

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**

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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	