

**HERONS GLEN RECREATION DISTRICT
FINANCE ADVISORY COMMITTEE
Monday, January 8, 2024 – Minutes**

	Present		Present
Jeff Buxton	X	Jayne Schwarz, Board Liaison	X
David Brendsel	-		
Paul Chipman	X	J.B. Belknap, General Manager	X
Dick Kline, Alternate	X	Lynn Brew, Controller	X
Rita Lehman	X		
Arthur Lippens	X	Wendy Shea, Act. & Ev.Coordin.	X
Larry Pedersen, Vice Chair	X	Supervisor Peter Overs	X
Dennis Popp, Chair	X	Residents:	2

- I. **CALL TO ORDER**
Dennis Popp called the meeting to order at 9:00 a.m. Attendees are listed above.

- II. **APPROVAL OF MEETING MINUTES - December 4, 2023**
Chair Popp asked for approval of the December 4, 2023, Finance Advisory Committee meeting minutes. Rita Lehman moved to approve the December 4, 2023, minutes as presented, and Paul Chipman seconded the motion. A vote was taken, and the minutes were approved unanimously approved.

- III. **MANAGEMENT COMMENTS**
 - Update on Bond Projects –
 - Construction and Permits** – GM Belknap stated that the Board of Supervisors approved the hiring of a Private Provider who has helped with the permitting from the county. It has been very difficult getting the permits in a timely manner due to a change in leadership in the Lee County Building Department. The county is asking for new requirements concerning the phasing of multiple projects under a single Limited Development Order that was originally required thereby delaying the permits.
 - Construction & Acquisition Fund**- GM Belknap presented a spreadsheet (See attached) that listed the Bond Project item, the Board Approved Allocations, the monies spent as of 12/20/23, the approved and anticipated future costs, the anticipated total costs, and the variance from the approved allocations. GM Belknap stated that many of the bids came in much higher than when the Bond was first approved in 2020. To date the variance from approved allocations is currently \$80,000 over budget. The Bond project has been started in accordance with the requirements.
 - Use of Copperleaf furniture – costs and plans** - GM Belknap presented a spreadsheet (see attached) that listed all the furniture for the restaurant, lobby, pool area and card rooms that we received from Copperleaf. The District purchased restaurant furniture, but to obtain those pieces we had to take all the items that Copperleaf was discarding. If we had purchased the items new, we estimated that it would cost over \$750,000 based on today’s prices found during research. We are still expecting more furniture from Copperleaf once their 22-million-dollar renovation is

completed. This is furniture, primarily outdoor items, that Copperleaf is using in the restaurant tent during their renovation. GM Belknap also presented an HGRD Renovation Update (see attached spreadsheet) which detailed what accessories, artwork, furniture, lighting that have been added to the Main Lobby, Clubhouse Card Rooms, Ballroom Lobby, Pool Deck, Admin Lobby, and the Restaurant and whether they were part of the Copperleaf purchase or owned by the HGRD. Jeff Buxton suggested that the two spreadsheets should be on the website for residents to see.

● **Status Property Insurance – Wind Coverage** – GM Belknap stated the clubhouse roof has been completed by CMM and we have received the final inspection permit. Currently, the HGRD is paying \$290,000 in Property Insurance excluding wind mitigation coverage on the clubhouse. Our insurance broker is obtaining quotes for clubhouse wind coverage and will present the options soon. GM Belknap states the numbers will be in the range of \$125,000-\$150,000 meaning the HGRD will be paying \$400,000 a year for property insurance with a 5% deductible. The Finance Committee will have a meeting when the proposals are in.

● **Hurricane damage repairs – open items and reimbursements -**

- Tree replacement and lake bank mitigation – GM Belknap presented a graph (see attached) that listed the open items and the reimbursements from Hurricane Ian that we may recover from the insurance company. Of the eight items listed there are only two unfinished items still in process, the Pump House at the Golf Course Maintenance facility and the Tennis Courts Lights. All claims have been submitted to the insurance company. The damage to the tennis courts lights was approximately \$20,000 and the pump house is still under construction. Expectations are that the HGRD should recover approximately \$65,000 in reimbursements from the insurance company.

● **Golf Membership – Status and Plans**

GM Belknap presented a graph (see attached) that as of the beginning of January, the golf membership is short 6 members or \$67,000 (1% of the budget). Due to the cold weather, we have been experiencing, public play revenue is down in December. The current golf membership is 584, which is short of the budget of 590. Discussion ensued on the shortfall by adjusting the pricing of outside play, aggressively going after more non-resident memberships, and how to find enough members to reach the budgeted number this year. After discussion, Chair Popp will discuss with the Board at their next meeting the committee's belief that management must achieve the approved budget revenue.

● **Restaurant re-opening comments**

GM Belknap informed the committee that the renovated restaurant opened the second week of December. The staff is adjusting to the new layout and service flow. F&B Manager Janine and Chef Steve will be monitoring the situation and will be flexible in making the necessary changes to accommodate the residents as best they can. So far, the comments have been positive. After discussion on the reservation system and the ability for residents to close out their chit on their phone apps, GM Belknap stated that we need to do a better job of messaging to our residents the ability of paying online.

● **CLIS update on outsourcing and progress of backlogs**

Mainscape is continuing to troubleshoot and make the necessary repairs. GM Belknap sent a CLIS informational letter to the residents on November 9th outlining our current situation. Mainscape's goal is to inspect each yard ("wet check") once every two

months. Rita Lehman stated that she has contacted Mainscape numerous times and still has not had water at her home for 6 to 8 weeks. She also stated that neighbors are turning on their own valves to get water. GM Belknap will check on her situation with Mainscape.

● **Cash Position – December (Capital, Deferred, Bond) and interest rates**

GM Belknap and Treasurer Schwarz presented a summary of the interest rates of FLClass and FLA Prime SBA along with the current balances of HGRD Capital, Deferred and Bond accounts (See attached charts). Currently the SBA interest rate is 5.6% and the FLClass is 5.4761%. Paul Chipman expressed concern that the HGRD is carrying a lot of projects for years without starting them. He believes that management should take a hard look and remove those projects from the deferred list for years if they will not be done.

● **Software changes and updates – payables, reservations, digitizing documents**

– Controller Brew reviewed the software changes and updates with the committee:

1. Paper Member/Resident files have been scanned, uploaded, and attached to their corresponding member file in our software program.
2. AP Automation was implemented in August with AvidXchange to make the AP process more efficient for her staff and invoices accessible to department managers and accounting staff. There is little paper retention.
3. New Timekeeper (OTK) was implemented last fiscal year to streamline the timekeeping process for her staff, allowing employees to request time off electronically, view and approve their time electronically. The system offers three different ways to clock-in (mobile option utilizes geofencing)
4. HGRD Mobile App chit tender is now available for members/residents to sign and authorize their restaurant chits on their mobile device and/or on the server's tablet, ultimately moving away from paper chits.
5. Online event booking is available for members/residents to sign up for events on their mobile device using the HGRD App and/or from the HGRD website.
Journal Entries for the accounting staff with backup is in her plans to be migrated to electronic records coming this summer.

