

**HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
January 22, 2024, at 9:00 A.M., Card Room C / Zoom
MINUTES**

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Beth Brucker, Vice Chair	X	Supervisor Howard Young, Liaison	X
Jeffrey Buxton	X	GM J.B. Belknap	X
Joyce Forman, Alternate	X	Dan Parker-Clubhouse Facilities	X
Fred Gignac, Chair	-	Controller Lynn Brew	Zoom
Bob Herbstritt	X	AEC/Office Manager-Wendy Shea	X
Bruce Johnson	X	Asst. GM- Karon Bennett	X
Dennis Popp	X	Supervisor Jayne Schwarz	X
Carlton Smith	X		
Residents	1		

- I. **CALL TO ORDER & WELCOME** – Beth Brucker called the meeting to order at 9:00 a.m. and welcomed those in attendance and on Zoom.

- II. **APPROVAL OF PRIOR MINUTES – November 13, 2023** – Beth Brucker asked for approval of the Long-Range Planning Advisory Committee minutes for November 13, 2023. Bruce Johnson moved to accept the minutes for November 13, 2023. Jeff Buxton seconded the motion. A vote was taken, and the minutes were approved as presented.

- III. **GENERAL MANAGER’S REPORT** - J.B. Belknap–GM Belknap’s report included:
 - Pickleball:** The two new courts were open this past week. Dan alerted MorSports that a small chip was detected on one of the courts. MorSports assessed our existing 4 courts and will give us options/ prices to rehab. Once the lighting permits are issued, we can consider when we want MS to return to install the lights, repaint the 2 new courts (\$2,500 upcharge on the specialty paint for 2 courts), and rehab our 4 existing courts. The plan is to lay the paver foundation at the end of this month followed by Accurate Pavers putting the pavers down on the east end of the courts. Accent Awning is working on the new shade structure, but we also asked them to price out a new canopy for our current shade structure since it is now torn and beyond its useful life.

 - Sports Complex:** Jeff talked to Jim Ink who will follow up again with the County to see where we’re at prior to the final walkthrough.

 - Pool Deck:** Jeff said the railing company will notify us on Tuesday whether they’ll be here Thursday or Friday of next week to install the ramp railing.

 - Roof:** Steve’s Painting finished the facia/stucco. Dan & Nate are working with CMM Roofing for maintenance protocols so we can update our deferred maintenance schedules.

 - Window Replacement:** The permit to install the windows and door is still in the County’s hands. I had Dan reach out to BNT, the installer, to find out how we can help expedite the process, which has been excessive. An installation schedule will be developed once the permit is in place.

 - Admin Lobby & Pro shop:** The new chairs and tables are now in place. Thank you, PBS. Reaves Construction will be reframing the pro shop wall separating the adjacent storage room to convert that room into a meeting space. The drywall will be hung so the golf plaques can be relocated from the admin hallway into the golf shop. Once

Dan removes the plaques, artwork, etc. from the hallway, Reaves will fill in nail holes and patch the drywall prior to us repainting.

Restaurant divider: Jeff provided me this communication on Thursday: *"I have color samples and expect a shop drawing on Friday. They're expecting to install the new track in early February. I don't have a date for the partition, but my guess is mid-March.*

Generator: Dan Parker finally spoke to a representative from Lee County regarding the permit for the propane tank for the generator at the Golf Maintenance facility. Dan Parker stated that the permitting paperwork has been in the county office since June of 2023. He found out that the permit was turned down due to its location being said to be too close to where the Fire Trucks could be. After talking with the representative, the permits were reapplied for, and the county will hopefully approve the permit very soon. Howard Young asked if we could have temporary smaller tanks in case hurricane season approaches and we still don't have the permit. Dan Parker stated he would ask if that was allowable.

IV. **OLD BUSINESS –**

A. Hurricane Preparedness Plan - Bob Herbstritt & Bruce Johnson

Bruce Johnson presented the 2024 Emergency Preparedness Plan (see attached) that was put together by Bruce Johnson, Bob Herbstritt and with the guidance of Karon Bennett. Bruce stated that attachment A – the Organizational Chart will be updated to add the HOA Board of Directors. Discussion ensued on not having the staff member names and personal cell numbers on the plan but instead list departments. Karon Bennett clarified that that all department managers will have a copy with names and telephone numbers, but the public plan will only have the departments listed. She also stated that she will regularly (quarterly or semi-annually) update the plan. It was also noted that all department managers participated in the review of the Emergency Plan. After discussion, Jeff Buxton moved to recommend to the Board of Supervisors to approve the Recreation District 2024 Emergency Preparedness Plan as presented. Carlton Smith seconded the motion. A vote was taken, and the motion passed unanimously.

B. Community Growth Plan- Dennis Popp & Carlton Smith

Carlton Smith and Dennis Popp have detailed potential development sites owned by the HGRD as well as other owners of property within the overall Herons Glen borders. The property has been identified within the long-range master plan that were attached for the January 22 meeting of the Long Lauge Planning Committee. Carlton spoke with the Lee County planning department for zoning regulations for accessory uses of recreational on undeveloped properties. The planning department was very receptive to hearing our plans but cautioned that current regulations have time limits from approval of concepts from the planning and zoning commission to the time of having a shovel ready project committed. As discussed, the long-range planning committee does not have an earmarked project that has been approved by the Board of Supervisors for the committee or subcommittee to proceed. Two tracts of property that HGRD owns with the highest value are 4.38 acres behind the newly created pond off Mystic Way, and the acreage by the golf course maintenance, this area would need more investigation regarding setbacks, utility easements and impervious surface drainage. Other properties within the boundary of Herons Glen, but not owned are also of high value example, Coolidge and Magnolias properties, this would need a high level of negotiation to obtain the properties for a very specific use that has not been specified at this time. The subcommittee has completed, requested locating potential land for development of recreational use, assignment with this report and should be pulled from the agenda.

As a side comment when working with Lee County Planning department it was brought to our attention that property adjacent south of the Magnolia facing Rte. 41 north is being considered as an application to the town for a zone change from Agricultural (AG-2) to Community Commercial (CC), the planning staff had written a report to the planning and zoning commission as a favorable change. The property is 17.82 acres and meets the Lee County Plan of Conservation and Development, (a ten year look out) of what the planning commission would like to see

developed. Due to this zone change the regulations require the owner to have larger areas of open space, as an example of the 17.82 acres only 10 acres would be developed.

C. Strategic Plan– Jeff Buxton

Jeff will begin the update of the Strategic Plan in March and will hope to present it to the Board by the end of April so that they can prepare for the Budget meetings in June.

D. Annual Survey – Jeff Buxton

The Annual Survey will be emailed out to the residents on January 22nd, and they will have until February 4th to respond.

E. Master Plan – Jeff Buxton

Jeff Buxton reviewed the Draft 2024 Facilities Master Plan from December 2023. (See attached) Jeff Buxton went through the introduction, demographic trends analysis, facilities utilization review and value analysis, potential new or renovated amenities, facilities growth plan, facilities and amenities Capital Plan and the facilities and amenities long range development plan. Controller Brew gave Jeff Buxton the Club Benchmarking Long Term Capital and Deferred plans. Howard Young asked if the Master Plan could include a section on the current infrastructure and how the plan is to maintain our amenities along with detailing the costs of doing so for amenities such as Golf, CLIS, Restaurant, Lake Bank, etc. Jeff Buxton will use the Capital Plan to develop and Infrastructure Plan. Jeff Buxton has asked the committee for feedback on the draft Master Plan, and he will use the feedback he receives from the Strategic Survey that will conclude February 4th to refresh the current Master Plan. Once he reviews all the feedback, he plans on taking a couple of weeks to update the Master Plan and will be ready to present it to the Long-Range Planning Committee for recommendation to the Board of Supervisors.

