projects: Window replacement and restaurant divider installations pending. Propane tank installation is ongoing.

Financial Matters: Updates were provided on bond-related activities, including expenditures and insurance proceeds for hurricane damage.

Resident Larry Cummings expressed his concerns over several issues at the Sports Complex. In his opinion, the drainage issue on the bocce courts could be resolved by adding a metal roof. Dan Parker, HGRD Project Manager explained that the structure is not strong enough nor is it rated for aluminum however, he is scheduled to discuss the issue with the engineer and will keep in mind that we do not want to cause the same issue at the tennis courts by changing the structure. GM Belknap will seek advice from Stoney of Dragon Sports and Jim Ink our engineer.

Resident Deb Gariepy stated that the foul lines on the bocce courts are still marked with temporary tape, GM Belknap stated that maintenance will paint it. The area will get the additional benches they requested as the materials become available.

VII. **FINANCIAL REPORT** – Controller Lynn Brew was excused from the meeting.

VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

Audit Committee – No report.

Facilities & Amenities Committee – No report.

Finance Committee – GM Belnap stated that, as part of his project report, the Bid Oversight/Finance Committee met on Monday to review the three container proposals and will be making a recommendation to the Board. After last Monday's meeting, Jim Ink was asked for assurances that the LDO could be modified so we could place shipping containers at the site instead of constructing a 5,000 sq. foot building. We don't want to sign a contract with a shipping container company until we receive those assurances. We were advised that the change of plans would require a minor modification to the LDO along with updated site drawings according to Jim Ink.

Vice-Chair Overs moved to allow Jim Ink to make modifications to the LDO to incorporate the bathroom changes and the storage facilities. Supervisor Kulkoski suggested that he and Beth Brucker review the area again and come back to the Board with alternatives. The motion did not receive a second and so was not voted on or passed. It was the consensus that the Board needed more information before proceeding.

Supervisor Schwarz gave the Bid Oversight/Finance Committee's recommendation on the storage containers. The Finance Committee supported recommendations from the management in a vote of 4/2. However, there were several issues raised by the committee:

1. After updating the building and moving the containers will the bottom line become more than \$500,000?
2. The committee believed the board needed assurances from the county that we can modify this LDO.
3. Flooding in that area is a major concern although Dan Parker advised the group that the storage containers would be off the ground as concrete "footers above ground level were to be built" and that the water from Hurricane Ian never reached that height.
4. The committee questioned:
 - a. Water intrusion.
 - b. Insurance coverage
 - c. Cost to cover the golf carts or any outstanding issues for covering golf carts
5. The committee also asked if this is a temporary structure of 10-15 years, and has anyone done a cost analysis of building a permanent structure not to exceed \$500,000?

The Finance Committee supported the management's decisions as it followed the process. Further Board discussion took place and the group decided to hold off on this contract.

Chair Young would like to know the cost of the shade structure for the golf carts. GM Belknap added that he will reach out to Anbar they might be able to honor the quote on the containers for an extended time.

*Vice-Chair Overs moved to modify the LDO with respect to the storage containers at the maintenance facility and the modified bathroom facility at the driving range. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

Golf Committee – Bruce Johnson presented a one-time survey to Golf Members, both resident and Non-resident. Chair Young suggested a few changes. The subject was tabled for approval until Monday, April 1st.

Long-Range Planning Committee – Bob Herbstritt and Bruce Johnson presented the Emergency Prep Plan. The changes will be brought to the Long Range Planning Committee and approved by the Board on April 1st.

Problem-Solving Taskforce – No report.

Resident Events Committee – Gary Attalla reported on Farmer's Market attendance and requested participation from residents of Magnolia Landing. The committee expressed interest in organizing a corn hole tournament and are awaiting further information. Denise Fell stated that over 100 residents expressed interest in having a corn hole

tournament in the parking lot. The committee will bring this subject to the Facilities & Amenities Committee who, what, when, and where. Discussion took place on the Farmer's Market and how to bring in more business for it.

IX. **Ballroom ad hoc Committee** – Karen Mars reported that the committee is currently gathering estimates on renovation projects in the Ballroom. One estimate is \$25k for changing out the lights to LEDs which will keep the location cooler, change colors, and require much less electrical draw. The committee is awaiting the second quote. It was determined that we do not have the space for the installation of a permanent ADA lift in the storage area near the stage. The committee has researched portable ADA lifts in the range of \$15,000. Beth Brucker is reworking her drawing of the bathroom area. The stage curtain ripped and is no longer usable, therefore it will be taken down. The committee would like a larger protection screen than the current 10 foot by 10 foot. The committee is researching the pros and cons of front or rear projections. DB Sound suggested replacing some ceiling tiles with acoustical tiles rather than replacing all the tiles. The only major construction to take place over the summer of 2024 would be the installation of restrooms in the Ballroom if it was approved. The committee did not have any luck finding a sound engineer within the community, but a committee member suggested approaching someone known to have participated in several renovations of theatres in Lee County for his A/V expertise and suggestions for companies to contact. *Supervisor Mars moved to offer Mr. Cacioppo a \$500 stipend to look at our facilities and offer his thoughts and suggest companies to contact for the stage curtains, projectors, etc. Vice-Chair Overs seconded the motion and suggested that Mr. Cacioppo serve as a consultant in the future. **The motion was approved unanimously.***

X. **OLD BUSINESS** – All old business was discussed above.

XI. **NEW BUSINESS**

Library - Supervisor Mars asked for the Board's approval to meet with the Library Committee per their Charter which the Board agreed to.

2024-2025 Board Calendar – Karon Bennett presented a calendar for the Board holding the first and third Monday of each month through April 2026. Chair Young suggested that the Board consider going back to one meeting a month.

XII. **RESIDENT COMMENTS**

Resident Martie Shea mentioned the 8-10 friends who previously volunteered for Christmas decorating in the lobby, Restaurant, and Ballroom are no longer able to assist in decorating. Mrs. Shea suggested that the Board form a Decorating Committee to help with decorating the clubhouse along with special events.

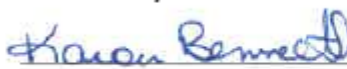
Resident Joyce Forman mentioned that a golf ball was in the pool again. The Golf Committee will evaluate.

XIII. **UPCOMING MEETINGS**

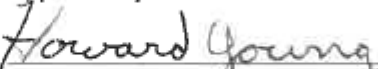
- Monday, March 25, 2024 - Long-Range Planning - 1:00 PM - CR-C/Zoom
- Monday, April 1, 2024 - Board of Supervisors - 9:00 AM—CR-C/Zoom
- Monday, April 1, 2024 - Resident Events Committee - 1:00 PM - Activities Room A
- Thursday, April 4, 2024 - Facilities & Amenities Committee - 1:00 PM - CR-C/Zoom
- Monday, April 8, 2024 - Long-Range Planning - 9:00 AM - CR-C/Zoom
- Monday, April 15, 2024 - Golf Committee - 9:00 AM - CR-C/Zoom
- Monday, April 22, 2024 - Board of Supervisors - 9:00 AM—CR-C/Zoom
- Monday, April 29, 2024 – Joint Board & Finance Committee - 9:00 AM - CR-C/Zoom

XIV. **ADJOURNMENT** took place at 11:22 am.

Submitted By:


Karon Bennett, Assistant GM

Approved By HGRD Board:


Howard Young, HGRD Board Chair


Date

AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

April 1, 2024, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Bill Kulkoski		GM J.B. Belknap	
Karen Mars		Controller Lynn Brew	
Peter Overs		District Counsel Tom Hart	
Jayne Schwarz		Assistant GM Karon Bennett	
Howard Young		Residents	

- I. **CALL TO ORDER** – Counsel Tom Hart
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Young
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **Installation of Newly Elected Members and Oath of Office** - Counsel Tom Hart
 - A. Nominations for the Position of Chair
 - B. Nominations for other Board Positions – Newly Elected
 - Vice Chair
 - Treasurer
 - Secretary
 - Assistant Treasurer/ Secretary
 - C. Dates and Locations for 2024-2025 Board Meetings
- V. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - A. Update on Bond Projects, Storage Containers, and Practice Area Bathrooms
- I. **OLD BUSINESS**
 - A. Misc. Volunteers List for Approval – GM Belknap
- II. **NEW BUSINESS**
- III. **RESIDENT COMMENTS**
- IV. **UPCOMING MEETINGS**
 - Monday, April 1, 2024 - Resident Events Committee - 1:00 PM - Activities Room A
 - Thursday, April 4, 2024 - Facilities & Amenities Committee - 1:00 PM - CR-C/Zoom
 - ~~Monday, April 8, 2024 - Long Range Planning - 9:00 AM - CR-C/Zoom~~ Canceled
 - Monday, April 15, 2024 - Golf Committee - 9:00 AM - CR-C/Zoom
 - Monday, April 22, 2024 - Board of Supervisors - 9:00 AM—CR-C/Zoom
 - Monday, April 29, 2024 – Joint Board & Finance Committee - 9:00 AM - CR-C/Zoom
- V. **ADJOURNMENT**

MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

April 1, 2024, at 9:00 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Bill Kulkoski	X	GM J.B. Belknap	X
Karen Mars	X	Controller Lynn Brew	Excused
Peter Overs	X	District Counsel Tom Hart	X
Jayne Schwarz	X	Assistant GM Karon Bennett	X
Howard Young	X	Bond Projects Manager Dan Parker	X
		Residents	4

- I. **CALL TO ORDER** – Counsel Tom Hart opened the meeting at 9:00 a.m.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Young led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **Installation of Newly Elected Members and Oath of Office** - Counsel Tom Hart

Nominations for the Position of Chair – As The first order of business, Thomas Hart, Esq. gave the Oath of Office and swore in Peter Overs and Jayne Schwarz as members of the Board of Supervisors. Counsel Hart asked the Board for nominations for the Chair of the Board for the following year.

- o *Supervisor Kulkoski made a motion to keep the offices of Chair, Vice-Chair, Treasurer, Secretary, and Assistant Secretary/Treasurer from the previous year. Hearing no objections, Counsel Hart closed the nominations. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.***

- V. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap updated the Board on Bond Projects:
 - Provided potential Bond expenditures and estimates for various items such as replacement doors, stump grinder, chairs, bookcases, and shade for the pickleball pavilion.
 - Updates on closing out permits for Sports Complex, Pool Deck, and Pickleball phases. Advised on extension of expired permits and pending completion of shade structure.
 - Progress on Pool Deck certification with submission of required documents to the Florida Dept of Health and pending installation of handrails. Once the pool is certified, we will publicize the new pool hours.
 - Plans and observations for Bocce court maintenance, including addressing control box height and sunken pavers.
 - Options explored for shades over Bocce courts, considering size reduction and metal structure installation.
 - Discussion on redesigning storage containers, involving permit modifications and scheduling soil compaction tests to be installed in the Golf Maintenance area.
 - Stultz has confirmed a ship date for the PDR partition: April 29th, which is a month later than anticipated. The expected installation date is the week of May 6 or the early part of May 13.
 - Coordination with contractor for driving range restroom and maintenance office quotes, including scope reductions and additional bids. 2 more bids to satisfy the competitive bidding requirements prior to going to bid oversight.
 - The plan is to pour the pickleball court shade structure foundation May 13th and the structure itself will be installed later that week. MorSports still has to confirm May 15th is the date they’ll return to install the lights and repaint the two new courts. In addition, MorSports still owes us a cost estimate to rehab our 4 existing courts.
 - Progress on propane tank installation for new generator.
 - #17 Lake Bulkhead still awaiting permitting approval.
 - Final receipt of insurance proceeds for Hurricane Ian damage, totaling \$104,478 covering various damages including tennis courts.
 - GM Belknap also noted that a contractor has been hired to address concerns with wildlife/raccoons.

VI. **OLD BUSINESS**

*Vice-Chair Overs made a motion to approve a supplementary group of volunteers to receive a \$30 gift card, this included the Golf Handicap Committee. The list was provided by management and fell within budget. Supervisor Kulkoski seconded. **The motion was approved unanimously.***

The Board agreed to extend the request for Committee Volunteers to April 15, 2024. The Board will select volunteers during the next Board meeting on April 22, 2024.

Dates and Locations for 2024-2025 Board Meetings were approved through the end of December 2025, as attached.

VII. **NEW BUSINESS** – None was presented.

VIII. **RESIDENT COMMENTS** – None were presented.

IX. **UPCOMING MEETINGS**

- Monday, April 1, 2024 - Resident Events Committee - 1:00 PM - Activities Room A
- Thursday, April 4, 2024 - Facilities & Amenities Committee - 1:00 PM - CR-C/Zoom
- ~~Monday, April 8, 2024 - Long Range Planning - 9:00 AM - CR-C/Zoom Canceled~~
- Monday, April 15, 2024 - Golf Committee - 9:00 AM - CR-C/Zoom
- Monday, April 22, 2024 - Board of Supervisors - 9:00 AM—CR-C/Zoom
- Monday, April 29, 2024 – Joint Board & Finance Committee - 9:00 AM - CR-C/Zoom

X. **ADJOURNMENT** took place at 9:45 am.

Submitted By:

Karon Bennett 4/22/24
Karon Bennett, Assistant GM Date

Approved By HGRD Board:

Howard Young 4/22/24
Howard Young, HGRD Board Chair Date



Recreation District Board of Supervisors

Upcoming Meetings 2024

All meetings will begin at 9:00 a.m. in Card Room C unless otherwise noted below:

Regular Board Meeting January 15	Board Workshops (Budget) June 10, 11, and 12 To Be Determined - Thursday, June 13
Joint Board & Finance Meeting January 29	Regular Board Meeting Friday, June 14
Regular Board Meeting February 5	Regular Board Meeting July 22 at 9:30 a.m.
Regular Board Meeting February 19	Regular Board Meeting August 19 at 9:30 a.m.
Regular Board Meeting March 4	Public Hearing - Annual Budget September 4 at 6:00 p.m. in the Ballroom
<u>Canceled</u> - Board Meeting on March 27	
Regular Board Meeting April 1	Regular Board Meeting September 30
Regular Board Meeting April 22	Regular Board Meeting October 21
Regular Board Meeting May 20	Regular Board Meeting November 18
	Regular Board Meeting December 9

Hérons Glen Golf & Country Club 2250 Hérons Glen Blvd. | North Fort Myers, Florida 33917

Please contact the HGRD office for Zoom meeting info or find the shortcut to HGRD Zoom meetings on the website heronsglenc.com under "Governance" then "Board Meetings Schedule, Minutes & Resolutions".

HGRD Board of Supervisors Email: hgrdboard@hgrdnfm.com

THE PUBLIC IS INVITED TO ATTEND ALL MEETINGS.

Any person requiring special accommodation at any of the meetings because of a disability or physical impairment should contact Hérons Glen at (239) 731-4501 at least five (5) calendar days before the meeting. If a person decides to appeal any decision made by the Hérons Glen Recreation District concerning any matter considered at such meeting or hearing, (s)he will need a record of the proceedings, and that, for such purpose, (s)he may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.



Recreation District Board of Supervisors

Upcoming Meetings 2025

All meetings will begin at 9:00 a.m. in Card Room C unless otherwise noted below:

Board Meeting - January 6	Board Workshops (Budget) June 16, 17, 18 and 19 May Be Canceled - Thursday, June 19
Board Meeting January 20	
Joint Board & Finance Meeting January 27	Board Meeting Friday, June 20
Board Meeting February 03	Board Meeting July 7
Board Meeting February 17	Board Meeting July 21
Board Meeting March 3	Board Meeting August 04
Meet the Candidates March 6	Board Meeting August 18
Board Meeting March 17	Public Hearing - Annual Budget Wednesday, September 3 at 6:00 p.m. in the Ballroom
Board Election Day March 25	Board Meeting September 15
Board Meeting Tuesday, April 1	Board Meeting October 6
Joint Board & Finance Meeting April 28	Board Meeting October 20
Board Meeting May 5	Board Meeting November 03
Board Meeting May 19	Board Meeting November 17
Board Meeting June 2	Board Meeting December 1
	Board Meeting December 15

Hérons Glen Golf & Country Club 2250 Herons Glen Blvd. | North Fort Myers, Florida 33917

Please contact the HGRD office for Zoom meeting info or find the shortcut to HGRD Zoom meetings on the website heronsglenc.com under "Governance" then "Board Meetings Schedule, Minutes & Resolutions".

HGRD Board of Supervisors Email: hgrdboard@hgrdnfm.com

THE PUBLIC IS INVITED TO ATTEND ALL MEETINGS.

Any person requiring special accommodation at any of the meetings because of a disability or physical impairment should contact Herons Glen at (239) 731-4501 at least five (5) calendar days before the meeting. If a person decides to appeal any decision made by the Herons Glen Recreation District concerning any matter considered at such meeting or hearing, (s)he will need a record of the proceedings, and that, for such purpose, (s)he may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

April 22, 2024, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Vice-Chair Overs
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **MINUTES** – 03.25.2024 and 04.01.2024 Regular Board Meetings
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - A. Update on Bond Projects
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit Committee – Supervisor Schwarz
 - B. Ballroom Committee – Supervisor Mars
 - C. Facilities & Amenities Committee – Elaine Sawyer
 - D. Finance Committee – Dennis Popp
 - E. Golf Committee – Bruce Johnson
 - F. Library Committee – Supervisor Mars
 - G. Long-Range Planning Committee - Fred Gignac
 - H. Problem-Solving Committee – Beth Brucker
 - I. Resident Events Committee – Gary Attalla
- II. **OLD BUSINESS**
- III. **NEW BUSINESS**
 - A. Establishment of a Committee for Auditor Selection – Supervisor Schwarz
 - B. Committee Seats – Chair Young
 - C. Appoint the Chair of the Audit Committee – Supervisor Schwarz
 - D. Access to Board Email Account – Chair Young
- IV. **RESIDENT COMMENTS**
- V. **UPCOMING MEETINGS**
 - Monday, April 29, 2024 – Joint Board & Finance Committee MID-YEAR REVIEW- 9:00 AM - CR-C/Zoom
 - Monday, May 6, 2024 – Golf Committee - 9:00 AM - CR-C/Zoom
 - Monday, May 6, 2024 – Resident Events Committee - 1:00 PM
 - Monday, May 20, 2024 – Board of Supervisors - 9:00 AM - CR-C/Zoom
- VI. **ADJOURNMENT**

MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

April 22, 2024, at 9:00 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Bill Kulkoski	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas Karen Mars	X	Residents	6

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Vice-Chair Overs
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **MINUTES** – Supervisor Kulkoski made a motion to approve the minutes from the 03.25.2024 and 04.01.2024 Regular Board Meetings. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.**
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. did not have anything that needed to be reported.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap updated on Bond Projects as follows:
Bocce Courts: MorSports acknowledged that the courts were not installed properly. GM Belknap will get the repairs scheduled as quickly as possible. MorSports has outlined the repair procedures for the bocce courts as follows:
 - Remove control box court 2; cut the water feed pipe to court 1.
 - Shoot in the new control box for court 2 approx. 6” lower than the center of court 2-panel pipe; Remove the area of block pavers to allow 2 water feed pipes to be installed.
 - Excavate clay and screenings from the low side of courts 1 and 2 as necessary.
 - Core drill through the side wall of court 1 to allow 2 water feed pipes to pass through.
 - Core drill the other side of courts 1 and 2 to allow water pipe to pass through.
 - Cut back the panel pipes if necessary to allow the new connection.
 - Install and shoot in the new pipes and make the necessary connections.
 - Cap off the existing feed pipes to 1 and 2.
 - Redress the courts; Replace the block pavers.**Shade Structure:** GM Belknap met with Stoney from Dragon Sports on Thursday to discuss two shade structure options at the north end of the courts. The first is to shift the canvas canopy back towards the tennis courts so the rain doesn’t drip onto the clay. That option won’t provide the same amount of shade and will potentially convey rainwater onto the tennis courts. The second option is to install metal cantilever structures sloped away from the courts with a gutter system in the back.
Pavers: Accurate Pavers will provide a plan to reset some pavers that have sunk. Nate Baers will coordinate repairs.
Shuffleboard Courts: Several shuffleboard players claim the courts are cracking and a few are not level. MorSports will examine when they return.
Storage Containers: Universal Engineering is about a week out from mobilizing its drilling rig that performs the soil borings test. The test will provide the geotechnical report and verification of soil-bearing capacity and maximum allowable loads on the soils. It will be sent to Innovar first for their engineering plan. The County will also need it when they perform their building inspection for the foundations. The Innovar rep is waiting for the LDO mod. GM Belknap did ask if they would be amenable to us just paying the 6% engineering fee (approx. \$10k) and not the other 10% to lock in the current pricing. The owner’s concern is that we might take the engineering plans and shop for less expensive containers. Although we tried to allay their fears, Counsel Hart may have to suggest alternatives. The bottom line is as soon as we get the engineering plans for the foundation, the sooner we can get a general contractor on board to at least apply for a permit if the county will allow it. (95% chance of approval for the LDO mod) and devise a strategy going forward. Again, GM Belknap will ask Jim Ink when he can submit the new drawings for the storage area to trigger the County’s review process. Chair Young asked GM Belknap to confirm how long it would take to get the engineered drawings and let Counsel Hart and Supervisor Kulkoski work together on a proposal.
Covers: Supervisor Kulkoski is working with Bob Herbstritt and Beth Brucker on storage container coverage.

