

**HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
February 10, 2025, at 1:00 P.M., CR-C & Zoom**

MINUTES

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Beth Brucker	X	Supervisor Howard Young, Liaison	X
Jeffrey Buxton, Vice Chair	X	GM J.B. Belknap	X
Joyce Forman	-		
Fred Gignac, Chair	X		
Bob Herbstritt	X	AEC/Office Manager-Wendy Shea	X
Glen Holmes, Alternate	-		
Tapan Kikani, Alternate	X	Supervisor Jayne Schwarz	X
Dennis Popp	X	Supervisor Peter Overs	Zoom
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 – December 9, 2024** - Fred Gignac asked for approval of the Long-Range Planning Advisory Committee minutes for December 9, 2024. Dennis Popp moved to accept December 9, 2024, minutes as presented, Carlton Smith seconded the motion. A vote was taken and the December 9, 2024, minutes were approved unanimously.

- III. **GENERAL MANAGER’S REPORT – J.B. Belknap** – GM Belknap presented to the committee his Herons Glen Bond Project Update for February. (See Attached Report)
 - **Engineering change** – Hole Montes (now company name is Bowman) was hired to replace Ink Engineering Bond Engineer of record. Hole Montes and management are working on having a meeting with Lee County’s Lead Reviewer for LDO modifications to expediate the process.
 - **Storage Containers, Driving Range Restrooms and #17 Bulkhead (Tied to the LDO Modification)** – Three storage containers are now on-site at temporary locations. Fire permitting trumps all others. New configurations are now required due to the fire lane not being allowed where the golf carts were planned to be housed. We will be receiving the remainder of the containers soon. The Driving Range Restrooms contractor has been hired, and we are still waiting for the LDO modification. We were able to wrap the project into the original LDO with the engineer of record for the #17 Bulkhead.
 - **BNT Impact Windows and Doors** – BNT will begin the second phase of replacements of windows and doors beginning on February 24th to the Card Rooms, Pro Shop and other areas. Ballroom doors and restaurant windows will occur later in the spring. There will be an additional 17 doors and 13 windows around the clubhouse that will be replaced. BNT has been very successful in obtaining permits and completing the work on time and on budget for the first phase.
 - **Ballroom Improvements** – Bar permits are expected sometime in February. Drywall and painting the back wall in the ballroom are ongoing. Added outlets on the wall with a dedicated circuit with heavier gauge wiring and a higher amperage breaker, allowing for a larger power draw without tripping the circuit.
 - **CLIS** – Mainscape still has issues with the 30-year-old multi-strand wire and decoders. The HGRD is looking at an upgraded 2-wire system and seeking proposals for a Baseline or other system. Management visited Gateway Greens in Ft. Myers to talk with them about their experience with the Baseline system.

- **Electrical Issues in the Kitchen** – We have experienced several electrical issues in the kitchen that need further scrutiny, including blown fuses tripping some of the breakers. Kirkwood Electric has been here this week working with TWC on the hood system and motor. This is the third exhaust fan motor that has failed. To find out the root causes of these issues, Kirkwood has brought in two crews to trouble-shoot and do load tests for the kitchen and restaurant.
- **HVAC** – Bob Herbstritt is currently working with Nate Baers to break out the HVAC into different components on the Club Benchmarking plan to better budget for operating and reserve for these items. Bob Herbstritt showed the committee the breakdown of the HVAC model's numbers and serial numbers of all the components of each of the over 90 HVAC units that the HGRD has. It is work in progress, but it should help with the breakdown of the life cycle for Club Benchmarking. Bob Herbstritt stated that it might be time that the HGRD has a Service Contractor to service all the HVAC units and use this spreadsheet because our Clubhouse Maintenance Department does not have the manpower to service all the HVAC's units. Chair Gignac asked who would be responsible for updating Club Benchmarking. GM Belknap explained that when the HGRD receives an invoice it is put into our Avidxchange (Accounts Payable automation program) then sent to the manager for approval and coding, then Controller Brew enters the amounts into Club Benchmarking.

Chair Gignac asked if GM Belknap can supply the Long-Range Planning Committee with an update on play levels of the golf course since the renovation. GM Belknap explained that the USGA came out a month ago and did an extensive report on the conditions and playability of the golf course. The Board was given the report, and the results were "glowing" in all respects. GM Belknap will send the committee a copy of the USGA report.

IV. **OLD BUSINESS** –

- A. Strategic Plan**– The draft results of the Strategic Plan Survey were given to the Board of Supervisors and to management and Chair Gignac. Jeff Buxton stated that the draft report consisted of 3 documents – 1) 166 pages of comments, 2) General Analysis of the overall satisfaction and 3) the Florida Goals. Jeff Buxton gave the committee some key takeaways from the survey results were as follows:

Renovation Rebound Effects:

- Certain amenities saw a sharp increase in satisfaction levels in the 2024 survey, but the effect of new renovations has worn off such that several have seemingly dropped in net satisfaction in this year's survey as resident's expectations have escalated to a new level. Examples are:
 - Pool Deck Dining Service is down 26% from last year, but up 38% over 2 years.
 - Shuffleboard down 12% from last year, but up 28% over 2 years.
 - Dining Area Menus are down 10% from last year but, up 14% over 2 years.
 - Dining Area has gone down 8% from last year, but up 22% over 2 years.
 - Bocce down 4% from last year, but up 45% over 2 years.
 - Special question on Cornhole and its use received 239 votes from residents or 38%.