V. NEW BUSINESS –

Beth Brucker stated that at the next Long-Range Planning Committee meeting in February, the agenda will include the Master Plan and the Strategic Survey results.

VI. NEXT MEETING DATE –Monday, February 26, 2024, at 9:00 a.m. in Card Room C / Zoom.

VII. ADJOURNMENT – Beth Brucker adjourned the meeting at 10:12 a.m.

APPROVED:

**Chair Fred Gignac
Long Range Planning Committee
on March 25, 2024**

**HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
March 25, 2024, at 1:00 P.M., Card Room C / Zoom
MINUTES**

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Beth Brucker, Vice Chair	X	Supervisor Howard Young, Liaison	X
Jeffrey Buxton	X	GM J.B. Belknap	X
Joyce Forman, Alternate	X	Dan Parker-Clubhouse Facilities	-
Fred Gignac, Chair	X	Controller Lynn Brew	-
Bob Herbstritt	-	AEC/Office Manager-Wendy Shea	X
Bruce Johnson	X		
Dennis Popp	X	Supervisor Peter Overs	X
Carlton Smith	X		
		Residents	0

- I. **CALL TO ORDER & WELCOME** – Fred Gignac called the meeting to order at 1:00 p.m. and welcomed those in attendance.

- II. **APPROVAL OF PRIOR MINUTES – January 22, 2024** – Fred Gignac asked for approval of the Long-Range Planning Advisory Committee minutes for January 22, 2024. Carlton Smith asked for a proposed amended section of the January 22, 2024 minutes under “Old Business – Section B. Community Growth Plan”. He provided the verbiage for the requested change. (See Attached) Bruce Johnson moved to accept the minutes for January 22, 2024, with said change to “Old Business- Section B”. Carlton Smith seconded the motion. A vote was taken, and the minutes were approved with said change.

- III. **GENERAL MANAGER’S REPORT - J.B. Belknap**—GM Belknap’s report included:
 - Pickleball:** Jeff Stultz said the foundation for the shade structure will be poured May 13th and the structure itself will be installed later that week. May 15th is the scheduled date for MorSports to return and install the lights and repaint the two new courts. However, we are seeking confirmation of that date from Gary Morton when he arrives to repair the bocce courts. In addition, MorSports still owes us a cost estimate to rehab our 4 existing courts.

 - Sports Complex: Bocce-** Gary Morton from MorSports was set to return last Friday to re-set the irrigation boxes, add clay and re-laser the courts. The rain obviously scrubbed those plans and Dan is trying to reschedule.
 - Based on Dan’s observation, some of the pavers have sunken in various locations around the bocce courts. We’ve contacted Stultz to have Accurate return and re-set the bocce pavers in addition to installing the new paver walkways in between the far west bocce court and the parking lot.
 - No answer back from Stoney yet after discussing sliding the canopy back on the north end so that rain won’t drip onto the clay.
 - The County has completed the final inspection and certification.
 - Reaves replaced the soffit on the restrooms.

 - Window Replacement:** BNT installed 9 new windows and 1 door around the clubhouse. These windows and door are hurricane proof.

 - Restaurant divider:** The new track for the restaurant divider was installed and we are waiting for the date of delivery of the patrician to install which will probably be sometime in April.

Hurricane Ian Insurance Proceeds: Allied American, the adjusting firm for CUMIS Insurance, our ancillary property carrier, said that they have completed their review of our wind damage claim for the tennis courts, lights, nets, poles, etc. We received a settlement payment of \$104,487.87 this past weekend. This is the final outstanding claim from Ian.

IV. **OLD BUSINESS –**

A. Strategic Plan– Jeff Buxton

Jeff stated that the Strategic Plan has been updated with the results of the survey and presented to the Board. The results will help the Board to prepare for the Budget meetings in June. He still must review potential amenities that were brought up in the survey but overall, his work on the Strategic Plan has been completed for this year. Joyce Forman stated she read the Executive summary and all the comments and wanted to know if the Board or Management will address the negative comments that were in the survey. Jeff Buxton stated that the committees will address any negative comments about their specific areas. Howard Young, speaking as a resident stated that the section of the survey that asked for comments also asked for any changes to improve to which there were very few solutions to negative comments that were received. Jeff Buxton stated that at the Board meeting held in the morning today, HGRD Counsel Tom Hart stated that the state has new guidelines for Recreation Districts' Strategic Plan as they relate to goals and metrics. Tom Hart will be sending those new guidelines to the Board of Supervisors for review.

B. Master Plan – Jeff Buxton

Jeff Buxton revised and refreshed the 2024 Facilities Master Plan after reviewing the Strategic Survey results. He stated that he will not be responsible for the Master Plan going forward.

C. Community Growth Plan- Dennis Popp & Carlton Smith

Carlton Smith and Dennis Popp have completed their subcommittee work to locate potential land for development of recreational use and have sent all the detailed information to Jeff Buxton for inclusion in the Master Plan. The 2024 Strategic Survey does not call for new amenities.

D. Hurricane Preparedness Plan - Bob Herbstritt & Bruce Johnson

Bruce Johnson presented the 2024 Emergency Preparedness Plan (see attached) that was put together by Bruce Johnson, Bob Herbstritt and with the guidance of Karon Bennett. Discussion ensued a few issues that need to be addressed in the plan:

- a) On Page 2 it states that the General Manager will determine when it is safe for residents to return to the community – but it is the HOA's responsibility not the HGRD General Manager's responsibility.
- b) Golf Course Maintenance and Clubhouse Maintenance should have monthly maintenance on the generators in preparation for any possible emergency.
- c) Golf Course Maintenance and Clubhouse Maintenance should make sure that propane and gas/fuel levels are maintained at a high level in preparation for any possible emergency.
- d) No Staff member names, and personal cell numbers will be on the plan but instead will list departments. Karon Bennett previously stated that that all department managers will have a copy with names and telephone numbers, but the public plan will only have the departments listed. She will regularly (quarterly or semi-annually) update the plan.

After discussion, Jeff Buxton moved to recommend to the Board of Supervisors to approve the Recreation District 2024 Emergency Preparedness Plan with said changes to the Emergency Plan discussed at the meeting. Carlton Smith seconded the motion. A vote was taken, and the motion passed unanimously.

E. Problem Solving Task Force – Recommendations for Storage Complex, Driving Range Bathroom & Facility Maintenance Staff Office & Restroom -Beth Brucker & GM Belknap

Beth Brucker asked that GM Belknap inform the Long-Range Planning Committee on the work of the Problem-Solving Task Force and the Bid Oversight Committee on the storage complex. GM stated that the 5,000 sq. ft. Storage Building that was included in the 2020 Bond offering now costs \$200 per square foot which would be a \$1 Million dollar building with today's costs. The building was originally planned to house the maintenance staff and work area as well as storage for the HGRD, HOA, and various resident organizations (VOG, Players of the Glen, Friends helping Friends, Resident & Events Committee, etc.

Management looked for other lower cost options and has found the option of shipping containers that can be customized. The HGRD could purchase 8 total containers of 320 sq. ft. each, which would be 2560 sq. ft. total for storage. (See attached PowerPoint Presentation) The units would have doors, AC units, floors w/acrylic coating, insulation, and a 100-amp panel electrical system for each unit. Management had spoken to over 10 vendors and had 3 proposals from Innovar Structures, Jenco Sales and Mobile Mod. The three quotes for just the storage units were Innovar Structures (\$174,452) and Jenco Sales (\$192,460) and Mobile Mod (\$285,000). The container company will provide the engineering drawings for the foundation so a general contractor can pull a permit, level the area, and pour the concrete footings per the drawings.

A soil compaction test will have to be done prior to a permit being pulled. Once the area has had the compaction test and has been surveyed, the HGRD can go through the competitive bidding process for a general contractor. Engineer of record Jim Ink needs to modify the LDO to reflect the change, which would reduce the required impermeable space.