Clubhouse Maintenance Office and Driving Range Restroom Quotes: Besides the Reaves Construction quote, we contacted 3 other construction firms for additional cost proposals. GM Belknap sent an overview/specs of both projects early last week to 3 other firms: Stalwart, JBA, and Fowler. Stalwart said they weren't interested. The JBA rep acknowledged receipt on Monday and said he would contact us, but nothing yet. Fowler has been non-responsive. If the Board desires to move forward this week, Treasurer Schwarz is in contact with Larry Pedersen, the Bid Oversight Chair, who is prepared to call a meeting to review the bids on Thursday. GM Belknap will have documentation prepared for the committee.

Pickleball: The new shade structure foundation is scheduled for May 13th. MorSports needs to confirm May 15th as the date they'll return to install the lights and repaint the two new courts. GM Belknap will also confirm they still want to submit a bid to rehab our 4 existing courts but plan on getting other quotes besides theirs.

Propane Tank for New Generator: Bo's Electric plans on starting up the new generator on Tuesday. Nate Baers will be onsite and will verify the warranty and service agreements.

#17 Lake Bulkhead: Remains in permitting.

Asphalt at Fitness Center & Back of Clubhouse: The asphalt company completed widening the road near the clubhouse dumpster area and the small parking area at the fitness center.

Ballroom Veranda: The new epoxy floor is scheduled for Monday, May 13th through Wednesday, May 15th. Treasurer Schwarz is coordinating the delivery of the new patio furniture.

Golf Course Maintenance Floor & Improvements: We have received bond pricing/quotes for items in the GCM building including VCT flooring (\$8,350); demoing the lunch area and replacing cabinets (\$7,786); new lockers (\$4,300); new lunch tables (\$600); upgrading the electrical system (approx. \$3k) and a 10% contingency (\$2,440) for a total estimate of \$26,440. Reaves will also be giving us a bid to install an additional urinal in the restroom. Counsel Hart will prepare a resolution for these expenditures with the total amount of \$26,500. Counsel Hart will provide the Board with a resolution on the other bond expenditures.

Windows & Doors: GM Belknap has been working with Treasurer Schwarz on infrastructure (windows/doors). Before leaving, Bond Project manager Dan Parker identified and prioritized doors that he felt were either leaking, had outlived their lifecycle, or posed safety concerns. This has gone out to bid. The scope includes replacing 10 storefront entry door pairs and frames along with 2 single entry doors around the clubhouse. We've already received a quote from BNT, but also sent the specs to 3 other Window/Glass companies: Wright's, McGregor's, and G&R. Wright is planning on sending a quote, but G&R declined, and no reply yet from McGregor. Depending on the response, the bid package could also be included in the Bid Oversight meeting on Thursday. GM Belknap will verify that the windows will be impact windows.

Century Link Fiber Installation: This past week we had multiple homeowners complain their potable house water and electricity weren't working due to damage caused during the fiber installation. HOA Manager Joyce Gillespie and GM Belknap have been in contact and Ivy, the contractor for Century Link) is repairing the damage. Mainscape is monitoring the situation on the public utility easement and will keep us abreast of any CLIS damage.

Mid-Year Review: GM Belknap and Controller Brew have met at length with each department manager in preparation for the mid-year review on April 29th. Like most years, Food & Beverage is the department that will face the most scrutiny. Food & Beverage Director Janine Stepanich and Chef Steve Mayberry have some challenges and opportunities that will be conveyed on April 29th.

CLIS Mainscape Meeting: Tim Kortanek and GM Belknap had their quarterly meeting with Mainscape on Monday afternoon to discuss the current state of CLIS and the possibility of getting a dedicated crew to change out valves and the multi-strand wire.

VII. **FINANCIAL REPORT** – Controller Lynn Brew will provide the March financial report at the Mid-Year Review on Monday, April 29, 2024.

VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

Audit Committee – No meeting, therefore no report.

Ballroom Committee – Supervisor Mars updated the group on the meeting with Robert Cacioppo co-founder of the Player's Circle. He made some suggestions such as getting a pipe person to create vertical and horizontal pipes across the stage before doing anything. He also suggested removing the backstage wall and adding a pipe in front of the stage to better light the dimly lit stage. He offered the services of a few people following the opening of their

current production. He suggested eliminating the second curtain and replacing the main front curtain with a lightweight curtain. He suggested a 10'x20' screen with either a front or rear projector.

Facilities & Amenities Committee – Supervisor Mars reported that the committee is sending 3 recommendations to the Board. The first is that the Board approves the placing of the “Animals Clock” in the Lounge. Management agreed to look for a location. The second was that the Board of Supervisors attempted to make the lounge more casual and more pub-like than it currently is. The Board pointed out that it will be examining all aspects of the renovation over the summer. The third recommendation was that the Pretty in Pink Canvas be displayed in Activities Room A windows facing outward. No action was taken on this recommendation.

Finance Committee – No meeting, therefore no report.

Golf Committee – Vice-Chair Overs mentioned that rounds for the first 3 months were down but have not harmed the budget. There is a potential problem with new resident-owned carts coming into the community that have heavy-duty tires. The committee and management will have a study to establish standards for tires that can be used on the golf course. Bob Herbstritt added that the initial reviews of the survey of golf members are very positive.

Library Committee – Supervisor Mars stated that the committee recommended bookcases in Card Room A be evaluated and those deemed in bad shape be replaced. The recommendation passed with one dissenting vote. Supervisor Mars has scheduled next year’s meeting a bit earlier in the year. Susan Cristodulo, one of the library volunteers, suggested that before bookcases are purchased the committee weed the collection over the summer.

Long-Range Planning Committee – No meeting, therefore no report.

Problem-Solving Committee – No meeting, therefore no report.

Resident Events Committee – Gary Attalla stated that they have 84 residents signed up for the upcoming cornhole tournament on May 19th. The Farmers Market schedule may need to be shuffled and the residents will be notified. Mr. Attalla mentioned that the committee will sponsor a puzzle tournament over the summer.

Chair Young opened a discussion with bocce players concerning foul lines, additional clay, and repairs needed on the bocce courts. GM Belknap and Chair Young stated again that the courts will be fixed.

Larry Cummings asked about the work needed on the fitness center ceiling, GM Belknap replied that egg crates have been added for insulation, to avoid condensation which caused the drip staining on some ceiling tiles. Management will see how the thermostats and the egg crates work. Mr. Cummings also expressed his disappointment with Mainscape’s performance. Chair Young went over the criteria for repairs with Mainscape.

IX. **OLD BUSINESS** - None was presented.

X. **NEW BUSINESS**

Establishment of an ad hoc Committee for Auditor Selection – Supervisor Schwarz stated that we are in year five of the contract for external auditors. By state law, the Board needs to establish an Auditor Selection ad hoc Committee to create the RFP, run the bid process, and make a recommendation to the Board on the firm to audit the District’s financial statements. The Chair of the committee must be a Board member. A proposed Auditor Selection Committee charter was provided. The Chair of the committee needs to recruit members for the Board to approve.

- *Vice-Chair Overs moved to appoint Supervisor Schwarz as the Chair of the Auditor Selection Committee. Chair Young seconded the motion. **The motion was approved unanimously.***
- *Vice-Chair Overs moved to approve the Audit Selection Committee Charter. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

Committee Seats – Chair Young moved to approve the Standing Committee members included in the handout provided. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.**

<u>FACILITIES & AMENITIES STANDING COMMITTEE</u>	<u>FINANCE STANDING COMMITTEE</u>	<u>GOLF STANDING COMMITTEE</u>	<u>LONG-RANGE PLANNING STANDING COMMITTEE</u>
Koenig, Mary Long, Sherri Pipal, Teresa Polenska, Bob Rathburn, Dennis Roerk, Kim Sawyer, Elaine Board Liaison Karen Mars	Brendsel, David Buxton, Jeffrey Lehman, Rita Pedersen, Larry Popp, Dennis Potts, Terry Smith, Carlton Barney, Robert (Alt) Tyndall, Beth (Alt) Board Liaison Jayne Schwarz	Edinger, Jon Herbstritt, Bob Johnson, Bruce Regnier, Robert Sullivan, Karen Swanson, Randy Vivian, Lori Kiniry, Thomas (Alt) Weinberger, Richard (Alt) Board Liaison Peter Overs	Brucker, Beth Buxton, Jeffrey Forman, Joyce Gignac, Fred Herbstritt, Bob Popp, Dennis Smith, Carlton Holmes, Glen (Alt) Kikani, Tapan (Alt) Board Liaison Howard Young

The Board addressed the need to replace two Library Committee members, Janet Robinson and Irene Seiler. Supervisor Mars moved to approve the recommendation from the Library Committee to add Joyce Russell and Terry Rosen to the committee. Vice-Chair seconded the motion. **The motion was approved unanimously.**

Ballroom Committee Charter - Supervisor Mars moved to adopt the Ballroom Renovation ad hoc Committee Charter. Vice-Chair seconded the motion. **The motion was approved unanimously.**

Access to Board Email Account – The request for direct access to the Board email account was removed as the Board agreed that emails sent to the Board email account on weekends or evenings could be addressed on the following business day.

XI. **RESIDENT COMMENTS**

Nic Rossi asked about the pavers between that cart path and bocce. Accurate Pavers will create a path between golf cart parking and the bocce court walkway. Now that we have the certificate of completion we will have the area cleaned up. Mr. Rossi asked about a sealer on the pavers around the pool. Management will look into sealing the pavers and get a timeline for the project. Mr. Rossi added that there is a trip hazard from the standing electrical pipe near the entry to the tennis courts, GM Belknap will look at the issue.

Kathy Petrello stated that some people mistakenly think Century Link is planning to replace Bluestream, however, she realizes that TV and internet services are provided to the Homeowners by the HOA. Management explained that we cannot prevent the installation. The fact that we are a private community does not change the fact that the easements are public.

XII. **UPCOMING MEETINGS**

- Monday, April 29, 2024 – Joint Board & Finance Committee MID-YEAR REVIEW- 9:00 AM - CR-C/Zoom
- Monday, May 6, 2024 – Golf Committee - 9:00 AM - CR-C/Zoom
- Monday, May 6, 2024 Finance committee organizational meeting – CR -C/Zoom
- Monday, May 6, 2024 – Resident Events Committee - 1:00 PM
- Monday, May 20, 2024 – Board of Supervisors - 9:00 AM - CR-C/Zoom

XIII. **ADJOURNMENT** took place at 10:35 am.

Submitted By:

 4/29/24
Karon Bennett, Assistant GM Date

Approved By HGRD Board:

 4/29/24
Howard Young, HGRD Board Chair Date

**HERONS GLEN RECREATION DISTRICT REGULAR BOARD MEETING
WITH THE FINANCE ADVISORY COMMITTEE (Mid-Year Review)**

Monday, April 29, 2024, @ 9:00 AM – Card Room C/Zoom

Zoom Details: <https://us02web.zoom.us/j/9687107160>

Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

AGENDA

BOARD MEMBERS	PRESENT	FINANCE COMMITTEE	PRESENT
Chair Howard Young		David Brendsel	
Vice-Chair Peter Overs		Jeffrey Buxton	
Treasurer Jayne Schwarz		Paul Chipman	
Secretary Bill Kulkoski		Rita Lehman	
Assistant Sec/Treas Karen Mars		Aurthur Lippens	
OTHERS		Finance Vice-Chair Larry Pedersen	
GM J.B. Belknap		Finance Chair Dennis Popp	
Controller Lynn Brew		Richard Kline (ALT)	
District Counsel Tom Hart			
Assistant GM Karon Bennett		RESIDENTS	

- I. **CALL TO ORDER** - Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski
- III. **ROLL CALL** – Karon Bennett
- IV. **MANAGEMENT REPORT**
 - A. March 2024 Financial Results J.B. Belknap
 - B. Mid-Year Financial Review of Operations Lynn Brew/J.B. Belknap
- V. **FINANCE ADVISORY COMMITTEE COMMENTS** Dennis Popp
- VI. **NEXT FINANCE COMMITTEE MEETING FOR THE NEW TERM** (New Committee Organization)
 - Card Room C/Zoom Monday, May 6, 2024 at 1:00 PM
- VII. **CLOSE MID-YEAR REVIEW**
- VIII. **CALL TO ORDER REGULAR BOARD MEETING**
- IX. **APPROVAL OF BOARD MINUTES** – Regular Board Meeting on April 22, 2024
- X. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
 - Resolution 2024-03 – Golf Maintenance Building
- XI. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - Audit Committee – Supervisor Schwarz
 - Auditor Selection Committee – Supervisor Schwarz
 - Facilities & Amenities Committee – No meeting.
 - Finance Committee – Dennis Popp
 - Golf Committee – Bruce Johnson/Bob Herbstritt
 - Handicap Committee Charter – Vice Chair Overs
 - Handicap Charter
 - Long-Range Planning Committee - Fred Gignac
 - Problem-Solving Committee – Beth Brucker
 - Resident Events Committee – Gary Attalla

(Over)

XII. **GENERAL MANAGER'S REPORT – J.B. Belknap**

A. Update on Bond Projects

XIII. **OLD BUSINESS**

XIV. **NEW BUSINESS**

A. Tennis Association Fees

XV. **RESIDENT COMMENTS**

XVI. **UPCOMING MEETINGS**

- Monday, May 6, 2024 - Golf Committee - 9:00 a.m. - Card Room C/Zoom
- Monday, May 6, 2024 – Finance Committee - 1:00 p.m. - Card Room C/Zoom
- Monday, May 6, 2024 – Resident Events Committee - 1:00 p.m. – Activities A
- Monday, May 20, 2024 - Board of Supervisors - 9:00 a.m. - Card Room C/Zoom
- Monday, June 6, 2024 - Golf Committee - 9:00 a.m. - Card Room C/Zoom
- Monday, June 10, 2024 – Budget Workshop - 9:00 a.m. - Card Room C/Zoom
- Tuesday, June 11, 2024 – Budget Workshop - 9:00 a.m. - Card Room C/Zoom
- Wednesday, June 12, 2024 – Budget Workshop - 9:00 a.m. - Card Room C/Zoom
- May cancel if business complete:
 - Thursday, June 13, 2024 – Budget Workshop - 9:00 a.m. - Card Room C/Zoom
- Friday, June 14, 2024 - Board of Supervisors - 9:00 a.m. - Card Room C/Zoom

XVII. **ADJOURNMENT**

HERONS GLEN RECREATION DISTRICT REGULAR BOARD MEETING
WITH THE FINANCE ADVISORY COMMITTEE (Mid-Year Review)
 Monday, April 29, 2024, @ 9:00 AM – Card Room C/Zoom
MINUTES

BOARD MEMBERS	PRESENT	FINANCE COMMITTEE	PRESENT
Chair Howard Young	X	David Brendsel	X
Vice-Chair Peter Overs	X	Jeffrey Buxton	X
Treasurer Jayne Schwarz	X	Paul Chipman	X
Secretary Bill Kulkoski	X	Rita Lehman	X
Assistant Sec/Treas Karen Mars	X	Aurthur Lippens	Absent
OTHERS		Finance Vice-Chair Larry Pedersen	X
GM J.B. Belknap	X	Finance Chair Dennis Popp	X
Controller Lynn Brew	X	Richard Kline (ALT)	X
District Counsel Tom Hart	X		
Assistant GM Karon Bennett	X	RESIDENTS	6

- I. **CALL TO ORDER** – Vice-Chair Overs opened the meeting at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski led the Pledge of Allegiance.
- III. **ROLL CALL** – Karon Bennett took roll call; attendees are listed above.
- IV. **MANAGEMENT REPORT** - J.B. Belknap/Lynn Brew

March 2024 Financial Results and Mid-Year Financial Review of Operations - J.B. Belknap/Lynn Brew led an extensive discussion about our operational performance versus budget for the first half of the year and where they expect the District to end up at the end of the fiscal year versus the total approved budget. One of the largest variances related to wind insurance. During the first four months of the year, there was no wind insurance as the clubhouse roof was being replaced and therefore that insurance was not available. Considering the wind insurance plus lower overall property and casualty insurance premiums vs. budget, the District has a positive variance of \$64K. Attached is the presentation.

- **Administration:** \$ 67,928 favorable variance to budget
- **Food & Beverage/Restaurant:** (\$110,763) unfavorable variance to budget
- **Clubhouse:** (\$11,401) unfavorable variance to budget
- **CLIS:** \$ 25,512 favorable variance to budget
- **Fitness:** \$ 4,023 favorable variance to budget
- **Golf Course Maintenance:** (\$1,734,677) unfavorable variance to budget
- **Pro Shop:** \$ 1,859,517 favorable variance to budget
- **Total Golf Operations:** \$129,187 favorable variance to budget
- **Total All Departments:** \$104,486 favorable variance to budget

- V. **FINANCE ADVISORY COMMITTEE COMMENTS** – Dennis Popp stated that the Bid Oversight Committee recently recommended approval of the bids for the facilities maintenance area and office in an existing section at golf maintenance and the driving range bathroom. Reeves Construction will hold the quotes and prices for 6 months while we wait for the LDO, as the latter requires an LDO to remove the additional structure originally planned and added to the existing cart barn. The contract will be given to Counsel Hart.
- VI. **NEXT FINANCE COMMITTEE MEETING FOR THE NEW TERM** - New Committee Organization will be held in Card Room C/Zoom on Monday, May 6, 2024, at 1:00 PM.

- VII. **CLOSED THE MID-YEAR REVIEW**
- VIII. **CALL TO ORDER REGULAR BOARD MEETING** – Vice-Chair Overs opened the Regular Board Meeting at 10:39 AM.
- IX. **APPROVAL OF BOARD MINUTES** – *Supervisor Mars made a motion to approve the minutes from the Regular Board Meeting on April 22, 2024. Chair Young seconded the motion. **The motion was approved unanimously.***
- X. **DISTRICT COUNSEL’S REPORT** - Counsel Hart presented Resolution 2024-04 – Golf Maintenance Building to the Board: *Supervisor Kulkoski moved to approve Resolution 2024-04, Supervisor Schwarz seconded the motion, noting that this does include the lift station, which is in the Denmark itemization and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR MAINTENANCE BUILDING AND STORAGE PROJECTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.*

Discussion ensued on the new Legislation House Bill #13 which states that those serving as Board members may only continue to serve for 12 consecutive years. It also requires the Recreation District to post its Goals and Objectives on the heronsglenc.com website beginning October 1, 2024. By December 1, 2025, and each year thereafter, the District must publish an annual report describing the achievement of goals and objectives. This must include performance standards and measures used in the determination.

XI. **COMMITTEE REPORTS & RECOMMENDATIONS**

Audit Committee – No report.