IV. OLD BUSINESS

1. The last year of the current auditor's contract is for the Fiscal Year 2024 statement. This means the Board will need to name the Auditor Selection Committee, in accordance with FL Auditor General requirements later in the year.
2. As soon as Gulfshore Insurance has the wind mitigation quotes, the Finance Committee will meet and make recommendations to the Board.

V. NEW BUSINESS – No new business discussed.

VI. OTHER BUSINESS – No other business discussed.

- VII. Next Meeting will either be on Monday, January 29, 2024 – 9:00 a.m. or Monday, February 8, 2024 – 9:00 a.m. for a Joint Meeting of the Audit and Finance Committees with the Auditors and Board members attending.

VIII. ADJOURNMENT – Meeting adjourned at 10:26 a.m.

Approved-March 11, 2024

Dennis Popp
Chair, Finance Advisory Committee

Attachments



HERONS GLEN RECREATION DISTRICT
Joint Meeting with Finance / Audit Committees / Auditors
February 12, 2024, at 9:00 AM, Card Room C
Minutes

FINANCE/AUDIT COMMITTEES	PRESENT	OTHERS	PRESENT
David Brendsel, Finance/Audit	X	GM J.B. Belknap	X
Jeff Buxton, Finance	X	Controller Lynn Brew	X
Paul Chipman, Finance	X	Treasurer Jayne Schwarz	X
Richard Kline, Alt. Finance	X	Wendy Shea, Act./Events	X
Rita Lehman, Finance	X	Chris Kessler, CLA	X
Arthur Lippens, Finance	X	Rob Willems, CLA	X
Larry Pedersen, Vice Chair Fin.	X		
Dennis Popp, Chair Finance	X	Supervisor Young	X
Don Misener, Audit	X	Supervisor Overs	X
Beth Tyndall, Audit	X		
Nicole Wilkin, Audit	-	Residents	0

- I. **CALL TO ORDER - FINANCE & AUDIT COMMITTEES** – Chair Dennis Popp
 Chair Dennis Popp called the joint meeting to order at 9:00 a.m. and welcomed all those in attendance.

- II. **REVIEW OF MINUTES – Joint Mtg. Board & Finance on Prop. Insurance – 1/15/24** -Chair Dennis Popp
 Chair Dennis Popp asked the Finance Advisory Committee to review the minutes from the Joint Meeting between the Board of Supervisors and the Finance Advisory Committee on Property Insurance. The Finance Advisory Committee had no issues or concerns with the minutes.

- III. **PRESENTATION OF THE 2023 AUDIT RESULTS** –Chris Kessler and Rob Willems from CliftonLarsonAllen
 Chair Dennis Popp introduced the HGRD Board’s Auditors from CliftonLarsonAllen – Chris Kessler and Rob Willems. Chris provided the participants an overview of financial statements reported under GASB standards. He noted the Herons Glen, a government unit, did not report using fund accounting. Rather the reporting was as an enterprise entity.

Chris Kessler then provided an overview of CLA. (See attached presentation).

The audit services performed for the Herons Glen Recreation District was the financial statement audit for the year ending September 30, 2023, in accordance with Government Auditing Standards.

Reports that will be delivered to the HGRD are an Independent Auditor’s Report, a report on Internal Controls over Financial Reporting and on compliance and other matters based on an Audit of Financial Statements, a Management Letter, an Independent Accountants’ Report, and a Governance Communication Letter.

Chris Kessler explained the required communications to governance which included the following: Unmodified Opinion on the Financial Statements, the scope and timing of the audit proceeded as planned, significant accounting policies, there were no changes in accounting policies, there were no significant estimates within the financial statements, there were no uncorrected misstatements, there were no difficulties encountered in performing the audit , and no disagreements with management but there was one material audit adjustment related to recording accounts payable. The reports include those specifically required by the Florida Auditor General.

Chris Kessler reviewed the 2023-001 – Audit Adjustment of the Material Weakness in Internal Control over financial reporting. As recommended by CLA audit team, management adjusted accounts payable, work in progress and expenses for goods and services not received or rendered, but committed as of September 30, 202. Management advised that the District will no longer book the full amount of a contract, equipment or other expense or expenditure purchased, contracted or committed to until goods and services have been received or rendered. The adjusting entries were completed by January 27, 2027.

Chris Kessler reviewed the 2023-002 – Bank Reconciliations – bank accounts reconciled timely. CLA recommends the District develop an internal control policy which defines the expected time frame for the bank reconciliations to be completed. In addition, CLA recommends scheduling time monthly to prepare the bank reconciliation as a priority early in the month. Management advised that the Controller had an excess amount of work during the month end closing, which is why the bank statement reconciliations do not always get done in a timely manner. Management noted that there have not been instances in which there were issues with the reconciliations that would cause errors not to be recognized or transactions not to be posted. Management stated that outstanding amounts and adjustments are reconciled during the following month prior to the release of that month’s internal financial statements. Management committed to have reconciliations completed and reviewed by the end of the month following the date of the financial statement. The target date for completion is May 31, 2024. Timeliness of bank reconciliations is a management letter item and a repeat item from the prior year.

Highlights of the Financial Position as of September 30, 2023:

Financial Statements – Pages 14 through 17

- Total net position of \$35,241,296
- Operating Loss of \$1,375,211
- Increase of Net Position of \$194,196
- Cash Flow Provided by Operations of \$797,159

Make-up of Net Position \$35,241,296 – Page 14

- Net Investment in Capital Assets - \$2,512,707
- Restricted to Debt Service - \$27,380,922
- Restricted for Capital Improvements and Maintenance - \$5,360,187
- Unrestricted – (\$12,520)

Overall change in Net Position was an increase of \$194,000. Treasurer Schwarz noted that the operating loss was primarily depreciation (\$1m) and Hurricane Ian expenses. General Manager Belknap noted that hurricane expense, net of reimbursements, was approximately \$370,000.

There was a discussion on the Qualified public depository and use of “Sweep” Accounts. The state has determined such activity to be investment activity and not covered. Therefore, funds more than the FDIC coverage could be at risk. Treasurer Schwarz and David Brendsel will talk with the bank on this issue of the unallocated funds.

Chair Dennis Popp asked if there was recommendation to the Board of Supervisors to accept the CLA 2023 Audit Results and David Brendsel moved to recommend to the Board of Supervisors the CLA 2023 Audit Results. Larry Pedersen seconded the motion. A vote was taken, and the motion passed unanimously.

- IV. **FINANCE AND AUDIT COMMITTEE DISCUSSION** – Chair Dennis Popp asked that all management and staff leave the room so the Finance & Audit Committee can discuss audit with CLA in private.

END OF JOINT FINANCE-AUDIT COMMITTEE MEETING WITH AUDITORS – 9:50 A.M.