In between the four and four side by side containers there is room to house additional golf carts. Quonset Hut steel arch covers could cover golf carts as an after-market addition. More research will be done on this option.

Management received the Reaves Construction proposal for converting a portion of the existing storage area to an office/storage space for the Clubhouse maintenance staff. The quote will be reviewed and amended as required.

The Bid Oversight Committee met and reviewed the three bids for the storage containers and recommended to the Board of Supervisors to go with Innovar Structures in Wauchula, Florida in the amount of \$174,452. The Board of Supervisors asked management not to sign the contract until we receive confirmation that the LDO can be changed from a 5,000 sq. ft. building to storage containers.

-Driving Range Restroom Bond Project – Rather than constructing a separate building, the concept under consideration will be to convert a portion of the existing Cart Barn at the driving range into 2 unisex bathrooms. Reaves Construction has scoped out the construction work and has submitted a proposal that is currently under review. Jim Ink has a preliminary copy of the plan to review with the County to modify the LDO.

- V. **NEW BUSINESS** – No new business was discussed.
- VI. **NEXT MEETING DATE** –The April 8th Long-Range Planning meeting date has been cancelled and another date in late April will be determined and communicated to the committee.
- VII. **ADJOURNMENT** – Fred Gignac adjourned the meeting at 2:07 p.m.

APPROVED:

**Chair Fred Gignac
Long Range Planning Committee
on June 14, 2024**

As written up on January meeting

Community Growth Plan- Dennis Popp & Carlton Smith

Carlton Smith and Dennis Popp have already detailed potential development sites owned by the HGRD and the potential development sites owned by the Coolidge developer. Carlton Smith stated that there is 18 acres next to Magnolia Landing that has changed designation as a CCP – Community Commercial Property. Their development outlook is approximately 10 years and of the 18 acres available only 10 acres will be used. There are 8 acres of wetlands and/or swales that cannot be developed. After discussion, Jeff Buxton asked that Carlton and Dennis put the development caveats in writing in the Master Plan such as engineering, restrictions, etc.

Proposed amended minutes.

Community Growth Plan- Dennis Popp & Carlton Smith

Carlton Smith and Dennis Popp have detailed potential development sites owned by the HGRD as well as other owners of property within the overall Herons Glen borders. The property has been identified within the long-range master plan that were attached for the January 22 meeting of the Long Lauge Planning Committee. Carlton spoke with the Lee County planning department for zoning regulations for accessory uses of recreational on undeveloped properties. The planning department was very receptive to hearing our plans but cautioned that current regulations have time limits from approval of concepts from the planning and zoning commission to the time of having a shovel ready project committed. As discussed, the long-range planning committee does not have a earmarked project that has been approved by the Board of Supervisors for the committee or subcommittee to proceed. Two tracts of property that HGRD owns with the highest value are 4.38 acres behind the newly created pond off Mystic Way, and the acreage by the golf course maintenance, this area would need more investigation in regard to setbacks, utility easements and impervious surface drainage. Other properties within the boundary of Herons Glen, but not owned are also of high value example, Coolidge and Magnolias properties, this would need a high level of negotiation to obtain the properties for a very specific use that has not been specified at this time. The subcommittee has completed, requested locating potential land for development of recreational use, assignment with this report and should be pulled from the agenda.

As a side comment when working with Lee County Planning department it was brought to our attention that property adjacent south of the Magnolia facing Rte. 41 north is being considered as an application to the town for a zone change from Agricultural (AG-2) to Community Commercial (CC), the planning staff had written a report to the planning and zoning commission as a favorable change. The property is 17.82 acres and meets the Lee County Plan of Conservation and Development, (a ten year look out) of what the planning commission would like to see developed. Due to this zone change the regulations require the owner to have larger areas of open space, as an example of the 17.82acres only 10 acres would be developed.



Recreation District
2024 Emergency
Preparedness Plan

Created: April 2024

Clubhouse Address: 2250 Herons Glen Blvd., North Fort Myers, FL 33917
Contact: J.B. Belknap, Recreation District General Manager
Phone: (239) 731-4501

Emergency Preparedness Plan on the HGRD Website

<https://heronsglencc.com/documents/10184/95681627/Emergency+Preparedness+Plan/96321e78-ff12-4f9a-908e-7752caf68aed>

Heron's Glen Homeowners Association Hurricane Plan for the Community:

http://hgcc.com/hghoa/pdfs/community_info/emergency_plan.pdf

Lee County Emergency Management Website:

<http://www.leeec.com/Preparedness/Documents/2010-2011%20All-Hazards%20Guide-English.pdf>

HGRD Emergency Reaction Team (ERT) Plan

This plan primarily addresses the threat of a widespread disaster that would normally be expected with the occurrence of a hurricane. However, this plan will also be used as a basic guide for the district's response and recovery from the more limited disasters such as tornados, fires, maintenance shed chemical or fuel explosions.

Disaster planning is used to anticipate potential emergencies and to develop a plan to prepare and recover from these emergencies. This plan will help serve to protect HGRD Properties and reduce employee injuries, as well as notify residents of those preparations being made. In addition, disaster planning will provide for a quick recovery so that operations can be resumed as soon as practical.

The HGRD General Manager (hereinafter referred to as 'Manager') is the ERT coordinator and will lead the preparedness activities within Herons Glen. The Assistant General Manager will assume the leadership role in the absence of the GM. The Manager will develop overall emergency response plans and objectives for the ERT and ensure that those plans are updated regularly. All plans, including those from each department, will be coordinated with and approved by the HGRD Board.

Per the attached Organizational Chart, the Manager will direct Departments to develop Emergency Plans for their areas of responsibility. Plans will be comprehensive for each area of responsibility and be coordinated with the other departments to avoid conflicts or duplication of efforts.

Per the attached Organizational Chart, the Manager and staff will be responsible to the HGRD Board and continually communicate planning actions with them.

When notified that a Tropical Strom Watch, Tropical Storm Warning, or Hurricane Warning is issued and potentially threatens the Southwest Florida area, by the National Weather Service the Manager will begin to implement the Emergency Preparedness Plan.

The Manager and staff will begin coordination with the HOA SSEP to ensure that preparation planning for the Herons Glen community is in sync.

The Manager will ensure that an Emergency Headquarters is established to direct operations before, during, and after the disaster and that adequate equipment and supplies are readily available. Items to be considered are tables, desks, communication equipment, generators, fuel, water, food, possibly beds, vehicles, etc.