Aging Population Effects:

- The Herons Glen population that is over 70 years old, has increased to 68% of residents; this equates to an increase of 5% over the last two years (21% over the last 11 years)
- As might be expected, this may lead to more sedentary amenities becoming more utilized while more physically strenuous amenities may experience continuing decline.
 - Ballroom utilization up 10% over 2 years.
 - Dining Area utilization up 6% over 2 years.
 - Libraries/Card Rooms up 4% over 2 years.
 - Bocce up 4% over 2 years.
 - Pickleball down 4% over 2 years.
- Long term decisions may need to be addressed considering this significant and continuing demographic shift. These might include focus on improving less physical intense amenities & focus on reversing the demographic

shift to a more age diverse population (introducing more events, activities, amenities that are attractive to a younger population.

The Board of Supervisors will determine when to send the survey results to the residents.

V. **NEW BUSINESS –**

Supervisor Young stated that the Long-Range Planning Committee asked the Facilities & Amenities Committee to develop the process of how an Activity becomes an Amenity along with criteria for updating the Charter for Facilities and presenting it to the Board of Supervisors for approval. To date, it is our understanding that the Facilities & Amenities Committee has not addressed the issue.

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

VII. **ADJOURNMENT** – Fred Gignac adjourned the meeting at 2:26 p.m.

APPROVED:

**Chair Fred Gignac
Long-Range Planning Committee
On 3/10/25**

HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
March 10, 2025, at 9:00 A.M., CR-C & Zoom
MINUTES

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

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

- II. **APPROVAL OF PRIOR MINUTES February 10, 2025** - Fred Gignac asked for approval of the Long-Range Planning Advisory Committee minutes for February 10, 2025. Bob Herbstritt moved to accept February 10, 2025, minutes as presented, Jeff Buxton seconded the motion. A vote was taken and the February 10, 2025, minutes were approved unanimously.

- III. **GENERAL MANAGER’S REPORT – J.B. Belknap** – GM Belknap presented to the committee his Herons Glen Bond Project Update for March.
 - **Storage Containers, Driving Range Restrooms and #17 Bulkhead (Tied to the LDO Modification)** –All Eight (8) of the storage containers are now on-site at the golf maintenance facility. Engineer John Baker is investigating alternatives for the golf cart storage, and Denmark is still in the process of developing scope specifications and cost estimates for the foundations and electrical. Management reached out to Innovar Structures to revise the engineering plans for the Lee County Building Permit Department showing the latest layout of the containers. John Baker is investigating whether fire walls or booster pumps will be needed.
 - **Driving Range Restrooms & #17 Bulk Head**- The Driving Range Restrooms contractor has been hired, and we are still waiting for the LDO modification. We were able to wrap the project into the original LDO with the engineer of record for the #17 Bulkhead. John Baker is currently reviewing and reaching out to Lee County Development and SFWMD.
 - **Asphalt Resurfacing** – Peter Overs, Jon Edinger, John Baker and GM Belknap will meet Collier Paving to review the asphalt resurfacing scope as an additional phase to our existing multi-phase LDO.
 - **BNT Impact Windows and Doors** – BNT has almost completed the second phase of replacements of windows and doors to the Card Rooms, Pro Shop and HOA offices. Ballroom doors and window replacement will occur beginning on Wednesday, April 30th and restaurant windows replacement are tentatively scheduled for the week of July 7th for replacement.
 - **CLIS** – Mainscape is still working on the issues with the 30-year-old multi-strand wire and decoders. The HGRD is seeking proposals on upgrading the 2-wire system. Mainscape is finishing the 2-wire proposal with the scope of work required and a price. Jeff Buxton asked if the quote from Mainscape will be a competitive bid or just a bid to look at the scope of work. GM Belknap stated the Mainscape bid is just to review the scope of work.

- **HVAC** – Bob Herbstritt is currently working with Nate Baers to break out the HVAC into different components on the Club Benchmarking plan to better budget for operating and reserve for these items. It is work in progress, but it should help with the breakdown of the life cycle for Club Benchmarking. Bob Herbstritt stated that it might be time that the HGRD has a Service Contractor to service all the HVAC units and use this spreadsheet because our Clubhouse Maintenance Department does not have the workforce to service all the HVAC units. Bob will be starting the HVAC review for the kitchen this week but has already finished the HVAC review for the Fitness Center.

IV. **OLD BUSINESS –**

- A. Strategic Plan & Review Reporting delivery responsibility and timing** – Jeff Buxton sent an email to Chair Gignac (See Attached) that outlined the action items that were tasked to Long-Range Planning in November of 2024. The committee reviewed the information in the email as to whether the action items were completed or still needed to be finalized before the update of the Strategic Plan this year. Jeff Buxton stated that the Long-Range Planning Committee current tasks are the refresh of the Facilities Growth Plan and the Emergency Preparedness Plan. Discussion ensued concerning Club Benchmarking on who has ownership of data being recorded into Club Benchmarking during the year and specifically at the Annual Budget. GM Belknap stated that Supervisor Overs, Supervisor Schwarz and Bob Herbstritt collaborated with Controller Brew by determining new capital entries and keeping on top of it throughout the year. Management and the Board of Supervisors are responsible for keeping on track with Club Benchmarking. Beth Brucker suggested that the Long-Range Planning Committee review Club Benchmarking status every year as an educational review for the Committee members to understand all the nuances of the District through Club Benchmarking. The committee felt it is necessary for the Strategic Plan update be on every Board of Supervisors meeting agenda. After discussion on the Strategic Plan, Glen Holmes and Joyce Forman volunteered to review the Emergency Preparedness Plan developed last year and Jeff Buxton and Beth Brucker volunteered to review the Facility Plan and make recommendations which will be presented to the full committee at their April meeting. Jeff Buxton will start working on the update of the Strategic Plan for 2025.