- V. **NEXT FINANCE MEETING DATE – March 11, 2024 – Card Room C/Zoom - TBD**

VI. FINANCE AND AUDIT COMMITTEE MEETING ADJOURNMENT

Approved- March 11, 2024:

Approved
Dennis Popp
Chair, Finance Advisory Committee
February 13, 2024

**HERONS GLEN RECREATION DISTRICT
FINANCE ADVISORY COMMITTEE
Monday, March 11, 2024 – Minutes**

	Present		Present
Jeff Buxton	X	Jayne Schwarz, Board Liaison	X
David Brendsel	X		
Paul Chipman	X	J.B. Belknap, General Manager	X
Dick Kline, Alternate	X	Lynn Brew, Controller	X
Rita Lehman	X		
Arthur Lippens	-	Wendy Shea, Act. & Ev.Coordin.	X
Larry Pedersen, Vice Chair	X	Supervisor Young, Overs, Kulkoski	X
Dennis Popp, Chair	X	Residents:	2

I. CALL TO ORDER

Dennis Popp called the meeting to order at 9:00 a.m. Attendees are listed above.

II. APPROVAL OF MEETING MINUTES – January 8, 2024 & February 12, 2024

Chair Popp asked for approval of the January 8, 2024, Finance Advisory Committee meeting minutes. Larry Pedersen moved to approve the January 8, 2024, minutes as presented, and Rita Lehman seconded the motion. A vote was taken, and the minutes were unanimously approved. Chair Popp asked for approval of the February 12, 2024, Finance Advisory Committee meeting minutes. Larry Pedersen moved to approve the February 12, 2024 minutes, as presented and Rita Lehman seconded the motion. A vote was taken, and the minutes were unanimously approved.

III. MANAGEMENT COMMENTS

- Discussion of bond items in planning stage –
-Maintenance Buildings and Renovation –GM Belknap informed the Finance Committee 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. and additional golf carts needing to be under cover.

Management has been looking for other lower cost options and has found the option of shipping containers that can be customized. The HGRD could purchase 8 total containers with 320 sq. ft. each which would be 2560 sq. ft. total for storage. (See attached PowerPoint Presentation) The units would have double doors, 1 ton AC unit, floor w/acrylic coating, insulation, and a 100-amp panel electrical system for each unit. Management has spoken to over 10 vendors and presently has 2 proposals from Innovar Structures and Jenco Sales and will be speaking today to a third vendor. The two quotes for just the storage units are Jenco Sales (\$174,452) and Innovar Structures (\$192,460). 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 is awaiting the Reaves Construction proposal for converting a portion of the existing storage area to an office/storage space for the Clubhouse maintenance staff. The original bond amount for the entire storage project was \$700,000 and this alternative option will be under that amount.

-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 putting green into 2 unisex bathrooms. Reaves Construction has scoped out the construction work, but the HGRD has yet to receive a proposal. Jim Ink has a preliminary copy of the plan to review with the County to modify the LDO.

-Ballroom – Karen Jessop stated that the Ballroom renovation committee has met numerous times and will meet again this week to make final plans. They have determined that renovations will be made to the stage, including new Curtains, upgraded lighting, and a unisex bathroom backstage.

- Process and Bid Oversight and Finance Committee – once management has the final quotes for the storage containers, they will contact the Bid Oversight Committee to review the bids, make a recommendation to the Finance committee for approval and present the committee recommendation to the Board. GM Belknap hopes to have this done this week.

IV. DISCUSSION ON 2020 BOND – Jayne Schwarz, Tom Hart, Lynn Brew and J.B. Belknap had a Zoom meeting with Bond Counsel last Thursday. After said meeting to discuss the Arbitrage Rebate Compliance, the consensus opinion is that the HGRD should discontinue earning interest above the 2.4% threshold on the remaining Bond Construction and Acquisition funds by changing the investment vehicle with the Bond Trustee. The HGRD will then rebate whatever amount of positive arbitrage is required once the 5th year Rebate and Yield Reduction payments have been calculated in July of 2025. Jayne Schwarz continues to confer with CLA and the US Bank Trustee for investment opportunities.

V. OTHER BUSINESS – Treasurer Schwarz informed the committee that their terms on the Finance Advisory Committee will expire on April 30th. Members who would like to

continue being a member of the committee, they need to apply when the Board sends out the application for committee volunteers for the 2024-2025 year. The new advisory committee year begins on May 1, 2024.

- VI. Next meeting – April 29, 2024 – Joint Board Meeting & Finance – Mid Year Report – 9:00 a.m. – CR-C/Zoom
- VII. ADJOURNMENT – Meeting adjourned at 10:18 a.m.

Approved-May 6, 2024

Dennis Popp
Chair, Finance Advisory Committee

Attachments

**HERONS GLEN RECREATION DISTRICT
FINANCE Bid Oversight Sub-committee and Finance Committee Meeting
April 25, 2024
Minutes**

MEMBERS	Present	OTHERS	Present
Larry Pedersen, Chair - Bid	x	J.B. Belknap, General Manager	x
David Brendsel	x		
Rita Lehman	x	Board Liaison Jayne Schwarz	x
Dennis Popp, Chair - Finance	x		

CALL TO ORDER – Chair Pedersen called the Bid Oversight sub-committee meeting to order at 11:30 AM. Finance committee chair Dennis Popp advised that this was a joint meeting. The purpose is to discuss the bids for the Facilities Maintenance Office and the Bathrooms at the driving range.

Contract:

Chair Pedersen requested management discuss the original bond costs and allocations for each of these projects. GM Belknap discussed the original 5,000 sq’ maintenance building (including the facilities maintenance office) was estimated to be approximately \$700k in early 2020. Subsequent discussion with contractors showed the amount to be approximately \$1m. The restrooms at the driving range area were originally estimated to be \$350k, but this too increased.

GM Belknap then discussed how management, the Problem-Solving Task Force (PSTF) and Supervisors began looking for alternatives and arrived at using cargo containers and renovating an existing portion of the building at golf maintenance to serve this function. The storage container recommendation was previously presented.

Then management and the PSTF began pursuing building the bathrooms inside the current ball storage and cart barn at the driving range. Golf carts would need to be moved to the golf maintenance area.

Both of these changes require modifications to, and approval by Lee county, the LDO (limited development order) which must be submitted by the engineer of record. Modifications have been discussed with engineer Jim Ink. Permits won’t be granted until the LDO is modified. Based on bids management obtained, both projects are within the original budget.

Management sent bid specifications for both projects to four firms: Denmark Construction (Reaves Construction), JBA, Stalwart, and Fowler Construction. Stalwart was not interested. JBA acknowledged receipt and said would get back to JB, which has not happened although management did make follow-up. Fowler was non-responsive. Reaves has a good track record with the district, performing on time and in budget for the lobby, as well as repairs needed due to damage from hurricane Ian, such as a new pumphouse at golf maintenance and repairs on the other buildings. A discussion ensued on due diligence (met for these efforts), developing a vendor list, and using intergovernmental contracts.

David Brendsel made a motion to accept management’s recommendation to contract with Denmark Construction for \$187,500 for the facilities maintenance work and \$146,000 for the restrooms at the driving range. However, it is recommended that pricing be held for 6 months in order that the district obtains the LDO for the storage container area and the restrooms. Dennis Popp seconded the motion which was unanimously approved by the bid oversight committee and the finance committee.

ADJOURNMENT – Larry and Dennis adjourned the joint committee meeting at 12:15PM.