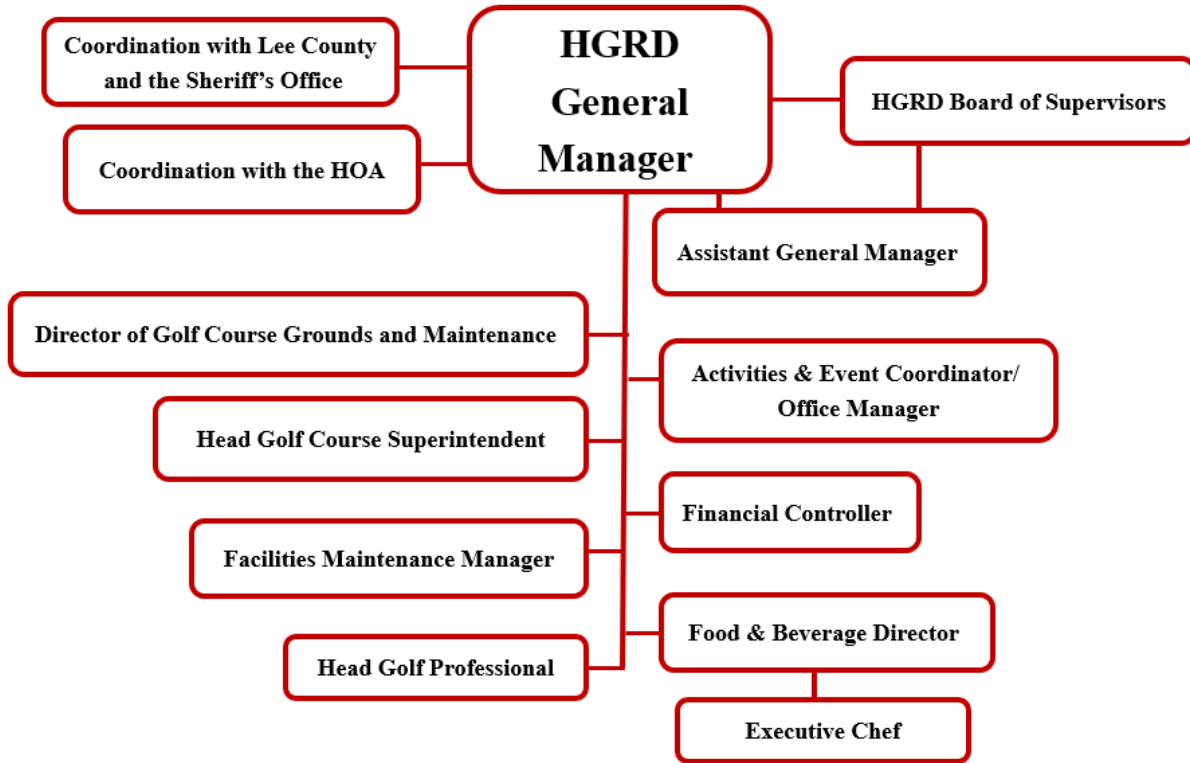
On notification from Lee County Management or the media that the immediate storm threat has passed, the Manager and ERT will convene a meeting to determine such things such as our contractor's need and availability for necessary repairs.

The ERT both during and after an event will continuously assess any damages and develop plans of action for recovery efforts and coordinate those plans with the HOA SSEP recovery planning. Residents should be continuously notified of all plans and how best they can expect normal operations to begin.

The ERT should compile records of actions taken throughout the event, and document all damage with pictures, written assessments, recordings, etc. for insurance purposes as well as for recovery planning.

**Always prioritize the safety of employees and residents,
and be prepared to adapt plans based on the evolving situation.**

Attachment A
Emergency Management Team Organizational Chart



Attachment B
**Emergency Management Team Staff,
Contact Information, and Areas of Primary Responsibility.**

*Each Staff Member Listed is Required to Provide the GM with a Written Update
Following any Event Considered an Emergency. This will be noted in Attachment L.*

CONTACT INFORMATION	RESPONSIBILITY
HGRD GENERAL MANAGER Office: 239-731-4569 hgrdgm@hgrdnfm.com	Plan Coordinator. All Recreation District Facilities and Management Staff.
ASSISTANT GENERAL MANAGER Office: 239-731-4566 AssistantGM@hgrdnfm.com	Support the GM and Board with Misc Assignments and Update the Emergency Preparedness Plan in May of each year. Attachment C.
ACTIVITIES & EVENTS COORDINATOR/OFFICE MANAGER Office: 239-731-4533 wendyshea@hgrdnfm.com	Member Communication, Office Equipment, and Emergency Supplies Attachment D
DIRECTOR OF GOLF COURSE GROUNDS & MAINTENANCE Office: 239-731-4541 TKortanek@hgrdnfm.com	Secure the Golf Course, Comfort Stations Along the Golf Course, and the Golf Maintenance Facility. Cleanup and Restoration. Attachment E
EXECUTIVE CHEF (Assigned to F&B Director) Office: 239-731-4544 ExecutiveChef@hgrdnfm.com	Kitchen Equipment, Food, Beverages, and Non-perishable Food and Water. Attachment F
FACILITIES MAINTENANCE MANAGER Office: 239-731-4535 fmm@hgrdnfm.com	Facility and Utilities Inspection. Cleanup and Restoration. Clubhouse, Pool, Spa, Pool Deck, Fitness and Bocce, Pickleball, Shuffleboard, and Tennis Courts. Attachment G
FOOD & BEVERAGE DIRECTOR Office: 239-731-4581 Email: FBDir@hgrdnfm.com The F&B Director will fill the role of the Executive Chef until the position is filled and fully trained in emergency preparations.	Restaurant, Lounge, Private Dining Room, and Ballroom Security. Attachment H
FINANCIAL CONTROLLER Office: 239-731-4547 controller@hgrdnfm.com	Employee Evacuation, Sheltering, Communications and Tracking of Damages. Attachment I
HEAD GOLF PROFESSIONAL Office: 239-731-4557 hgrdhp@hgrdnfm.com	Meteorological Monitoring Golf Shop/Cart Barn/Range Security. Cleanup and Restoration. Attachment J

Attachment C
ONGOING PREPAREDNESS, PLAN REVIEW AND REVISION CHECKLIST

The General Manager will declare a state of emergency and activate the plan when a hurricane watch is issued. Each Manager is responsible for implementing their assigned tasks upon plan activation.

Emergency Preparations

Facility Inspection

- Conduct an annual review of the plan.
- Revise the plan based on lessons learned and changing conditions.
- Ensure everyone knows their roles and responsibilities.
- Take photos or videos of the property, equipment, and inventory for insurance claims if needed.

The General Manager will declare the plan deactivated once the hurricane threat has passed, and it is safe to return to normal operations.

Post-Emergency Recovery

- Meet with the staff to note any conflicts that arose during the emergency.
- Provide a report on the effectiveness of their assigned tasks during the recovery phase.
- Communicate any needs for equipment to management.

Attachment D

ADMINISTRATION OFFICES CHECKLIST

The General Manager will declare a state of emergency and activate the plan when a hurricane watch is issued. Each Manager is responsible for implementing their assigned tasks upon plan activation.

Emergency Preparations

- Establish an emergency communication plan to keep employees informed before, during, and after the hurricane. Ensure all staff members' contact information (phone & email address) is up-to-date.
- Distribute Emergency Preparedness Plans to all managers and assistant managers.
- Send Updates from the GM to all residents and staff
- Secure important documents, equipment, and property by moving items away from windows. (and covering if necessary)
- Unplug all computers in each office.
- Pick up all the computers on the floor.
- Cover all computers and other electronics with plastic.
- Cover or store all papers and important documents.
- Unplug all equipment, i.e., copier, printer, mail machine, and paper shredder.
- Obtain phone numbers of all staff and distribute them to everyone.

The General Manager will declare the plan deactivated once the hurricane threat has passed, and it is safe to return to normal operations.

Post-Emergency Recovery

- Keep residents informed about recovery progress.
- Facilitate access to club facilities as they become safe.
- Provide a report on the effectiveness of their assigned tasks during the recovery phase.

Attachment E
GOLF COURSE GROUNDS AND MAINTENANCE FACILITIES CHECKLIST

The General Manager will declare a state of emergency and activate the plan when a hurricane watch is issued. Each Manager is responsible for implementing their assigned tasks upon plan activation.

Emergency Preparations

Facility Inspection

- Conduct a pre-hurricane inspection of all buildings, utilities, and equipment.
- Identify potential hazards and take corrective actions.
- Identify high-risk areas prone to flooding, falling trees, or other hazards.
- Trim and prune trees to reduce potential damage from falling branches.
- Ensure drainage systems are clear and functioning properly to mitigate flooding.
- Lower water levels in ponds or water features to prevent overflow.
- Fuel all machinery and vehicles, as gas stations may be unavailable after the storm.
- During hurricane season ensure that gas and propane tanks are full on a weekly basis.
- Perform monthly maintenance on the generators in preparation for any possible emergency.

The General Manager will declare the plan deactivated once the hurricane threat has passed, and it is safe to return to normal operations.