- V. **NEW BUSINESS** –Chair Gignac reminded the current Long-Range Planning Committee members to please sign up for the Long-Range Planning Committee if they would like to continue to be a member of the committee beginning in May 2025. They must fill out the form by April 8th, 2025.

- VI. **NEXT MEETING DATE** –Monday, April 21st, 2025, at 9:00 a.m. in Card Room C/Zoom

- VII. **ADJOURNMENT** – Fred Gignac adjourned the meeting at 9:52 a.m.

APPROVED:

**Chair Fred Gignac
Long-Range Planning Committee
On April 21, 2025**

HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
April 21, 2025, at 9:00 A.M., CR-C & Zoom
MINUTES

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Beth Brucker	X	Supervisor Howard Young, Liaison	X
Jeffrey Buxton, Vice Chair	X	GM J.B. Belknap	X
Joyce Forman	-		
Fred Gignac, Chair	X		
Bob Herbstritt	-	AEC/Office Manager-Wendy Shea	X
Glen Holmes, Alternate	Zoom		
Tapan Kikani, Alternate	Zoom	Supervisor Jayne Schwarz	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 9:00 a.m. and welcomed those in attendance and on Zoom.

- II. **APPROVAL OF PRIOR MINUTES March 10, 2025** - Fred Gignac asked for approval of the Long-Range Planning Advisory Committee minutes for March 10, 2025. Carlton Smith moved to accept March 10, 2025, minutes as presented, Jeff Buxton seconded the motion. A vote was taken and the March 10, 2025, minutes were approved unanimously.

- III. **GENERAL MANAGER’S REPORT – J.B. Belknap** – GM Belknap presented to the committee his Herons Glen Bond Project Update for March.
 - **Bond Proceeds:** Supervisor Schwarz is working with Lynn Brew and GM Belknap to reconcile and draw down the Construction & Acquisition balance. To draw down on the Bond monies by April 30th, the HGRD has started or completed projects that were to be funded from the Capital Projects Fund in the amount of \$1.2 – \$1.5 million dollars.
 - **Asphalt Resurfacing:** The civil drawings were submitted to the County. Pending review timelines, we’ll begin planning the phasing and sequencing of the clubhouse mill & overlay with Collier Paving for a projected start date in May. We will also consult with the engineer to determine how to enlarge the cart layout in the parking lot to encompass the larger golf carts.
 - **Storage Containers:** The updated engineering plans were expected to be completed last week; however, they have not yet been received. Once finalized, I will forward them to Larry at Denmark Construction to begin developing the scope, specifications, and cost estimates for the foundation and electrical work. We will also develop a plan to determine where in the golf maintenance area we can store the golf carts undercover.
 - **Driving Range Restrooms:** Engineer, John Baker has completed the civil drawings and submitted them to Lee County. He will also be contacting Larry from Denmark Construction and the MEP+Fire vendors to determine next steps in the design process.
 - **Window & Door Replacement:** The Ballroom door replacement is scheduled to begin May 1. The restaurant door will be onsite on April 30th. The one remaining conference room window is scheduled to be installed in the first week of May.
 - **Automatic Door Openers:** Anytime Lock and Key met with us on Thursday and shared some encouraging news. Contrary to what we believed a month ago, it is possible for the doors we identified for ADA access to function both manually and with the automatic opener—allowing individuals to either open the doors normally or use the handicap-accessible paddle for automatic entry. Based on this update, I’ve asked Anytime to provide a quote for adding the same type of opener at the fitness center, so users have the option to open the door manually without needing to press the paddle. We will be installing ADA automatic door openers at three locations around the clubhouse.

- **#17 Bulkhead:** Engineer John Baker informed me last week that he is making progress on the plans and will be reviewing the SFWMD comments again to determine the best approach for addressing them.
- **Ballroom Bar:** A Cintas engineer was on site and provided a response regarding the storage room closet, as requested by the Lee County Fire Department. Based on the sprinkler head's position and the PSI calculation, it appears the room is following the County regulations. Nate Baers forwarded the report to Larry, Denmark Construction, who then requested that Cintas provide it on company letterhead with the engineer's stamp. Larry continues to coordinate with the County to secure the necessary approvals.
- **CLIS 2-Wire Project:** There are still multiple continued issues with the Irrigation System, so the Board authorized management to hire Russ Geiger, a Hydraulic Engineering Consultant to develop a plan and the first phase of his analysis by the end of the month.

IV. **OLD BUSINESS –**

A. Strategic Plan– The modified Strategic Plan is in the hands of the Board of Supervisors for review. The Long-Range Planning Committee has asked for a copy of the modified Strategic Plan when it has been reviewed by the Board of Supervisors.

