



## HERONS GLEN RECREATION DISTRICT REGULAR BOARD MEETING

April 11, 2022, at 9:00 AM, Card Room C /Zoom

### MINUTES

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Executive Assistant Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	9

- I. **CALL TO ORDER** – Chair Young called the meeting to order at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Overs led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett took the roll call; attendees are listed above.
- IV. **APPROVAL OF MINUTES** – *Motion made by Vice-Chair Overs to approve the minutes from Special Board Meeting on March 28, 2022. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***
- V. **DISTRICT COUNSEL’S REPORT** - Counsel Hart will prepare Resolution 2022-03 to amend the District’s Policies & Procedures regarding election procedures.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - Facilities & Amenities Committee** – Chair Karen Mars submitted the committee’s annual report as attached. Mrs. Mars announced that she is not volunteering for the facilities & Amenities Committee next term. Chair Young gave a special thank you to Mrs. Mars on behalf of the Board and the staff for her invaluable contributions to the committee.
  - Finance & Audit Committees** – Supervisor Schwarz stated that there was no meeting to report. The next Finance Committee meeting will be the Mid-Year Review on April 25, 2022.
  - Green Committee** – Chair Jon Edinger stated that the Golf Course Renovation Committee’s portion has wrapped up and the committee has transferred into the Green Committee.
  - Long-Range Planning Committee** – Chair Fred Gignac was not present, however, GM Belknap mentioned that there was no meeting to report on since the last Board meeting.
  - Problem-Solving Taskforce** – Chair John Cowgill is planning to have a meeting next week to go over the restaurant renovation. Mr. Cowgill and GM Belknap updated the Board on the progress of the renovation. Jeff Stultz will be taking the lead on our Bond Projects. With Mr. Cowgill’s assistance, the bar equipment layout was approved by the design team and will be given to give RG Architecture. The layout of the floor

plan provides Wegman Design Group with the information they need to plot the furniture. This will lead to the selection of the dining dividing wall. The bar will seat 24 people. The contractors will provide a bullet point schedule for our tracking purposes.

The budget that was provided 2 years ago, did not include equipment or furniture. However, there is some money allocated in the capital reserve plan for this furniture. The Problem Solving Taskforce will continue to keep the Board informed of planning and progress as opportunities arise.

Once the building permit is received Counsel Hart will be notified for his review and the Board will meet with the committee no later than 7 days following.

**GENERAL MANAGER’S REPORT** – GM J.B. Belknap report the following:

**Restaurant & Other Projects:** GM Belknap has been in contact with Wegman this week and has conferred with the Board on several questions posed. Wegman has been in contact with RG Architecture and is working on coordinating ceiling design, floor finish, and key elevations. They intend to review internally as a design team and then prepare a “look and feel” presentation, by this coming week.

Now that the bar layout is set, we are asking Stultz what’s a reasonable expectation to submit the plans for permit and a projected timeline, so we know where we stand. We are looking for truthful, educated targets that are achievable. In addition, a divider wall and cost information for construction, design, FF&A, etc. are critical. Targets:

- April: Completed construction drawings
- May: Submit to Lee Co.
- June: Permit issued
- October: Completion

**Sports Complex and Pickleball Courts Projects** – After receiving the proposal from Mor Sports for the construction of the bocce, shuffleboard, and pickleball courts; Stulz is comparing proposals from all three outdoor court construction companies for a recommendation. Although the restaurant renovation is taking a large amount of management’s time, the courts need to be addressed this week. GM Belknap will work closely with Stultz to make sure our budget is sufficient to move forward with the current scope plans or if we must reduce the project scopes based on cost increases, insufficient budgeting, etc. We are looking to Stultz to provide constructability analysis to determine if we are adequately funded. There are potential cost-saving opportunities from the original plans but the design team will have to provide us with more information.

**Multi-Use Cart Path:** Mr. Belknap has not heard back from Charlie Krebs at Hole Montes Engineering on his offer to meet informally with Lee County to discuss the multi-use path scope, LDO, and next steps.

**CLIS:** Based on the latest weather conditions, the irrigation team has been busy addressing residents’ irrigation concerns. The improvements that have been made to CLIS since last year, particularly with the controllers, have helped during this drought. Most maintenance requests have been due to malfunctioning heads’ lack of water. Based on the high volume of requests, we have been unable to review the Mainscape proposal for the infrastructure to Controller #1. It will be reviewed this week for accuracy and scope before meeting with Chair Young.

**Mid-Year Review & Budget:** GM Belknap will meet with his managers this week to discuss the mid-year review on April 25th. Pre-budget meetings will also be held with the managers in mid-May.

**Reserve Study:** Supervisor Schwarz is helping Controller Lynn Brew update the reserve study as it relates to recent improvements to the golf course, HVAC, etc. Club Benchmarking will be contacted once we are comfortable with the schedule.

**Golf Carts:** None of the three stolen golf carts have been returned to the District. GM Belknap will follow up with the Lee County Sheriff's Department and the District's insurance provider.

## VII. **OLD BUSINESS**

**Multi-Use Cart Paths** – Supervisor Kulkoski and Jon Edinger inspected, measured, and rode the path from Mystic back to Wheelock to determine the need for an LDO for the multi-use path repairs and widening. Discussion included having the HOA get the LDO and letting HGRD supervise and complete the work. Counsel Hart encouraged the District to keep the project in their own hands.

- *Motion made by Supervisor Kulkoski to go forward with the renovation of the multi-use cart path with the LDO cost not to exceed \$230k to expand and repair the multi-use cart path to 10 feet wide beginning at Mystic and ending at Kayla. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

**Strategic Plan Submissions** - Chair Young encouraged the other Board members to review the Draft Strategic Plan and provide their comments to Long-Range Planning Chair Fred Gignac.

**GM Performance Evaluation** - Chair Young shared the consolidated GM Performance Evaluation with the Board. He requested that the Board provide Counsel Hart with any final comments by the end of the week.

## VIII. **NEW BUSINESS**

**Committee Volunteers** – Chair Young reviewed committee volunteer assignments and requested that Supervisor Kulkoski write a procedure for the Committee Volunteers process to be added to the District's Policies & Procedures document. Each Board member presented their nominations for each committee. The approved volunteers are attached.