Post-Emergency Recovery

A. Damage Assessment

- Assess damage to the golf course, buildings, and utilities.
- Repair any damage to infrastructure, irrigation systems, or greens as quickly as possible to resume operations.
- Report findings to the General Manager.

B. Cleanup and Restoration

- Organize cleanup crews for debris removal from pathways, greens, and fairways.
- Coordinate repairs and restoration efforts.
- Provide a report on the effectiveness of their assigned tasks during the recovery phase.

LIST ITEMS THAT MUST BE COMPLETED BASED ON THE TIMING AND MOVEMENT OF THE STORM – For example, taking down shade structures.

Attachment F

EXECUTIVE CHEF CHECKLIST

The General Manager will declare a state of emergency and activate the plan when a hurricane watch is issued. Each Manager is responsible for implementing their assigned tasks upon plan activation.

Emergency Preparations

- Ensure an adequate supply of non-perishable food and water during the emergency and aftermath.
- Cancel service from necessary vendors.
- Secure or move equipment to prevent damage.
- Unplug electrical appliances to avoid potential electrical hazards.
- Plan to use perishable items first. Consider using dry ice or moving perishable items to a different location if power loss is expected.
- Ensure a well-stocked first aid kit is available in case of injuries or medical emergencies.
- Freeze any food possible.
- Secure any items on the back dock.
- Cut the main gas to the kitchen.

The General Manager will declare the plan deactivated once the hurricane threat has passed, and it is safe to return to normal operations.

Post-Emergency Recovery

- Turn the gas on and relight the pilot lights.
- Take inventory of any perishables that were lost due to an emergency.
- Thaw any food possible.
- Give an estimated timetable for resuming food service.
- Contact staff and make a schedule accordingly.
- Provide a report on the effectiveness of their assigned tasks during the recovery phase.

Attachment G

FACILITIES & UTILITIES CHECKLIST

The General Manager will declare a state of emergency and activate the plan when a hurricane watch is issued. Each Manager is responsible for implementing their assigned tasks upon plan activation.

Emergency Preparations

Facility Inspection

- Conduct a pre-hurricane inspection of all buildings, utilities, and equipment.
- Identify potential hazards and take corrective actions.
- Check the facility's structure, roofs, windows, and doors for vulnerabilities. Repair any damage and reinforce weak areas.
- Ensure generators are in good working condition, with enough fuel to last through the storm. Test them beforehand.
- Secure or remove any outdoor items that could become projectiles in high winds, such as signs, furniture, and equipment.
- Instruct staff on how to shut off gas, electricity, and water in case of emergency.
- Safeguard critical documents, contracts, and equipment manuals in waterproof containers or off-site storage.
- Ensure that gas and propane tanks are full on a quarterly basis.
- Perform monthly maintenance on the generators in preparation for any possible emergency.

The General Manager will declare the plan deactivated once the hurricane threat has passed, and it is safe to return to normal operations.

Post-Emergency Recovery

Damage Assessment

- Assess damage to the golf course, buildings, and utilities.
- Report findings to the General Manager.

Cleanup and Restoration

- Organize cleanup crews for debris removal.
- Coordinate repairs and restoration efforts.
- Provide a report on the effectiveness of their assigned tasks during the recovery phase.

LIST ITEMS THAT MUST BE COMPLETED BASED ON THE TIMING AND MOVEMENT OF THE STORM – For example, taking down shade structures.

POOL AREA:

- Stack pool furniture and strap them together. Move some into the restaurant. If those options aren't available, then place pool furniture in the pool.
- Remove orange cones in front of the pool house.
- Place all umbrellas, including from the picnic area, in pool house restrooms.
- Place all small end tables in pool house restrooms.
- Secure all body hooks, floats, and dip nets to the fence.
- Place both mosquito magnets in the ballroom.
- Place all trash cans in pool house restrooms.
- Remove the clock and thermometer from the wall.
- Put pool cleaning equipment in the pool house.

TENNIS, BOCCE AND SHUFFLEBOARD:

- Place all trash cans in the restroom.
- Place all umbrellas in the shed.
- Remove all windscreens and place them in storage.
- Secure all plastic benches to bleachers.
- Place all scrapers and drags in storage.
- Remove clock.
- Remove the bocce sunshade and put it in storage.

CLUBHOUSE:

- Place all walkway trash cans in the restroom walkway.
- Remove and secure all hanging plants along the walkway.
- Move all lobby furniture over in front of the alcove area.
- Place all plants from the portico into the lobby.
- Take down both flags.
- Move ballroom foyer furniture to the ballroom.
- Place all trash cans and Veranda furniture in the ballroom.
- Remove and secure hanging prints from the ballroom foyer.
- Place all Gazebo furniture in Activities Room A
- Secure lids and trays on gas grills.
- Place both newspaper machines in the foyer.
- Secure all loose items around the dumpster and rear area.
- Secure bicycle rack.
- Place all door mats inside.
- Place plastic covering on windows which have had problems.
- Obtain the phone numbers of all staff.

Attachment H

DINING FACILITIES CHECKLIST

The General Manager will declare a state of emergency and activate the plan when a hurricane watch is issued. Each Manager is responsible for implementing their assigned tasks upon plan activation.

Emergency Preparations

- Conduct a pre-hurricane inspection of all dining areas and equipment.
- Identify potential hazards and take corrective actions.
- Secure all outdoor furniture, signage, and equipment that could become projectiles in high winds.
- Stock up on essential safety supplies like first aid kits, flashlights, batteries, and portable radios.
- Communicate with customers about any changes in operating hours or closure due to the hurricane. Utilize social media, websites, and local media for updates.

The General Manager will declare the plan deactivated once the hurricane threat has passed, and it is safe to return to normal operations.

Post-Emergency Recovery

- Hold a post-hurricane inspection to assess damages and ensure safety before reopening.
- Provide a report on the effectiveness of their assigned tasks during the recovery phase.

Attachment I
HUMAN RESOURCES and FINANCE CHECKLIST

The General Manager will declare a state of emergency and activate the plan when a hurricane watch is issued. Each Manager is responsible for implementing their assigned tasks upon plan activation.

Emergency Preparations

ADMINISTRATION:

- Back up important data and store it off-site or in the cloud.
- Take photos or videos of the property, equipment, and inventory for insurance claims if needed.
- Unplug all computers in each office.
- Pick up all computers off the floor.
- Cover all computers and other electronics with plastic.
- Cover or store all papers and important documents.
- Unplug all equipment, i.e., fax machine, copier, printer, mail machine, and paper shredder.
- Cover all equipment with plastic, i.e., fax machine, copier, printer, mail machine, and paper shredder.
- The computer room – make sure all equipment is off the ground. If leaving the server power on, then do not cover it with plastic due to the heat, otherwise, if power is off, then cover it with plastic.
- Obtain phone numbers of all staff (see Human Resources' checklist).
- Maintain a communication system for employee updates.

FINANCE:

- Ensure insurance policies are up-to-date and cover potential damage (hurricane, flood, etc.)
- Contact Northstar, AvidXchange, Paychex, etc. to inform them of the HGRD office closure due to the storm or emergency event.
- Contact sub-association board members to inform them of the HGRD office closure and communicate with them regarding any potential processing delays for AP invoices and/or sub-association financial reports if necessary.
- Take the HGRD laptop home in case it is necessary to resume operations remotely following the emergency.
- Needed – create a plan as to how to handle ACH payment uploads if a disaster occurs at the end of a month as it did with Hurricane Ian*

HUMAN RESOURCES:

- Provide all department managers and administration with an updated email and phone list for employees.
- Share Lee, Charlotte, and Collier County evacuation plans and designated shelters with employees.
- Coordinate transportation for H-2B staff if evacuation is necessary.

The General Manager will declare the plan deactivated once the hurricane threat has passed, and it is safe to return to normal operations.