B. Review and Discussion of Emergency Preparedness Plan – Chair Gignac thanked Glen Holmes for volunteering to review the Emergency Preparedness Plan and his recommendations to the committee. Chair Gignac stated that Bob Herbstritt and Bruce Johnson were the committee members from LRP that developed the Plan, but Bruce Johnson is not on the committee, and he feels that there need to be two people to work on the plan for enhancement and or improvements. Chair Gignac asked for a volunteer. Glen Holmes presented his review of the Emergency Preparedness Plan (See attached review). Glen reviewed the 2024 and the draft 2025 Emergency Preparedness Plan with input and comments from Joyce Forman and the assistance of Karon Bennett. He felt that overall, the emergency plan was comprehensive, well focused and strategic. Glen had five recommendations:

1. Suggestion to include medical emergency and an active shooter situation in the plan.
2. Suggestion to have a backup for each one of the key managers in case someone is missing.
3. Run an annual simulation of an emergency to test the plan.
4. Compile an emergency vendor/supplier contact list; always have a ten-day supply of fuel for generators on hand and consider a hardship fund for employees.
5. Have the same contact information and the up-to-date plan of the HOA. There are several overlapping responsibilities, and the HOA has a full committee just focused on safety and emergency issues.

Discussion ensued on the plan which included the following issues and ideas: protocols for medical emergencies, responsibilities of the HGRD and the HOA, power outages, shelter in place or safe zones, text or email alerts, default locations of helicopter landings, scope of the original emergency plan, dry run of the Emergency Plan was held when Hurricane Milton came last year, and collaboration daily with the HOA on safety and medical emergencies. After discussion, it was determined that there was a Red-Line version of the 2025 Emergency Preparedness Plan that will be sent to all members of the committee for review at the next meeting of the Long-Range Planning Committee. Tapan Kikani stated that she would volunteer to work with Bob Herbstritt on the review and updating of the 2025 Emergency Preparedness Plan.

V. **NEW BUSINESS –**Chair Gignac recommended that Jeff Buxton for the position of chair of the next Long-Range Planning Committee and informed the committee members that it is time that he moves on from chairing the Long-Range Planning Committee. The Long-Range Planning Committee members thanked Fred for his years of service to the community as chair of Long-Range Planning.

Tapan Kikani thanked the HGRD for the gift card she received for being a committee member of Long-Range Planning this past fiscal year.

VI. **NEXT MEETING DATE –**To be determined once the committees are formed.

VII. **ADJOURNMENT –** Fred Gignac adjourned the meeting at 9:43 a.m.

DRAFT APPROVED:

**Chair Jeff Buxton
Long-Range Planning Committee
On May 22, 2025**

**HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
May 22, 2025, at 9:00 A.M., CR-C & Zoom
MINUTES**

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

- I. **CALL TO ORDER & WELCOME** – Supervisor Schwarz called the meeting to order at 9:00 a.m. and welcomed those in attendance and on Zoom.
- II. **WELCOME RETURNING & NEW COMMITTEE MEMBERS** – Supervisor Schwarz thanked the returning and new members of the Long-Range Planning Committee for volunteering to serve on the Long-Range Planning Committee this year.
- III. **SELF INTRODUCTIONS** - Self introductions were made by those in attendance and on Zoom.
- IV. **REVIEW LONG-RANGE PLANNING CHARTER & GENERAL POLICIES** – Supervisor Schwarz reviewed the general policies concerning standing committee which is what the Long-Range Planning Committee is. The General Manager will be the liaison to all standing committees and each standing committee will have a Supervisor from the Board to serve as the committee’s liaison to the Board. All standing committees will meet minimally once per calendar quarter. Additional meetings or modifications may be scheduled by the committee chair. Supervisor Schwarz then reviewed the Long-Range Planning Standing Committee Charter with the committee. She stated that the scope of responsibilities will have to be changed in reference to the Capital Expenditures and Master Plan due to the recent change of the merging of the Capital and the Deferred funds. The purpose of the Long-Range Planning Committee is to review the requirements and future needs of the District to ensure assets are adequately maintained and replacement planned. It also reviews strategic plans and the annual community survey to identify the needs of the community.
- V. **ELECTION OF CHAIR** – Supervisor Schwarz opened the floor for nominations for the position of Chair of the Long-Range Planning Committee. Joyce Forman nominated Jeff Buxton and Beth Brucker seconded the nomination. The committee voted unanimously to elect Jeff Buxton as chair of Long-Range Planning for 2025-2026.
- VI. **ELECTION OF VICE CHAIR** – Chair Buxton opened the floor for nominations for the position of Vice Chair of the Long-Range Planning Committee. Beth Brucker nominated Joyce Forman and Jeff Buxton seconded the nomination. The committee voted unanimously to elect Joyce Forman as Vice Chair of Long-Range Planning for 2025-2026.