- *Additionally, Chair Young made a motion for the creation of the Policies & Procedures Review Ad hoc Committee with Karen Mars to gather volunteers and lead the committee to update the HGRD Policies and Procedures. Supervisor Schwarz will be the Board Liaison for the committee. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

## IX. **RESIDENT COMMENTS**

Discussion ensued regarding coolers at the pool when the dining room is closed, as well as food and beverage service at the pool in general. The General Manager and the Food & Beverage management team will work on servicing the pool and investigate alternatives for ordering food. Former HGRD Board member and frequent pool user, Don Misener joined the conversation, and a few suggestions were made such as a kiosk, QRcode system, buzzer system, drink specials, and posting pool rules and the hours of operation more clearly.

The suggestion was made to build access to the gazebo into the pool deck expansion. This would create convenient access to the gazebo and allow staff to use it with a grill with coolers. Another suggestion was to utilize the music at the pool to create a livelier atmosphere.

**X. UPCOMING MEETINGS**

- A. Monday, April 11 – Facilities & Amenities Committee – 2:00 PM - Card Room C/Zoom
- B. Thursday, April 14 – Green Committee – 9:00 AM - Card Room C/Zoom
- C. Monday, April 18 – Long-Range Planning Committee – 9:30 AM - Card Room C/Zoom
- D. Thursday, April 21 – Volunteer Appreciation – 4:30 PM - Ballroom
- E. Monday, April 25 – Joint Finance & Board - Mid-Year Review with Regular Board Meeting to Follow 9:00 AM – Card Room C/Zoom

**XI. ADJOURNMENT** took place at 10:52 AM.

5/09/2022  
Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant

APPROVED BY HGRD BOARD:

5/09/2022  
Date

Howard Young

Howard Young, HGRD Board Chair



## **F&A Annual Report to the Board**

The committee was organized in May and met once over the summer. It was nice for those in the Glen to once again meet in person.

The committee reviewed and discussed possible sites for the Conrad Weyer memorial and made a recommendation to the Board.

It also reviewed the proposed dining area drawings. A sub-committee toured two area communities' dining operations and brought their findings back to the committee. The committee submitted a list of priorities as it saw them to the Board. The dining project was then referred to the Problem Solving Committee for further study.

Restaurant operations were a large part of the committee's discussions this past year including serving efficiencies and inconsistent food offerings. In response to a Board request, the committee submitted a written report evaluating the privatization of the Food & Beverage operations and its effect on the Community. Any discussion of the dress code was put on hold until renovation plans for the Food & Beverage operations have been finalized.

The committee requested that pizza be made available on more days. Management put that suggestion into effect during season. The committee also requested that a "pink" wine be added to the wine offerings and that popcorn be returned to the lounge. Due to the permeating smell of popcorn, other snack options are being considered.

Discussion of the lobby renovation was put on hold until the dining room/outside dining renovations have been completed.

The committee asked that a heat-resistant coating be applied to the pavers around the pool as residents told of burning their feet. After a management investigation, it was decided that due to the cost, this would be addressed as part of the renovation of the pool deck. Concern was also expressed that the pool handrails need an additional step, that Food & Beverage staff need to be made aware of the first aid kit near the restrooms and that window coverings on the doors to the pool present a safety issue. These issues are being considered.

At the committee's request, management is verifying that all doors at the Clubhouse are ADA compliant.

Respectfully,

Karen Mars, Chair of Facilities & Amenities

**2022 - 2023 HGRD Committees May 1, 2022 - April 30, 2023**

**STANDING COMMITTEES**

**FACILITIES & AMENITIES**

**Board Liaison Bill Kulkoski**

Karen Coburn

Sherry Long

Elaine Sawyer

Bernadette Schirra

Mary Ann Simpson

Carlton Smith

Craig Woolley

**FINANCE**

**Board Liaison Jayne Schwarz**

Jeffrey T Buxton

David Brendsel

Tom Hards

Paul Kutney - Alternate

Rita Lehman

Larry Pedersen

Dennis Popp

Betty Ward - ALT

**LONG-RANGE PLANNING**

**Board Liaison Howard Young**

Beth Brucker

Jeffrey T Buxton

Fred Gignac

Bob Herbstritt

Bruce Johnson

Carlton Smith

Chuck Miller

Sub-Committee: Jon Edinger,  
John Cowgill and Dick Thomas

**AD HOC COMMITTEES**

**AUDIT**

**Board Member Jayne Schwarz**

David Brendsel

Tim Gies

Don Misener

Dennis Popp

Beth Tyndall

Nicole Wilkin

**GREEN**

**Board Liaison Peter Overs**

Jon Edinger

Vice-Chair Jack Birecree

Grant Fraser - Alternate

Becky Gignac

Bob Herbstritt

Bruce Johnson

Teresa Kapitor - Alternate

Mary Koenig

Tom Lambeseder

**PROBLEM-SOLVING TASKFORCE**

**Board Liaison Mary Ann Polvinen**

John Cowgill

Beth Brucker

Jon Edinger

Fred Gignac

John Michel

Dick Thomas

## Update from Board Member Kulkoski on Multi-Use Path

I met with John Edinger on Sat. the 9<sup>th</sup> at the Mystic entrance. We spent a good hour inspecting, measuring, and riding the path from Mystic back to Wheelock. John seems to have a pretty good handle on probable cost ranges and ideas. We feel we will need an LDO for the project and I think Peter O is working on the HOA to get them to get the LDO, although we will be paying for the work, other than tree removal which will fall to the HOA.

To the west of Mystic there would be some minor repair to the blacktop, but no widening. Starting at Mystic and going back to the exit off of the 17<sup>th</sup> green we are proposing widening the path to 10 feet. Carts are 4 feet and that would give plenty of room for passing carts. That section is the busiest in part because of carts going from 17 to 18, and because the fitness center is in that stretch and should be the widest. From the 17<sup>th</sup> green exit back to Wheelock we are proposing widening the path to 9 feet. If the bids come in under the amount we are proposing then going 9 feet back to Kayla would be considered.