Auditor Selection Committee – Supervisor Schwarz stated that the establishment of the Auditor Selection Committee and charter were approved at the last meeting. She nominated residents to serve on the committee. *Vice-Chair Overs made a motion to approve Dennis Popp and Nicole Wilkin to serve on the Auditor Selection Committee. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***

Facilities & Amenities Committee – No meeting, therefore no report.

Finance Committee – All committee interest was presented above.

Golf Committee – No report.

Golf Handicap Committee – *Vice-Chair Overs made a motion to adopt the Golf Handicap Charter. Supervisor Mars moved to amend the Charter as follows, by adding #5: The committee sunsets and members’ terms expire each year on April 30th. As well as #6: Committee members may apply for re-appointment to the committee. Chair Young seconded the motion as amended. **The amended motion was approved unanimously.***

*Vice-Chair Overs moved to keep the current committee of Patricia Amico, Mike Bickel, Tracy Chipman, Carol Moore, and Peggy Rabb. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***

Long-Range Planning Committee – Karon Bennett will provide the Board with the most recent draft to update the Strategic Plan.

Problem-Solving Committee – No meeting.

Resident Events Committee – Gary Attalla had issues with Zoom, but he provided the attached report.

Other Committee Business -- Supervisor Mars will prepare and present a charter for a Clubhouse Decoration Committee at the next Board meeting.

- XII. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap updated the group on the Bond Projects as follows: various ongoing projects and discussions:

Bocce Courts: Repairs are scheduled to start May 15th.

Shade Structures: Options discussed with Dragon Recreation Services included shifting the canopy or installing metal structures, with quotes for each.

Pavers: Accurate Pavers is addressing sunken pavers with assistance from Building Maintenance.

Clubhouse Maintenance and Restrooms: Denmark Construction's proposals for restroom and office renovations were approved, pending a few contract details.

Covers for Storage Container: A quote was received for a metal Quonset hut over shipping containers.

Pickleball: Issues arose with lighting plans; we need coordination with county regulations.

Propane Tank: Generator service and propane status are in order.

Golf Course Maintenance: Floor replacement and improvements are being arranged.

Windows & Doors: Options for replacing leaking and malfunctioning doors are being reviewed, with quotes from various vendors.

Century Link Fiber Installation: Mainscape is monitoring for any damage that may be caused by Century Link.

CLIS Mainscape Meeting: Concerns over staffing support for Mainscape are being addressed, with plans to finish community maintenance by the end of May.

Storage Containers: Agreement framework with Innovar Structures is underway, contingent on LDO modification.

LDO Modification: Progress is expected by Engineer of Record Jim Ink within two weeks for submitting new drawings to the County. Further discussion took place. *Supervisor Kulkoski moved to pay a 6% downpayment to Innovar Structures for engineering documents on the storage containers. Supervisor Schwarz seconded the motion.* Counsel Hart read the contract to the group. Chair Young wants to see the final agreement before the check is sent. Vice-Chair Overs stated that he is not comfortable spending public money without assurances. ***The motion was approved unanimously.***

*Supervisor Mars made a motion to authorize Jim Ink to modify LDO, to include the lift station for the bathrooms at the driving range and needed photo metrics not to exceed \$18K, with a date for submission to the county. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

XIII. **OLD BUSINESS** – Repairs are being made in the Fitness Center/Office where the punching bag is. GM Belknap will look at a different location for the bag.

XIV. **NEW BUSINESS**

Tennis Association Fees – Vice-Chair Overs reminded the group that the Board agreed during our budget discussions to review the fee charged to the Tennis Association Fees at mid-year to establish an assessment based on actual use of the court by the association for league play. The numbers are as follows:

- Total number of court hours 8 am to 5 pm 365 days per year = 19,710
- Total number of court hours used for league play = 1,291
 - Percentage of court use for league play 6.55%
- Total cost of maintenance O&M and deferred - \$61,000
- 6.55% of maintenance = \$3995.50

*Based on the findings Vice-Chair Overs moved to reduce the fee charged to the Tennis Association this year to \$4,000. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

Discussion on Bond Funds and Capital Reserves – Supervisor Schwarz asked for a consensus from the Board on the target number for the reserves before management prepares the next budget. Discussion ensued. Supervisor Schwarz will follow up.

XV. **RESIDENT COMMENTS** - No other comments were made.

XVI. **UPCOMING MEETINGS**

- Monday, May 6, 2024 - Golf Committee - 9:00 a.m. - Card Room C/Zoom
- Monday, May 6, 2024 – Finance Committee - 1:00 p.m. - Card Room C/Zoom
- Monday, May 6, 2024 – Resident Events Committee - 1:00 p.m. – Activities A
- Monday, May 20, 2024 - Board of Supervisors - 9:00 a.m. - Card Room C/Zoom
- Monday, June 6, 2024 - Golf Committee - 9:00 a.m. - Card Room C/Zoom
- Monday, June 10, 2024 – Budget Workshop - 9:00 a.m. - Card Room C/Zoom
- Tuesday, June 11, 2024 – Budget Workshop - 9:00 a.m. - Card Room C/Zoom
- Wednesday, June 12, 2024 – Budget Workshop - 9:00 a.m. - Card Room C/Zoom
- May cancel if business complete:
 - Thursday, June 13, 2024 – Budget Workshop - 9:00 a.m. - Card Room C/Zoom
- Friday, June 14, 2024 - Board of Supervisors - 9:00 a.m. - Card Room C/Zoom

XVII. **ADJOURNMENT** took place at 10:47 AM.

Submitted By:

Karon Bennett 05/20/2024
Karon Bennett, Assistant GM Date

Approved By HGRD Board:


Peter Owers 05/20/2024
Peter Owers, HGRD Board Vice-Chair Date



Herons Glen: Mid-Year Review 2024

OPERATING PERFORMANCE

Review Mid-Year Operational performance versus budget and where we expect to end up at years end against the total approved budget.


The operational budget is set to “breakeven” (excluding depreciation) each year. It’s the vehicle for delivering services/amenities consumed by the residents enjoying the club. Management budgets to provide operational resources to meet resident expectations.

FY ‘24 Note: 4 months of budgeted Wind Insurance Premiums that were not expended plus lower overall insurance premiums vs. budget resulted in a positive YTD variance of \$64K allocated over all departments.



2024 Mid-Year Operational Financial Performance

Positive/ (Negative) Variance to Budget

	Non-Golf			Golf		
	<i>Mid-Yr.</i>	<i>Forecasted YE</i>		<i>Mid-Yr.</i>	<i>Forecasted YE</i>	
Admin	\$68,000	\$69,000		Pro Shop	\$46,000	\$56,000
F & B	(\$111,000)	(\$83,000)		GCM	\$83,000	\$79,000
Clubhouse	(\$11,000)	(\$13,000)		Total	\$129,000	\$135,000
CLIS	\$26,000	\$33,000				
Fitness Center	\$4,000	\$5,000				
Total	(\$24,000)	\$11,000				

All Departments

Mid-Yr. Surplus

\$104,000

EOY Anticipated Surplus

\$146,000

Non-Golf Operations



ADMIN: \$68K favorable variance to budget

Main drivers of Positive Variance:

- Higher Interest Rates on Operation Funds
- Lower payroll due to delaying hiring PT person
- Lower anticipated Professional Fees



F&B: (\$111K) unfavorable variance to budget

Main drivers of negative variance to budget:

REVENUE: YoY Total Revenue increased 16% (\$134k) & Gross Profit increased 9%. However, revenue projections fell short by 6% (\$59k) compared to budget.

- 3% of unfavourability from Restaurant/Lounge. New layout providing challenges
- 17% unfavorable from resident & nonresident Banquets
- Revenue Projections will be reduced by \$43k Q3-Q4

LABOR: increased 5% (\$30k) from budget. Kitchen OT was the main driver.

- Labor costs were 66% of sales. Budgeted at 59% of sales.

COST OF SALES : Food 49% actual vs. 45% budget; **Beverage** 30% actual to 28% budget

- Price increases persist-not passing along proportional price increases to residents.
- Continue to purchase quality food.

COURSE CORRECTOINS for Q3-Q4

- Not rehiring a dining room manager until next FY: Anticipated savings of \$26k;
- Control overtime without affecting the resident experience;
- Smaller menu changes once month- more special offerings

Strategic Goal: Increase revenue to cover “Prime costs”-COS & labor. **\$88k short mid-yr.**

CLUBHOUSE MAINTENANCE (\$11,000)

Unfavorable variance to budget

- Payroll negative variance to budget **\$11k**-retention requirements & new facilities.
- Maintenance costs continue to rise

CLIS (\$26,000) Favorable variance to budget

- Mainscape's primary objective continues to be focusing on bond-related tasks including replacing valves and faulty wiring.



Golf Operations

GOLF PRO SHOP (\$45k) favorable variance to budget

Main Drivers:

- Membership: 1% (\$10k) revenue decrease over budget projections. Total memberships favorable to budget: (596 vs. 590) Mix & pro-ration
- Non-Member Green Fees: \$16k favorable. Combination of Member Guest, Resident Non-Member & Public Play.
- Labor \$23k favorable to budget.

GOLF COURSE MAINTENANCE (\$83k) favorable variance to budget. Main Drivers:

- Payroll: \$30k positive variance to budget
- Fertilizer: \$20k positive variance to budget
- Lease Equipment: still backordered: \$15k positive variance to budget





**Herons Glen
Recreation District**

2023-24

Mid-Year Review

Mid-Year Review Summary
Year to Date Actuals 10/01/23 - 03/31/24
6-Month Forecast 04/01/24 - 09/30/24

DEPARTMENT	REVENUE			EXPENSES			End of Year Forecast		
	YTD Actual + 6 Mo Budget	YTD Actual + 6 Mo Forecast	Variance	YTD Actual + 6 Mo Budget	YTD Actual + 6 Mo Forecast	Variance	YTD Actual + 6 Mo Budget	YTD Actual + 6 Mo Forecast	Variance
Admin	1,280,748	1,280,748	-	1,212,820	1,210,972	(1,848)	67,928	69,776	1,848
Restaurant	1,920,362	1,904,367	(15,995)	2,031,125	1,987,587	(43,539)	(110,763)	(83,219)	27,544
Clubhouse	970,639	970,639	-	982,041	983,523	1,482	(11,401)	(12,884)	(1,482)
CLIS	545,680	545,680	-	520,169	512,615	(7,553)	25,512	33,065	7,553
Fitness	89,512	89,512	-	85,489	84,769	(720)	4,023	4,743	720
Total Other Than Golf	\$ 4,806,942	\$ 4,790,947	\$ (15,995)	\$ 4,831,643	\$ 4,779,465	\$ (52,177)	\$ (24,701)	\$ 11,482	\$ 36,183
GCM	-	-	-	1,730,330	1,734,677	4,347	(1,730,330)	(1,734,677)	(4,347)
Pro Shop	2,548,117	2,548,117	-	688,601	678,161	(10,440)	1,859,517	1,869,957	10,440
Total Golf Operations	\$ 2,548,117	\$ 2,548,117	\$ -	\$ 2,418,930	\$ 2,412,837	\$ (6,093)	\$ 129,187	\$ 135,280	\$ 6,093
Total All Departments	\$ 7,355,059	\$ 7,339,064	\$ (15,995)	\$ 7,250,573	\$ 7,192,303	\$ (58,270)	\$ 104,486	\$ 146,762	\$ 42,276

2023-24 Mid-Year Review Notes and Departmental Assumptions

Dept 00 – Administration

Expenses: Forecasting Expenses will decrease by \$1,848 vs amount budgeted over the next six months

- **Payroll Benefits** – Increased \$3,979 - Based on first six months du to 401k match being higher than expected
- **Insurance (Allocation)** – Decreased \$9,600 - Property Insurance less than originally budgeted. Reversed insurance savings allocation from non-operating.
- **Resident Discount – Food (Calculation)** – Decreased \$162 (Resident sales 82.80% YTD)
- **Resident Discount – Beverage (Calculation)** – Decreased \$698 (Resident sales 80.64% YTD)
- **Bank Charges** – Increased \$1,633 - Based on first six months
- **Office Equipment** – Increased \$3,000 - New office setup for incoming part-time acct staff

Forecasting an increase of the positive variance to budget by \$1,848 over the next six months

Dept 10 – Food & Beverage

Revenue: Forecasting Revenue will decrease by \$43,539 vs amount budgeted over the next six months

- **Food Sales – Dining Room & Lounge** - Decreased \$8,783 or 3% in sales Apr through Sep - Based on first six months
- **Beverage Revenue – Dining Room & Lounge** – Decreased \$4,242 or 3% in sales Apr through Sep - Based on first six months
- **Banquet Food & Beverage – Residents** – Decreased \$1,312 or 3% in sales Apr through Sep - Based on first six months
- **Banquet Sales – Outside** – Decreased \$1,658 - Based on first six months

Expenses: Forecasting Expenses will decrease by \$ 55,032 vs amount budgeted over the next six months

- **Cost of Sales, Food (Calculation)** – Increased \$4,261 - Recalculated accordingly based on year-to-date percentage of 48.7%
- **Cost of Sales, Beverage (Calculation)** – Increased \$897- Recalculated accordingly based on year-to-date percentage of 30.2%
- **Payroll, Kitchen, OT** – Increased \$5,000 in April - Based on actuals month to date
- **Payroll, Service** – Decreased \$26,502 – Not rehiring a Dining Room Manager for the remainder of the fiscal year
- **Payroll Taxes & Fees (Calculation)** – Decreased \$3,144 - Due to changes in payroll and revenue for purposes of the 18% gratuity
- **Payroll Benefits** – Decreased \$10,551 – Only 8 employees taking the insurance with a budget of 11
- **H-2B Additional Expenses** – Decreased \$3,800 – Not responsible for H-2B travel up north
- **Insurance (Allocation)** – Decreased \$6,400 - Property Insurance less than originally budgeted. Reversed insurance savings allocation from non-operating.
- **Supplies** – Decreased \$3,000 – Planning on preparing for the season starting in Oct

Forecasting a decrease of the negative variance to budget by \$27,544 over the next six months

Dept 70 – Clubhouse Maintenance

Expenses: Forecasting Expenses will increase by \$1,482 vs amount budgeted over the next six months

- **Payroll** – Increased \$11,517 – 10% increase due to retention requirements

2023-24 Mid-Year Review Notes and Departmental Assumptions

- **Payroll, O.T.** – Increased \$2,400 – Doubled due to new bocce courts
- **Payroll Taxes & Fees (*Calculation*)** – Increased \$1,668 - based on increase in payroll
- **Payroll Benefits** – Decreased \$3,957 – Only 4 employees taking insurance, budgeted for 5
- **Cleaning Supplies** – Decreased \$1,218 – finding savings opportunities with other vendors
- **Equipment Rental** – Decreased \$2,250 – most rentals covered by the bond
- **Small Equipment Sound** - Decreased \$1,815 – ballroom bond
- **Insurance (Allocation)** – Decreased \$14,400 - Property Insurance less than originally budgeted. Reversed insurance savings allocation from non-operating.
- **Lease** - Decreased \$1,300 – Reclass of fitness center ice machine lease Nov23-Mar24
- **Maintenance & Repairs** – Increased \$5,716 – 15% increase based on first 6 months' actuals
- **Service Contracts** – Increased \$5,120 – 21.74% increase in outside cleaning company

Forecasting an increase of the negative variance to budget by \$1,482 over the next six months

Dept 76 – CLIS

Expenses: Forecasting Expenses will decrease by \$7,553 vs amount budgeted over the next six months

- **Insurance (Allocation)** – Decreased \$6,720 - Property Insurance less than originally budgeted. Reversed insurance savings allocation from non-operating.
- **Effluent Water** – Decreased \$833 – Not using effluent for CLIS at all

Forecasting an increase of the positive variance to budget by \$7,553 over the next six months

Dept 77 – Fitness Center

Expenses: Forecasting Expenses will decrease by \$720 vs amount budgeted over the next six months

- **Insurance (Allocation)** – Decreased \$3,200 - Property Insurance less than originally budgeted. Reversed insurance savings allocation from non-operating.
- **Lease** - Increased \$1,300 - Reclass of fitness center ice machine lease Nov23-Mar24
- **Service Contracts** – Increased \$1,180 - 21.74% increase in outside cleaning company

Forecasting an increase of the positive variance to budget by \$720 over the next six months

Dept 30 – Golf Course Maintenance

Expenses: Forecasting Expenses will increase by \$4,347 vs amount budgeted over the next six months

- **Chemicals** – Moved \$7,620 from first six months' budget – Scheduled to utilize unused funds budgeted in the beginning of the fiscal year
- **Fertilizer** – Moved \$19,800 from first six months' budget – Scheduled to utilize unused funds budgeted in the beginning of the fiscal year
- **Insurance (Allocation)** – Decreased \$10,240 - Property Insurance less than originally budgeted. Reversed insurance savings allocation from non-operating.
- **Lease** – Decreased \$24,833 - FY23 GCM Leased Equipment still has not arrived
- **Maintenance, Equipment** – Increased \$12,000 – Due to the lifecycle of machines, prices on parts and not being able to get replacement equipment

2023-24 Mid-Year Review Notes and Departmental Assumptions

Forecasting a decrease of the positive variance to budget by \$4,347 over the next six months

Dept 60 – Pro Shop

Expenses: Forecasting Expenses will decrease by \$10,440 vs amount budgeted over the next six months

- **Insurance (Allocation)** – Decreased \$13,440 - Property Insurance less than originally budgeted. Reversed insurance savings allocation from non-operating.
- **Maintenance & Repairs** – Moved \$3,000 from first six months' budget – Mandatory oil changes & tune-up kits need to be done before fiscal year end

Forecasting an increase of the positive variance to budget by \$10,440 over the next six months

All Departments

Revenue: Forecasting Revenue will decrease by \$15,995 vs amount budgeted over the next six months

Expenses: Forecasting Expenses will decrease by \$58,270 vs amount budgeted over the next six months

Forecasting an increase of the positive variance to budget by \$42,276 over the next six months

Dept 93

Reversed property insurance savings allocation due to not having wind coverage Oct23-Jan24 from non-operating contingency back to operating insurance \$46,770.96

Capital

- Items expecting to be completed this summer \$20,300
- Items to be carried over into next fiscal year \$206,898
- Calculated carryforward into 2024-2025 Budget Yr \$2,381,385

Deferred

- Projects expected to be completed this summer \$377,141
- Items to be carried over into next fiscal year \$351,257
- Calculated carryforward into 2024-2025 Budget Yr \$704,123

Gary J Attalla

3531 Barnstable Court. North Fort Myers, FL 33917 603-493-3383

Re: Resident Events Committee
February Update
April 28, 2024

To: HGRD Board of Directors:

Below is the April written report per the Resident Events Committee Charter.

Since the last report the Resident Events Committee has sponsored an Oldies Night that sold out in a few hours with 300+ residents attending. An ice cream truck did very well on March 10.

We have a May Festival scheduled for May 19th and will have an ice cream truck, food truck, music, and cornhole tournament. The Resident Events Committee will sponsor the tournament and fund the prizes, a total of \$100. The restaurant will serve hot dogs and drinks during the competition.

The Farmers' Market is winding down, but some vendors say they will try to keep their same schedule through the summer months. The Assistant GM is working with me to send out an email blast the first of every month, outlining our various events. The HOA has also been sending out a reminder of the Farmers' Market that I think has helped. Starting 4-26 I have asked all the vendors to send me a text at the end of the day with a number 1 thru 5 stating how they did for that day, 5 being the best.

We are exploring sponsoring a puzzle contest during the summer months. So far, we have about 15 residents that have said they are interested.