- VII. **APPROVAL OF PRIOR MINUTES April 21, 2025** – Chair Buxton asked for approval of the Long-Range Planning Advisory Committee minutes for April 21, 2025. Carlton Smith moved to accept April 21, 2025, minutes as presented, Dennis Popp seconded the motion. A vote was taken and the April 21, 2025, minutes were approved unanimously.
- VIII. **GENERAL MANAGER’S REPORT – J.B. Belknap** – GM Belknap presented to the committee his Herons Glen Bond Project Update for March.
- **Asphalt Resurfacing:** Work began on Tuesday of the mill & overlay with Collier Paving. Mill work was done on Tuesday and Wednesday and today paving and stripping will occur at the front entrance, the employee parking area and the Pro Shop/Admin parking area. Management is working with the engineer to expand some of the existing cart parking spaces when Collier begins the restriping phase to take in consideration the new size of newer golf carts. Newer carts measure 114 inches in length, compared to current models at 78 inches.
 - **Storage Containers/Driving Range Restrooms/Ballroom Bar:** Denmark Construction is awaiting proposals for the electric and concrete footer work. As with the Ballroom bar and driving range restrooms, Larry from Denmark will develop the scope and specifications. We are also awaiting a response from Cintas regarding price options for a booster pump at the hydrant.
 - **Window & Door Replacement:** The Restaurant windows will be replaced when the restaurant is closed the week of July 7th.
 - **Facilities Maintenance Area & Ballroom Bar:** We have received two Notices of Commencement documents – one for the new Facilities Maintenance area and the other for the ballroom bar. Larry from Denmark Construction will pick up the original documents, file them with the Clerk of Courts, and then upload them to the Lee County website.
 - **CLIS 2-Wire Project:** There are still multiple issues with the Irrigation System. An RFP for the CLIS 2 – wire project was submitted. Members of the Finance Committee are working with the Supervisors Overs and Schwarz to develop a funding plan for the project. The goal is to have the plan ready to present at the July budget meetings.
- IX. **OLD BUSINESS –**
- A. **Progress on the Emergency Preparedness Plan** –Tapan Kikani stated that she would volunteer to work with Bob Herbstritt on the review and updating of the 2025 Emergency Preparedness Plan at the last meeting. Tapan has been working with Karon Bennett and is currently redlining the Plan along with including the recommendations by Glen Holmes. She is only working on the updating of the weather section of the Emergency Plan. Supervisor Schwarz stated that the Board did not approve the updated Emergency Preparedness Plan at their last meeting because of various issues and has sent it back to the Long-Range Planning Committee to amend and then make recommendations to the Board for the final updated Emergency Preparedness Plan. Denise Fell, who is the Board Liaison to the HOA Emergency Preparedness Committee has offered to help with the coordination of the HGRD plan and the HOA plan.
- X. **NEW BUSINESS** –Chair Buxton will be contacting the Long-Range Planning Committee members soon to discuss the charter’s scope of responsibilities for the upcoming year and try to obtain volunteers to work on the half dozen deliverables that are the responsibility of the committee to achieve for this upcoming year.
- XI. **NEXT MEETING DATE** –Thursday, June 19, 2025, in Card Room C @ 9:00 a.m.
- XII. **ADJOURNMENT** – Chair Buxton adjourned the meeting at 9:35 a.m.

APPROVED:

**Chair Jeff Buxton
Long-Range Planning Committee
June 19, 2025**

HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
June 19, 2025, at 9:00 A.M., CR-C & Zoom
MINUTES

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

- I. **CALL TO ORDER & WELCOME** – Chair Buxton called the meeting to order at 9:00 a.m.
- II. **WELCOME ATTENDEES** – Chair Buxton welcomed those in attendance and on Zoom.
- III. **APPROVAL OF PRIOR MINUTES – May 22, 2025**
Chair Buxton asked for approval of the Long-Range Planning Advisory Committee minutes for May 22, 2025. Denise Fell stated that there was one correction that needed to be made under Old Business/Progress on the Emergency Preparedness Plan stating that she is the Board Liaison to the HOA Emergency Preparedness Committee not a committee member. Joyce Forman moved to accept May 22, 2025, minutes with said change of the position of Denise Fell, Beth Brucker seconded the motion. A vote was taken and the May 22, 2025, minutes were approved unanimously.
- IV. **GENERAL MANAGER’S REPORT – J.B. Belknap** – GM Belknap presented to the committee his Herons Glen Project Update for June 18, 2025. (See Attached report)
GM Belknap emailed the report to all the attendees and asked if there were any questions.
 - **Asphalt Resurfacing:** Chair Buxton asked for those that are not at Herons Glen if the asphalt resurfacing has been completed. GM Belknap stated the Collier Paving completed the parking lot asphalt project last week. An email was sent to the residents outlining the scope of the project and detailing the various improvements made including the extension of the cart parking spaces to better accommodate the newer, longer golf carts.
 - **Bridge Engineering:** Chair Buxton inquired why the HGRD is having an engineer check out the Pro Shop bridge. GM Belknap stated that Hans Wilson Marine Engineers & Environmental Consultants have scheduled a site review for June 24th. This is a normal 3-year review to assess and determine the bridge’s condition, particularly with respect to any life safety concerns.
 - **Ballroom Bar:** Denise Fell stated that she was glad to see the HGRD finally received the county permit for the ballroom bar project. GM Belknap stated the bar permit was issued this past Thursday. With the permit now in hand, Denmark Construction has scheduled the necessary inspections, with will occur over the next several weeks. He estimates that the bar project will take another 4 to 6 weeks to complete. Pending the Board’ approval, the new ballroom carpet is also scheduled to be installed in August.