APPROVED:

APPROVED:

Larry Pederson

Dennis Popp

April 25, 2024

**HERONS GLEN RECREATION DISTRICT
FINANCE Bid Oversight Sub-committee Meeting
April 29, 2024
Minutes**

MEMBERS	Present	OTHERS	Present
Larry Pedersen, Chair - Bid	x	J.B. Belknap, General Manager	x
Dennis Popp, Chair - Finance	x		
Rita Lehman	x	Board Liaison Jayne Schwarz	x
	x		

CALL TO ORDER – Chair Pedersen called the Bid Oversight sub-committee meeting to order at 11:00 AM. The purpose is to discuss the bids for replacement doors and windows – impact glass for 12 doors (10 doubles and 2 singles) at the clubhouse.

Bids:

JB discussed providing the vendors with the email written specs for the impact doors. He had BNT's measurements and sent those measurements to the other companies without names. Packages were provided to: G&R windows and doors – declined to bid; McGregor Glass Co – non-responsive; Wright's Impact Window and Door -\$154,000 (but missing one entry); BNT Services Inc - \$120,645. These doors would be purchased with 2020 series bond funds under the clubhouse improvements category. Permits and HOA ARC approval are needed for this project. The lead time for doors is approximately 5 weeks.

The committee discussed the vendors as BNT installed windows and a door in the admin wing as well as one hurricane damaged window in the HOA manager's office. Members also asked about the difference in warranties. Wright's is listed as homeowner warranty and had not responded to JB's request for clarification. The requested doors are commercial doors.

The group did discuss that the doors do not come with grids, grilles, etc. If required, those would need to come from an additional source and added later.

Rita Lehman moved to accept management's recommendation to purchase hurricane impact commercial doors from BNT at a cost of \$120,645. Dennis seconded and the committee unanimously agreed to recommend to the board this contract.

ADJOURNMENT – Larry adjourned the joint committee meeting at 11:15 AM. .

APPROVED:

Larry Pederson
April 29, 2024

**HERONS GLEN RECREATION DISTRICT
FINANCE ADVISORY COMMITTEE
1:00 PM (Card Room C/Zoom Meeting)
Monday, May 6, 2024 - Minutes**

	Present		Present
Bob Barney, Alternate	X	Jayne Schwarz, Board Liaison & Treasurer	X
David Brendsel	X		
Jeffrey Buxton	Zoom	Lynn Brew, Controller	X
Rita Lehman	X	J.B. Belknap, General Manager	X
Larry Pedersen, Vice Chair	Zoom		
Dennis Popp, Chair	X	Wendy Shea, Act. & Ev.Coordin.	X
Terry Potts	X		
Carlton Smith	X	Residents:	0
Beth Tyndall, Alternate	-		

Call to Order:

I CALL TO ORDER

Supervisor Schwarz called the meeting to order at 1:00 p.m.

II WELCOME & INTRODUCTION OF 2024-2025 COMMITTEE MEMBERS

Supervisor Schwarz welcomed all in attendance and on Zoom to the Organization meeting of the 2024-2025 Finance Advisory Committee. She welcomed the new Finance committee members: Bob Barney, Terry Potts, Carlton Smith, and Beth Tyndall and then asked the entire Finance Committee to do self-introductions.

III CHARTER

Supervisor Schwarz reviewed the General Policies concerning all Committees. (See attached) She pointed out that the Finance Committee serves only in an advisory capacity. Committees may recommend, but do not approve or take action pertaining to the District. All requests for staff to provide information must be requested through the General Manager.

Supervisor Schwarz briefed the Charter for the Finance Standing Committee. It was pointed out that the Finance Subcommittee on Bid Oversight responsibilities include reviewing proposed purchases for expenditures for Category 2 or higher as outlined in Section 287 of FL statutes. This means that, generally, purchases under \$35,000 or obtained through intergovernmental purchasing agreements do not need to be reviewed by the sub-committee.

IV ELECTION OF CHAIR AND VICE-CHAIR

Supervisor Schwarz opened nominations for the position of Chair of the Finance Advisory Committee. David Brendsel nominated Dennis Popp and Larry Pedersen seconded the nomination. The committee voted unanimously to elect Dennis Popp as chair of Finance Advisory for 2024-2025.

Chair Popp opened nominations for Vice-Chair of the Finance Advisory Committee. Rita Lehman nominated Larry Pedersen and David Brendsel seconded the nomination. The committee voted unanimously to elect Larry Pedersen as vice-chair of the Finance Advisory for 2024-2025.

V APPROVAL OF MINUTES - March 11, 2024

Chair Popp asked for approval of the March 11, 2024, Finance Advisory meeting minutes. David Brendsel made a motion to approve the March 11, 2024, minutes as written. Rita Lehman seconded the motion, and a vote was taken, and the motion was approved unanimously.

Chair Popp asked for approval of the April 25, 2024, Bid Oversight/Finance Meeting on the Facility Maintenance Office & Bathroom at the Driving Range. Larry Pedersen made a motion to approve the April 25, 2024, Bid Oversight/Finance minutes as written. Rita Lehman seconded the motion, and a vote was taken, and the motion was approved unanimously.

Chair Popp asked for approval of the April 29, 2024, Bid Oversight Committee meeting on replacement doors and windows at the clubhouse. Larry Pedersen made a motion to approve the April 29, 2024, Bid Oversight Committee minutes as written. Rita Lehman seconded the motion, and a vote was taken, and the motion was approved unanimously.

VI FINANCIAL INFORMATION

A. Bond Project Updates – GM Belknap presented to the committee an update on a few projects:

Bocce – MorSports will have a crew here on May 15th to begin the bocce court repairs. A meeting is scheduled on May 13th to discuss what the plan is related to court closures, timing specifics, etc. Those details will be communicated to the residents and the Bocce Association.

Pickleball – MorSports is scheduled to install the lights on the new pickleball on May 15th. MorSports will later paint the new courts and give the HGRD a quote for rehabbing the four existing courts. Stultz has the new shade structure foundation scheduled to begin on May 13th.

Clubhouse Maintenance Office and Driving Range Restrooms- The Board has approved the moving of the Clubhouse Maintenance office (adjacent to the Ballroom) to the storage building in the Golf Maintenance area. Construction in the storage building will include a Facilities Maintenance office breakroom. Rather than constructing a separate building for bathrooms at the Driving Range, we will be converting a portion of the existing Cart Barn at the driving range into two unisex bathrooms. Denmark Construction will be doing both the Facilities Maintenance construction and the Driving Range Restroom construction. The contract was signed and now Denmark Construction has begun the process of applying for permits. No work can begin on the restrooms at the Cart Barn until the revised LDO is approved.

Storage Containers – The original bond 5,000 sq. ft. Storage Building has been changed due to the cost of constructing the building. Management looked for other lower cost options and found the option of using shipping/storage containers that can be customized. The HGRD is in the process of purchasing 8 total containers of 320 sq. ft. each, which would be 2560 sq. ft. total for storage. The units would have doors, AC units, floors w/acrylic coating, insulation, and a 100-amp panel electrical system for each unit. The Board has approved the purchase of the 8 storage containers from Innovar Structures. Innovar Structures reviewed and signed the agreement stating that they would develop the structural/foundation design and detailing (Architectural, Structural, Electrical) plans as well as the Structural/Foundation Engineering with signed and sealed plans for permitting. Permitting can be initiated while the District waits for the LDO modification.