Sincerely,
Gary Attalla
Resident Events Committee Chair

AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

May 20, 2024, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Vice-Chair Overs
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **MINUTES** – 04.29.2024 Mid-Year Review
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - A. Update on Bond Projects
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit Committee – Supervisor Schwarz
 - B. Auditor Selection Committee – Supervisor Schwarz
 - C. Ballroom Committee – Supervisor Mars
 - D. Facilities & Amenities Committee – Mary Koenig
 - E. Finance Committee – Dennis Popp
 - F. Golf Committee – Bruce Johnson
 - G. Long-Range Planning Committee – Chair Young
 - H. Problem-Solving Committee – Beth Brucker
 - I. Resident Events Committee – Gary Attalla
- II. **OLD BUSINESS**
 - A. Decorating ad hoc Committee Proposed Charter – Supervisor Mars
 - B. Resident Events Proposed Changes to their Charter – Supervisor Mars
 - C. Status Strategic Plan – Chair Young
- III. **NEW BUSINESS**
- IV. **RESIDENT COMMENTS**
- V. **UPCOMING MEETINGS**
 - Tuesday, June 4, 2024 – Golf Committee - 9:00 AM - CR-C/Zoom
 - Monday, June 10, 2024 – Budget Workshop - 9:00 AM - CR-C/Zoom
 - Tuesday, June 11, 2024 – Budget Workshop - 9:00 AM - CR-C/Zoom
 - Wednesday, June 12, 2024 – Budget Workshop - 9:00 AM - CR-C/Zoom
 - To Be Determined: Thursday, June 13, 2024 – Budget Workshop - 9:00 AM - CR-C/Zoom
 - Friday, June 14, 2024 – Board of Supervisors - 9:00 AM - CR-C/Zoom
- VI. **ADJOURNMENT**



MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

May 20, 2024, at 9:00 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Bill Kulkoski	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas Karen Mars	X	Residents	7

- I. **CALL TO ORDER** – Vice-Chair Overs opened the meeting at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **MINUTES** – Supervisor Schwarz made a motion to approve the minutes from the 04.29.2024 Mid-Year Review. Chair Young seconded the motion. **The motion was approved unanimously.**
- V. **DISTRICT COUNSEL’S REPORT** - Counsel Hart presented RESOLUTION NO. 2024-05 to the Board: *Vice-Chair Overs moved to approve Resolution 2024-05, Supervisor Kulkoski seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR MAINTENANCE BUILDING AND STORAGE PROJECTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.*
Counsel Hart presented RESOLUTION NO. 2024-06 to the Board: *Supervisor Schwarz moved to approve Resolution 2024-06, Supervisor Mars seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR MAINTENANCE BUILDING STORAGE AND DRIVING RANGE RESTROOM PROJECTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.*
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap updated the group on the Bond Projects as follows:
Bocce Courts: MorSports worked to level the courts and address irrigation/drainage issues. Completion is expected soon, with courts possibly opening this weekend. Positive feedback has been received about the improvements.
Pickleball: MorSports is working on the foundation for new lights, pending County inspection. Stultz is handling the foundation for a new shade structure, also awaiting inspection.
Clubhouse Maintenance Office and Driving Range Restroom: Denmark Construction is coordinating with the County on sewer plans and permitting for the driving range restrooms. Storage container documents are also in progress.
Doors/Window Replacement: Grids will be added to the north lobby doors and windows. BNT is handling permits and scheduling.
Storage Containers: Universal Engineering is behind on soil compaction testing. Communication with Innovar and electrical planning is ongoing.
#17 Bulkhead: Permit fees for the bulkhead are higher than expected due to application type changes required by the County. Fees paid: \$1,100 (LDO Type D), \$1,500 (PD Amendment), and \$2,000 (SFWMD Permit Modification).
Ballroom Lanai/veranda Flooring: Non-slip topcoat installation is scheduled for Wednesday. New furniture arrives on the 28th.
Golf Course Maintenance Flooring & Improvements: Drywall replacement is underway, with baseboard installation scheduled. Coordination for lockers, cabinetry, tables, and electrical needs is ongoing.
Ballroom: Denmark Construction and a plumber are inspecting sewer lines next to the ballroom.
Restaurant: A new PDR/Lounge divider was installed under Stultz's supervision.

CLIS Update: Juan Rivera is the new regional supervisor, temporarily leading until a replacement is up to speed. Discussions are ongoing to optimize CLIS operations for the next budget cycle.

VII. **FINANCIAL REPORT** – Controller Lynn Brew reported on April financial variances as follows:

- Administration \$25,707 favorable, YTD \$93,636 favorable, Forecasting \$97,754 favorable
- Restaurant \$(23,913) unfavorable YTD \$(134,676) unfavorable, Forecasting \$(100,883) unfavorable
- Clubhouse \$6,002 favorable, YTD \$(5,399) unfavorable, Forecasting \$(7,367) unfavorable
- CLIS \$552 favorable, YTD \$26,064 favorable, Forecasting \$32,295 favorable
- Fitness \$(278) unfavorable, YTD \$3,745 favorable, Forecasting \$6,174 favorable
- Golf Maintenance \$10,205 favorable, YTD \$93,021 favorable, Forecasting \$104,806 favorable
- Pro Shop \$4,482 favorable, YTD \$49,933 favorable, Forecasting \$58,133 favorable
- All Departments \$22,756 favorable, YTD \$126,322 favorable, Forecasting \$190,911 favorable

From Golf Operations \$ 14,687 favorable, YTD \$142,954 favorable, Forecasting \$162,939 favorable

From Other than Golf Operations \$8,070 favorable, YTD \$(16,632) unfavorable, Forecasting \$27,973 favorable

VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

Audit Committee – No report.

Auditor Selection Committee – Supervisor Schwarz advised the group that management and the committee have provided input for the general contract. The Board needs to conclude the length of the contract. *Supervisor Schwarz moved that the contract length for RFP for the Auditor Selection Committee starting in FY2025 be a contract of four-year fixed term plus 6 one-year options. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

Ballroom Committee – Supervisor Mars reported that the committee created a priority list which included lightboard replacements, stage area restroom (tentative second priority based on expenses), widescreen front projection, rear drape, main stage lighter curtain, ADA access portable lift, and refurbished dressing rooms. A/C work may be needed. The committee is awaiting quotes.

Facilities & Amenities Committee – Supervisor Mars reported that Mary Koenig was selected as the Committee Chair and Dennis Rathburn as the Committee Vice-Chair. The committee discussed several items such as the Pretty in Pink canvas, the approval of the hanging of the Animals golf group clock, and creating a more casual atmosphere in the lounge. Changes are planned during the summer shut down creating a more casual and relaxed place. The committee received a copy of the 2024 Strategic Planning Survey, they looked at the possibility of bar snacks, and they asked that management keep poolside service over the summer; GM Belknap will resolve these requests.

Finance Committee – Supervisor Schwarz reported that Dennis Popp was re-elected as Chair and Larry Pedersen as Vice-Chair. Of the committee 4 members are new. At that meeting, the committee discussed arbitrage, liens, etc.

Golf Committee – Vice-Chair Overs advised the group that Bruce Johnson was re-elected as Chair, as well as Bob Herbstitt as Vice-Chair. New committee members were introduced, and they reviewed the number of rounds, recommendation discussion on golf rates, etc.

Long-Range Planning Committee – Chair Young mentioned that at the upcoming meeting, they will discuss the Strategic Plan and an organizational meeting will take place at that time.

Problem-Solving Committee – No meeting.

Resident Events Committee – Gary Attalla advised the group that the food trucks have slowed significantly.

IX. **OLD BUSINESS**

Decorating ad hoc Committee Proposed Charter – Supervisor Mars moved to adopt the *Holiday and Special Event Decorating ad hoc Committee* as presented. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.** The committee is new and will be working with Wendy Shea and Janine Stepanich.

Resident Events Proposed Changes to their Charter – Supervisor Mars moved to adopt the *Resident Events ad hoc Committee charter, as amended.* The committee's Chairman Gary Attalla has been made aware of the proposed amended charter. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.**

Status of the Strategic Plan – Chair Young reported that the proposed Strategic Plan will be given to the Long Range Planning Committee for each committee member's comments. Those comments, along with each Board member's comments, will be brought to the Board for review and discussion. Then the Board will create the final Strategic Plan, keeping in mind the legal requirements that Counsel Hart has outlined.

2020 Series Bonds, Arbitrage and Yield Restrictions – Supervisor Schwarz shared that the HGRD Board, Finance Committee, GM Belknap, and Counsel Hart received a copy of the reports on arbitrage and yield restrictions from the arbitrage tax firm. There are two reports, one for the overall arbitrage and the second on interest earned on the acquisition and construction concerning yield restriction. There is a difference between the two reports. Discussion ensued.

X. **NEW BUSINESS** – None was presented.

XI. **RESIDENT COMMENTS** Resident Mary Wright asked about the repair work on the cart path that involves the coverage of an irrigation line. GM Belknap will follow up.

Resident Kim Kitko asked about the Zemel Road landfill; she was advised that this is under the HOA's responsibility. She added that she felt the Board should consider a working committee to look at the restaurant.

Resident Larry Cummings stated that since April 22, 2024, he has submitted 9 requests to Mainscape, no water for 28 days, and suggested not to reuse them. Nothing will be done to the shuffleboard courts until the bocce courts are complete. The canvas on the shade structure will be adjusted. Mr. Cummings added that the drywall in the fitness center rooms is still damaged and should have been repaired promptly. GM Belknap will address all of the issues.

XII. **UPCOMING MEETINGS**

- Tuesday, June 4, 2024 – Golf Committee - 9:00 AM - CR-C/Zoom
- Monday, June 10, 2024 – Budget Workshop - 9:00 AM - CR-C/Zoom
- Tuesday, June 11, 2024 – Budget Workshop - 9:00 AM - CR-C/Zoom
- Wednesday, June 12, 2024 – Budget Workshop - 9:00 AM - CR-C/Zoom
- To Be Determined: Thursday, June 13, 2024 – Budget Workshop - 9:00 AM - CR-C/Zoom
- Friday, June 14, 2024 – Board of Supervisors - 9:00 AM - CR-C/Zoom

XIII. **ADJOURNMENT** took place at 10:39 AM.

Submitted By:


Karon Bennett, Assistant GM Date 6/14/2024

Approved By HGRD Board:


Howard Young, HGRD Board Chair Date 6/14/2024



RECREATION DISTRICT REGULAR BOARD MEETING

June 14, 2024, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

AGENDA

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Jayne Schwarz
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **REVIEW THE ANNUAL PRELIMINARY BUDGET** – GM J.B. Belknap and Controller Lynn Brew
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
 - RESOLUTION 2024-08 Bond. Ball Room Improvements
 - RESOLUTION 2024-09 Prelim Budget. Assessment. Public Meeting
 - RESOLUTION 2024-10 Tax Roll
- VI. **GENERAL MANAGER’S REPORT**– General Manager J.B. Belknap
- VII. **OLD BUSINESS**
 - Reaves Construction Update
 - Motion for 2nd Spa Heater
 - Motion to Approve Special Jayne Curry Showing
- VIII. **NEW BUSINESS**
 - Golf Committee Recommendations – Vice-Chair Overs
 - Proposed Job Descriptions – Board Responsibility
 - Acknowledge RFP for Audit – Supervisor Schwarz
 - Change the Date of the August Meeting – Vice-Chair Overs
 - Review of the 10-year Financial Plan
- IX. **RESIDENT COMMENTS**
- X. **UPCOMING MEETINGS**
 - Friday, June 14, 2024 – Long-Range Planning - 2:00 PM – Zoom Only
 - Monday, July 22, 2024 - Board of Supervisors - 9:30 a.m. - CR-C/Zoom
- XI. **ADJOURNMENT**



RECREATION DISTRICT REGULAR BOARD MEETING

June 14, 2024, at 9:00 a.m. in Card Room C

MINUTES

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	Zoom
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Bill Kulkoski	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas Karen Mars	X	Residents	8

- I. **CALL TO ORDER** – Chair Young called the meeting to order.
- II. **PLEDGE OF ALLEGIANCE** – Karen Mars led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **MINUTES** - Supervisor Kulkoski made a motion to approve the minutes from the 05.20.2024 Regular Board Meeting. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.**
- V. **REVIEW THE ANNUAL PRELIMINARY BUDGET** – General Manager J.B. Belknap and Controller Lynn Brew presented the preliminary budget. The total proposed assessment to lot owners for Fiscal Year 2024-2025 is \$2,848 which is \$217 less than the current total assessment of \$3,065. The proposed operating & maintenance and capital reserve requirements assessment increased by \$83 (3%) while the losses reserve replenishment assessment was eliminated. Vice-Chair Overs made a motion to adopt the preliminary budget. Supervisor Mars seconded the motion. **The motion was approved unanimously.**
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. presented the District Counsel’s report, including several resolutions.

Resolution 2024-08: Bond for Ballroom Improvements: *Supervisor Kulkoski moved to approve Resolution 2024-08, Supervisor Mars seconded the motion, and the resolution was approved as follows:* A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR BALLROOM UPDATE AND EQUIPMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Resolution 2024-09: Preliminary Budget Assessment: *Chair Young moved to approve Resolution 2024-09, Vice-Chair Overs seconded the motion, and the resolution was approved as follows:* A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING A PRELIMINARY BUDGET RELATING TO SPECIAL ASSESSMENTS TO BE LEVIED IN THE DISTRICT TO OPERATE AND MAINTAIN THE RECREATIONAL FACILITIES; STATING THE INTENTION TO USE CHAPTER 170 AND CHAPTER 197, FLORIDA STATUTES AS METHODS OF COLLECTING SUCH ASSESSMENTS; CALLING FOR A PUBLIC HEARING TO BE HELD AT WHICH THE DISTRICT SHALL CONSIDER THE ADOPTION OF A NON AD VALOREM ASSESSMENT ROLL IN CONNECTION WITH SUCH ASSESSMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Resolution 2024-10: Tax Roll for Operating Budget: *Supervisor Kulkoski moved to approve Resolution 2024-10, Supervisor Mars seconded the motion, and the resolution was approved as follows:* A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURE FROM 2023/2024 OPERATING BUDGET FOR PREPARATION OF DISTRICT’S ANNUAL SPECIAL ASSESSMENT ROLL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Counsel Hart read the recent public announcement for the Request for Proposal for auditing services and advised the group of the Auditor Selection process.

- VII. **GENERAL MANAGER’S REPORT**– General Manager J.B. Belknap reported the following:
 - Heavy rain caused issues with the flat roof. Leak diverters and fans were installed to prevent water saturation. Plans to retrofit drain inlets are in place.

- Addressing the bocce courts drainage was delayed due to rain. North-end canopies will be removed, and a meeting with Gary Morton on court drainage is scheduled. Accurate Pavers will be involved in the process.
- Pickleball courts canopy installation by accent awnings and painting by MorSports are scheduled.
- Awaiting soil compaction test results for further engineering plans for the containers in the maintenance storage project.
- BNT window replacements and the bulkhead project on hole #17 are ongoing.

VIII. OLD BUSINESS

Reaves Construction Update Estimates for ballroom improvements were received.

- **Construction Proposal for Stage Stairs:** \$17,955 to widen stairs for safety. *Vice-Chair Overs made a motion to adopt the proposal for the Ballroom stage stairs presented by Denmark Construction, not to exceed \$18k. Supervisor Mars seconded the motion. **The motion was approved unanimously.***
- **Construction Proposal for Ballroom Bar:** \$102,162 to enclose and double the bar area, replace the roll-down shutters and create storage.

Motion to Approve Special Jayne Curry Showing with 500 seats available, booking and setup managed by the concert series provider. *Vice-Chair Overs made a motion to approve the show. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

Holiday and Special Event Decorating Committee: *Supervisor Mars moved to have management send an announcement to the residents that the Board has created a Holiday and Special Event Decorating ad hoc committee. Included in the announcement should be the committee charter and a notice that interested residents should use the link in the announcement to apply for the committee. The notice is to be sent before June 1st and should include a July 10th deadline for interested residents to respond. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.***

IX. NEW BUSINESS

Golf Committee Recommendations: Bruce Johnson presented the Golf Committee Annual Report. The committee made a recommendation for Aqua Range targets costing \$30k, to be installed in September 2024 and to be funded from the Golf Course Improvement Fund. Discussion ensued. Further details from the committee are to be presented to the Board in July.

Golf Cart Tire Policy: On behalf of the golf committee Bruce Johnson proposed the inspection of carts driven on the golf course and the annual review of tire policy. Vice Chair Overs made a motion to accept the attached policy. Supervisor Kulkoski *seconded the motion. **The motion was approved unanimously***—Bruce Harris to communicate the policy with residents. Supervisor Mars is to locate the proper place for insertion into the Policy and Procedures Manual.

Proposed Job Descriptions – Board Responsibility: Discussion took place on responsibilities and draft proposed job descriptions, particularly concerning Club Benchmarking and transactional work. Controller Brew is to address concerns at the next Board meeting.

Change the Date of the August Meeting: Vice-Chair Overs proposed moving 3 Board meeting dates and all start times to 9:30 AM except for public hearings and candidate meetings. The new calendar is attached and available on the HGRD website.

Review of the 10-year Financial Plan: Postponed.

Strategic Plan Discussion: Discussion on the Strategic Plan and Goals & Objectives for the fiscal year occurred.

X. **RESIDENT COMMENTS**

- Larry Cummings inquired about warranties for bocce and shuffleboard courts. GM Belknap said issues with cracks are to be addressed by MorSports and Stultz Construction.
- Concerns were raised about maintenance priorities and the abundance of bugs in the pool.
- Fitness center interior wall repairs discussed.
- Gary Attalla from the Resident Events Committee asked about replacing work lights on stage with LEDs. He was informed that the work lights were not in the scope of work. The Board has made two changes to the committee’s charter. 1. The committee fiscal year has been changed to Oct 1 through Sept 30 to align with the HGRD fiscal year. 2. In consultation with management, excess funds from committee-sponsored events are to be used to purchase an item or items for Food & Beverage or Facilities Maintenance as an alternative the committee may request funds be allocated for future larger items that benefit Food & Beverage or Facilities Maintenance. Funds not spent or allocated by September 30 of each year will be recorded as income to the District and be unavailable to the committee
- Karen Jessop acknowledged the amount of work done by the Board during their annual budget week.

XI. **UPCOMING MEETINGS**


- Friday, June 14, 2024 – Long-Range Planning - 2:00 PM – Zoom Only
- Monday, July 15, 2024 - Board of Supervisors - 9:30 a.m. - CR-C/Zoom

XII. **ADJOURNMENT** took place at 11:15 AM.

Submitted By:


Karon Bennett, Assistant GM Date

Approved By HGRD Board:


Peter Overs, HGRD Board Vice-Chair Date

Recreation District Board of Supervisors

Upcoming Meetings 2024

All meetings will begin at 9:30 a.m. in Card Room C unless otherwise noted below:

Regular Board Meeting January 15	Board Workshops (Budget) June 10, 11, and 12 To Be Determined - Thursday, June 13
Joint Board & Finance Meeting January 29	Regular Board Meeting Friday, June 14
Regular Board Meeting February 5	Regular Board Meeting July 15
Regular Board Meeting February 19	Regular Board Meeting August 5
Regular Board Meeting March 4	Public Hearing - Annual Budget September 5 at 6:00 p.m. in the Ballroom
Canceled - Board Meeting on March 27	Regular Board Meeting September 30
Regular Board Meeting April 1	Regular Board Meeting October 21
Regular Board Meeting April 22	Regular Board Meeting November 18
Joint Board & Finance Meeting (Mid-Year Review) April 29	Regular Board Meeting December 9
Regular Board Meeting May 20	

Hérons Glen Golf & Country Club 2250 Herons Glen Blvd. | North Fort Myers, Florida 33917

Please contact the HGRD office for Zoom meeting info or find the shortcut to HGRD Zoom meetings on the website heronsglenc.com under "Governance" then "Board Meetings Schedule, Minutes & Resolutions".

HGRD Board of Supervisors Email: hgrdboard@hgrdnfm.com

THE PUBLIC IS INVITED TO ATTEND ALL MEETINGS.

Any person requiring special accommodation at any of the meetings because of a disability or physical impairment should contact Herons Glen at (239) 731-4501 at least five (5) calendar days before the meeting. If a person decides to appeal any decision made by the Herons Glen Recreation District concerning any matter considered at such meeting or hearing, (s)he will need a record of the proceedings, and that, for such purpose, (s)he may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

Document Created January 1, 2024 – Revised June 14, 2024.

AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

July 15, 2024, at 9:30 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Vice-Chair Overs
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **MINUTES** – Budget Workshops June 10-12, 2024 and Regular Board Meeting June 14, 2024
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - A. Update on Bond Projects
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit Committee – Supervisor Schwarz
 - B. Auditor Selection Committee – Supervisor Schwarz
 - C. Ballroom Committee – Supervisor Mars
 - Motion to Approve Ballroom Bar Renovation
 - D. Facilities & Amenities Committee – Mary Koenig
 - E. Finance Committee – Dennis Popp
 - F. Golf Committee – Bruce Johnson
 - Motion to Approve New Targets at the Driving Range
 - G. Holiday and Special Event Decorating Committee – Supervisor Mars
 - H. Library Committee - Supervisor Mars
 - Library Committee Volunteer
 - I. Long-Range Planning Committee – Chair Young
 - J. Problem-Solving Committee – Beth Brucker
 - K. Resident Events Committee – Gary Attalla
- II. **OLD BUSINESS**
 - A. Motion to Adopt the 10-year Capital and Deferred Maintenance Financial Plan
 - B. Letter for Proposed Budget and Assessment
 - C. Proposed Job Descriptions
- III. **NEW BUSINESS**
 - A. Addition of Golf Course Golf Cart Requirements to Policies & Procedures
 - Update of Rules & Regulations to include Mention of Policy
- IV. **RESIDENT COMMENTS**
- V. **UPCOMING MEETINGS**
 - Monday, August 5, 2024—Board of Supervisors—9:30 a.m. CR-C/Zoom
 - Tuesday, August 6, 2024—Golf Committee—1:00 p.m. CR-C/Zoom
 - Tuesday, August 13, 2024—Long-Range Planning—9:00 a.m. CR-C/Zoom
 - Thursday, August 15, 2024—Finance—10:00 a.m. CR-C/Zoom
- VI. **ADJOURNMENT**

MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

July 15, 2024, at 9:30 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Vice-Chair Overs opened the meeting at 9:30 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **MINUTES** – Budget Workshops June 10-12, 2024 and Regular Board Meeting June 14, 2024

*Supervisor Mars made a motion to approve the minutes from the Budget Workshops from June 10-12, 2024. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

*Supervisor Mars made a motion to approve the minutes from the Regular Board Meeting on June 14, 2024. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. did not have a report. However, he notified that ethics training for the Board members will take place on either October 22nd or 29th, 2024.

- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap provided the following update on Bond Projects:

Bocce: Rainwater hasn’t been “channeling” the courts since the north end canopies were removed allowing the maintenance staff to prepare the courts quicker. Stoney from Dragon Sports is still waiting for the shade structure material to arrive. MorSports has agreed to return to add more clay for proper sloping and to fill in the low spots that continue to hold water after heavy rains. We are expecting them to provide a schedule early next week. Accurate Pavers is also working on a return date to re-level the pavers around the courts. We have identified a company to install a paved path from the far west court to the parking lot and will use some of the extra pavers as a base to move the storage shed.

Pickleball: Except for a couple of punch list items, the two new courts are finished.

Driving Range Restrooms: The County should be issuing its initial comments by mid-July related to the LDO modification.

Storage Containers: The County is scheduled to provide our engineer Jim Ink with their initial LDO modification comments in a few weeks. In the meantime, Innovar Structures, the company that is supplying us with the containers, has completed the engineering work for the foundation but is waiting for the survey for a “permissible” set of plans. According to Innovar, they can start the “rough-in” stage after the County indicates whether they will allow the containers to be placed on our property. Once we have the engineering plans, we’ll seek bids from general contractors to quote the foundation footers, obtain the necessary building permits, oversee electrical, etc.

Clubhouse Maintenance: According to Denmark Construction, the metal framer is still waiting for materials.

Window & Door Replacement: BNT Window & Door confirmed this week that the permit is still in review, but they expect to have it in hand within the next week or so. They are targeting an early August date to begin installation of the new doors and windows.

Ballroom Bar: The current ballroom bar refrigeration unit, which is vital for ballroom bar service, has failed. We are asking to purchase a 108” bar refrigeration unit with bond funds not to exceed \$9,500. In addition, we are also seeking approval to expend \$10k from the bond fund to purchase two new sinks with ice storage compartments to replace the existing ones that leak.

*Supervisor Schwarz made a motion to approve the purchase of a 108" refrigeration unit for the ballroom bar with bond funds not to exceed \$9,500, this includes the installation. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

*Supervisor Schwarz made a motion to expend up to \$10k from bond funds to purchase two new sinks with ice stations to replace the existing ones that are broken. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

#17 Bulkhead: June 24th was the deadline for the County to review the LDO and make initial comments. According to Grady Minor engineering, they have done a cursory review of the comments but will start working on responses next week. Artistic Structures will be ready to install the bulkhead once the permit is granted.

Capital Planning: In order to review the Club Benchmarking sheets line by line, Controller Brew and GM Belknap have been meeting each day for a couple of hours to update the capital and deferred asset lists. Considering the new restaurant furniture and bar equipment, we've advised our insurance company to increase our Business Personal Property (contents) for the clubhouse from \$800k to \$1.2M to reflect current replacement costs. The approximate annual increase in premiums would be \$5k.

Roof: During the recent heavy rains, we are still getting some water intrusion from the flat roof. CMM will send a team out this coming week to increase the drain size and install an extra layer of cap sheet to make sure we don't have any more issues going forward.

Driving Range Targets: At last month's meeting, Bruce Johnson and the Golf Committee made a recommendation to spend approximately \$30k from the Golf Course Improvement Fund to purchase new aqua driving range targets to enhance the practice experience. Bruce Harris sent RFP's to 4 companies but only one, Aqua Greens, provided a proposal (\$28,400). The installation won't take place until October.

*Supervisor Schwarz made a motion to purchase aqua driving range targets from Aqua Greens not to exceed \$28.4k from the Golf Course Improvement Fund. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

ThorGuard Lightning Detection System: Now that the pool is open until 10 pm and the pickleball courts are available until 9 pm, we have extended the warning siren from 7 pm until 8 pm; We will keep the strobe lights active until 10 pm if lightning is detected in the area. Since the pickleball area doesn't have strobe lights, ThorGuard is quoting \$6,200 installation of strobe lights, solar panels, mounting brackets, etc. An email will be sent out to the residents notifying them of the change.

*Supervisor Schwarz made a motion to purchase additional ThorGuard lightning detection equipment from the bond fund at the pickleball courts not to exceed \$6.2k. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

Resident Larry Cummings directed several questions to GM Belknap concerning repairs to bocce ball racks, fitness center side boards, and shade structures. He also questioned fitness center drywall, shuffleboard concrete foundation, CLIS wiring and Mainscape service. GM Belknap is addressing these concerns.

- VII. **FINANCIAL REPORT** – GM Belknap gave a preliminary report on June's financials. Variance meetings with the department managers will take place following the Board meeting. From a year-to-date standpoint, we are looking at a \$200k positive variance for all departments.

Supervisor Schwarz advised the group that as Treasurer she will place some capital funds, currently in daily liquidity funds, into CDARS. Using CDARS as it is FDIC covered. The amounts are to be determined based on the terms and rates to be provided by Finemark Bank. The Board agreed.

- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
Audit Committee – Supervisor Schwarz – No meeting.

Auditor Selection Committee – Supervisor Schwarz stated that the RFP closes at the end of July. At that time the Board will be advised how many people bid on the contract, however, the interviews will not take place until September and October.

Ballroom Committee – Supervisor Mars provided the **ATTACHED** spreadsheet of potential ballroom expenses. A couple of items that are missing on the spreadsheet are the handrails and the additional electrical outlets that we will need. Discussion took place on the temperature of the stage, LED lighting, and the use of acoustical tiles. Supervisor Mars will provide the Board with a quote for acoustical tiles. GM Belknap will pursue the portion for HVAC. Further discussion took place on sound concerning the direction of the speakers towards the stage.

We are waiting for Creative Solutions to tell us their schedule for the light and visual work. Kirkwood Electric will be called in to ensure there is enough power capability on the stage to handle large bands and the various voltage requirements.

Vice-Chair Overs explained to meeting attendees that the Board's intention with the ballroom bar is to close the first bar as you walk in the ballroom to improve the traffic flow of the guests. The enlarged bar on the far side of the room will accommodate 4 bartenders. Media Resources Committee chair, Karen Jessop recapped the original bond proposal.

*Supervisor Mars made a motion to proceed with the renovation of the back end of the ballroom to eliminate one bar and to enlarge the remaining bar not to exceed \$115,000 from the bond fund. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

Facilities & Amenities Committee – No meeting.

Finance Committee – No meeting.

Golf Committee – No meeting.

Holiday and Special Event Decorating Committee – The committee will be selected in August.

Library Committee - Supervisor Mars reported that the Library Committee has 3 members who have moved. Janet Robinson, Carol Dyer, and Irene Sieler will be removed from the committee.

*Supervisor Mars made a motion to add Brenda Stewart to the Library Committee. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

Management was requested to send Thank You notes to those leaving the Committee and a welcome note to Brenda Stewart who would be joining the committee.

Long-Range Planning Committee – Chair Young reported that the committee had their organizational meeting. Counsel Hart led a discussion on the differences between our Strategic Plan and the Goals & Objectives report required by legislation. Vice Chair-Overs suggested that the Strategic Plan be labeled as aspirational and that goals and objectives required for FL be operational and very clear and measurable. Counsel Hart will provide a memo and outline on the subject. Chair Young asked that all Board members give their input on performance goals and objectives that he could have reviewed at the August meeting, and the Board agreed.

Problem-Solving Committee – Beth Brucker – No meeting. Supervisor Kulkoski added that he believed that the committee should be involved with the Long Range Committee in discussions of the CLIS system; Chair Young agreed.

Resident Events Committee – Gary Attalla filled in the group on the events going on over the summer. The events have gone well. The committee is grateful for the support of the staff. The committee will not meet in August.

IX. OLD BUSINESS

Motion to Adopt the 10-year Capital and Deferred Maintenance Financial Plan - *Upon motion by Chair Young and seconded by Supervisor Kulkoski, the Herons Glen Recreation District Board of Supervisors hereby adopts the attached 10-year Capital and Deferred Maintenance Financial Plan. In adopting this plan, the Board is fully aware that it contains certain assumptions which are beyond the control of the District and therefore must be reviewed and revised as necessary on an annual basis at the time of the budget meetings held in June of each year. **The motion was approved unanimously.***

Letter for Proposed Budget and Assessment – Supervisor Schwarz stated that the letter for the proposed budget will be sent to Herons Glen residents 30 days in advance of the upcoming Public Hearing. The assessments per lot, if approved at the September 5th Public Hearing, will be \$2,848 annually or \$712 per quarter. This is \$217 less annually than the owners are currently paying. The annual debt service payment, shown on the homeowner's Lee County tax bill, remains at \$1,424.58 per year. The proposed

plan is a 3% increase over the current assessment for operations, maintenance, capital reserves, and deferred reserves. This is the same assessment which was approved at the June 14th Board meeting. This approval is just of the transmittal letter.

*Supervisor Schwarz made a motion to approve the Letter for Proposed Budget and Assessment. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

Proposed Job Descriptions - Supervisor Schwarz suggested modifications to the job descriptions within the Accounting Department in order to operate more efficiently. Concerns were raised in transactional work, changing these job descriptions will allow the Controller to focus more on oversight work. GM Belknap will incorporate some of those changes into the job descriptions. GM Belknap and Controller Brew will review, revise, and present the Board with improved job descriptions for the Accounting Department.

X. **NEW BUSINESS**

Addition of Golf Course Golf Cart Requirements to Policies & Procedures – The Policies & Procedures manual and the Rules & Regulations document needed to be modified to include the golf cart tire information that was approved at the July Board meeting.

*Supervisor Mars made a motion that we approve an update to the Policies & Procedures manual by adding the golf cart policy to it. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

*Supervisor Mars made a motion that the Rules & Regulations be amended to reflect the line concerning golf cart information. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

RESIDENT COMMENTS – Gary Attalla requested that the stairs to the ballroom storage room be cleaned. GM Belknap will follow up on this.

XI. **UPCOMING MEETINGS**

- Monday, August 5, 2024—Board of Supervisors—9:30 a.m. CR-C/Zoom
- Tuesday, August 6, 2024—Golf Committee—1:00 p.m. CR-C/Zoom
- Tuesday, August 13, 2024—Long-Range Planning—9:00 a.m. CR-C/Zoom
- Thursday, August 15, 2024—Finance—10:00 a.m. CR-C/Zoom

XII. **ADJOURNMENT** took place at 11:07 a.m.

Submitted By:

Karon Bennett 08/05/2024
Karon Bennett, Assistant GM Date

Approved By HGRD Board:

Peter Over 08/05/2024
Peter Over, HGRD Board Vice-Chair Date

Ballroom Update & Equipment	\$135,000.00	
Curtain	\$12,200.00 Final cost from Hiles	Committed
Darkening shades	\$17,425.00 From Karen J's sheet	Done
Internet	\$5,000.00 Just a guess	Done
Media room furniture		
Drafting table for light board	\$150.00 From Home Depot	Arrived
Stools for sound room	\$650.00 Checking on # needed	Webstaurant
Stage and stairs demo	\$17,000.00 Should reduce a bit	Tony Reaves to provide estimate
Dressing room reno		
Painting	\$170.00	Done in-house
Desk to be used as dressing table	\$1,500.00 Purchased from U-line	Arrived
Storage for mic stands	\$500.00	Still looking
Carpeting	\$860.00 Direct Flooring	Installed
Fans for air circulation	\$200.00 Home depot	Still looking
Stage and lighting & projection system	\$85,000.00 Creative Sound	Committed
Electrical sub-panel	\$6,400.00	Done
Contingency	\$13,000.00	
Subtotal	\$160,055.00	
Remaining Update & Equipment amnt.	\$25,055.00	
Ballroom ADA & Bathroom	\$75,000.00	
Lift	\$12,000.00 101 Mobility	Contracted
Bathroom	\$108,550.00 Invoice from Denmark	May still require \$15000 lift
Subtotal	\$120,550.00	
Remaining ADA & Bathroom amnt.	\$45,550.00	
Total bdugeted for the project	\$210,000.00	
Total estimated costs	\$280,605.00	
Total	\$70,605.00	

AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

August 5, 2024, at 9:30 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	Excused
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Vice-Chair Overs
- II. **PLEDGE OF ALLEGIANCE** – Vice-Chair Overs
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **MINUTES** – Regular Board Meeting on July 15, 2024
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - Update on Bond Projects
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - Audit Committee – Supervisor Schwarz
 - Auditor Selection Committee – Supervisor Schwarz
 - Ballroom Committee – Supervisor Mars
 - Facilities & Amenities Committee – Mary Koenig
 - Finance Committee – Dennis Popp
 - Golf Committee – Bruce Johnson
 - Holiday and Special Event Decorating Committee – Supervisor Mars
 - Select Committee Members
 - Library Committee - Supervisor Mars
 - Long-Range Planning Committee – Chair Young/Fred Gignac
 - Problem-Solving Committee – Beth Brucker
 - Resident Events Committee – Gary Attalla
- VIII. **OLD BUSINESS**
 - The Development of Goals and Objectives
- IX. **NEW BUSINESS**
- X. **RESIDENT COMMENTS**
- XI. **UPCOMING MEETINGS**
 - Tuesday, August 6, 2024—Golf Committee—1:00 p.m. CR-C/Zoom
 - Tuesday, August 13, 2024—Long-Range Planning—9:00 a.m. CR-C/Zoom
 - Thursday, August 15, 2024—Finance—10:00 a.m. CR-C/Zoom
 - Thursday, September 5, 2024—**Public Hearing** — 6:00 p.m. Ballroom/Zoom (Zoom will be used for recording purposes only)
 - Monday, September 9, 2024— Golf Committee — 9:00 a.m. CR-C/Zoom
 - Monday, September 9, 2024— Finance Committee — 11:00 a.m. CR-C/Zoom
 - Monday, September 9, 2024— Resident Events Committee — 1:00 p.m. Activities Room A/Zoom
 - Tuesday, September 10, 2024 — Long Range Planning Committee — 9:00 a.m. CR-C/Zoom
 - Monday, September 16, 2024— Facilities & Amenities Committee — 9:00 a.m. CR-C/Zoom
 - Monday, September 30, 2024— Board of Supervisors — 9:30 a.m. CR-C/Zoom
- XII. **ADJOURNMENT**

MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

August 5, 2024, at 9:30 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	Excused
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Bill Kulkoski	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas Karen Mars	X	Residents	4

- I. **CALL TO ORDER** – Vice-Chair Overs opened the meeting at 9:30 AM.
- II. **PLEDGE OF ALLEGIANCE** – Vice-Chair Overs led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **MINUTES** – *Supervisor Mars made a motion to approve the minutes from the Regular Board Meeting on July 15, 2024. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. stated that Ethics Training has been for the HGRD Board of Supervisors scheduled for Tuesday, October 22nd in Counsel Hart’s Office.

Counsel Hart presented Resolution 2024-11 to the Board: *Supervisor Mars moved to approve Resolution 2024-11, Chair Young seconded the motion, and the Resolution was approved as follows:* A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR BALLROOM UPDATE AND EQUIPMENT, PICKLEBALL COURT ADDITION, AND GOLF COURSE RENOVATIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Counsel Hart presented Resolution 2024-12 and Resolution 2024-13 to the Board: *Supervisor Schwarz moved to approve Resolution 2024-12 and Resolution 2024-13, Chair Young seconded the motion, and the resolutions were approved as follows:* **Resolution 2024-12** - A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT AMENDING THE DISTRICTS’ POLICIES AND PROCEDURES REGARDING GOLF CART TIRES; PROVIDING FOR GENERAL AUTHORITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. **Resolution 2024-13** - A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT AMENDING THE DISTRICTS’ RULES AND REGULATIONS REGARDING GOLF CARTS; PROVIDING FOR GENERAL AUTHORITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Counsel Hart presented Resolution 2024-14 to the Board: *Supervisor Schwarz moved to approve **Resolution 2024-14**, Chair Young seconded the motion, and the Resolution was approved as follows:* A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT AMENDING AND ADOPTING THE DISTRICT’S CAPITAL AND DEFERRED MAINTENANCE FINANCIAL MODEL; PROVIDING FOR GENERAL AUTHORITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap provided the following update:
 - New Windows & Doors:** BNT Windows received permits and has started replacing selected doors and windows. Replacements include 10 double doors/sidelights, 2 single doors, and all windows on the north side of the lobby, with grids inside the glass.
 - Bocce:** Morsports' return to level and add clay to the bocce courts depending on the rain. A new paver path from the far west bocce court to the cart parking lot was completed. Leftover pavers will be used for the bocce storage shed base which needs to be removed from the asphalt lot. They are awaiting word on moving the North end shade structures.
 - Clubhouse Maintenance Area:** Denmark Construction framed the area, with plans being checked for room size discrepancies. Electricians will arrive after the questions are answered.
 - Storage Containers:** The County approved placing storage containers in the desired area, pending Fire department approval. Innovar Structures is informed of the situation. Awaiting County response on the range restroom LDO modification.

Pool and Admin Breezeway Restroom Upgrades: The tile was delivered to Direct Flooring; the installer will contact us about installation dates. New restroom sinks and baby changing tables were purchased for pool restrooms. The pool restroom will be re-configured to bring it in line with ADA requirements. New partitions are planned for admin breezeway restrooms.

#17 Bulkhead: The County requires completing the original LDO before approving the #17 retention wall (bulkhead). Therefore, the project will be transferred to the original golf course and the LDO engineer of record will integrate the bulkhead work into the existing LDO as “phase 6.” Proper notice for the transfer is being initiated to obtain files from the previous contractor.

CMM Roofing: No further leaks, but pressing CMM to return for final repairs. CMM will send a crew after completing school projects they are currently working on. After that, they will return to re-flash drains and install a new cap sheet on our roof.