Post-Emergency Recovery

ADMINISTRATION:

- Inform staff when it is safe to return to work following the GM's instructions.
- After the hurricane, assess the damage and safety of the property before allowing anyone to re-enter.
- Provide a report on the effectiveness of their assigned tasks during the recovery phase.

FINANCE:

- Contact insurance providers and begin the claims process promptly.
- Contact AvidXchange to update the AP contact on the current status of operations and make necessary arrangements if the disaster creates issues for the timely processing of AP invoices.

HUMAN RESOURCES:

- Communicate with department managers regarding timekeeping for their employees for payroll (manual entry if they have internet access, submission of printed timesheets if internet has not been restored, etc.)
- Contact Paychex to update the payroll contact on the current status of operations and make necessary arrangements if the disaster creates issues for the timely processing of payroll.

Attachment J

GOLF SHOP AND PRACTICE FACILITY CHECKLIST

The General Manager will declare a state of emergency and activate the plan when a hurricane watch is issued. Each Manager is responsible for implementing their assigned tasks upon plan activation.

Pre-Hurricane Preparedness

A. Meteorological Monitoring

- Monitor weather updates from the National Hurricane Center.
- Alert the General Manager when a hurricane watch or warning is issued.

Emergency Preparations

- Secure golf carts, flags, and other loose items that could be blown away.
- Take inventory of all equipment, merchandise, and valuable items.
- Safeguard valuable items by storing them in waterproof containers or moving them to higher ground.
- Gather emergency supplies such as flashlights, batteries, first aid kits, non-perishable food, and water.
- Have a battery-powered radio to stay updated on weather conditions.

OUTSIDE:

- Clear all ball/club washers, signs, etc. of the driving range and other practice areas – secure in the cart facility.
- Secure all coolers and ice chests off the golf course and store them in the #1 starter facility.
- Secure all range balls and range baskets in the #1 starter facility.
- Secure all carts in the cart facility – ensure keys are removed and secured in the pro shop. Parking brakes should be set.
- Any other loose, flying objects such as bag drop, podium, cup, and straw dispensers in front of the cart facility and on holes 4, 7, 10, and 15 should be taken and secured in the cart facility. All golfer directional signs around the pro shop should also be secured.
- Secure the #1 starter public address system to pro shop. Wrap in plastic and secure off the floor.
- Check the #10 starter facility and secure it as needed. Unhook propane tank.
- Ensure the gas tank and any other items are locked down.
- Inspect all areas around the pro shop, starter facilities at #1 and #10, and cart facility to ensure any other loose objects are secured.

INSIDE

- Shut down all P.O.S. computers and unhook from the power source. Shut down the handicap computer and unhook it from the power source. Cover these areas with plastic. Make sure all CPUs are off the floor.
- Chelsea Computer – Take the system off phone operation. Back up files (ZIP) before turning the system off. Unhook from the power supply. Make sure the CPU is off the floor. Cover with plastic.
- Secure all office computers as above.
- Take cash out of the drawer in P. O. S. and secure money in the safe.
- Check and secure any other important items as needed.
- Obtain phone numbers of all staff.

The General Manager will declare the plan deactivated once the hurricane threat has passed, and it is safe to return to normal operations.

Post-Emergency Recovery

- Test the Lightning Detection System.
- Provide a report on the effectiveness of their assigned tasks during the recovery phase.

LIST ITEMS THAT MUST BE COMPLETED BASED ON THE TIMING AND MOVEMENT OF THE STORM – For example, taking down shade structures.

Attachment K
STORM EMERGENCY ACTION LOG

DATE	TIME	ACTIONS or REMARKS

Attachment L
POST EMERGENCY NOTES

*Each Staff Member Listed is Required to Provide the GM with a Written Update
Following any Event Considered an Emergency.*

DATE	NOTES or LESSONS LEARNED

This Hurricane Preparedness Plan outlines the responsibilities of each department head and provides a structured approach to ensure the safety of our members, staff, and property during hurricane events. Regular training and plan reviews will help us adapt to changing conditions and improve our preparedness efforts.

References

A. [National Hurricane Center Guidelines](#)

B. All Hazards Guide

- [All Hazards Guide - English](#)
- [Text version accessible to screen readers](#)
- [Guía para todos los riesgos - Versión ADA](#)
- [Haitian Creole](#)

**HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
June 14, 2024, at 2:00 P.M., Zoom
MINUTES**

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Beth Brucker	-	Supervisor Howard Young, Liaison	X
Jeffrey Buxton, Vice Chair	Zoom	GM J.B. Belknap	X
Joyce Forman	X		
Fred Gignac, Chair	Zoom		
Bob Herbstritt	-	AEC/Office Manager-Wendy Shea	X
Glen Holmes, Alternate	Zoom		
Tapan Kikani, Alternate	Zoom	Supervisor Jayne Schwarz	X
Dennis Popp	-	Supervisor Peter Overs	X
Carlton Smith	-		
		Residents	0

I. **CALL TO ORDER & WELCOME** – Supervisor Young called the meeting to order at 2:00 p.m. and welcomed those in attendance via Zoom.

II. **ELECTION OF CHAIR AND VICE CHAIR & CHARTER** – Supervisor Young stated that this is the first meeting on the 2024-25 Long-Range Planning Committee and the first order of business is to elect a Chair and Vice Chair. Supervisor Young nominated Fred Gignac for Chair of Long-Range Planning. Supervisor Young asked if there were any other nominations, hearing none asked for a vote to approve Fred Gignac as chair of Long-Range Planning. A vote was taken, and Fred Gignac was unanimously voted Chair of the 2024-2025 Long-Range Planning Committee.

Supervisor Young asked if there were any nominations for Vice-Chair and Fred Gignac nominated Beth Brucker. Supervisor Young was informed that Beth Brucker would participate in the LRP Committee but could not serve as Vice-Chair due to other commitments. Fred Gignac then nominated Jeff Buxton as Vice-Chair and a vote was taken, and Jeff Buxton was unanimously voted as Vice-Chair of the 2024-25 Long-Range Planning Committee. Supervisor Young congratulated Fred Gignac and Jeff Buxton and turned the meeting over to Chair Gignac.

III. **APPROVAL OF PRIOR MINUTES – March 25, 2024** – Fred Gignac asked for approval of the Long-Range Planning Advisory Committee minutes for March 25, 2024. Chair Gignac moved to accept the minutes for March 25, 2024, as presented. Joyce Forman seconded the motion. A vote was taken, and the minutes were approved.

IV. **OLD BUSINESS –
A. Strategic Plan–**

Supervisor Young stated that HGRD Counsel Tom Hart informed the Board of Supervisors that the state has new guidelines for Recreation Districts’ Strategic Plan as they relate to goals and metrics. Supervisor Young stated that Tom Hart has informed the District that beginning October 1, 2024, each special district must establish goals and objectives for each program and activity undertaken by the district, as well as performance measures and standards to determine if the district’s goals and objectives are being achieved. The state also stated that Districts must also by, December 1st of each year thereafter, publish an annual report on the district’s website describing a) any goals and objectives by the district, as well as the performance measures and standards used by the district to make this determination and b) any goals and objectives the district failed to achieve. Tom Hart does not think the statute requires a District to publish an annual report of its progress by December 1 of this year (2024). It just requires the goals and objectives (and performance measures) to be established this year by

October 1st and then the first Annual Report on the progress in achieving those goals must be published by December of next year (2025). Supervisor Young would like the Long-Range Planning Committee to review the Strategic Plan this summer and narrow down 3 or 4 deliverable projects/programs that the LRP Committee can then measure the performance of the projects/programs and post their findings on the website before October 1, 2024.