Arbitrage Rebate and Yield Restrictions – Supervisor Jayne Schwarz explained that the Bond Construction and Acquisition funds must be expended by May 1, 2025. Otherwise, those bond funds would not be available for the bond projects approved in the plan. Due to cost increases, labor, and supply chain issues, Covid shut down, and Hurricane Ian during the last 4 years some of the projects have not been completed, although there are bond funds available.

Currently, management and the Board are moving forward on projects to use the available Bond monies by the deadline. Supervisor Schwarz and GM Belknap briefly discussed arbitrage, to bring the new committee members up to date. They showed charts displayed at earlier committee meetings. They discussed arbitrage as well as yield restrictions (generally applies to Construction and Acquisition Funds.) The District previously had the Construction and Acquisition funds held by the US Bank Trustee in investments with a yield greater than 5%. As of May 2023, the investment yield was limited to the bond interest +1/8%, or approximately 2.4%. The HGRD has now moved monies to a lower yield investment.

Jeff Buxton asked if there is a Plan B if we are unable to spend all the bond monies before May 1, 2025, due to not receiving permits or LDO's, etc. GM Belknap and Supervisor Schwarz stated that the Board is aggressively working on Plan B.

B. Aging Receivables Report – Liens & Delinquencies of Assessments and House Accounts- Controller Brew stated that there were two (2) Liens as of the end of March but one has been paid in full. There are currently 3 Liens that are in process. Assessments that are 60+ days in arrears total \$5,028.31 and the House Accounts that are 60+ days in arrears total \$1,375.53.

VII REQUESTS – RECOMMENDATIONS – Chair Popp stated that Supervisor Mars is liaison and working with the Ballroom Renovation Committee. She requested that a member of the Finance Committee help them with the competitive bidding process. Rita Lehman will work with the Ballroom Renovation Committee.

VIII SCHEDULE OF THE BUDGET MEETINGS – (Finance Committee attendance invited)

Monday, June 10th –	9:30 AM - 3:30 PM – CR-C
Tuesday, June 11th –	9:30 AM - 3:30 PM – CR-C
Wednesday, June 12th–	9:30 AM - 3:30 PM – CR-C
Thursday, June 13th –	9:30 AM - 3:30 PM – CR-C
Friday, June 14th -	9:30 AM - 12:00 PM – CR-C (Board Meeting)

IX SCHEDULE OF FINANCE ADVISORY MEETINGS – Available on Zoom

Thursday, August 15, 2024 – 10:00 AM – CR-C

▪Discussion of employee health benefit offerings with Insurance Broker

Monday September 9, 2024 – 11:00 AM – CR-C

▪Discussion of property insurance and potential offerings with broker

Monday, October 14, 2024 – 9:00 AM – CR-C

Monday, January 27, 2025 – 9:00 AM – CR-C (First Hold) (Joint Meeting w/Board on Audit - Depends on status of Audit)

Monday, February 10, 2025 – 9:00 AM – CR-C (Joint Meeting w/Board on Audit) (Alt. Date for Audit)

Monday, March 10, 2025 – 9:00 AM – CR-C

Monday, April 14, 2025 – 9:00 AM – CR-C

Monday, April 28, 2024 – 9:00 AM – CR-C (Joint Meeting w/Board on Mid-Year Review)

X OTHER BUSINESS

A) FineMark Bank Visit – Discussion on CD's –

David Brendsel and Supervisor Schwarz met with Finemark Bank officers to see if there is a reason to move monies from CDAR'S better rates. Funds are currently held in local government investment pool emphasizing safety, liquidity, and yield at Florida Prime and FL Class. The current daily liquidity rate is over 5%, while CD rates through CDARs are under that. After discussion at the meeting, David Brendsel and Supervisor Schwarz think there is no reason to make any changes at this time.

XI NEXT MEETING – Thursday, August 15, 2024 - 10:00 AM – CR-C/Zoom

XII ADJOURNMENT- The meeting adjourned at 1:43 p.m.

Approved:

Dennis Popp
Chair, Finance Advisory Committee
Date: August 15, 2024

**HERONS GLEN RECREATION DISTRICT
FINANCE Bid Oversight Sub-committee and Finance Meeting
June 5, 2024
Minutes**

MEMBERS	Present	OTHERS	Present
Larry Pedersen, Chair - Bid	x	Karen Mars, Tech presenter	x
Dennis Popp, Chair - Finance	x	J.B. Belknap, General Manager	x
David Brendsel			
Rita Lehman	x		
Carlton Smith, Alternate	x	Jayne Schwarz, note taker	

CALL TO ORDER – Rita Lehman called the Bid Oversight sub-committee meeting to order at 9:20 AM as chair Pedersen was late due to zoom connection issues. The purpose was to discuss the bids for the ballroom bond project. This portion of the project related to the lighting and projection needs for the stage.

BIDS:

JB opened that the ballroom renovation was a bond item. He then turned the meeting over to Karen Mars who was liaison to the ballroom renovation ad hoc committee and developed the RFP. Companies offering the products and services for this project were: DB Sound, Creative Sound and Lighting Solutions, and Harmon’s Audio Visual. Each company was provided a list of requirements which included the equipment specifications.

Karen compared each required item, and explained where it went and JB provided a power point pictorial. She noted that the LED stage lights and console were very close in cost for DB Sound and Creative. Harmon’s did not break out the items as requested and provided a lump sum total for equipment which was not the same as requested in the RFP. She also noted that the console to operate the lights differed between proposers but that other than Harmon the capabilities were very similar.

She then explained the projection equipment, with Harmon again not providing details to compare. The big difference in the quotes related to the retractable screen size, installation (construction work required to lift the screen in a retraction area, and the impact that difference makes on the zoom lens for the projector.

Creative Sound and Lighting provides a complete, integrated package including doing the construction to allow screen retraction. It also provides the larger screen size, with Karen citing dimensions vs the portable 10x10 screen that the District currently uses. She believed this would best serve the interest.

DB sound’s offering without construction and a smaller screen and less powerful projector lens was \$74,517.44. Creative Sound’s proposal was \$84,661.40, and Harmon was not responsive to the specifications. The committee asked the bond plan budget for the ballroom and it was in the bond plan offering for \$135,000. Some work such as the darkening shades has already been completed. This expenditure will fit within the bond plan.

Larry asked JB for management’s position. JB responded that he believed the single provider would provide the best value for the district. He recommended Creative Sound.

Carl Smith was a voting committee member for this meeting. Rita Lehman recommended, and Larry seconded the motion to recommend to the board contracting with Creative sound in amount above. The vote in favor of the recommendation was unanimous.

Dennis will take the recommendation to the Board.

Committee members thanked Karen and Rita expressing the committee's appreciation to the work of Karen and her committee for the concise and thorough presentation..

ADJOURNMENT – Larry adjourned the joint committee meeting at 10:40AM.