In the bond proposal, \$350k was put in for this work. John E. believes it can be done for \$200k including going to Kayla and I will let him explain at the meeting. Some CLIS pipes along the route will have to be moved, but that should not be too extensive.

Bill Kulkoski 4/9/2022

**HERONS GLEN RECREATION DISTRICT**

**BOARD OF SUPERVISORS REGULAR BOARD MEETING  
WITH THE FINANCE ADVISORY COMMITTEE  
(Mid-Year Review)**

**Monday, April 25, 2022, @ 9:00 AM – Card Room C/Zoom**

**Agenda**

<b>Board of Supervisors</b>	<b>Present</b>	<b>Finance Advisory &amp; Management</b>	<b>Present</b>
Howard Young, Chair		Jeff Buxton	
Peter Overs, Vice-Chair		Tom DeLache	
Jayne Schwarz, Treasurer		Mary Koenig	
Mary Ann Polvinen, Secretary		Rita Lehman	
William Kulkoski, Asst. Treasurer/Sec.		Larry Pedersen	
		Dennis Popp	
		J.B. Belknap, General Manager	
Residents:		Lynn Brew, Controller	
		Tom Hart, District Counsel	

- I. **CALL TO ORDER** Howard Young
- II. **PLEDGE OF ALLEGIANCE** Jayne Schwarz
- III. **ROLL CALL** Karon Bennett
- IV. **MANAGEMENT REPORT** J.B. Belknap
  - MARCH 2022 FINANCIAL RESULTS Lynn Brew/JB
  - MID YEAR FINANCIAL REVIEW OF OPERATIONS J.B. Belknap/Lynn Brew
- V. **FINANCE ADVISORY COMMITTEE COMMENTS** Dennis Popp
- VI. **NEXT FINANCE COMMITTEE MEETING FOR THE NEW TERM** (New Committee Orientation)
  - Monday, May 2, 2022, at 1:00 p.m. – Card Room C/Zoom
- VII. **CLOSE MID-YEAR REVIEW**
- VIII. **CALL TO ORDER REGULAR BOARD MEETING**
- IX. **APPROVAL OF BOARD MINUTES** – Regular Board Meeting on April 11, 2022
- X. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- XI. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Facilities & Amenities Committee – April 11 Chair Karen Mars
  - B. Policies & Procedures Sub-Committee Karen Mars
  - C. Green Committee – April 14 Chair Jon Edinger
  - D. Long-Range Planning Committee – April 18 Chair Fred Gignac
  - E. Finance & Audit Committees - No Meeting Chair Dennis Popp
  - F. Problem-Solving Taskforce- No Meeting Chair John Cowgill

XII. **GENERAL MANAGER'S REPORT** – GM J.B. Belknap

A. Stultz Construction Update

XIII. **OLD BUSINESS**

A. Recommended Upgrades and Configuration Changes to IT Services – Lynn Brew

B. Memorial Policy – Supervisor Kulkoski

C. Strategic Planning Review – Fred Gignac

XIV. **NEW BUSINESS**

A. Election Policy

XV. **RESIDENT COMMENTS**

XVI. **UPCOMING MEETINGS**

- Monday, May 2 - Long-Range Planning - 9:30 AM - Card Room C/Zoom
- Monday, May 2 - Finance Committee - 1:00 PM - Card Room C/Zoom
- Monday, May 9 – Regular Board Meeting - 9:00 AM - Card Room C/Zoom
- Monday, May 9 – Facilities & Amenities Committee - 2:00 PM – Card Room C/Zoom
- Monday, May 16 - Long-Range Planning – 9:30 AM - Card Room C/Zoom
- Thursday, May 19 – Green Committee – 9:00 AM – Card Room C/Zoom
- Monday, May 23 – Regular Board Meeting - 9:00 AM - Card Room C/Zoom

XVII. **ADJOURNMENT**



**HERONS GLEN RECREATION DISTRICT  
BOARD OF SUPERVISORS REGULAR BOARD MEETING  
WITH THE FINANCE ADVISORY COMMITTEE (Mid-Year Review)  
Monday, April 25, 2022, @ 9:00 AM – Card Room C/Zoom  
MINUTES**

Board of Supervisors	Present	Finance Advisory & Management	Present
Howard Young, Chair	X	Jeff Buxton	X
Peter Overs, Vice-Chair	X	Tom DeLache	Absent
Jayne Schwarz, Treasurer	X	Mary Koenig	X
Mary Ann Polvinen, Secretary	X	Rita Lehman	X
William Kulkoski, Asst. Treasurer/Sec.	X	Larry Pedersen	X
		Dennis Popp	X
		J.B. Belknap, General Manager	X
Residents:	7	Lynn Brew, Controller	X
		Tom Hart, District Counsel	X

- I. **CALL TO ORDER** - Chair Young called the meeting to order at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** - Jayne Schwarz led the Pledge of Allegiance.
- III. **ROLL CALL** - Executive Assistant Karon Bennett took the roll call; attendees are listed above.

IV. **MANAGEMENT REPORT**

Controller Lynn Brew reviewed the March 22 Financial Report

- Admin \$1,008 favorable, YTD \$29,677 favorable
- Rest \$26,599 unfavorable YTD \$56,303 unfavorable
- Clubhouse \$3,669 favorable, YTD \$807 favorable
- CLIS \$1,859 unfavorable, YTD \$375 favorable
- Fitness \$660 unfavorable, YTD \$5,438 favorable
- Golf Maintenance \$33,432 unfavorable, YTD \$31,174 unfavorable
- Pro Shop \$38,369 unfavorable, YTD \$203,860 unfavorable
- Net income for the month \$96,242, unfavorable, YTD \$71,801 unfavorable

GM Belknap and Lynn Brew presented the Mid-Year Review of Operations. **(Attachment A)** An extensive discussion ensued on the review.

- V. **FINANCE ADVISORY COMMITTEE COMMENTS** - Dennis Popp voiced his appreciation to Mrs. Brew for attending the GFOA meeting, Governor Finance Officers Association. He thanked the Board for allowing him to serve.