Jeff Buxton asked for clarification on the process of updating the Strategic Plan and was told by Supervisor Young that it would be continuing as it has in the past in that all suggestions and changes would be forwarded to Karon Bennett. The Long-Range Planning Committee then reviewed each of the Strategic Plan initiatives, their performance Metric/Deliverable, the responsible party in charge of the initiatives and expected completion date to get the 3 or 4 programs and activities that must be published by October 1, 2024, to meet the new requirements. After reviewing each program/activity, the committee has 4 items that have measurements and will be updated on the Strategic Plan. Jeff Buxton will now update the Strategic Plan and send it to Karon Bennett and the Board, and Tom Hart to review. If more meetings are needed this summer to finalize the performance measures and standards, Chair Gignac will inform the committee of the need to have additional meetings.

- V. **NEW BUSINESS** – Supervisor Young stated that this yearly requirement by the state of the Strategic Plan will be now added to the Long-Range Planning Charter.
- VI. **NEXT MEETING DATE** – To be determined.
- VII. **ADJOURNMENT** – Fred Gignac adjourned the meeting at 3:00 p.m.

APPROVED:

**Chair Fred Gignac
Long Range Planning Committee
on September 10, 2024**

**HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
September 10, 2024, at 9:00 A.M., CR-C & Zoom**

MINUTES

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Beth Brucker	X	Supervisor Howard Young, Liaison	Zoom
Jeffrey Buxton, Vice Chair	Zoom	GM J.B. Belknap	X
Joyce Forman	X		
Fred Gignac, Chair	Zoom		
Bob Herbstritt	-	AEC/Office Manager-Wendy Shea	X
Glen Holmes, Alternate	Zoom		
Tapan Kikani, Alternate	Zoom	Supervisor Jayne Schwarz	X
Dennis Popp	-	Supervisor Peter Overs	X
Carlton Smith	Zoom		
		Residents	1

- I. **CALL TO ORDER & WELCOME** – Fred Gignac called the meeting to order at 9:00 a.m. and welcomed those in attendance and those in the Zoom.

- II. **APPROVAL OF PRIOR MINUTES – June 14, 2024** - Fred Gignac asked for approval of the Long-Range Planning Advisory Committee minutes for June 14, 2024. Beth Brucker moved to accept the minutes for June 14, 2024, as presented. Glen Holmes seconded the motion. A vote was taken, and the minutes were approved.

- III. **GENERAL MANAGER’S REPORT – J.B. Belknap** – GM Belknap presented to the committee his Herons Glen Bond Project Update for September 2024. This report was emailed out to all the residents on Monday, September 9th. (See Attached Report). GM Belknap asked for any questions or comments on the report. Jeff Buxton expressed his concern on the 2020 Bond Projects time limit of May 1, 2025, to spend all the proceeds from the bond acquisition. As stated in the GM Report the Board and Management have many different plans to spend the money prior to the deadline. Management has plans such as proceeding with Capital Improvement projects with “Bond Proceeds” then, if needed, finish any remaining Bond projects with Capital funds. Chair Gignac asked about the playability of the #17 hole if the #17 Bulkhead construction begins during the season. GM Belknap stated that it would not interfere with playability. The hole could temporarily be a Par 3 or 4. As stated in the report, the construction of the bulkhead should only take about 2 to 3 weeks to complete.

- IV. **OLD BUSINESS –**
 - A. **Strategic Plan–**
Supervisor Young stated that HGRD Counsel Tom Hart informed the Board of Supervisors that the State has new guidelines for Recreation Districts’ Strategic Plan as they relate to goals and metrics. Supervisor Young stated that Tom Hart has informed the District that beginning October 1, 2024, each special district must establish goals and objectives for each program and activity undertaken by the district, as well as performance measures and standards, to determine if the district’s goals and objectives are being achieved. Districts must also by, December 1st of each year thereafter, publish an annual report on the district’s website describing a) any goals and objectives by the district, as well as the performance measures and standards used by the district to make this determination, and b) any goals and objectives the district failed to achieve. Tom Hart does not think the statute requires a District to publish an annual report of its progress by December 1 of this year (2024). It just requires the goals and objectives (and performance measures) to be established this year by October 1st and then the first Annual Report on the progress in achieving those goals must be published by December of next year (2025).

Supervisor Young stated that Supervisor Overs and Attorney Tom Hart developed the Herons Glen Recreation District Goals & Objectives – October 1, 2024 (See Attached). This annual report does not have to be sent to any governmental entity but will be posted on the website and monitored by the Board. The report discusses the HGRD Core Values, the HGRD Vision Statement, the HGRD Mission Statement, the HGRD Goals and Objectives and the HGRD Performance Measures. A discussion ensued with the annual report: Beth Brucker stated that she didn't think that the Butterfly Garden and possibly the Sailing should be included in the goals and objectives since they are Activities not District Amenities. Supervisor Young stated that he would bring her sentiments to the Board when they review the Annual Report. Jeff Buxton had questions on the Restaurant Satisfaction level and whether the Annual Report needs to be put in the Strategic Plan. Supervisor Young stated that the Annual Report will stand alone and will not be part of the Strategic Plan. Chair Gignac worried that the Annual Report is too simple and that there might be too many issues listed in the Annual Report. Supervisor Young played devil's advocate and felt it was important to list all programs, amenities and services for the residents and the public who participate in or use District facilities. Tapan Kikani suggested that the HGRD Performance Measures should state that the District will measure its performance in achieving its Goals and Objectives by producing "the" Annual Survey instead of "an" Annual Survey. Supervisor Young said he would take it into consideration. Supervisor Young will supply the committee with the final Goals & Objectives Annual Report when it is finalized.

- V. **NEW BUSINESS** – No New Business discussed.
- VI. **NEXT MEETING DATE** –Tuesday, October 29, 2024, at 9:00 a.m. in Card Room C/Zoom
- VII. **ADJOURNMENT** – Fred Gignac adjourned the meeting at 9:25 a.m.

APPROVED:

**Chair Fred Gignac
Long-Range Planning Committee
on October 28, 2024**

HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
October 28, 2024, at 9:00 A.M., CR-C & Zoom
MINUTES

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Beth Brucker	X	Supervisor Howard Young, Liaison	X
Jeffrey Buxton, Vice Chair	X	GM J.B. Belknap	X
Joyce Forman	X		
Fred Gignac, Chair	X		
Bob Herbstritt	X	AEC/Office Manager-Wendy Shea	X
Glen Holmes, Alternate	X		
Tapan Kikani, Alternate	-	Supervisor Karen Mars	X
Dennis Popp	X	Supervisor Peter Overs	X
Carlton Smith	X		
		Residents	1

- I. **CALL TO ORDER & WELCOME** – Fred Gignac called the meeting to order at 9:00 a.m. and welcomed those in attendance.
- II. **APPROVAL OF PRIOR MINUTES – September 10, 2024** - Fred Gignac asked for approval of the Long-Range Planning Advisory Committee minutes for September 10, 2024. Hearing no issues with the September 10th, 2024 minutes, the September 10th, 2024 minutes were approved as presented.
- III. **GENERAL MANAGER’S REPORT – J.B. Belknap** – GM Belknap presented to the committee his Herons Glen Bond Project Update for October and stated that the Bond Counsel has informed the Board of Supervisors and Management that they must spend all the remaining bond monies (Approximately \$875,000) by May 1, 2025.
 - **Ballroom Improvements:** Bar & Stage (Curtains, Projector, Screen) – The bar is still waiting on permits to complete the improvement, but the curtains, projector and drop-down stage screen are almost complete.
 - **Impact Windows and Doors:** BNT IMPACT WINDOWS & DOORS have now been ordered to expand their scope of work for the replacement of 17 additional doors and 13 more windows around the clubhouse.
 - **Storage Containers:** LDO modification -Innovar Structures is fabricating the storage containers and will be supplying engineering plans to present to general contractors to bid on. 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 Range Restrooms:** Contractor hired. Waiting for LDO modification
 - **#17 Bulkhead:** Able to wrap project into original LDO with engineer of record
 - **Facilities Maintenance Storage Area:** Move facilities maintenance from current location behind the Ballroom to Golf Maintenance area. Contractor has been hired.
 - **Golf Cart Path Work:** Bid oversight meeting today to review bids for repairs to existing golf cart paths.
 - **Pool & Breezeway Restrooms:** Revitalized. Waiting for installation of new frames & doors at pool.
 - **Bocce:** Dragon will rehab the shade structures on the North end.