- **#17 Bulkhead:** Mary Koenig asked about the progress with the county approving the permit for the #17 Bulkhead. GM Belknap stated that he has a meeting with the engineer this afternoon and he will learn what progress has been made with the County and SFWMD. He stated that the county is questioning the number of feet of bulkhead requested.
- **CLIS 2-Wire Project:** Joyce Forman inquired as to the possible cost, financing and timeline of the CLIS 2-Wire Project. GM Belknap stated that Hydrologic Irrigation Design, Consulting & Engineering has completed phase 1, which involved designing a master control plan for a new 2-wire irrigation system. With that phase finalized, they are now in phase 2, developing the RFP for the bidding process. The RFP is scheduled to be completed by the end of the week. Once finalized, we will proceed in accordance with the District's competitive bidding process. The HGRD will schedule a pre-bid meeting to discuss with the contractors the scope of the project. Members of the Finance Advisory Committee that are yearlong residents are working with Supervisor Overs and Supervisor Schwarz to assess the cost and how to fund the project. Joyce Forman asked if there was an estimated cost and timeline of how long the project would take to complete. Steve Christiansen, a member of the Finance Advisory Committee stated that the committee just started meeting last week and the estimated range of cost of the project is 1.5 to 3 million dollars. GM Belknap stated that once a company has been chosen and they have all the equipment on site it is estimated to be 4 to 6 months before completion.

V. **OLD BUSINESS –**

- A. **Emergency Plan Update –** Chair Buxton thanked committee member Tapan Kikani for helping Karon Bennett with the review and updating of the 2025 Weather Emergency Preparedness Plan. After modifications by the Board and the Long-Range Planning Committee, it will be presented to the Board for final review and approval. Chair Buxton stated that, with the approval of this Plan update, the Long-Range Planning Committee will transfer ownership, and annual updates, of the Weather Emergency Preparedness Plan to HGRD management going forward. After discussion, Carlton Smith made a motion that the yearly Weather Emergency Preparedness Plan be management's responsibility to update with final annual approval from the Board of Supervisors. Dennis Popp seconded the motion. A vote was taken, and the motion was approved unanimously.

VI. **NEW BUSINESS –**

- A. LRP Committee Charter Changes and Recommendations – (See attached DRAFT, revised Charter for the Long-Range Planning Committee) – Chair Buxton presented a draft revised Charter for the Long-Range Planning Committee that he put together to accommodate the following:
- Revision required from prior version due to changes in how Capital Reserves are managed (Deferred Maintenance and Capital Reserves are being combined)
 - DRAFT revised version does NOT include Weather Emergency Preparedness Plan anymore.
 - DRAFT revised version incorporates these changes plus other adjustments to focus the committee on the key deliverables required to support Board needs, including:
 - Annual Resident Survey
 - Annual Strategic Plan
 - Facilities Master Plan
 - Forecasted Long Term Capital needs

After discussion, Joyce Forman moved to submit the DRAFT changes to the Long-Range Planning Committee Charter (with the date of June 19, 2025) to the Board of Supervisors for review and approval. Denise Fell seconded the motion. A vote was taken and the motion passed unanimously.

Chair Buxton will be contacting the Long-Range Planning Committee members soon to discuss the charter's scope of responsibilities for the upcoming year and try to obtain volunteers to work on the four deliverables that are the responsibility of the committee to achieve for this upcoming year.

- VII. **NEXT MEETING DATE** – **Thursday, September 25, 2025, in Card Room C/Zoom @ 9:00 a.m.** (Please note the date change that was made after the conclusion of the June 19th meeting due to the Chair being out of the country on the 18th)
- VIII. **ADJOURNMENT** – Chair Buxton adjourned the meeting at 9:30 a.m.

APPROVED:

**Chair Jeff Buxton
Long-Range Planning Committee
September 25, 2025**

HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
September 25, 2025, at 9:00 A.M., CR-C & Zoom

MINUTES

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

- I. **CALL TO ORDER & WELCOME** – Chair Buxton called the meeting to order at 9:00 a.m.

- II. **WELCOME ATTENDEES** – Chair Buxton welcomed those in attendance and on Zoom. Chair Buxton informed the committee that Howard Young had a doctor’s appointment and could not attend, so Supervisor Peter Overs is in his place at this meeting.

- III. **APPROVAL OF PRIOR MINUTES – June 19, 2025**
Chair Buxton asked for approval of the Long-Range Planning Advisory Committee minutes for June 19, 2025. Joyce Forman moved to accept June 19, 2025, minutes as presented. Beth Brucker seconded the motion. A vote was taken and the June 19, 2025, minutes were approved unanimously.

- IV. **GENERAL MANAGER’S REPORT – J.B. Belknap** – GM Belknap presented to the committee his GM Update for September 25, 2025. (See Attached report)
GM Belknap emailed the report to all the attendees and asked if there were any questions.
 - **2-Wire CLIS Project:** Stahlman-England has been hired to install the Rain Bird two-wire control system for community irrigation. Stahlman is proceeding with material orders and mobilization planning. Ramp-up will begin in approximately 2 weeks with project completion targeted for early 2026. Russ Geiger from Hydrologic will serve as Project Manager. Chair Buxton asked when or if digging will be done around residents’ lawns. GM Belknap stated that Stahlman-England will start work at the beginning of October and will be using the empirical data that we receive from Mainscape as to which areas have battery timers, and wires above ground so that we can target those problem areas first. Basically, they’re going to be installing the conduit and pulling wire behind the residents’ yards, whether it is on district property, HOA property, common lot property. Then they will hand dig from there to the valve boxes located on homeowners’ property. GM Belknap informed the committee that HGRD management will provide updates prior to any work being done and will communicate with the residents during all phases of the project via email and possibly video. Mary Koenig stated that her home doesn’t have much of a backyard and it is Magnolia property and wondered if management will be in contact with Magnolia on the project. GM Belknap stated that he has already met with Magnolia, and the line of communication will be there if it is needed. Joyce Forman asked if the relationship with Mainscape will change once the 2-Wire CLIS

project is completed. GM Belknap stated that Mainscape performance will be evaluated after completion and if the work is not satisfactory, then management will look for other companies.