APPROVED:

Larry Pederson
April 29, 2024

Attachment: spreadsheet

Item	Approx Cost	Provider	Notes
American DJ 12PX HEX (14)	\$4,899.86	DB Sound	
American DJ 12PX HEX (14)	\$4,692.66	Creative Sound	
Chauvet DJ Slimparpro		Harmon	
Chamsys QuickQ Console	\$4,100.00	DB Sound	Substitution -- Can book appointment to see
Strand FLX 524	\$1,715.29	Creative Sound	
ChromaQCQ675-1000		Harmon	
American DJ Encore Profile (14)	\$18,199.86	DB Sound	
American DJ Encore Profile (14)	\$17,499.16	Creative Sound	
Chauvet Professional Ovation		Harmon	
American DJ EP Lens 19 (4)	\$1,119.96	DB Sound	
American DJ EP Lens 19 (4)	\$999.76	Creative Sound	
Chauvet Professional Lens 19		Harmon	
American DJ EP Lens 26 (10)	\$2,799.90	DB Sound	
American DJ EP Lens 26 (10)	\$2,499.40	Creative Sound	
Chauvet Professional Lens 26		Harmon	
Racks cables misc.	\$4,944.86	DB Sound	Freight not addressed
Racks cables clamps & Freight	\$8,331.26	Creative Sound	Includes all freight
Racks cables clamps		Harmon	
Total Lighting	\$36,064.44	DB Sound	
	\$35,737.53	Creative Sound	
	\$35,013.00	Harmon	

Eiki V1700 17000 Lumens	\$22,695.00	DB Sound	
Eiki V1700 17000 Lumens	\$22,695.00	Creative Sound	
Epson EB 16000 Lumens		Harmon	
Eiki AH-AC21020	\$7,900.00	DB Sound	Standard - Power zoom
Eiki AH-AV21020	\$8,495.00	Creative Sound	Short - Power zoom
Epson ELPLU35		Harmon	
Projectot Bracket	\$450.00	DB Sound	
Projectot Bracket	\$444.15	Creatine Sound	
Projectot Bracket		Harmon	
Alfatron Electronics (2)	\$1,398.00	DB Sound	
Alfatron Electronics (2)	\$1,519.98	Creative Sound	
Kramer Electronics		Harmon	
Chief Ceiling Mount & down pipe	\$350.00	DB Sound	
Chief Ceiling Mount & down pipe	\$145.60	Creative Sound	
Ceiling Mount		Harmon	
Misc. projector parts & installation	\$0.00	DB Sound	
Misc. projector parts & installation	\$4,449.15	Creative Sound	
Misc. projector parts & installation		Harmon	
Electric retractable screen	\$2,500.00	DB Sound	Da-lite Matte 164 inch diagonal Screen is 7x12 feet
Electric retractable screen	\$5,999.99	Creative Sound	Draper Matte 198 inch diagonal Screen is 9x14 feet
Electric retractable screen		Harmon	Da-lite Matte 220 inch diagonal Screen is 9x16 feet
Installation of Screen	\$2,695.00	DB Sound	Must hire contractor to create the retraction area
Installation of Screen	\$4,750.00	Creative Sound	Includes creating the retraction area
Installation of Screen		Harmon	Ceiling mounted -- does not go into ceiling
Misc. screen parts & hardware & Freight	\$465.00	DB Sound	

Misc. screen parts & hardware & Freight	\$425.00	Creative Sound	
Misc. screen parts & hardware & Freight		Harmon	
Total Projector & Screen	\$38,453.00	DB Sound	
	\$48,923.87	Creative Sound	
	\$34,654.00	Harmon	
Total package	\$74,517.44	DB Sound	
	\$84,661.40	Creative Sound	
	\$69,667.00	Harmon	

**HERONS GLEN RECREATION DISTRICT
FINANCE ADVISORY COMMITTEE
September 23, 2024
10:30 AM – Finance Advisory Committee on Property Insurance**

Minutes

MEMBERS	Present	OTHERS	Present
Bob Barney, Alternate	Zoom	J.B. Belknap, General Manager	X
David Brendsel	X	Lynn Brew, Controller	Zoom
Jeff Buxton	-		
Rita Lehman	X	J. Schwarz, Board Liaison/Treasurer	X
Larry Pedersen, Vice Chair	Zoom		
Dennis Popp, Chair	Zoom	Wendy Shea, Act. & Ev.Coordin.	X
Terry Potts	X	Peter Overs, Supervisor	Zoom
Carlton Smith	-	Karen Mars, Supervisor	X
Beth Tyndall, Alternate	-	Bill Kulkoski, Supervisor	Zoom
Ryan Schmidt, Acrisure Insurance	Zoom	Residents	0

I. CALL TO ORDER – Chair Dennis Popp called the Finance Advisory Committee meeting to order at 10:30 AM. Chair Popp turned the meeting over to GM Belknap for the introduction of the Property Insurance portion of the meeting.

II. INTRODUCTION OF SPEAKER

GM Belknap set the table for the presentation by stating the clubhouse wind coverage policy was put in force as of 2/1/24 with coverage through 4/30/25. On all the other lines of insurance coverage, today’s proposals are for the standard **10/1/24** renewal date with the understanding that HG will cancel, rewrite, or extend the policies as of the established clubhouse wind renewal date (**5/1/25**). The goal is to have one renewal date for all lines of coverage that doesn’t fall in the heart of hurricane season. In April 2025, the Finance Committee will meet again to consider all lines of coverage, including wind. GM Belknap introduced Ryan Schmidt from Acrisure Insurance who has serviced the HGRD account for over 10 years and has an abundance of Country Club experience.

III. PROPERTY INSURANCE PRESENTATION- Ryan M. Schmidt, Acrisure Insurance

Ryan opened the session with a brief discussion on the challenges of today’s insurance market. Ryan informed the committee that six months ago Gulfshore Insurance merged with Acrisure Insurance, which is the 5th largest broker of insurance. Ryan stated that all the insurance companies that will be providing insurance to the HGRD are all at least an A- company rated by A.M. Best Company, which rates the financial strength of an insurance company to meet its ongoing insurance obligations.

Ryan went through the PowerPoint presentation in its entirety. (See attached presentation) The presentation is an overview of potential costs and coverage

Ryan went through the Notable Policy Terms and Conditions of the Policy.

- Commercial Property – (Clubhouse excluding Wind) Trisura Specialty Insurance Company expiring premium of \$34,706 to an estimated Annualized premium of \$35,853.
 - Commercial Property- Ancillary Property/Fitness Center – Superior Specialty Insurance Co. expiring premium of \$78,496 to an estimated Annualized premium of \$89,833.
- Ancillary Property are other buildings in the District other than the clubhouse. Examples

are fountains, pump houses, the “sports complex” Shuffleboard Courts, Bocce Courts, and Tennis courts. Also under this category are Pickleball Courts, Restrooms on golf course, wood bridge, etc.