- **Ivy Smith**-Fiber Installation & reimbursement- We received one reimbursement check (our first) from Ivy Smith last week. GM Belknap will be following up on the status of the other four invoices.

IV. **OLD BUSINESS –**

A. Strategic Plan–

Supervisor Young stated that the Board at its last meeting “Red Lined” the Strategic Plan and made multiple changes to the plan and Supervisor Mars is working on the changes for the Board to vote on at its next meeting. Jeff Buxton will be given the changes once Supervisor Mars completes her changes to the red line.

V. **NEW BUSINESS – Cornhole as an Amenity**

Facilities & Amenities Advisory Committee chair Mary Koenig and Supervisor Mars presented the “Making Cornhole an Amenity” presentation that the Cornhole Committee presented to the Facilities & Amenities Committee at its September meeting to make Cornhole an HGRD amenity and presented to the Long-Range Planning Committee a Capital Project Investment Application. The Board of Supervisors approved Cornhole as an activity at its September meeting. Mary Koenig congratulated the Cornhole Committee for a very thorough report. The Cornhole Committee would like to move from an HGRD activity to an HGRD amenity so it can be funded by the District. The Cornhole Committee is asking to be placed on 2025 Resident Survey so that resident support for this activity may be gauged to determine whether the Board should make it an HGRD funded amenity which will be financially supported by the residents. The Long-Range Committee discussed the issue including: developing a process for an activity to become an amenity, setting guidelines for the process of becoming an amenity, what committee should be involved with setting up the process, use of the shuffleboard courts for the cornhole events, developing the criteria to move from an activity to an amenity, availability for residents to play anytime, cost of annual materials such as the boards and bags, lifespan of the annual materials and whether this activity is a fad or is long term.

After discussion, Jeff Buxton moved to recommend to the Board of Supervisors that “Cornhole” be added to the listing of activities in the Strategic Plan Survey. Bob Herbstritt seconded the motion. A vote was taken, and the motion was approved unanimously.

Mary Koenig asked for clarification of what was expected from the Facilities & Amenities Committee. The members of the Long-Range Planning Committee stated that first the Facilities & Amenities Committee needs to develop the process of how an Activity becomes an Amenity along with criteria and update the Charter for Facilities and present it to the Board of Supervisors for approval. Secondly, ask the Cornhole Committee to complete the Capital Project Investment Application again but include all costs such as labor, O & M costs, storage and setup costs including labor. They suggested that the Cornhole Committee work with management to develop said cost.

- VI. **NEXT MEETING DATE –Monday, December 16th, 2024, at 9:00 a.m. in Card Room C/Zoom * Note: After the meeting concluded, Chair Gignac changed the meeting to Monday, December 9th at 1:30 p.m. in Card Room C/Zoom.**
- VII. **ADJOURNMENT –** Fred Gignac adjourned the meeting at 9:56 a.m.

APPROVED:

**Chair Fred Gignac
Long-Range Planning Committee
on December 9, 2024**

HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
December 9, 2024, at 1:30 P.M., CR-C & Zoom
MINUTES

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Beth Brucker	-	Supervisor Howard Young, Liaison	X
Jeffrey Buxton, Vice Chair	X	GM J.B. Belknap	X
Joyce Forman	X		
Fred Gignac, Chair	X		
Bob Herbstritt	X	AEC/Office Manager-Wendy Shea	X
Glen Holmes, Alternate	Zoom		
Tapan Kikani, Alternate	-	Supervisor Jayne Schwarz	X
Dennis Popp	-	Supervisor Peter Overs	X
Carlton Smith	X		
		Residents	0

- I. **CALL TO ORDER & WELCOME** – Fred Gignac called the meeting to order at 1:30 p.m. and welcomed those in attendance.

- II. **APPROVAL OF PRIOR MINUTES – October 28, 2024** - Fred Gignac asked for approval of the Long-Range Planning Advisory Committee minutes for October 28, 2024. Carlton Smith moved to accept the October 28th, 2024, minutes as presented, Jeff Buxton seconded the motion. A vote was taken and the October 28th, 2024, minutes were approved unanimously.

- III. **GENERAL MANAGER’S REPORT – J.B. Belknap** – GM Belknap presented to the committee his Herons Glen Bond Project Update for December. (See Attached Report)
 - **Ballroom Improvements:** Bar & Stage (Curtains, Projector, Screen) – The bar is still waiting on permits to complete the improvement, but the projector and drop-down stage screen are complete.
 - **Impact Windows and Doors:** BNT IMPACT WINDOWS & DOORS have now been ordered to expand their scope of work for the replacement of 17 additional doors and 13 more windows around the clubhouse.
 - **Storage Containers:** LDO modification -Innovar Structures has fabricated the storage containers and supplied engineering plans to present to general contractors to bid on. 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. Three containers are now on-site at temporary locations.
 - **Driving Range Restrooms:** Contractor hired. Waiting for LDO modification
 - **#17 Bulkhead:** Able to wrap project into original LDO with engineer of record. SWFMUD scope in question.
 - **Golf Cart Path Work:** Golf Cart path work starts this week.
 - **Ivy Smith-Fiber Installation & reimbursement-** We received all five reimbursement checks from Ivy Smith totaling \$21,000.

- **CLIS:** Valves have been changed out and the 30-year-old multi-strand wire is being addressed. Looking at an upgrade that would include a two-wire decoder system and a sensor-based controller platform called Baseline. Mainscape is giving us a proposal on Thursday for a test area around the clubhouse and Portofino to demonstrate how it works. GM Belknap, Supervisor Young and Tim Kortanek visited Gateway Greens in Ft. Myers to talk with them about their experience. Jeff Buxton asked if the LRP Committee needed to work on the Capital Planning now or would it wait. Supervisor Young stated that the project is just in the development phase and no decisions have been made so that phase is down the road from now.

IV. OLD BUSINESS –

A. Strategic Plan–

Supervisor Young stated that the Board two meetings ago “Red Lined” the Strategic Plan and made multiple changes to the plan. It was approved at the December Board meeting and now is on the website. GM Belknap will have a copy of the final “Red Lined” Strategic Plan sent to Jeff Buxton.

V. NEW BUSINESS – Strategic Plan Survey

Jeff Buxton will start working on the draft of the Strategic Plan Survey and will send the draft to the Board to review. Discussion about the survey included: Adding Cornhole Activity to access the residents desire to make it an Amenity, shortening the number of questions concerning Golf, and removing the Butterfly Association and the Sailboat Club from the survey.

Supervisor Young stated that the Long-Range Planning Committee asked the Facilities & Amenities Committee to develop the process of how an Activity becomes an Amenity along with criteria and updating the Charter for Facilities and present it to the Board of Supervisors for approval.

Chair Gignac asked GM Belknap if the Long-Range Planning Committee members can help with the Club Benchmarking report that GM Belknap, Supervisor Schwarz and Supervisor Overs are currently working on. GM Belknap stated that they will call upon some members to help with issues such as the HVAC if needed.

VI. NEXT MEETING DATE –Monday, Monday, February 10, 2025, at 1:00 p.m. in Card Room C/Zoom

VII. ADJOURNMENT – Fred Gignac adjourned the meeting at 2:10 p.m.

APPROVED:

**Chair Fred Gignac
Long-Range Planning Committee
On February 10, 2025**