

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 with in 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 Storm 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.

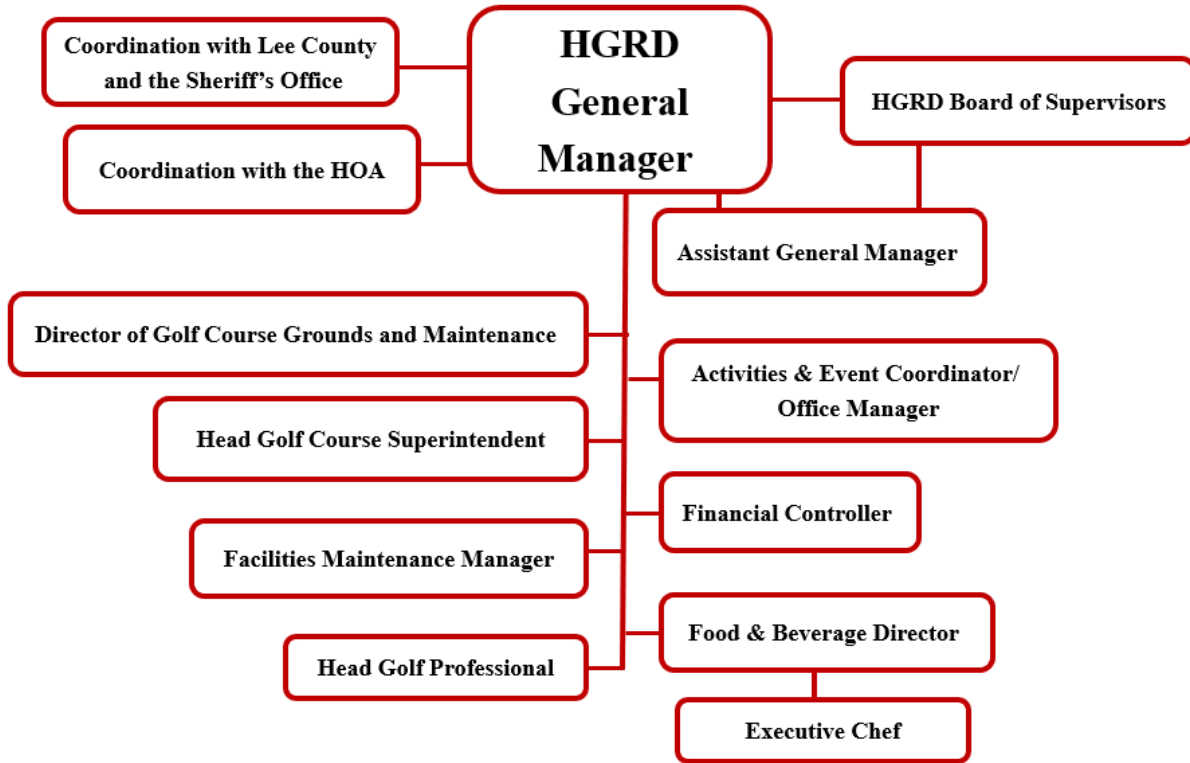
On notification from Lee County Management or the media that the immediate storm threat has passed, the Manager and ERT will convene a meeting to determine such things such as our contractor's need and availability for necessary repairs.

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.

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](#)