- Equipment Breakdown – Federal Insurance Company and the 2024-2025 Premium budget is estimated to be \$2,021 up from \$1,746, the current amount. The “Breakdown” coverage supplements the building/contents coverage
- Inland-Marine – requires a Cancel/Rewrite to get to a 4/30 date due to only having a full year policy from Southern-Owners Insurance. The renewal premium was coming in at over \$23,000. The underwriter advised that last year the Inland Marine was rated incorrectly by Southern-Owners. They agreed to credit the pricing on the renewal decreasing it to \$10,369.
- Storage Tank Liability – Commerce and Industry Insurance will not provide a short-term quote.
- Package (General Liability, Umbrella, Liquor, Employee Benefits) Fireman’s Fund Insurance Company and the Premium is estimated to increase to \$165,990 from \$110,465. Ryan explained that the rate increased for all exposures was 3.5% but a large portion of the premium increase was due to the increase in exposure reported – Sales for the golf course reported in 2023 were \$1,863,823 vs 2024 at \$2,944,738 which is a 58% increase in sales; Sales in the Pro Shop reported in 2023 were \$16,534 vs. 2024 at \$33,604 which is an 103% increase in sales (GM Belknap said the increase in Golf revenue was due to the increase in Golf Memberships in FY23 and the \$200,000 credit given in FY22 during the golf course renovation); Sales in the Restaurant/Lounge reported in 2023 were \$1,068,767 vs.2024 at \$1,257,421 which is an 18% increase in sales.
- Crime – Cincinnati Insurance Company and the premium is estimated to be \$4,601, up from \$4275, the current amount.
- Other components of the total HGRD coverage were presented, along with an explanation and industry and FL claim trends in these areas.
- The total 2024- 2025 annualized premiums are \$380,571 plus wind at \$110,000 and the FY24 budget is \$445,000 and the anticipated premium is \$490,000 which will be approximately \$40,000 short.

Discussion and questions ensued on the insurance information that was presented by Acrisure including the following:

- General Liability there is no deductible.
- Property there is a deductible.
- Two governmental insurance companies were contacted to quote a price for the insurance, and they were both not interested.
- The possibility of wind insurance premiums declining by April of 2025. Ryan stated that rates are flat now and if we have no more damaging hurricanes hit Florida this year the rates might drop.
- It was asked that since the HGRD has a new roof and new hurricane protected windows and doors around the clubhouse, would it decrease the premiums, and the response was possibly it might decrease.
- GM Belknap stated that a document was sent to Acrisure to inform them of the correct number of Bocce, Shuffleboard and Pickleball courts that the HGRD currently has. He will make sure that they received the document.
- It was asked if the HGRD network security is compromised who should be notified. Ryan stated that the insurance company should be the first one to be contacted and they will advise on how to proceed.
- Possibility of negotiating the deductible.

After Ryan Schmidt concluded his presentation and answered questions, Chair Popp thanked him for his presentation.

IV. COMMITTEE DISCUSSION ON PROPERTY INSURANCE

After discussion on the presentation, Larry Pedersen made a motion to recommend to the Board of Supervisors to approve the Acrisure Proposal of Property Insurance. Rita Lehman seconded the motion. A vote was taken, and the motion was approved unanimously.

V. NEXT MEETING – Monday, October 14, 2024 – 9:00 AM – CR-C/Zoom – After discussion the Chair and Treasurer will discuss if the October 14th meeting is necessary and if not that the meeting can be cancelled. The decision will be relayed to the committee as soon as it is made.

VI. ADJOURNMENT – Chair Popp adjourned the Finance Advisory Committee meeting at 11:38 A.M.

APPROVED:

Dennis Popp
Chair, Finance Advisory Committee

February 10, 2025

*****NOTE*****

GM Belknap obtained the answer that for the ancillary property schedule, the correct valuation from the latest appraisal includes the added items. The insurance failed to update on the sheets provided in the package. The correct number of bocce, pickleball, and shuffleboard courts, etc. have been corrected on the sheets.

**HERONS GLEN RECREATION DISTRICT
FINANCE Bid Oversight Sub-committee and Finance Meeting
October 28, 2024
Minutes**

MEMBERS	Present	OTHERS	Present
Larry Pedersen, Chair - Bid	x	J.B. Belknap, General Manager	x
Dennis Popp, Chair - Finance	x	Tim Kortanek, Dir Golf Grounds	x
Carlton Smith	x		
Terry Potts	x		
		Jayne Schwarz, note taker	

CALL TO ORDER – Larry Pedersen called the Bid Oversight sub-committee meeting to order at 10:25 AM. The purpose was to discuss the bids for the concrete path work for the golf course.

BIDS:

JB turned the meeting over to Tim Kortanek, who defined the path and curb work on the applicable golf course holes. All vendors advised that the job was a 10-14 day project.

Companies offering the products and services for this project were:

- Creative Paths & Curbs: \$81,243.50
- Tincher Concrete: \$71,256.00
- Curb King Construction Co: \$69,519

Tim advised that both Creative and Tincher had performed previous concrete path work at HGRD. Curb King was the concrete company now being used by Clarke Construction, who did the renovation of the current course. He then stated that he could work with any of these companies.

JB was asked for management’s recommendation. Tim made the recommendation as the subject matter expert. After stating that he could work with any of these companies, he recommended Tincher as he knew them from their previous work on the course renovation.

Larry recommended and Dennis seconded the motion to recommend Curb King construction. The committee discussed the lower cost, that Tim could work with any of the companies, and that Clarke is now using Curb King. The committee voted 3 in favor and 1 against recommending to the finance committee contracting with Curb King for the work. The committee recommends Curb King.

Larry adjourned this segment at 10:45am.

Dennis received the recommendation from the sub-committee. Larry recommended and Carl seconded the motion to recommend the Board of Supervisors contract with Curb King. The Finance Committee voted 3 in favor and 1 against the motion. Dennis will advise the Board. The Board had previously approved project funding in the amount not to exceed \$81,400, subject to providing 3 bids and the finance committee recommendation.

ADJOURNMENT – Dennis adjourned the meeting at 10:50.

APPROVED:

Larry Pederson
October 28, 2024

Dennis Popp, Finance Committee Chair
October 28, 2024

attachment
Finance
10-28-2024



Proposal

DATE	PROPOSAL #
8/23/2024	16501

4317 McCullough Street
 Port Charlotte, Florida 33948
 Mobile: 941-457-2060
 Phone: 941-766-9221
 Fax: 941-766-7588
 E-Mail: creativepathandcurb@comcast.net
 Lic.# CGC1510137 & Insured