- **Ballroom Bar:** Denmark is anticipating a certificate of completion by early October.
- **Facilities Maintenance Area (Photo):** Denmark is coordinating the final inspections and expects to receive the certificate of completion by Monday. Nate and his team are putting up shelving and preparing the area for the transition.
- **Storage Containers:** On August 29th, we received the LDO amendment approval package from Lee County for the driving range restrooms and storage containers. All 8 containers are now on-site at temporary locations. Proposals for the site earthwork, concrete footers, and electric are being collected from various General Contractors.



- **Driving Range Restrooms:** Denmark Construction is working with the engineer's MEP team on the permit sets of plans and specifications that were submitted to the county. In addition, Denmark has completed the fire permit drawings for the separation point between the future restrooms and the remainder of the cart barn area and has submitted them to the county for review.
- **#17 Bulkhead:** The engineer submitted an amendment to Lee County and S. Fla. Water Management requesting a deviation from the 20% hardened shoreline limitation. The zoning amendment would allow up to 50% of any individual lake bank shoreline to be hardened, provided the total hardened shoreline across all lakes does not exceed 20% of the overall linear shoreline. This would provide HGRD with added flexibility to stabilize specific sections of lake banks that may deteriorate more rapidly than others over time. GM Belknap clarified the new zoning requirements and of the variance that is being requested from the HGRD.

V. OLD BUSINESS (Status Updates) –

- A. Annual Survey – Chair Buxton stated that he would take the lead on the HGRD Annual Survey and Mary Koenig will work with him. Chair Buxton said that the annual survey's timing is that in late November the first draft will be presented to the Board for review. During December there will be revisions and additions added to the survey. Once approved by the Board in December the survey will be emailed out to the residents in early January and then results will be calculated and presented sometime in early March.
- B. Annual Strategic Plan – Chair Buxton stated that he would take the lead on the Annual HGRD Strategic Plan with support from Tapan Kikani. The annual Strategic Plan will be updated following the Annual Survey results are completed and updated.
- C. Annual Master Plan – Chair Buxton stated that the HGRD Master Plan will be led by Beth Brucker with support from Bob Herbstritt, Mary Koenig and Denise Fell. Beth Brucker informed the committee that the Master Plan subcommittee has had a few meetings during the summer, and they are working on a new template for the Master Plan which will be presented to the Board in a few weeks after the subcommittee can review it. She stated that Denise Fell volunteered to produce a demographic study of Herons Glen. Denise stated she did not have anything to hand out because it is hot off the press and the subcommittee needs time to determine the next steps. She said the study shows that Herons Glen community is currently dominated by Boomers (60-70 years old) and the Silent Generation (over 80 years old). But within 10-20 years the Gen X, Millennials, and Gen Z will make up the majority. With this shift, it reinforces the importance of investing in technology, infrastructure, wellness and fitness. Some of the areas that our

subcommittee thinks we should focus on include modernized operations with digital payments, dashboards, maintenance software, mobile surveys, new revenue streams, improvements in governance with annual scorecards, and succession planning for the Board. Chair Buxton wanted to clarify that the resident survey is an annual input, the strategic plan is a one-to-three-year kind of view, and the master plan is a 10-to-20-year kind of view. He feels this master plan will start getting the Board and residents to start thinking about the long-term investment views. Chair Buxton asked Supervisor Overs how the Board would like the Master Plan subcommittees progress on the plan reviewed periodically or the whole plan when it is finalized. After discussion, Supervisor Overs asked the committee how they would like to proceed, and they would like the Board to review each template as it is finalized so that they can make changes quickly and then move on to the next template. Beth Brucker stated that the subcommittee will need a few more weeks to review and then they will forward the demographics template to the Board for review.

- D. Capital Plan – Chair Buxton stated that the Long-term HGRD Asset Management will be led by Dennis Popp and Carlton Smith and supported by Joyce Forman. The capital plan is revisited in springtime when Club Benchmarking looks at the maintenance requirement for the workshop to determine next year’s annual budget. GM Belknap stated that Club Benchmarking is a fluid document and will be continually updated by management as Capital Projects remain on-going.

VI. **NEW BUSINESS –**

Denise Fell informed management that the light is not working on the Thorguard system on Hole #13.

- VII. **NEXT MEETING DATE –**Thursday, November 13, 2025, in Card Room C @ 9:00 a.m. Chair Buxton asked the committee if Thursday meetings are better for the committee members than Mondays. Most of the committee preferred Thursday meetings, so the LRP meetings will remain on Thursdays.

- VIII. **ADJOURNMENT –** Chair Buxton adjourned the meeting at 9:38 a.m.

APPROVED:

**Chair Jeff Buxton
Long-Range Planning Committee
November 13, 2025**

HERONS GLEN RECREATION DISTRICT
LONG-RANGE PLANNING COMMITTEE MEETING
November 13, 2025, at 9:00 A.M., CR-C & Zoom
MINUTES

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

- I. **CALL TO ORDER & WELCOME** – Chair Buxton called the meeting to order at 9:00 a.m.