CLIS: The Century Link fiber installation team (this is a project not associated with HGRD or HGHOA, but rather a utility project in the right of way) has been damaging CLIS mainlines and wires, requiring repairs. Mainscape is segregating invoices for reimbursement of these repairs.

Resident Larry Cummings directed several questions to GM Belknap concerning repairs within the facilities. GM Belknap is addressing these concerns.

VII. COMMITTEE REPORTS & RECOMMENDATIONS

Audit Committee – No Meeting

Auditor Selection Committee – Supervisor Schwarz advised the RFP closed with four respondents. She is shipping packages with the submitted information to committee members and after discussion, they will begin interviews.

Ballroom Committee – Supervisor Mars informed the group that Creative Sound & Lighting finished installing the lighting, projector, and retractable screen. Kirkwood Electric hardwired the screen and added dedicated outlets after installing a new transformer. Supervisor Mars has requested that Creative Sound provide some dates for projection training for several resident groups and key employees. The committee is working on storage for exercise equipment rather than using the dressing rooms for that storage, and searching for stair railing. Supplies are short on acoustical boxes, the ADA lift has been ordered, and there is not an ETA for the stage curtain at this time. Chair Young asked why the HVAC for the stage was on hold. GM Belknap stated that management is working on resolving the HVAC issue by possibly adding a few more A/C vents above the stage rather than installing a separate system which would create more noise on stage.

Denmark Construction began demolition on the back bar. Back bar equipment, including a draft beer system is being ordered.

Facilities & Amenities Committee – No Meeting

Finance Committee – No Meeting

Golf Committee – No Meeting

Holiday and Special Event Decorating Committee – Vice Chair Young suggested a change to the Holiday and Special Event Decorating Committee allowing more volunteers to participate on the committee. *Supervisor Mars moved to amend the Holiday and Special Event Decorating Committee charter item #2 to state “ The committee consists of seven to nine Residents.” Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

*The names of the volunteers for the Holiday and Special Event Decorating Committee were presented: Joann Brosnan, Tim Chalfin, Pat Crytser, Susan Gregor, Shirley Hrabar, Sherri Long, Martie Shea, Kathy Styles, and Judith West. Supervisor Schwarz moved to appoint all volunteers to the Holiday and Special Event Decorating Committee. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

Library Committee - No Meeting

Long-Range Planning Committee – No meeting. Chair Young asked for input from the Board concerning Goals & Objectives. The group agreed to a simplified approach. Vice-Chair Overs and Counsel Hart will present a Goals and Objectives document at the next Board meeting for approval. These must be posted on the HGRD website by October 1, 2024. It was agreed that the Long Range Planning Committee would not work on this requirement this year.

Problem-Solving Committee – No Meeting

Resident Events Committee – Gary Attalla stated that Resident Events are slow this time of year. He added that the second puzzle contest hosted by the committee is scheduled for August.

VIII. **OLD BUSINESS**

- The Development of Goals and Objectives – This was addressed earlier in the meeting.

IX. **NEW BUSINESS**

- None was presented.

X. **RESIDENT COMMENTS**

- HG Resident Tim Kerns requested a review of the Resident non-member golf rates. GM Belknap will bring the request to the Golf Committee meeting on August 6, 2024.

XI. **UPCOMING MEETINGS**

- Tuesday, August 6, 2024—Golf Committee—1:00 p.m. CR-C/Zoom
- Tuesday, August 13, 2024—Long-Range Planning—9:00 a.m. CR-C/Zoom
- Thursday, August 15, 2024—Finance—10:00 a.m. CR-C/Zoom
- Thursday, September 5, 2024—**Public Hearing** — 6:00 p.m. Ballroom/Zoom (Zoom for recording purposes only)
- Monday, September 9, 2024— Golf Committee — 9:00 a.m. CR-C/Zoom
- Monday, September 9, 2024— Finance Committee — 11:00 a.m. CR-C/Zoom
- Monday, September 9, 2024— Resident Events Committee — 1:00 p.m. Activities Room A/Zoom
- Tuesday, September 10, 2024 — Long Range Planning Committee — 9:00 a.m. CR-C/Zoom
- Monday, September 16, 2024— Facilities & Amenities Committee — 9:00 a.m. CR-C/Zoom
- Monday, September 30, 2024— Board of Supervisors — 9:30 a.m. CR-C/Zoom

XII. **ADJOURNMENT** took place at 10:56 a.m.

Approved by the Board on September 30, 2024



HERONS GLEN RECREATION DISTRICT

PUBLIC HEARING

APPROVAL OF THE FY2024-25 BUDGET AND NON-AD VALOREM ASSESSMENT ROLL

Thursday, September 5, 2024, at 6:00 PM in the Ballroom

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 Passcode: HgrdMeet1

AGENDA

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		District Counsel Tom Hart	
Vice-Chair Peter Overs		General Manager J.B. Belknap	
Treasurer Jayne Schwarz		Assistant GM Karon Bennett	
Secretary Bill Kulkoski		Controller Lynn Brew	
Asst Secretary/Treasurer Karen Mars		Residents	

- I. **CALL TO ORDER** – Vice-Chair Overs
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz
- III. **ROLL CALL** – Karon Bennett
- IV. **RESOLUTION NO. 2024-15 (Annual Budget)** - Tom Hart, Esq.
- V. **PUBLIC INPUT** – Vice-Chair Overs
- VI. **RESOLUTION NO. 2024-16 (Annual Assessment)** - Tom Hart, Esq.
- VII. **UPCOMING MEETINGS**
 - Monday, September 9, 2024— Finance Committee — 11:00 a.m. CR-C/Zoom
 - Monday, September 9, 2024— Resident Events Committee — 1:00 p.m. Activities Room A/Zoom
 - Tuesday, September 10, 2024 — Long Range Planning Committee — 9:00 a.m. CR-C/Zoom
 - Monday, September 16, 2024— Facilities & Amenities Committee — 9:00 a.m. CR-C/Zoom
 - Monday, September 30, 2024— Board of Supervisors — **9:30 a.m.** CR-C/Zoom
- VIII. **ADJOURNMENT**



HERONS GLEN RECREATION DISTRICT

PUBLIC HEARING

APPROVAL OF THE FY2024-25 BUDGET AND NON-AD VALOREM ASSESSMENT ROLL

Thursday, September 05, 2024, at 6:00 PM in the Ballroom

MINUTES

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	Zoom	District Counsel Tom Hart	X
Vice-Chair Peter Overs	X	General Manager J.B. Belknap	X
Treasurer Jayne Schwarz	X	Assistant GM Karon Bennett	X
Secretary Bill Kulkoski	Zoom	Controller Lynn Brew	X
Asst Secretary/Treasurer Karen Mars	X	Residents	25

- I. **CALL TO ORDER** – Vice-Chair Overs opened the meeting at 6:00 p.m.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz led the Pledge of Allegiance.
- III. **ROLL CALL** – Karon Bennett took roll call; attendees are listed above.
- IV. **RESOLUTION NO. 2024-15 (Annual Budget)** - Counsel Hart presented the Resolution 2024-15 for the annual budget as follows: *A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING A FINAL BUDGET FOR THE 2024-2025 FISCAL YEAR; PROVIDING FINDINGS; PROVIDING CONFIRMATION OF ANNUAL BUDGET; PROVIDING FOR ANNUAL ASSESSMENTS AND QUARTERLY INSTALLMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. Supervisor Mars moved to approve Resolution 2024-15; Chair Young seconded the motion.*

Discussion ensued.

PUBLIC INPUT – Vice-Chair Overs asked for input from the attendees. Resident Ken Marohn raised concerns about the budget, specifically the increase in the administrative budget over the projected year-end figures for the administrative department in the fiscal 2023-2024 budget. GM Belknap explained that it was decided to move the allocation of property and casualty insurance from departments to the administration fund. This would decrease the amount requested for the various departments but increase the requested administrative budget creating a budget neutral situation. The Recreation District is projected to subsidize \$535,000 in the food and beverage department despite the removal of the insurance allocation. The Board also recognized the impact of rising food and labor costs, as well as health insurance expenses. The group discussed the role of a restaurant within a country club setting, emphasizing that it's not a profit-driven business but an amenity for residents. They also discussed the cost of maintaining the restaurant, with one member suggesting it's minimal compared to other clubs with similar amenities or local restaurants. Management will continue looking for cost-saving measures in food and beverage operations without affecting resident expectations. A Suggestion was made to change the format of the provided budget report.

Vice-Chair Overs called for the vote and Resolution 2024-15 was approved unanimously.

- V. **RESOLUTION NO. 2024-16 (Annual Assessment)** - Counsel Hart presented the Resolution 2024-16 for the annual assessment as follows: *A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT FINDING SPECIAL BENEFITS; APPROVING METHODOLOGY FOR ASSESSMENT AND COLLECTION AND FINAL 2024-2025*

ASSESSMENT ROLL; PROVIDING FOR PAYMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. Counsel Hart read Section 5 of the document as follows: *PAYMENT OF SPECIAL ASSESSMENTS. The Special Assessments on developed lots shall be payable in quarterly installments, or in such other manner as the District shall from time to time determine. Unless later revised by the Board, collection of the Special Assessments on lots the owners of which during the current fiscal year have been, two or more quarters delinquent in paying past assessments, shall be payable on the property tax bill pursuant to the Uniform Method set forth in Section 197.3632, Florida Statutes and said Special Assessment shall be included on each such bill along with the District's bond debt service special assessments which are set forth in Resolutions 2020-33 and 2020-37.*

Supervisor Mars moved to approve Resolution 2024-16; Supervisor Schwarz seconded the motion. Discussion ensued.

Counsel Hart informed the Board that those accounts which were at least two-quarters past due could be put on the tax roll for the next year, thereby relieving the District of the responsibility for collecting the payments. If the owner is delinquent on their taxes, the Lee County tax collector could sell a tax certificate on the property. A concern was raised about the timing in which an owner is required to pay the annual assessment after previously being delinquent. Supervisor Kulkoski suggested that only those properties delinquent at the close of this fiscal year be added to the tax bill for this year, as is the practice used in past years.

Supervisor Mars made a motion for any property equal to or greater than two-quarters past due on HGRD assessments during the fiscal year be placed on the next year's tax roll. Supervisor Schwarz seconded the motion.

Vice-Chair Overs called for the vote. The motion failed 3-2 with voting as follows: Chair Youn, no; Vice-Chair Overs, no; Treasurer Schwarz, yes; Supervisor Kulkoski, no; Supervisor Mars, yes.

Supervisor Kulkoski made a motion to amend Resolution 2024-16, by striking the words "during the current fiscal year" and replacing them with "at the close of the current fiscal year". Chair Young seconded the motion.

Vice-Chair Overs called for the vote. The motion passed 4-1 as follows; Chair Young, yes; Vice-Chair Overs, yes; Treasurer Schwarz, yes; Supervisor Kulkoski, yes; Supervisor Mars, no.

Tom Hart will modify paragraph 5 of Resolution 2024-16 to reflect the adopted amendment.

VI. UPCOMING MEETINGS

- Monday, September 9, 2024— Finance Committee — 11:00 a.m. CR-C/Zoom
- Monday, September 9, 2024— Resident Events Committee — 1:00 p.m. Activities Room A/Zoom
- Tuesday, September 10, 2024 — Long Range Planning Committee — 9:00 a.m. CR-C/Zoom
- Monday, September 16, 2024— Facilities & Amenities Committee — 9:00 a.m. CR-C/Zoom
- Monday, September 30, 2024— Board of Supervisors — 9:30 a.m. CR-C/Zoom

VII. ADJOURNMENT took place at 7:10 p.m.

Approved by the Board on September 30, 2024

AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

September 30, 2024, at 9:30 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Vice-Chair Overs
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **MINUTES** – Regular Board Meeting 08.05.2024 and Public Hearing 09.05.2024
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - Update on Bond Projects
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - Auditor Selection Committee - Supervisor Schwarz
 - Recommendation
 - Disband the Auditor Selection Committee
 - Ballroom Committee – Supervisor Mars
 - Concert Series Selection Committee – Select Committee Members
 - Facilities & Amenities Committee – Mary Koenig
 - Finance Committee – Dennis Popp
 - Golf Committee – Bruce Johnson
 - Holiday and Special Event Decorating Committee – No report.
 - Long-Range Planning Committee – Chair Young/Fred Gignac
 - Problem-Solving Committee – Beth Brucker
 - Resident Events Committee – Gary Attalla
- IX. **OLD BUSINESS**
 - Goals and Objectives – Vice-Chair Overs
- X. **NEW BUSINESS**
 - Revision of Herons Glen Community Governing and Oversight Structure Document – Supervisor Mars
- XI. **RESIDENT COMMENTS**
- XII. **UPCOMING MEETINGS**
 - Monday, October 6, 2024—Golf Committee—9:00 a.m. CR-C/Zoom
 - Monday, October 6, 2024— Resident Events Committee — 1:00 p.m. Activities Room A
 - Monday, October 14, 2024—Finance Committee—9:00 a.m. CR-C/Zoom
 - Thursday, October 17, 2024— Facilities Committee—9:00 a.m. CR-C/Zoom
 - Monday, October 21, 2024— Board of Supervisors — 9:30 a.m. CR-C/Zoom – *Wendy will cover this meeting for Karon*
 - Monday, October 28, 2024—Long Range Planning Committee—9:00 a.m. CR-C/Zoom
- XIII. **ADJOURNMENT**

MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

September 30, 2024, at 9:30 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	Zoom	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Bill Kulkoski	Zoom	Assistant GM Karon Bennett	X
Assistant Sec/Treas Karen Mars	X	Residents	

- I. **CALL TO ORDER** – Vice-Chair Overs opened the meeting at 9:30 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **MINUTES** – *Supervisor Schwarz made a motion to approve the minutes from the Regular Board Meeting on August 5, 2024. Supervisor Mars seconded the motion. **The motion was approved unanimously.** Supervisor Schwarz made a motion to approve the minutes from the Public Hearing on September 5, 2024. Supervisor Mars seconded the motion. **The motion was approved unanimously.***
- V. **DISTRICT COUNSEL’S REPORT** – Counsel Hart advised the group that the Florida Legislature has passed a new statute that requires the District to include certain conditions in all its contracts. The District now must get an affidavit from every contracted vendor stating “In accordance with Florida statutes, and on behalf of the entity named below the undersigned officer or representative, hereby attests, under the penalty of perjury that to the best of my knowledge and reasonable belief, the entity does not use coercion, as that term is defined in the Florida Statutes for labor or services. The undersigned is authorized to execute this affidavit.”
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap updated the group as follows:
 - Ballroom Improvements:** Progress was made with the bar floor drains and stage curtain support, despite delays from the storm.
 - Storage Containers:** Surveyor Phil Mould aims to complete the final survey soon, with some storm-related delays. A low flow issue is being addressed with the local fire department.
 - Driving Range Restrooms:** Progress is noted, and Lee County has invoiced for the water and sewer hook-up, evidence that the LDO modification is moving forward.
 - Bocce Courts:** Shade structure posts at the South side of the courts were moved, and the courts are now open. Repairs to irrigation are underway.
 - #17 Bulkhead:** Awaiting a response from Engineer Jim Ink regarding County approval to add this project to the open LDOs.
 - Pool and Admin Restrooms:** Open but renovations incomplete with pending arrival of partitions and other upgrades in progress.
 - Tennis Courts:** MorSports is scheduled to replace lines and add Har-tru clay in early October, but rain delays are affecting progress.
- VII. **FINANCIAL REPORT** – Controller Lynn Brew reported on the August variances to budget:
 - Admin \$336 unfavorable, YTD \$96,795 favorable
 - Restaurant \$18,090 favorable, YTD \$139,453 unfavorable
 - Clubhouse \$3,134 favorable, YTD \$1,068 favorable
 - CLIS \$4,920 favorable, YTD \$47,875 favorable
 - Fitness \$1,673 favorable, YTD \$10,746 favorable
 - Golf Maintenance \$5,772 favorable, YTD \$3,726 favorable
 - Pro Shop \$23,348 favorable, YTD \$148,776 favorable
 - All Departments \$56,602 favorable, YTD \$169,532 favorable
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - Auditor Selection Committee** - The Auditor Selection Committee, guided by Florida State law, was composed of three members. Supervisor Schwarz was required to serve as Chair. The other members included Dennis Popp, Chair of the Finance Committee, and Nicole Wilkin, a resident with a Florida CPA license. The bids for the new HGRD auditors closed on July 31st, and the committee opened, reviewed, and evaluated them in accordance with the evaluation criteria and the weight assigned in the RFP.

*Supervisor Schwarz made a recommendation to the Board to contract Clifford, Larson & Allen, the current auditors, for a fixed four-year term with six one-year options. The committee also unanimously recommended a fixed fee of \$37,800 for the fiscal year 2025 statements and pricing in CLA's proposal for the fiscal year 2026--2028 statement. These fixed fee quotes were offered provided that there are no significant changes in the District's operations, no changes to the scope of the audit, accounting, and reporting, and that management meets all deadlines with timely and accurate data. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

Counsel Hart presented Resolution 2024-17 to the Board: *Supervisor Schwarz moved to approve Resolution 2024-17, Supervisor Mars seconded the motion, and the Resolution was approved as follows:* A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURE FROM 2024/2025 OPERATING BUDGET FOR PREPARATION OF DISTRICT'S ANNUAL AUDIT REPORT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

*Supervisor Schwarz moved to discharge the Auditor Selection ad hoc committee as its work had been completed. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

Ballroom Committee – Supervisor Mars expressed concerns about the temperature of the sound room and the equipment overheating problems we are experiencing, particularly around the time that the A/C chillers were broken in the ballroom. GM Belknap will address the issue.

Concert Series Selection Committee – *Supervisor Schwarz moved to appoint Susan Atkin, Dennis Deluca, Joe Dotolo, Mary Koenig, and Susan Wasserott to the Concert Series Selection Committee. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

Facilities & Amenities Committee – The Board discussed the recognition of cornhole as a sanctioned activity. The acquisition of cornhole boards for community use was also discussed, with an estimated cost of \$3,700 to \$4,300. The Board was very clear that at this time the Recreation District will not accept any responsibility for costs, set-up or storage associated with the introduction of the cornhole game. The plan is to have these activities conducted by residents in a parking lot. The potential use of shuffleboard courts for cornhole games was also discussed, with concerns raised about maintenance and the need for additional storage or buildings. Supervisor Mars moved that Cornhole be recognized as a sanctioned District activity with the understanding that the District accepts no responsibility financial or otherwise for the activity. Supervisor Schwarz seconded the motion. The motion passed unanimously.

Mary Koenig brought forth a suggestion from the committee for complimentary snacks available at the bar. A discussion led by GM Belknap took place on the pros and cons of having complimentary snacks at the bar. *Supervisor Mars moved that snack be served at the bar free of charge. There was no second for the motion, therefor the motion fell to the floor without a vote. Chair Young made a motion that packaged snacks, such as those available in the Golf Shop, be available for a fee. Vice-Chair Overs seconded the motion. **The motion passed unanimously.***

Finance Committee – The Finance committee met to review the proposed property and casualty insurance for the period beginning October 1, 2024. The committee recommended the board accept the proposed policies.

GM Belknap stated that he signed the paperwork to bind coverage up until 4/30/2025 that changed coverage from a 2% wind insurance deductible to a 5% wind insurance deductible on the Ancillary property for a named storm. He added, it's just north of a \$5k savings for 7 months and suggested we revert to the 2% deductible upon renewal.

*Vice-Chair Overs made a motion to accept the proposal from Acrisure on the property and casualty insurance for FY 2025 subject to the reduction of the deductible for ancillary properties for the remaining period of the contract. Chair Young seconded the motion. **The motion was approved unanimously.***

Golf Committee – The Board discussed golf course concrete projects, and the use of the 2020 acquisition construction funds for golf cart path work, not to exceed \$82,000. Bruce Johnson advised the board that the committee was working with management seeking additional proposals for the golf course cart path and curb work. Multiple quotes are required for the work and the results are to be presented by management to the Finance Committee for bid oversight.