SUBMITTED TO				
Herons Glen Golf & Country Club 2250 Avenida Del Vera N. Ft. Myers, FL 33917 Att: Tim Kortanek				
P.O./REF. #	TERMS	PROJECT		
	Net 15	CONCRETE CURB PATH REPAIRS		
DESCRIPTION		QUANTITY	COST PER	TOTAL
SCOPE OF WORK SCATTERED THROUGHOUT HOLES 1-18 CONCRETE CURB AND PATH TO BE COMPLETED TOGETHER TO DIG IN AND POUR CONCRETE CURB 10"x8" 2313 LF TO DIG IN / BREAKOUT CONCRETE PATHS AND POUR CONCRETE PATHS 2711 SF DUMPSTERS APPROX 1-2 NEEDED @ \$375.00 EACH ANY ADDITIONAL USED ARE ADDED PRICE *PAYMENTS DUE NET 15 / 15 DAYS AFTER DATE OF INVOICE *SIGN AND RETURN PROPOSAL AS ACCEPTANCE OF PROPOSAL PRICE INCLUDES: LABOR, EQUIPMENT, CONCRETE MATERIALS USING 3000 PSI W/FIBER 4" THICK *PROPOSAL PRICE IS BASED ON MEASUREMENTS ABOVE *PRICE IS BASED ON MATERIAL/DUMPSTER PRICES AT DATE OF PROPOSAL *PRICE IS SUBJECT TO CHANGE DUE TO VENDOR MATERIALS/DUMPSTER PRICE INCREASES *ADDITIONAL CONCRETE MATERIAL/DUMPSTER INCREASES TO BE ADDED TO ALL INVOICES ADDITIONAL PRICES ARE ADDED FOR: *All measurement repairs/pour over the amounts listed in above scope of work *Concrete materials are based on 4" thick, any concrete yd overages are added to price *Anything other than listed in above scope of work, Materials not listed etc... *Additional requirements, please advise prior to start of job. May be added price *Thicker concrete pour/removal or replace over 4" thick, etc... *Any changes in concrete mix or concrete price increases *Concrete vendor charges for short load or time delay may be added *Any canceling of concrete in route, not of our doing *Difficult access or longer haul distance of concrete pour. Price is based on normal access and distance for shuttling concrete, unless specified in above scope of work *Removal of Roots unless specified in above scope of work *Dumpsters over the above listed. Dumpsters are billed for each used for project *Dumpsters yield 550-600 sf per each for concrete only. Additional price for added debris to dumpsters. *Not responsible for breakage due to driving on concrete/path under 28 days *Not responsible for damage to hidden irrigation, drainage, electric, etc.		2,313	25.00	57,825.00
		2,711	8.50	23,043.50
		1	375.00	375.00
				\$81,243.50
WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF ABOVE. ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE PROPOSAL AMOUNTS. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMANS COMPENSATIONS INSURANCE.				
ACCEPTANCE SIGNATURE _____		DATE _____		
PRINT NAME _____		TITLE _____		



PROPOSAL

7600 Alico Road, #12-25 · Fort Myers, FL 33912 · (239) 267-7766

Proposal #	222081	Submitted To	Kortanek, Tim
Date	10/18/2024	Submitted By	Sergio Francisco
Company	Herons Glen	Engineer	
Project #		Project	Heron Glen 2024

Proposal Notes

Proposed Items

Subject to prompt acceptance within 30 days

We propose to furnish materials and labor at the price(s) set forth below:

Item	U.O.M.	Qty	Rate	Total
4" Concrete Cart Path Includes the removal, disposal and replacement of existing cart path. Includes 3000 PSI and a standard broom finish.	SQ FT	2711	\$10.50	\$28,465.50
Roll Curb To be done with 4" Cart Path	FT	2313	\$18.50	\$42,790.50
		Total		\$71,256.00

Disclaimers

- Tincher Concrete does not assume responsibility for any liquidated damages.
- If the proposal is not signed and returned, and TCC performs the work then the proposal terms will be deemed accepted by the contractor and the proposal will be legally binding.
- This is a proposal only. Contractual and scheduling details to be agreed upon before start of work.
- Does not include permits, testing of material or subgrade. Existing subgrade deemed acceptable.
- Pricing is subject to increases based on current market pricing at any given time.
- Pricing expires 1 year from executed contract date.
- Access of work area to be provided (chute pour from ReadyMix truck). If a pump is needed an additional fee is required.
- Does not include sealers, (Concrete or Joint), joints other than sawcut 1/2" bituminous fiber or surface treatments.
- Concrete work only, layout by others, to be cut and compacted to proper grade.
- Priced based on one crew per day during normal daylight hours, Monday through Friday. If night work is performed an additional fee is required.
- All quantities are approximate, final payment based on field measure.
- No work will be performed 30 (Thirty) days past invoice date.
- TCC does not intend to bond any work.
- This proposal and notes will become part of any contract.
- Pay when pay terms will not exceed 30 days from invoice date including all change orders.
- No material will be brought onsite past payment date.
- Any job required to lien will require a \$500 fee.
- TCC concrete stress crack warranty for punch list is limited to providing proper strength, thickness and saw cuts per job specifications.
- Pricing will be provided as needed for "Punchlist" work not resulting from TCC workmanship.
- TCC scope does not include any MOT of any kind. All MOT must be provided, moved and adjusted as needed for TCC work.
- All invoicing will be done on TCC letterhead only. Invoices will not be submitted using Pay Applications, AIA format or Schedule of Values.

*Does not include excavation, engineering, testing, or traffic control.
T.C.C will choose its own concrete supplier.
Note: All concrete is 3000 PSI with no reinforcement unless otherwise noted.*

We hereby propose to furnish labor and materials - complete in accordance with the above specifications for **\$71,256.00**

Tincher Concrete Construction, Inc
By:

Signature

Title

Date



Proposal Date: 10/21/2024

Submitted To: Herons Glen

Estimate Number: 24699J

**Address: 2250 Herons Glen Blvd.
N. Ft Myers, Florida 33917**

Bid: Herons Glen Concrete

Project Location: 2250 Herons Glen Blvd.

Contact: Tim Kortanek

Project City, State: N. Ft Myers, FL

Phone: (941) 336.9994

Engineer/Architect: N/A

Email: TKortanek@hgrdnfm.com

Item #	Item Description	Estimated Quantity Unit	Unit price	Totals
01	Mobilization	1 LS	\$4,500.00	\$4,500.00
02	Concrete Curb, Modified	2,313 LF	\$17.00	\$39,321.00
03	Excavate and form and pour 4" Concrete	1,909 SF	\$8.00	\$15,272.00
04	Concrete 4" (Remove & Replace)	802 SF	\$13.00	\$10,426.00

Total Bid Price: \$69,519.00

Notes:

- Subject to prompt acceptance within 30 days, we agree to furnish materials and labor at the price(s) set forth above.
- This is a unit price bid; final billing will be based upon field measure.
- All concrete listed is 3,000 psi.
- Layout and survey not included.
- Any deviation of contracted work items will require a signed change order. No work related to any change order item(s) will commence until executed by all parties.
- Permits, fees, layout, survey, asbuilts and testing by others.
- Due to critical nature of escalating material costs; material pricing is subject and expected to change. Curb King Inc. will provide updated pricing documentation of material adjustments.
- CURB KING is not responsible for damages caused by others.
- Bonding is not included.
- Landscaping, sod, seed and irrigation by others.
- Relocation of irrigation system, if necessary, by others.
- Irrigation system must be turned off 24 hours prior to starting and must remain off for at least 24 hours after completion.
- Removal and/or replacement of unsuitable materials (limerock and/or muck) below grade is not included.
- NO WORK WILL BE PERFORMED 30 DAYS PAST INVOICE DATE.

PAYMENT TERMS: PAYMENT DUE WITHIN 30 DAYS OF DATE OF INVOICE. FINANCE CHARGE OF 1.5% PER MONTH YIELDING. ANY JOB REQUIRED TO LIEN WILL REQUIRE A \$500 FEE.

The above prices, specifications and conditions are satisfactory and hereby accepted:

Buyer: _____

Signature: _____

Date of acceptance: _____

Estimator: Joe Nagy