- VI. **NEXT FINANCE COMMITTEE MEETING FOR THE NEW TERM** (New Committee Orientation)
- Monday, May 2, 2022, at 1:00 p.m. – Card Room C/Zoom
- VII. **THE MID-YEAR REVIEW WAS CLOSED at 9:45 a.m.**
- VIII. **THE REGULAR BOARD MEETING WAS CALLED TO ORDER at 10 a.m.**
- IX. **APPROVAL OF BOARD MINUTES** – The approval of the Regular Board Meeting on April 11, 2022, was moved forward to the next Board meeting.
- X. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. - Counsel Hart presented Resolution 2022-03. Supervisor Kulkoski moved to approve Resolution 2022-03, Supervisor Overs seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT AMENDING THE DISTRICTS’ POLICIES AND PROCEDURES REGARDING DISTRICT ELECTION PROCEDURES; PROVIDING FOR GENERAL AUTHORITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. **(Attachment B)** Supervisor Overs will work on establishing a separate policy for the Meet the Candidates Night.
- XI. **COMMITTEE REPORTS & RECOMMENDATIONS**
- Facilities & Amenities Committee** - Karen Mars brought forth recommendations for changes in the Memorial Policy. The committee asked the Board to agree with the recommendation they got from the Green Committee to limit the number of memorials to one tree, the location limit, the type of trees, and apply to the entire community. **(Attachment C)**
- Motion made by Supervisor Kulkoski to approve the memorial policy proposed by the Facilities & Amenities Committee on April 24, 2022. Chair Young seconded the motion. **The motion was approved unanimously.***
- Policies & Procedures Sub-Committee - The committee includes Karen Mars, Dave Mac Donald, Sandra Dresch, Cheryl Braunscheidel, and Kim DeMars. Supervisor Schwarz will serve as liaison
- Green Committee** - Jon Edinger stated that there was nothing to bring forward at this time.
- Long-Range Planning Committee** - Fred Gignac was not present. Chair Young mentioned having a survey on the Strategic Plan for the entire community by the end of this calendar year. The committee will keep moving forward with prioritizing the plan.
- Finance & Audit Committees** - No Meeting.
- Problem-Solving Taskforce** –The Board needs to know the entire project budget including Stultz Construction, Wegman Design Group, and other miscellaneous pieces. Further discussion took place during the GM Report.
- XII. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap reported on the following:
- Restaurant & Other Projects:** John Cowgill has called a PSTF meeting to discuss the restaurant renovation and RG/Wegman’s initial concept presentation related to options for colors, flooring, furniture, fixtures, accessories, ceiling elevations, and divider walls.

Wegman is in the rendering and costing phase and will meet with us again this Friday morning, the 29th at the Club. Wegman plans on bringing renderings of the renovation along with FF&A samples, including chairs, for a “look & feel” presentation.

**Target Dates:**

- June 1: Submit construction plans to the County.
- Mid-July: 45 days for the County plan review.
- End of October: Anticipated 90-day construction schedule to complete.

**Sports Complex and Pickleball Courts Projects:** GM Belknap has a meeting scheduled with Jeff Stultz to discuss updated site costs and hopefully the entire package for your review. Once he receives concrete information from Stultz, he will inform the Board immediately.

**Multi-Use Path:** GM Belknap is awaiting a cost proposal from Hole Montes for the engineering and LDO submittal. Charlie Krebs at Hole Montes has requested a pre-application meeting with Lee County. The LDO process will take between 4-6 months for review.

**CLIS Project:** Irrigation Manager Ryker Johnson has called Mark Grenert from Tutor to discuss the Mainscape proposal for infrastructure improvements to Controller #1. He gleaned valuable knowledge from Mr. Grenert and will follow up with Mainscape as well as receive additional bids.

**Stolen Yamaha Golf Carts Update:** GM Belknap has notified our insurance company to begin the claims process for 2 of the 3 carts and will be following up with them. Head Golf Professional Chris Ewing has made arrangements for the 3rd cart to be transported back to the club from Brooksville.

**Green Card:** Chef Jason has initiated green card paperwork for Delroy East and GM Belknap will keep the Board updated as he gathers information regarding the process and associated costs. From what we’ve been able to learn so far, Delroy can work year-round under the H-2B classification once the green card process has been started and the initial fees are paid.

XIII. **OLD BUSINESS**

**Recommended Upgrades and Changes to IT Services** – Lynn Brew presented the proposed changes to IT services as recommended by Dave Southard Senior engineer at Interlink. Mr. Southard will join the next Board meeting via Zoom to answer questions provided by the Board members. **(Attachment D)**  
The Board will be sure the HOA is involved with IT decisions should any issues relate.

XIV. **NEW BUSINESS**

**Election Policy** – Supervisor Overs presented changes to the Election Policy. The draft and the clean versions of the Election Policy. **(Attachment E)**

XV. **RESIDENT COMMENTS** – None were presented.

XVI. **UPCOMING MEETINGS**

- Monday, May 2 - Long-Range Planning - 9:30 AM - Card Room C/Zoom
- Monday, May 2 - Finance Committee - 1:00 PM - Card Room C/Zoom
- Monday, May 9 – Regular Board Meeting - 9:00 AM - Card Room C/Zoom
- Monday, May 9 – Facilities & Amenities Committee - 2:00 PM – Card Room C/Zoom
- Monday, May 16 - Long-Range Planning – 9:30 AM - Card Room C/Zoom
- Thursday, May 19 – Green Committee – 9:00 AM – Card Room C/Zoom



- Monday, May 23 – Regular Board Meeting - 9:00 AM - Card Room C/Zoom

XVII. **ADJOURNMENT** took place at 11:16 a.m.

5/09/2022  
Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant

5/09/2022  
Date

APPROVED BY HGRD BOARD:

Howard Young

Howard Young, HGRD Board Chair

## ATTENDANCE RECORD

Meeting Type: Mid Year Review / Board Meeting  
Date: May 25, 2022 Time: 9am

PLEASE PRINT YOUR NAME BELOW

1	<u>Laura Jussop</u>
2	<u>Wendy A. Brundage</u>
3	<u>Mary Wright</u>
4	<u>Karen Mars</u>
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# Attachment

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## FY22 Mid-Year Review Summary: J.B. Belknap, GM

Each department manager met with Lynn and I a week and a half ago to discuss results from the first half of the fiscal year. After inspecting the March 2022 financials and meeting with the various managers, several main drivers contributed to the current unfavourability to budget and will continue to be a going concern in the second half of the year. Two areas contributing to the unfavourability to budget, and decreasing our cash flow, are declines in revenue estimates for both golf and the restaurant.