Counsel Hart presented 2024-18 to the Board. *A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR CART PATH AND CURB PROJECTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. Vice-Chair Overs moved to approve Resolution 2024-18, Supervisor Schwarz seconded the motion, and **the Resolution was approved unanimously.***

Holiday and Special Event Decorating Committee – Vice-Chair Overs stated that Wendy Shea and Janine Stepanich need to decide what their needs are for decorations and schedule a meeting with the committee. It is up to management to convene the committee.

Long-Range Planning Committee – No report.

Problem-Solving Committee – No report.

Resident Events Committee – Gary Attalla stated that the committee is busy planning for another season. He added that they are considering another dance to take place in mid-summer since the last one was so successful.

IX. **OLD BUSINESS**

Goals and Objectives – Vice-Chair Overs and Counsel Hart advised the residents that each Special District must provide goals and objectives with measurable standards for providing quality programs and amenities like the clubhouse, restaurants, and golf course., The District will measure its performance in achieving its Goals and Objectives by producing an Annual Survey of Residents and Users with the Objective being to achieve a Satisfactory rating by at least a majority of respondents, excluding those who are either neutral or who express no opinion.

*Supervisor Kulkoski made a motion to approve the HGRD Goals and Objectives and have them placed on the [District Transparency](#) page of the District’s website. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

X. **NEW BUSINESS**

Revision of Herons Glen Community Governing and Oversight Structure Document– The Board agreed not to make changes to the document.

XI. **RESIDENT COMMENTS**

XII. **UPCOMING MEETINGS**

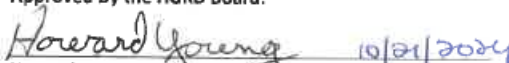
- Monday, October 6, 2024—Golf Committee—9:00 a.m. CR-C/Zoom
- Monday, October 6, 2024— Resident Events Committee — 1:00 p.m. Activities Room A
- Thursday, October 17, 2024— Facilities and Amenities Committee—9:00 a.m. CR-C/Zoom
- Monday, October 21, 2024— Board of Supervisors — 9:30 a.m. CR-C/Zoom –
- Monday, October 28, 2024—Long Range Planning Committee—9:00 a.m. CR-C/Zoom

XIII. **ADJOURNMENT** took place at 11:21 AM.

Submitted By:


Karon Bennett, Assistant GM Date

Approved By the HGRD Board:


Howard Young, HGRD Board Chair Date

HERONS GLEN RECREATION DISTRICT
AGENDA – SPECIAL EMERGENCY BOARD MEETING
 October 8, 2024, at 1:00 p.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	Excused
Treasurer Jayne Schwarz		District Counsel Tom Hart	Excused
Secretary Bill Kulkoski		Assistant GM Karon Bennett	Excused
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Vice-Chair Overs
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars
- III. **ROLL CALL**
- IV. **STATE OF EMERGENCY DECLARATION – HURRICANE MILTON**
- V. **RESIDENT COMMENTS**
- VI. **ADJOURNMENT**

**HERONS GLEN RECREATION DISTRICT
MINUTES – SPECIAL EMERGENCY BOARD MEETING**

October 8, 2024, at 1:00 p.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	Excused	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	Excused
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	Excused
Secretary Bill Kulkoski	X	Assistant GM Karon Bennett	Excused
Assistant Sec/Treas Karen Mars	X	Residents	0

- I. **CALL TO ORDER** – Vice-Chair Overs opened the meeting at 1:00 p.m.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Mars led the Pledge of Allegiance.
- III. **ROLL CALL** was taken, attendees are listed above.
- IV. **STATE OF EMERGENCY DECLARATION – HURRICANE MILTON**

Resolution 2024-19 was presented to the Board. *Vice-Chair Overs moved to approve Resolution 2024-19, Supervisor Mars seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERONS GLEN RECREATION DISTRICT, RELATING TO THE DECLARATION OF A STATE OF EMERGENCY RELATING TO HURRICANE MILTON.*

(ATTACHED).

- V. **RESIDENT COMMENTS** – None were presented.
- VI. **ADJOURNMENT** took place at 1:10 p.m.

Submitted By:

Karon Bennett 10/21/2024
Karon Bennett, Assistant GM Date

Approved By the HGRD Board:

Howard Young 10/21/2024
Howard Young, HGRD Board Chair Date

HERONS GLEN RECREATION DISTRICT
EMERGENCY RESOLUTION NO. 2024-19
DECLARING A STATE OF LOCAL EMERGENCY

A RESOLUTION OF THE OF THE BOARD OF SUPERVISORS OF THE HERONS GLEN RECREATION DISTRICT, RELATING TO THE DECLARATION OF A STATE OF EMERGENCY RELATING TO HURRICANE MILTON.

WHEREAS, the National Hurricane Center has recognized the danger to residents of Florida from Hurricane Milton; and

WHEREAS, Hurricane Milton has the potential for causing life threatening conditions and extensive damage to District property; and

WHEREAS, Sec.252.38(3)(a)(5), Florida Statutes provides authority for political subdivisions to declare a State of Emergency and to waive the procedures and formalities otherwise required of political subdivisions in order to to take whatever action is necessary to ensure the health, safety, and welfare of the District; and

WHEREAS, Florida Governor Ron DeSantis Issued Executive Order 24-214 on October 5, 2024 declaring a State of Emergency for Lee County,

NOW, THEREFORE, IT IS RESOLVED, this 8th day of October 2024, that Hurricane Milton poses a serious threat to the Herons Glen Recreation District, and that a State of Local Emergency shall be declared effective immediately for the Herons Glen Recreation District,

BE IT FURTHER RESOLVED that the Board of Supervisors hereby exercises its authority and waives the procedures and formalities required by law of a political subdivision, as authorized under Sec.252.38 Florida Statutes.

DULY EXECUTED this 8th day of October 2024

HERONS GLEN RECREATION DISTRICT

Peter W. Overs Vice Chairman

ATTEST:



Karen Mars Assistant Secretary.

AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

October 21, 2024, at 9:30 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Act. & Events/Office Manager Wendy Shea	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Chair Young
- III. **ROLL CALL** – Act. & Events/Office Manager Wendy Shea
- IV. **MINUTES** – Regular Board Meeting 09.30..2024 and Special Emergency Meeting 10.08.2024
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - Update on Bond Projects
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - Ballroom Committee – Supervisor Mars
 - Facilities & Amenities Committee – Mary Koenig
 - Finance Committee – Dennis Popp
 - Golf Committee – Bruce Johnson
 - Holiday and Special Event Decorating Committee – Wendy Shea
 - Long-Range Planning Committee – Chair Young/Fred Gignac
 - Problem-Solving Committee – Beth Brucker
 - Resident Events Committee – Gary Attalla
- IX. **OLD BUSINESS**
 - Strategic Plan – Vice-Chair Overs
- X. **NEW BUSINESS**
 - Clubhouse Doors and Windows
- XI. **RESIDENT COMMENTS**
- XII. **UPCOMING MEETINGS**
 - Thursday, October 24, 2024— Holiday and Special Event Decorating Committee—1:00 p.m. CR-C/Zoom
 - Monday, October 28, 2024—Long Range Planning Committee—9:00 a.m. CR-C/Zoom
 - Monday, November 4, 2024—Golf Committee—9:00 a.m. CR-C/Zoom
 - Monday, November 4, 2024— Resident Events Committee — 1:00 p.m. Activities Room A
 - Monday, November 11, 2024—Facilities & Amenities Committee—9:00 a.m. CR-C/Zoom
 - Monday, November 18, 2024— Board of Supervisors — 9:30 a.m. CR-C/Zoom
- XIII. **ADJOURNMENT**

MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

October 21, 2024, at 9:30 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	Present	GM J.B. Belknap	Present
Vice-Chair Peter Overs	Present	Controller Lynn Brew	Present
Treasurer Jayne Schwarz	Present	District Counsel Tom Hart	Excused
Secretary Bill Kulkoski	Present	Act. & Events/Office Manager Wendy Shea	Present
Assistant Sec/Treas Karen Mars	Present	Residents	8

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:30 AM.
- II. **PLEDGE OF ALLEGIANCE** – Chair Young led the Pledge of Allegiance.
- III. **ROLL CALL** – Act. & Events/Office Manager Wendy Shea took roll call; attendees are listed above.
- IV. **MINUTES** – *Supervisor Kulkoski made a motion to approve the minutes from the Regular Board Meeting on 09.30.2024. Supervisor Mars seconded the motion. **The motion was approved unanimously.***

*Supervisor Kulkoski made a motion to approve the minutes from the Special Emergency Meeting 10.08.2024. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.***
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. – Excused Absence – No report given.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap updated the group on the Bond Projects as follows:
 - Hurricane Milton:** Management this past week had the opportunity to further assess the property for wind damage. Again, it’s been minimal but there are several tennis poles and lights that are tilted. Facilities Maintenance Manager, Nate Baers called Kirkwood Electric, who installed the lights & poles, to have them come out and investigate. Kirkwood also has our tennis photometrics plan if any of the lights need adjusting. In addition, one of the bocce poles has loosened. Dragon Recreation Services will look at it when they come back to do the north end structures, but it should be an easy fix.
 - Ballroom Improvements:** Denmark Construction installed the bar windows in the Ballroom. We identified an electrical question up in the loft which controls the projector. The Denmark electrician will be here Monday to inspect the entire upstairs. The stage curtain company will return to make the necessary adjustments.
 - Storage Containers:** GM Belknap contacted Innovar Structures after the storm to make sure their Wauchula facility and our containers were okay. The containers were fine and the engineering plan is due back to us early next week. This is needed so we can present to general contractors to bid on the project. Engineer Jim Ink has been speaking with the county Fire Marshal regarding the fire flow test results. Considering the low pressure, Jim is seeking alternatives including a booster pump to increase the flow.
 - Driving Room Restrooms:** No comments from the County. Unfortunately, it’s tied to the storage area LDO.
 - Bocce:** Stoney (Dragon Recreation) will contact GM Belknap once the material arrives for the north end structures which may have been delayed due to Hurricane Milton. Court #2 is still experiencing dryness after MorSports worked on it. Pictures have been taken and they have been asked to remedy.
 - Admin Breezeway Restroom Upgrades:** The partitions have been installed and the Facilities Maintenance team is finishing up with the final items in the restrooms.
 - Ivy Smith:** We received one reimbursement check (our first) from Ivy Smith this week for repairs to property. GM Belknap will be following up on the status of the other four invoices on Monday.
 - Golf Memberships:** As of today, golf membership stands at 541 golfers, almost 20 behind last year at this time. 341 homes out of 1,300 currently have golf memberships (26%). This week, Head Golf Pro Bruce Harris began the process of calling non-residents who expressed interest in joining. He now has 13 Singles, and 4 Couples interested in joining between next week and Dec. 1st, with messages left with another 15 people. Bruce is also contacting the non-renewing golfers to ask them why they elected not to join this year in the hopes of gaining more insight.

Cart Path Work: Tincer Concrete just submitted its quote this morning for \$71,200. Creative Path & Curb was \$81,400 and We have another company, Devine, that is scheduled to send a bid by Monday. GM Belknap will contact Supervisor Schwarz to set up a Bid Oversight Committee meeting for their review and recommendation.

HVAC: GM Belknap stated that we upgraded the restaurant AC system prior to the renovation. One of the coils in the ballroom A/C chiller failed. Carrier replaced the coil and recharged the unit with refrigerant. This was an emergency purchase since the unit needs to be adequate to meet the needs of the ballroom/stage as well as the mezzanine and the multiple heat factors with our new equipment. In speaking with Supervisor Schwarz, we would like to code this to the bond similar to the restaurant project. GM Belknap will work with Carrier and BMI to determine all the components of the Chillers for an accurate account of their useful life for the Club Benchmarking planning tool. Resident Ray Ruele asked if the HGRD has a service agreement with an HVAC Company. GM Belknap stated we have our chillers serviced by Carrier.

Driving Range Target Greens: Aqua Greens installed the 3 new range target greens last Friday. Chair Young questioned the position of the target greens but was assured that the placement was what Bruce Harris wanted and felt it would be appropriate for the lake and areas such as the pool deck. Robert Polenska asked where the Golf Improvement account came from. Vice Chair Overs stated that the fund is the excess revenue paid by the golfers from the Golf Maintenance and Golf Shop Department each year.

- VII. **FINANCIAL REPORT** – Controller Brew submitted the preliminary EOY financials on the October 15th. GM Belknap stated that the District doesn't close the books at fiscal year-end until November 1st, so that any stray invoices can be posted prior to closing out the year. The revenue will remain constant; however, we may have lingering invoices (mainly from GCM) that have to be captured which will reduce the current surplus.

VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

Ballroom Committee – Supervisor Mars stated that the projector and screen were used by the Travel Club and at the Trivia Night. Supervisor Mars and Supervisor Schwarz have identified some electrical problems in the sound room, some circuit breaker issues and the new equipment overheating. Supervisor Mars will see if the electricians have corrected some issues, and if not then she will contact Creative Sound and Lighting to come back and find the problems. The ADA lift has arrived and is quite large. Management is looking into ways and locations to store the ADA lift. Management also has Parker Air coming back to find out if the AC unit for the stage can be segregated from the regular ballroom AC unit.

Facilities & Amenities Committee – No meeting in October.

Finance Committee – No meeting in October.

Golf Committee – No meeting in October.

Holiday and Special Event Decorating Committee – The first meeting is scheduled for Thursday, October 24th at 2:30 p.m.

Long-Range Planning Committee – Meeting scheduled for October 28th.

Problem-Solving Committee – No meeting scheduled in October.

Resident Events Committee – Gary Attalla informed the Board that the Halloween Party currently has 150 in attendance and the event income will cover the event expenses. A cornhole tournament has been scheduled for November 10th with 80 in the tournament and which sold out in less than a day. Ice Cream Trucks have been scheduled starting in December through July 2025. Chair Young stated his concerns on placing the cornhole artificial grass and items such as the wood cornhole bag board on the shuffleboard courts and cost of maintenance of the equipment, setup and breakdown of play.

The Board took a 10 minute break before continuing with the agenda.

IX. OLD BUSINESS

Strategic Plan – The Board went through page by page on making changes / corrections / additions to the Red Line Herons Glen Recreation District Strategic Plan dated May 1, 2024. After making corrections to all 16 pages, Supervisor Mars will work on the changes and submit the new version before the next Board meeting.

X. NEW BUSINESS

Clubhouse Doors and Windows - GM Belknap gave the Board a copy of a proposal from BNT to expand their scope of work for the replacement of 17 additional doors and 13 more windows around the clubhouse. The proposal is for \$206K. Supervisor Schwarz, Vice-Chair Overs and GM Belknap have evaluated each one and feel comfortable that these warrant replacement. The plan would be to pay BNT through the Bond proceeds and allow them to phase in the replacement, so it doesn't negatively impact on our operations during the season. For example, replacing the Ballroom doors would be deferred until mid-May when the season and events have mostly concluded. GM Belknap would coordinate with F&B Director Janine Stepanich to make sure that we're not interfering with any weddings or other events. The owner of BNT will work with the HGRD to make sure that they minimize interruption to our operation, offering to keep the product at their facility so we don't have to find storage space for the large doors until we are ready for installation.

*Vice Chair Overs moved to approve the BNT proposal of replacing 17 additional doors and 13 windows around the clubhouse for \$206,000. Chair Young seconded the motion. After discussion, **the motion was approved unanimously.***

GM Belknap also presented another BNT proposal to replace all the restaurant windows for \$130k. Depending on the Bond outflows, this phase could be reviewed in January as a potential bond expenditure. BNT will be contacted to find out if the current price will be honored in January. All the clubhouse and fitness center doors and windows will be placed on the Club Benchmarking plan for future replacement.

XI. RESIDENT COMMENTS

Larry Cummings commented about a few items with the Fitness Center such as his feeling that management should hire out drywall work in the Fitness Center and that there is a need to replace multiple ceiling tiles in the Center. He also stated that there were multiple cracks on some of the Shuffleboard courts. GM Belknap stated that Mor Sports will be out this week to check on the cracks.

Robert Polenska stated that the Board and management should be more open to expanding the restaurant operations by opening the doors more nights and advertising to outside clubs and developments. Chair Young stated that he should define the plan he would suggest with data support of the plan and take it to the Facilities & Amenities committee for consideration.

XII. UPCOMING MEETINGS

- Thursday, October 24, 2024— Holiday and Special Event Decorating Committee—2:30 p.m. CR-C/Zoom
- Monday, October 28, 2024—Long Range Planning Committee—9:00 a.m. CR-C/Zoom
- Monday, November 4, 2024—Golf Committee—9:00 a.m. CR-C/Zoom
- Monday, November 4, 2024— Resident Events Committee — 1:00 p.m. Activities Room A
- Monday, November 11, 2024—Facilities & Amenities Committee—9:00 a.m. CR-C/Zoom
- Monday, November 18, 2024— Board of Supervisors — 9:30 a.m. CR-C/Zoom

XIII. ADJOURNMENT took place at 12:03 p.m.

Submitted By:


Act. & Events/Office Manager Wendy Shea Date 11/18/2024

Approved By the HGRD Board:


Howard Young, HGRD Board Chair Date 11/19/2024

AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

November 18, 2024, at 9:30 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Vice Chair Overs
- III. **ROLL CALL** – Karon Bennett
- IV. **MINUTES** – Regular Board Meeting 10.21.2024
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - Update on Bond Projects
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - Ballroom Committee – Supervisor Mars
 - Facilities & Amenities Committee – Mary Koenig
 - Finance Committee – Dennis Popp
 - Golf Committee – Bruce Johnson
 - Holiday and Special Event Decorating Committee – Karon Bennett
 - Long-Range Planning Committee – Chair Young/Fred Gignac
 - Media Resources – Karen Jessop
 - Problem-Solving Committee – Beth Brucker
 - Resident Events Committee – Gary Attalla
- IX. **OLD BUSINESS**
 - Approval of the Strategic Plan – Chair Young
 - Approval of the Emergency Preparedness Plan – Supervisor Mars
- X. **NEW BUSINESS**
 - Donation Request Concerning Memorial Bench
 - Board Participating in Committee Meetings – Supervisor Kulkoski
 - Committee Volunteers – Media Resources
 - Committee Volunteers –Resident Events
- XI. **RESIDENT COMMENTS**
- XII. **UPCOMING MEETINGS**
 - Monday, December 2, 2024—Golf Committee—9:00 a.m. CR-C/Zoom
 - Monday, December 2, 2024— Resident Events Committee — 1:00 p.m. Activities Room A
 - Monday, December 9, 2024— Board of Supervisors — 9:30 a.m. CR-C/Zoom
 - Monday, December 9, 2024—Long Range Planning Committee—1:30 9.m. CR-C/Zoom
- XIII. **ADJOURNMENT**

MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

November 18, 2024, at 9:30 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Bill Kulkoski	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas Karen Mars	X	Residents	8

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:30 AM.
- II. **PLEDGE OF ALLEGIANCE** – Vice Chair Overs led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Bennett took roll call; attendees are listed above.
- IV. **MINUTES** – *Supervisor Schwarz made a motion to approve the minutes from the Regular Board Meeting on October 21, 2024. Supervisor Mars seconded the motion. **The motion was approved unanimously.***
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. stated that on Wednesday, November 13, 2024, the HGRD Board of Supervisors, along with the HGRD General Manager, took the State of Florida’s required four hours of ethics training for elected officials. This training will be held annually.

Counsel Hart presented Resolution 2024-20 to the Board: Chair Young moved to approve Resolution 2024-20, Vice Chair Overs seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND ACQUISITIONS and CONSTRUCTION FUNDS not to exceed \$206,000 FOR CLUBHOUSE WINDOW REPLACEMENTS BY BNT IMPACT WINDOWS AND DOORS.

Counsel Hart presented Resolution 2024-21 to the Board: Supervisor Mars moved to approve Resolution 2024-21, Vice Chair Overs seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND ACQUISITION AND CONSTRUCTION FUNDS NOT TO EXCEED \$7200 FOR CURTAIN MOTOR AS PART OF THE BALLROOM UPDATE PROJECT.