- II. **WELCOME ATTENDEES** – Chair Buxton welcomed those in attendance and on Zoom. Chair Buxton informed the committee that Howard Young was on vacation, so Supervisor Peter Overs is in his place at this meeting. Chair Buxton thanked all the committee members for their participation and work on the committee and to Herons Glen.

- III. **APPROVAL OF PRIOR MINUTES – September 25, 2025**
Chair Buxton asked for approval of the Long-Range Planning Advisory Committee minutes for September 25, 2025. Bob Herbstritt moved to accept September 25, 2025, minutes as presented. Carlton Smith seconded the motion. A vote was taken and the September 25, 2025, minutes were approved unanimously.

- IV. **GENERAL MANAGER’S REPORT – J.B. Belknap** – GM Belknap presented to the committee his GM Update for November 13, 2025.
 - **2-Wire CLIS Project:** Stahlman England are ramping up the 2-wire project. The homes on Calle Cristal and Rue Alec are now connected to the new controller. Currently, a total of 92 stations is online. Tim, Mainscape, and Oscar (SE) will coordinate the appropriate time to transition this area to Mainscape so that a new watering schedule can be established. SE will need input from Mainscape to determine how many zones can operate simultaneously. Once fully operational, this area will be an excellent litmus test for the new system.

The subcontractor for Blue Stream has been on-site locating the fiber optic lines. Stahlman England has received “All Clear” approval from the Bluestream locators. Oscar and Erika are in daily communication regarding Blue Stream’s progress and their ability to fully mark the planned wire paths. Stahlman England has had a slow start due to Blue Stream’s inability to correctly locate the tracer lines that run along the residents’ homes. Stahlman England’s crews are moving faster than Bluestream. Bluestream cannot keep up with Stahlman England at this present time, and thus Herons Glen might incur delay costs.

- **Storage Containers:** The Board of Supervisors has approved a contract between the District and Denmark Construction that includes two components:
 1. Performing construction services, covering earthwork, concrete, and pavement construction for the District's Storage Container Project for the sum of \$107,000.00.
 2. The construction management contract proposal, outlining Denmark's role in overseeing several components of the storage container project, as well as other necessary or desired features such as, but not limited to, gutter or rainwater diversion systems for the bocce courts.

Larry Denmark is also expected to receive a proposal from an electrical contractor early next week to provide a comparison to Kirkwood Electric's submission for the electrical portion of the project.

- **Driving Range Restrooms:** Larry Denmark reported that the engineer now has the UL drawings. Once the engineer stamps the drawings, Larry will submit them to the county. Once submitted, he stated it will take 2 weeks for the county to review.
- **#17 Bulkhead:** John Bowman of Bowman Engineering has submitted an amendment to Lee County and S. Fla. Water Management requesting a deviation from the 20% hardened shoreline limitation. The zoning amendment would allow up to 50% of any individual lake bank shoreline to be hardened, provided the total hardened shoreline across all lakes does not exceed 20% of the overall linear shoreline. This would provide HGRD with added flexibility to stabilize specific sections of lake banks that may deteriorate more rapidly than others over time. Carlton Smith explained to the committee that an amendment change is a long process with public hearings, etc. and will take 6-7 months for a ruling but he feels that this is the best way to proceed.

V. **OLD BUSINESS (Status Updates) –**

- A. Annual Survey – Chair Buxton thanked Mary Koenig and Carlton Smith for helping with the Annual Survey. They have been working on the first draft of the survey and Chair Buxton stated that they have been reviewing the questions and developing additional questions. Chair Buxton said that the annual survey's timing is that in late November or early December the first draft will be presented to the Board for review. During December there is expected to be revisions and additions to the survey. Once approved by the Board in December the survey will be sent to residents in early January and then results will be calculated and presented sometime in early March.
- B. Annual Strategic Plan –The annual Strategic Plan will be updated following the Annual Survey results are completed and updated.
- C. Annual Master Plan – Chair Buxton stated that the HGRD Master Plan is being led by Beth Brucker with support from Bob Herbstritt, Mary Koenig and Denise Fell. Beth Brucker informed the committee that the Master Plan subcommittee has had a few meetings during the summer, Chair Buxton and Beth Brucker developed an initial DRAFT Master Plan, and they have sent what they have developed so far to the Master Plan sub-committee today to review. A final DRAFT is expected to be presented to the Board in December. Their report to date has looked at issues such as water usage, energy power, conservation, sustainability and demographics.
- D. Capital Plan – Chair Buxton stated that the Long-term HGRD Asset Management will be led by Dennis Popp and Carlton Smith and supported by Joyce Forman. The capital plan is revisited in springtime when Club Benchmarking looks at the maintenance requirement for the workshop to determine next year's annual budget.

VI. **NEW BUSINESS –**

Bob Herbstritt announced his resignation from the Long-Range Planning Committee due to time constraints. Chair Buxton thanked Bob for his many years of service to the Committee.

GM Belknap stated that the USGA representatives are at Herons Glen today to write an article on the Herons Glen Golf Course along with Mediterra Golf Course.

- VII. **NEXT MEETING DATE** –Thursday, January 22, 2026 – 9:00 a.m. in Card Room C / Zoom. Chair Buxton stated that if a meeting is warranted before January 22, 2026, he will find a date that a meeting can be scheduled.
- VIII. **ADJOURNMENT** – Chair Buxton adjourned the meeting at 9:33 a.m.

APPROVED:

**Chair Jeff Buxton
Long-Range Planning Committee
January 22, 2026**