**Golf:** The reduction in revenue from public fees, resident non-member fees, and member guest fees accounted for a 32% decline in revenue YTD projections or \$100K. Contributing factors included the golf course not opening until mid-December coupled with increased member play and limited tee time availability for the public and nonmembers. High priced public tee times were not sufficiently available January through mid-April. To a lesser extent and after accounting for the 2-month dues credit to renewing members, membership levels have been less than projected as we have not embarked on a non-resident (NR) membership drive due to the on-going discussions to limit NR golf membership.

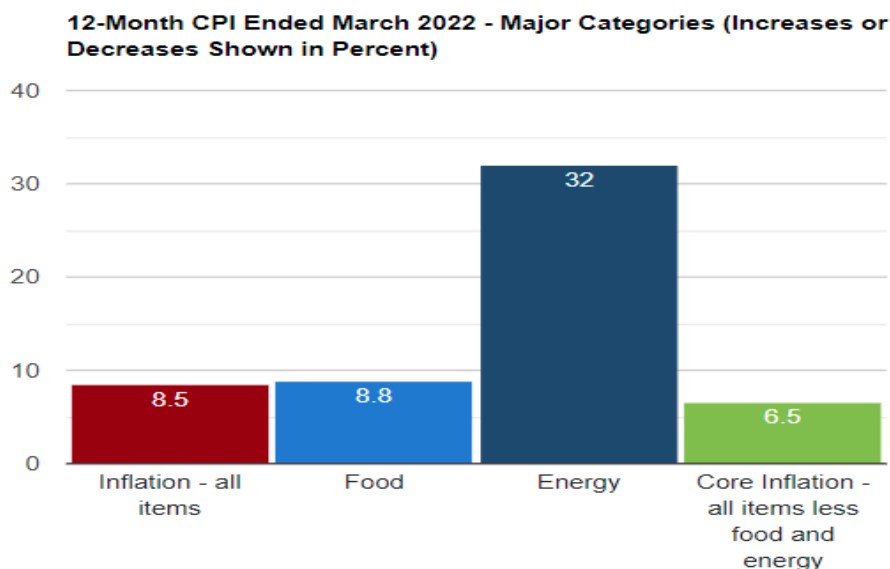
**Food and Beverage:** Through the first six months, total revenue in food and alcohol sales were 11% unfavorable (\$104K) compared to budget. Several factors accounted for the decrease in revenue including the popularity of lower priced menu items based on the cost of product, comments related to menu composition along with observations regarding inconsistent food quality and service. One bright spot, Banquets sales increased 5%. F&B labor and total expenses were 5% favorable to budget.

### Forecasts

At this point in time, we are forecasting to end FY22 with a projected unfavourability to budget of \$135,024 in Golf Operations and \$62k unfavorable in Non-Golf Operations. Needless to say, inflation has played a part in the increasing costs for goods and services as well as labor. The annual inflation rate for the U.S. the past twelve months is 8.5%. (Chart below) The Consumer Price Index increased 7.0 over the past year and has continued to rise during the first quarter of 2022.

Management's forecast for the remainder of Fiscal Year 2022 follows this trend, as all managers in all departments are dealing with price increases across the board, with some increases much higher than the 8.5% inflationary factor. The following Mid-Year Review Forecast for FY22 is management's best estimates based on the first six months of the fiscal year as well as expectations for the future six months.

As we have done last several years, in order to decrease the potential deficit, we will reconvene and actively review budgets to identify potential revenue generators and cost savings opportunities that won't negatively impact the operation.





**Heron's Glen  
Recreation District**

**2021-22**

**Mid-Year Review**

**Hérons Glen Recreation District**  
**Mid-Year Review Summary**  
**Actuals 10/01/21 - 03/31/22**  
**Forecast 04/01/22 - 09/30/22**

	REVENUE			EXPENSES			NET INCOME		
	Revenue - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance	Expenses - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance	Net Income - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance
<b>00-Admin</b>	939,008	935,408	3,600	917,482	905,731	(11,751)	21,526	29,677	(8,151)
<b>10-Restaurant</b>	1,415,318	1,426,178	(10,859)	1,491,199	1,482,481	(8,718)	(75,880)	(56,303)	(19,577)
<b>70-Clubhse</b>	802,464	802,464	-	810,619	801,658	(8,961)	(8,154)	807	(8,961)
<b>76-CLIS</b>	427,045	427,045	-	431,156	426,670	(4,486)	(4,111)	375	(4,486)
<b>77-Fitness</b>	71,464	71,464	-	70,095	64,857	(5,239)	1,369	6,608	(5,239)
<b>Other Than Golf Subtotals</b>	<b>\$ 3,655,301</b>	<b>\$ 3,662,560</b>	<b>\$ (7,259)</b>	<b>\$ 3,720,551</b>	<b>\$ 3,681,397</b>	<b>\$ (39,154)</b>	<b>\$ (65,250)</b>	<b>\$ (18,837)</b>	<b>\$ (46,413)</b>
<b>30-GCM</b>	-	-	-	1,435,497	1,437,088	1,591	(1,435,497)	(1,437,088)	1,591
<b>60-Pro Shop</b>	1,558,060	1,673,292	(115,233)	449,208	471,239	22,032	1,108,852	1,202,053	(93,201)
<b>FY21 Surplus*</b>							191,621	191,621	-
<b>Golf Operations Subtotal</b>	<b>\$ 1,558,060</b>	<b>\$ 1,673,292</b>	<b>\$ (115,233)</b>	<b>\$ 1,884,704</b>	<b>\$ 1,908,327</b>	<b>\$ 23,623</b>	<b>\$ (135,024)</b>	<b>\$ (43,414)</b>	<b>\$ (91,609)</b>
<b>All Departments</b>	<b>\$ 5,213,360</b>	<b>\$ 5,335,852</b>	<b>\$ (122,492)</b>	<b>\$ 5,605,255</b>	<b>\$ 5,589,724</b>	<b>\$ (15,531)</b>	<b>\$ (200,274)</b>	<b>\$ (62,251)</b>	<b>\$ (138,023)</b>