Counsel Hart presented Resolution 2024-22 to the Board: Chair Young moved to approve Resolution 2024-22, Supervisor Mars seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT AMENDING AND ADOPTING THE DISTRICT’S RESTATED AND AMENDED STRATEGIC PLAN.

Counsel Hart presented Resolution 2024-23 to the Board: Supervisor Kulkoski moved to approve Resolution 2024-23, Chair Young seconded the motion, and the Resolution was approved as follows: A RESOLUTION CALLING AND FIXING THE DATES OF REGULARLY SCHEDULED MEETINGS OF THE BOARD OF SUPERVISORS OF HERONS GLEN RECREATION DISTRICT FOR THE CALENDAR YEAR 2025; DESIGNATING THE TIME AND PLACE OF SAME; AND, DIRECTING PUBLICATION OF NOTICE OF SAME.

- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap updated the group on the Bond Projects as follows:
 - Storage Container Area:** After receiving the engineering plans from Innovar Structures they were forwarded to Larry Denmark who made blueprints and will be working up a proposal for the foundation site work. As of 11.18.2024, we haven’t received any responses from Jim Ink regarding emails and phone calls from GM Belknap. Jim Ink was working with Larry Denmark to prepare a set of driving range restroom building plans to submit to the County. We are waiting for answers on the storage area fire flow issue and if firewalls are more cost-effective than a booster pump; a review of the site plan and dimensions for the storage container area; the status of the LDO modification; and the status of the #17 bulkhead, etc.
 - Cart Path Work:** Director of Golf & Grounds Maintenance Tim Kortanek rode the golf course with Curb King Construction and painted the locations for the golf course cart path concrete work. We will formulate a reasonable plan between Thanksgiving and Christmas to do the work without adversely affecting the golfers.

Ballroom Improvements: Larry Denmark advised that the ballroom bar area permit is still under review. We are now in week 7 of the *projected* 4-to-6-week process awaiting County comments.

Stage Curtain and Motor: When Hiles installs the curtain motor, an additional track will be added to the back curtain track to ensure it closes completely.

Window & Door Replacement: We received HOA approval for the new window and door replacements. BNT started the permitting process with the County. Once we get closer to a start date, an installation plan will be crafted. Resident Emily Dorman asked the Board to consider installing more automatic opening handicap-compliant entry doors throughout the clubhouse. GM Belknap said he would pursue the possibility of adding more handicapped access doors.

Pickleball: MorSports has responded regarding rehabbing and repainting our four older courts. They are hesitant to work for us as residents have given them poor reviews on Google. GM Belknap has also reached out to three other pickleball court companies, Ritzman, Welch, and another for quotes on rehabbing our four older courts.

CLIS: Discussions have taken place with Mainscape about continuing CLIS improvements now that the vast majority of valves have been changed out. One idea that has been discussed is installing a sensor-based controller platform called Baseline, which is a cloud-managed system. Mainscape also gave us several communities that have phased in this system. GM Belknap has reached out to them asking if we could make site visits for more information.

Resident Larry Cummings inquired about the wall repair at the Fitness Center. GM Belknap responded he has been in touch with the PT provider as to when it would be a good time to repair the wall with a sturdier material than the drywall that was previously used. It is hoped this can be completed by the end of this year.

Mr. Cummings also inquired about the repair of the cracks in the shuffleboard courts. The GM responded that he would contact Stults, the construction management firm to see what the specs were on the courts and who is responsible for the repairs.

Mr. Cummings also inquired about the loose poles at the south end of the bocce courts. He also said the boards on court five are loose and the ball racks are still not straight. GM Belknap responded that he is in conversation with Dragon Sports to repair it when they come back to do the other end.

Mr. Cummings also inquired about the finish work on the bathrooms. The GM said they would get that drywall and paint taken care of.

VII. **FINANCIAL REPORT** – Controller Lynn Brew reported on the October financial variances as follows:

- Admin \$2,835 favorable
- Rest \$37,299 favorable
- Clubhouse \$4,924 favorable
- CLIS \$10,714 favorable
- Fitness \$1,969 favorable
- Golf Maintenance \$17,484 unfavorable
- Pro Shop \$7,310 favorable
- All Departments \$47,566 favorable
- From Golf Operations \$10,174 unfavorable
- From Other than Golf Operations \$57,741 favorable

There is a meeting with the auditors scheduled for later today.

VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

Ballroom Committee – *Supervisor Mars moved to discharge the ballroom Ad Hoc Committee as it had completed its assigned tasks as described in its charter and have thank you emails sent to committee members on behalf of the Board. Vice Chair Overs seconded the motion. **The motion was approved unanimously.***

Discussion of the ballroom stage curtain was covered in the GM Report. The need to order a new curtain mover motor was addressed in Resolution 2024-21. Additional curtains were requested by two residents. Karen Jessop reported that neither the chorus nor the concert series needed the additional curtains and those groups would be able to work with the current arrangement. The complete closing of the back curtains and the length of the curtain are still issues that are being addressed with Hiles.

Facilities & Amenities Committee – No report.

Finance Committee – No report.

Golf Committee – No report.

Holiday and Special Event Decorating Committee – Karon Bennett informed the group about the first meeting of the Holiday and Special Event Decorating Ad Hoc Committee where the plan was made for the installation of Christmas decorations starting on the day after Thanksgiving. The Golf Shop and the Administration Offices will decorate their areas. The Facilities Maintenance Team will put up three trees and several wreathes in the clubhouse. The committee will decorate the main lobby on December 1st and the remaining decorations for the ballroom, restaurant, private dining room, and lounge on Monday, December 2nd.

Long-Range Planning Committee – Chair Young mentioned that the committee would like to send the annual survey to the residents by the end of the year. The Board agreed to add a section to determine community interest in Cornhole and to remove questions regarding the Sailboat Club and the Butterfly Society from the survey since they are activities run by residents and not supported by the Recreation District.

Media Resources – Karen Jessop informed the group that the SOP for the projector and screen is complete and that the committee will meet on Friday, November 22nd, 2024 to go over the sound/lightboard with its installer, Creative Sound.

*Supervisor Mars moved to add Bob Paneck to the Media Resources Ad Hoc Committee. Vice Chair Overs seconded the motion. **The motion was approved unanimously.***

Problem-Solving Committee – No report.

Resident Events Committee – *Supervisor Mars moved to add Michele Lary, Stephanie Meierhofer, and Theresa Pipal to the Resident Events Ad Hoc Committee. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

IX. OLD BUSINESS

Approval of the Emergency Preparedness Plan – *Supervisor Mars moved to approve the Emergency Preparedness Plan as posted on the website with management to be responsible for maintaining and updating the plan annually. The plan update will be completed by June and presented to the Board for approval. Vice Chair Overs seconded the motion. **The motion was approved unanimously.***

X. NEW BUSINESS

Donation Request Concerning Memorial Bench – A request was made for a second memorial bench for Dan Lim at the entranceway to the clubhouse. The application was submitted with the idea that the bench be 'IN MEMORY & HONOR of Dan & Seu Lim' as a thank-you for all the volunteer hours they contributed by taking pictures of HGRD functions and community events, although only Mr. Lim is deceased. The Board agreed to follow the HGRD Policies & Procedures which limits memorial benches to one per person and specifically states that the honoree be deceased. Assistant GM Bennett will meet with Mrs. Swisher, who issued the request, and go over other options for a memorial.

Board Members Participating in Committee Meetings – Supervisor Kulkoski suggested that Committee meeting notices be published by Counsel Hart monthly which would include language stating that Board participation would take place. As it is questionable whether or not this complies with Sunshine Laws, Counsel Hart was not comfortable with the idea. The Board agreed to leave committee meeting notices as they are; posted on the District's website, newsletters, and

bulletin boards. Board meetings will remain posted in the newspaper and on the bulletin boards as necessary to comply with Sunshine Laws. The result of the discussion was an agreement that if more than one Board member is present at a committee meeting only one may speak.

XI. **RESIDENT COMMENTS**

XII. **UPCOMING MEETINGS**

- Monday, December 2, 2024—Golf Committee—9:00 a.m. CR-C/Zoom
- Monday, December 2, 2024— Resident Events Committee — 1:00 p.m. Activities Room A
- Monday, December 9, 2024— Board of Supervisors — 9:30 a.m. CR-C/Zoom
- Monday, December 9, 2024—Long Range Planning Committee—1:30 9.m. CR-C/Zoom

XIII. **ADJOURNMENT** took place at 11:10 a.m.

Submitted By:

Approved By the HGRD Board:

 12/09/2024
Karon Bennett, Assistant GM Date

 12/09/2024
Howard Young, HGRD Board Chair Date

AGENDA - RECREATION DISTRICT REGULAR BOARD MEETING

December 09, 2024, at 9:30 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160> Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Bill Kulkoski		Assistant GM Karon Bennett	
Assistant Sec/Treas Karen Mars		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz
- III. **ROLL CALL** – Karon Bennett
- IV. **MINUTES** – Regular Board Meeting 11.18.2024
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
 - Update on Bond Projects
 - Golf Membership Outlook
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - Facilities & Amenities Committee – Mary Koenig
 - Finance Committee – Dennis Popp
 - Golf Committee – Bruce Johnson
 - Holiday and Special Event Decorating Committee – No report.
 - Long-Range Planning Committee – Chair Young/Fred Gignac
 - Media Resources – Karen Jessop
 - Problem-Solving Committee – Beth Brucker
 - Resident Events Committee – Gary Attalla
- VIII. **OLD BUSINESS**
 - Confirmation of Board Meeting Dates for 2025 – Resolution 2024-23
- IX. **NEW BUSINESS**
 - Status of Financial Statement Audit – Supervisor Schwarz
 - Storage Container Options – Supervisor Kulkoski
 - Resident Request to Put Beehives On-site – Chair Young
 - Resident Request to Display Championship Trophies – Chair Young
- X. **RESIDENT COMMENTS**
- XI. **UPCOMING MEETINGS**
 - Monday, December 9, 2024—Long Range Planning Committee—1:30 9.m. CR-C/Zoom
 - Monday, December 16, 2024—Golf Committee—9:00 a.m. CR-C/Zoom
 - Monday, January 6, 2025 — Board of Supervisors — 9:00 a.m. CR-C/Zoom
 - Monday, January 6, 2025 — Resident Events Committee — 1:00 p.m. Activities Room A
 - Monday, January 13, 2025—Golf Committee—9:00 a.m. CR-C/Zoom
 - Monday, January 20, 2025— Board of Supervisors — 9:00 a.m. CR-C/Zoom
 - Monday, January 27, 2025— Joint Board and Finance (Audit) — 9:00 a.m. CR-C/Zoom
- XII. **ADJOURNMENT**

MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING

December 09, 2024, at 9:30 a.m. in Card Room C

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	Zoom
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	Excused
Secretary Bill Kulkoski	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas Karen Mars	X	Residents	7

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:30 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz led the Pledge of Allegiance.
- III. **ROLL CALL** – Karon Bennett took roll call; attendees are listed above.
- IV. **MINUTES** – Supervisor Kulkoski made a motion to approve the minutes from the Regular Board Meeting on November 18, 2024. Vice Chair Overs seconded the motion. **The motion was approved unanimously.**
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. was excused from the meeting.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap provided the following report:

Ivy Smith Reimbursements: The final reimbursement check totaling \$18,292 was received; crosschecking with Mainscape will be done to confirm the full resolution of the damages. GM Belknap will follow up with Ivy Smith to determine when they will be finished with their project and remove their items from the Rec District property.

Storage Container Area: We are awaiting updates from Engineer of Record Jim Ink on progress with Lee County. Fire-related challenges dominate container placement options; further discussions are planned with the Fire Marshal. Fire Department requirements trump all requirements in FL. Progress has been made on relocating equipment to new storage containers and planning the removal of old storage sheds.

Stage Curtain and Motor: Improvements have been made to the curtain functionality while awaiting parts. Side curtains suggested by one user group are being reviewed.


Pickleball Court: Due diligence on the contractor Prime Court raised concerns; GM Belknap recommended the second of the three bids, Ritzman Courts. **Chair Young made a motion to accept the bid from Ritzman Courts and to proceed with the renovation of the 4 pickleball courts not to exceed \$ 24k. Supervisor Kulkoski seconded the motion. The motion was approved unanimously.** GM Belknap confirmed that the bid included the expense of painting the pickleball courts the specialty color that Pickleball Association required for Rec District courts. GM Belknap will confirm the timing and expiration of the quote from Ritzman. The maintenance of repainting all 6 courts with the additional cost of specialty colors will be added to the Club Benchmarking file for reserve requirements.

Cart Path Work: Concrete work mobilization on the cart paths will begin soon and take up to 14 days to complete; residents and golfers will be notified of potential disruptions by email.

CLIS Irrigation Issues: A targeted email was sent to residents to address electrical issues affecting over 35 homes. A meeting has been scheduled with Mainscape to discuss solutions and better communications. The Board discussed the irrigation system, focusing on the 2 wire system. Management and board members discussed advantages and the cost implications of replacing the current multi-strand system with the 2-wire system. Management will obtain additional quotes and evaluate the system further.

#17 Bulkhead: Awaiting updates from Jim Ink.

Golf Membership: Currently we are 19 golf members behind the budgeted target of 590 golf memberships, with a projected \$95-\$100k revenue shortfall. Next year we will start at a lower number of budgeted memberships and ramp up to our peak. Recruitment, increasing outside play, and cost containment strategies are ongoing. The Board asked for the percentage of residents who are golfing members, which was around 27%.

Golf Membership					
<i>*as of Dec. 5th</i>		FY '24	FY '25		
Resident Single	\$3,500	205	216	11	5%
Resident Household	\$5,600	314	282	-32	-10%
NR Single	\$5,400	37	41	4	11%
NR Household	\$7,300	28	32	4	14%
Total		584	571	-13	

F&B November Revenue: Revenue increased by 30% year-over-year (\$162k vs. \$125k). The F&B operation moved from the ballroom to the renovated restaurant and lounge in December 2023. GM Belknap will provide the Board with the ratio of servers to guests used to ensure prompt service.

Sailboat Cover Donation: GM Belknap informed the Board that resident Tom Meyers offered to donate \$20,000 plus \$2,000 for maintenance of a shade structure to be placed along the lake that the Sailboat Club uses to operate its boats. Supervisor Kulkoski asked that the Board seriously consider the request. Chair Young added that it must be clear that the Rec District will not be responsible for the structure or its maintenance expenses and the area will not become an amenity to the community. Supervisor Schwarz requested an analysis be done before voting on the project. Input from District Counsel must be provided.

VII. RESIDENT COMMENTS

Resident Larry Cummings asked about the repairs at the fitness center. He was told that wall panels and chair rails were installed in the room used by PT to prevent further damage to the drywall. Mr. Cummings inquired about the repair of the cracks in the shuffleboard courts; Ritzman Courts have bid the repair. Mr. Cummings also asked about the loose poles at the south end of the bocce courts; GM Belknap is aware and scheduling the repair. In Mr. Cummings’ opinion, the bocce courts need to be rolled twice as much as they are being rolled; Management will review the SOP MorSports provided to assure that maintenance is following.

VIII. NEW BUSINESS

Potential Beehive Storage: Resident Edward Schmidt requested to store beehives on Herons Glen property in the back of the community. While the Board understands the importance of bees and also recognizes Mr. Schmidt’s contribution of removing bees from random areas around the community, Chair Young cited concerns provided in the Herons Glen covenants that prohibit commercial use of land. There are also laws governing Special Districts The Board emphasized its commitment to upholding the covenants and suggested approaching the Homeowners Association on the subject. The Board also suggested the need for a legal opinion from the HOA attorney regarding the requirements for beekeeping as addressed within the Herons Glen covenants. There is a section that says “There shall not be maintained any ... animals...whose existence is in any way ... dangerous, unsightly,...or may diminish the enjoyment of the Properties”

Softball Trophies and Display Locations: Mr. Schmidt led a discussion on the removal of a display of softball trophies and pictures in the clubhouse storefront window. The Board explained they were removed as part of renovations to centralize all resident accomplishment displays in one hallway. The nameplates from the softball trophies were combined onto one plaque located on a wall by the pro shop. Mr. Schmidt, said he had a verbal agreement with a previous General Manager to display them. He would like the pictures back in the picture window of Card Room C. The Board denied the request.. A suggestion was made to consider allowing resident activity group pictures to be placed in the hallway with the plaques.

This would require criteria on age and number of photos allowed. The Board asked Mr. Schmidt to submit a proposal with details on the number and content of pictures he wants to be displayed for softball. Management also noted any new displays need Board approval to maintain the professional design paid for during renovations.

IX. COMMITTEE REPORTS & RECOMMENDATIONS

Facilities & Amenities Committee – No meeting.

Finance Committee – No meeting.

Golf Committee – No meeting.

Holiday and Special Event Decorating Committee – No meeting. Karon Bennett reported that most of the holiday decorations have been completed and look fantastic. The committee has done an excellent job of creating a festive and welcoming atmosphere. The Socialites donated \$1,000 toward tabletop décor, ornaments, and other holiday decorations. A letter as described in the Donation policy will be sent to the Socialites on behalf of the Board.

Long-Range Planning Committee – No meeting. The committee is on track to release the annual survey by the end of the year.

Media Resources – Karen Jessop stated that Creative Sound was here for a couple of hours for instruction and practice with the new lightboard. Chair Young asked if Karen Jessop felt confident about the education on the operation of the lightboard and other new equipment. She advised that several people have been trained and have backgrounds on light systems. The group agreed that since it is in the Media Resources Committee's budget, Karen Jessop will schedule professional training on the equipment as needed.

The cabinet in the stage right storage room holds a procedure manual, sign-out sheet, audio box, audio cord, and HDMI cord for the screen and projector. In the Admin Office, there is a backup of those items as well as a second remote control for the projector.

Vice Chair Overs made a motion to appoint Jeff Jensen to the Media Resources Committee pending the submission of his volunteer form. Supervisor Kulkoski seconded the motion. The motion was approved unanimously.

Problem-Solving Committee – No meeting.

Resident Events Committee – Gary Attalla presented the success of the food trucks and the breakfast truck, noting that they have been well-received and are flexible with their offerings. The group discussed the impact of the breakfast food trucks on the restaurant's business. The Board requested an analysis of the breakfast truck's impact over its first 60 days.

Management will provide this information.

X. OLD BUSINESS

Confirmation of Board Meeting Dates for 2025 – The Board finalized meeting dates for 2025. During the review, a misunderstanding regarding the allocation of the Ballroom on Thursday evenings was noted. Supervisor Schwarz referenced a discussion from the Budget Workshops in 2024, highlighting the need for a clearer process to prevent scheduling conflicts. The Board agreed that Thursday evenings should consistently be reserved January through May for Thursday night dining with entertainment. The only exception will be when Players of the Glen need the ballroom for one dress rehearsal on the Thursday directly before their play. To address this, GM Belknap will ensure staff are informed of the policy, particularly during the annual preparation of the calendar of events each summer.

Supervisor Kulkoski made a motion to accept the 2025 Board calendar as written. Vice Chair Overs seconded the motion. The motion was approved unanimously.

XI. NEW BUSINESS

Status of Financial Statement Audit – Management discussed the status of the financial audit, stating that everything was submitted as requested by the auditors. The Board Treasurer verified with CLA’s principal that the audit was on schedule. The Finance Committee and Board members will jointly meet with the auditors to discuss the Fiscal Year 2024 results on Monday, January 27, 2024.

Storage Container Options – Supervisor Kulkoski went over his concept of having 7 storage containers with 20 feet on each side and modification of the LDO. Larry Denmark will be consulted on this concept and asked to provide options.

XII. UPCOMING MEETINGS

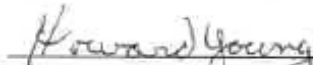
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XIII. ADJOURNMENT took place at 11:45 a.m.

Submitted By:


Karon Bennett, Assistant GM 1/06/2024
Date

Approved By the HGRD Board:


Howard Young, HGRD Board Chair 1/06/2024
Date