\*FY21 Golf Operations Surplus carried forward to be used to fund 2 months' credit to returning golf members

## 2021-22 Mid-Year Review Notes and Departmental Assumptions

### Dept 00 – Administration

**Revenue:** Total Increase \$3,600

- **Interest Income** – Increase in income of \$3,600 - Based on rising interest rates

**Expenses:** Total Increase \$11,751

- **Payroll** – Increase of \$10,150
  - To include Board Secretary's hourly wage increase that was not in original budget
  - Receptionist position hours increased from 32 to 40 hours per week
- **Payroll, OT** – Increase of \$600 - For Board Secretary - consistent with first six months
- **Payroll Taxes & Fees** – Increase of \$1,327 - Directly related to payroll increases
- **Benefits** – Increase of \$3,000 - Based on current 401k contributions
- **Continuing Education** – Savings of \$2,175
  - HFTP Club Summit for Controller was in April this year - budgeted in May
  - Controller will be attending FGFOA Annual Conference in June
  - Controller will not be attending HFTP Annual Conference in September
- **Travel** – Savings of \$1,150
  - HFTP Club Summit for Controller was in April this year - budgeted in May
  - Controller will be attending FGFOA Annual Conference in June - mileage and per diem meals only

**Net Income:** Total Decrease \$8,151

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### Dept 10 – Food & Beverage

**Revenue:** Total Decrease \$10,859

- **Food & Beverage Sales – Dining Room** - Decrease of \$10,859– All dining room revenue reduced by 10% April through September based on first six months trend

**Expenses:** Total Increase \$4,226

- **Cost of Sales, Food** – Increase of \$2,952 - Recalculated accordingly at an increased percentage of 45% as opposed to the budget of 42%. Not passing along the cost increases from suppliers.
- **Cost of Sales, Beverage** – Increase of \$1,540 - Recalculated accordingly at an increased percentage of 28% as opposed to the budget of 26%.
- **Payroll Kitchen** – Increase of \$4,573 - Bonuses promised to stay through season (including new staff) plus 5% wage increases to all F&B staff except new employees
- **Payroll, Service** – Increase of \$3,861 - Bonuses promised to stay through season (including new staff) plus 5% wage increases to all F&B staff except new employees
- **Payroll Taxes & Fees** – Increase \$1,265 - Directly related to payroll increases
- **Payroll Benefits** – Increase of \$1,851 – Added full time dishwasher position (taking insurance) to retain staff
- **H-2B Additional Expenses** – Increase of \$7,800 – Apartment lease runs through the middle of June – H-2B staff leaves the end of April
- **Dishes & Glassware** – Savings of \$4,000
  - Actively looking for cost cutting opportunities without negatively impacting the operation
  - Working with what we have through the renovation
  - Capital allocation for new China pattern this fiscal year

## 2021-22 Mid-Year Review Notes and Departmental Assumptions

- **Gratis Food/Bev** – Savings of \$354 – Just started doing bar snacks, but at a lower level than budgeted.
- **Linen** – Savings of \$6,362 – Supply chain issues and moving into the ballroom for the summer due to renovation.
- **Member Rewards Food & Beverage** – Savings of \$2,105 - Based on current average percentage of outside sales vs. member sales (Food 75.63% and Beverage 88.98%)
- **Propane Gas** – Increase of \$3,855 – Cost of gas has increase significantly since the budget was created - based on first six months trend
- **Small Equipment – Kitchen** – Savings of \$6,500 – Actively looking for cost cutting opportunities without negatively impacting the operation
- **Water & Sewer (Allocation)** Increase of \$966 – Trending up 27% for first six months

**Net Income:** Total Decrease \$19,577

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### Dept 70 – Clubhouse Maintenance

**Expenses:** Total Increase \$8,961

- **Chemicals** – Increase of \$2,205 - Based on first six months
- **Cleaning Supplies** – Increase of \$1,380 - Based on first six months
- **Electric** – Increase of \$1,668 –Due to “on demand” charges
- **Maintenance & Repairs** – Increase of \$3,708 - Based on first six months

**Net Income:** Total Decrease \$8,961

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### Dept 76 – CLIS

**Expenses:** Total Increase \$4,486

- **Payroll, OT** – Increase of \$2,891 - Due to an overabundance of workorders on an aging CLIS system.
- **Payroll Taxes & Fees** - Increase \$156 - Directly related to payroll increases
- **Electric** – Increase of \$2,954 - Based on first six months – increased due to adding two additional aerators in the new Mystic Way Lake.
- **Lease** – Savings of \$1,515 - Club cart lease did not materialize yet; hopefully next year

**Net Income:** Total Decrease \$4,486

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### Dept 77 – Fitness Center

**Expenses:** Total Increase \$4,069

- **Fitness Center Maintenance** – Increase of \$4,069 - Supply chain issues and cost increases

**Net Income:** Total Decrease \$4,069

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### Dept 30 – Golf Course Maintenance

**Expenses:** Total Decrease \$1,591



## 2021-22 Mid-Year Review Notes and Departmental Assumptions

- **Payroll & Payroll, OT** – Freezing at current staffing level for the remainder of the year
- **Payroll Benefits** – Savings of \$20,598
  - Budgeted for all full-time staff to take company insurance
  - Have experienced a lot of turnover
- **Fertilizer** – Not using any more volume of fertilizer. Costs have gone up significantly. Some fertilizers have doubled in cost. Supply issues due to the majority of product generally coming from Russia and Ukraine (See attachment #1).
- **Gasoline** – Increase of \$15,946 - More than doubled over the first six month
- **Maintenance Equipment** – \$ 3,060 - Costs increased 10% with major vendor

**Net Income:** Total Increase \$1,591

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### Dept 60 – Pro Shop

**Revenue:** Total Decrease \$115,233

- **Membership Fees** – Decrease of \$84,741 - Monthly revenue recognition adjusted based on current number of members paid plus a possible three more over the last six months
- **Annual Range & Handicap Membership** – Increase of \$3,978 - Updated to current actual allocation
- **Pro Shop, Mdse** – Decrease of \$38,300 - Removed due to inventory owned and managed by Golf Guys
- **Golf Shop 10% Consignment Commission** – Increase of \$3,830 - 10% of previously budgeted sales

**Expenses:** Total Increase \$4,778

- **COS, Pro Shop, Mds** – Decrease of \$26,810 - Removed due to inventory owned and managed by Golf Guys
- **Payroll** – Increase of \$4,317 – Due to the increase in inside golf shop wages and number of outside staff members to meet member expectations
- **Payroll Taxes & Fees** - Increase \$461 - Directly related to payroll increases

**Net Income:** Total Decrease \$93,201

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### Capital

- Items expecting to be completed this summer \$76,933 with a possibility of another \$19,669
- Projects done through the bond to potentially be transferred to the Long-Range Capital \$178,378
- Items to be included in future bond projects \$17,240 with a potential of another \$76,000 possible
- Capital Budget items that should be transferred to the Deferred Maintenance Budget \$22,584
- Items to be carried over into next fiscal year \$171,630

### Deferred

- Projects expected to be completed this summer \$232,011 with a possibility of another \$15,267
- Projects done through the bond to potentially be transferred to the Long-Range Capital \$6,211
- Items to be included in future bond projects \$38,719 with a potential of another \$14,903 possible
- Deferred Maintenance Budget items that should be transferred to the Capital Budget \$42,500
- Items to be determined \$61,505
- Items to be carried over into next fiscal year \$164,785

Herons Glen Recreation District FY22 Mid-Year Review						
10 - Restaurant - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
00	4110	Assessments, base 1300 units	802,357	802,357	-	0.00%
00	4920	Concert Series Revenue	48,194	48,194	-	0.00%
00	4945	HOA accounting income	16,837	16,837	-	0.00%
00	4986	Interest Income	9,093	5,493	3,600	65.54%
00	4988	Late fee/Member Interest	6,594	6,594	-	0.00%
00	4990	Miscellaneous other income	55,934	55,934	-	0.00%
<b>TOTAL Income</b>			939,008	935,408	3,600	0.38%
00	6100	PAYROLL	409,252	399,103	10,150	2.54%
00	6125	PAYROLL, O.T.	1,407	807	600	74.34%
00	6200	PAYROLL TAXES & FEES	57,983	56,656	1,327	2.34%
00	6202	PAYROLL BENEFITS	79,082	76,082	3,000	3.94%
00	6225	CONCERT SERIES ExpenseS	41,302	41,302	-	0.00%
00	6300	ADVERTISING	187	187	-	0.00%
00	6325	AED TRAINING & SUPPLIES	1,825	1,825	-	0.00%
00	6610	COMPLIMENTARY MEALS	1,348	1,348	-	0.00%
00	6625	COMPUTER SUPPORT	77,124	77,124	-	0.00%
00	6650	CONTINUING EDUCATION	3,420	5,595	(2,175)	-38.87%
00	6850	DUES & SUBSCRIPTIONS	4,193	4,193	-	0.00%
00	6900	ELECTRIC*	16,056	16,056	-	0.00%
00	6902	EMPLOYEE APPRECIATION	5,824	5,824	-	0.00%
00	7225	Gratis / Member Relations	475	475	-	0.00%

Herons Glen Recreation District FY22 Mid-Year Review						
10 - Restaurant - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
00	7300	INSURANCE	30,573	30,573	-	0.00%
00	7500	LICENSES & TAXES	1,527	1,527	-	0.00%
00	7755	BANK CHARGES	17,483	17,483	-	0.00%
00	7825	OFFICE EQUIPMENT	14,764	14,764	-	0.00%
00	7850	OFFICE SUPPLIES	8,861	8,861	-	0.00%
00	7870	POSTAGE	6,061	6,061	-	0.00%
00	7900	PROFESSIONAL FEES	128,087	128,087	-	0.00%
00	8125	HGRD Social Events / Member Relations	2,520	2,520	-	0.00%
00	8450	TELEPHONE*	4,829	4,829	-	0.00%
00	8500	TRAVEL	2,192	3,342	(1,150)	-34.41%
00	8700	WATER & SEWER*	1,107	1,107	-	0.00%
<b>TOTAL Expenses</b>			<b>917,482</b>	<b>905,731</b>	<b>11,751</b>	<b>1.30%</b>
<b>Net Income/(Loss)</b>			<b>21,526</b>	<b>29,677</b>	<b>(8,151)</b>	<b>-27.47%</b>

Herons Glen Recreation District FY22 Mid-Year Review						
			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
10 - Restaurant - Fiscal Year End Projections						
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
10	4110	Assessments, base 1300 units	410,176	410,176	-	0.00%
10	4410	Food sales-Dining Room	228,054	236,674	(8,620)	-3.64%
10	4430	Beverage sales-Dining Room	72,776	75,015	(2,239)	-2.99%
10	4433	Food Revenue-Lounge	318,981	318,981	-	0.00%
10	4434	Beverage Revenue-Lounge	216,379	216,379	-	0.00%
10	4550	Banquet food-residents (Club Events)	129,893	129,893	-	0.00%
10	4552	Banquets beverages- residents	26,064	26,064	-	0.00%
10	4570	Banquets food - outside	11,414	11,414	-	0.00%
10	4572	Banquets beverage- outside	1,059	1,059	-	0.00%
10	4579	Banquets, other Revenues	522	522	-	0.00%
<b>TOTAL Income</b>			<b>1,415,318</b>	<b>1,426,178</b>	<b>(10,859)</b>	<b>-0.76%</b>
10	5420	COS, food	313,093	310,140	2,952	0.95%
10	5430	COS, beverage	90,925	89,386	1,540	1.72%
<b>TOTAL Cost of Revenues</b>			<b>404,018</b>	<b>399,526</b>	<b>4,492</b>	<b>1.12%</b>
<b>Gross Profit Margin</b>			<b>1,011,300</b>	<b>1,026,652</b>	<b>(15,351)</b>	<b>-1.50%</b>
10	6150	PAYROLL KITCHEN	278,473	273,901	4,573	1.67%
10	6155	PAYROLL, KITCHEN, OT	14,955	14,955	-	0.00%
10	6180	PAYROLL, SERVICE	214,596	210,736	3,861	1.83%
10	6185	PAYROLL, SERVICE, OT	3,729	3,729	-	0.00%
10	6200	PAYROLL TAXES & FEES	110,542	109,277	1,265	1.16%
10	6202	PAYROLL BENEFITS	69,700	67,849	1,851	2.73%

Herons Glen Recreation District FY22 Mid-Year Review						
10 - Restaurant - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
10	6250	H-2B Additional Expenses	54,137	46,337	7,800	16.83%
10	6300	ADVERTISING	8,633	8,633	-	0.00%
10	6500	CASUAL LABOR	18,224	18,224	-	0.00%
10	6600	CLEANING SUPPLIES	9,647	9,647	-	0.00%
10	6610	COMPLIMENTARY MEALS	2,237	2,237	-	0.00%
10	6630	Contingency	37	37	-	0.00%
10	6650	CONTINUING EDUCATION	390	390	-	0.00%
10	6750	DISHES & GLASSWARE	1,480	5,480	(4,000)	-72.99%
10	6850	DUES & SUBSCRIPTIONS	525	525	-	0.00%
10	6900	ELECTRIC*	37,385	37,385	-	0.00%
10	6901	EMPLOYEE MEALS	4,546	4,546	-	0.00%
10	6948	Entertainment-Dining Room	6,685	6,685	-	0.00%
10	6949	ENTERTAINMENT LOUNGE	17,914	17,914	-	0.00%
10	6950	ENTERTAINMENT/DECORATIONS	6,025	6,025	-	0.00%
10	7225	GRATIS FOOD/BEV - BAR SNACKS, FREEBIES	778	1,132	(354)	-31.26%
10	7300	INSURANCE	20,382	20,382	-	0.00%
10	7450	LEASE	7,321	7,321	-	0.00%
10	7500	LICENSES & TAXES	5,687	5,687	-	0.00%
10	7550	LINEN	8,544	14,907	(6,362)	-42.68%
10	7600	MAINTENANCE & REPAIRS	10,777	10,777	-	0.00%
10	7751	MEMBER REWARDS-FOOD	43,415	45,520	(2,105)	-4.62%

Herons Glen Recreation District FY22 Mid-Year Review						
10 - Restaurant - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
10	7752	MEMBER REWARDS-BEVERAGE	27,306	27,930	(624)	-2.23%
10	7850	OFFICE SUPPLIES	4,314	4,314	-	0.00%
10	7950	PROPANE GAS	33,544	29,689	3,855	12.99%
10	8130	Resident Event Decoration/Entertain	(6,961)	(6,961)	-	0.00%
10	8150	REFUSE	11,298	11,298	-	0.00%
10	8300	SERVICE CONTRACTS	13,985	13,985	-	0.00%
10	8351	SMALL EQUIPMENT-KITCHEN	5,419	11,919	(6,500)	-54.54%
10	8400	SUPPLIES	26,044	26,044	-	0.00%
10	8450	TELEPHONE*	2,040	2,040	-	0.00%
10	8500	TRAVEL	349	349	-	0.00%
10	8550	UNIFORMS	1,958	1,958	-	0.00%
10	8600	UTENSILS	104	104	-	0.00%
10	8700	WATER & SEWER*	11,017	10,051	966	9.61%
<b>TOTAL Expenses</b>			1,087,181	1,082,955	4,226	0.39%
<b>Net Income/(Loss)</b>			(75,880)	(56,303)	(19,577)	34.77%

Herons Glen Recreation District FY22 Mid-Year Review						
70 - Clubhouse - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
70	4110	Assessments, base 1300 units	790,812	790,812	-	0.00%
70	4990	Miscellaneous other income	11,652	11,652	-	0.00%
<b>TOTAL Income</b>			802,464	802,464	-	0.00%
70	6100	PAYROLL	199,009	199,009	-	0.00%
70	6125	PAYROLL, O.T.	7,315	7,315	-	0.00%
70	6200	PAYROLL TAXES & FEES	29,219	29,219	-	0.00%
70	6202	PAYROLL BENEFITS	21,346	21,346	-	0.00%
70	6550	CHEMICALS	19,215	17,010	2,205	12.96%
70	6600	CLEANING SUPPLIES	14,175	12,795	1,380	10.79%
70	6630	Contingency	6,030	6,030	-	0.00%
70	6650	CONTINUING EDUCATION	505	505	-	0.00%
70	6850	DUES & SUBSCRIPTIONS	30	30	-	0.00%
70	6900	ELECTRIC*	42,189	40,521	1,668	4.12%
70	7185	FOUNTAINS (ELECTRIC)	10,062	10,062	-	0.00%
70	7190	Fountain & Bubbler Maintenance	4,185	4,185	-	0.00%
70	7200	GASOLINE	763	763	-	0.00%
70	7251	SMALL EQUIPMENT SOUND	2,920	2,920	-	0.00%
70	7300	INSURANCE	45,860	45,860	-	0.00%
70	7400	LANDSCAPE PLANT/SUPPLIES	63,695	63,695	-	0.00%
70	7450	LEASE	25,612	25,612	-	0.00%
70	7500	LICENSES & TAXES	375	375	-	0.00%

Herons Glen Recreation District FY22 Mid-Year Review						
70 - Clubhouse - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
70	7600	MAINTENANCE & REPAIRS	58,451	54,743	3,708	6.77%
70	7610	Plumbing	152	152	-	0.00%
70	7620	Electrical	982	982	-	0.00%
70	7630	Painting	264	264	-	0.00%
70	7640	Lighting	3,330	3,330	-	0.00%
70	7650	Sub-contractors	24,192	24,192	-	0.00%
70	7660	Non-Clubhse areas (pump houses, golf, restroom fac	702	702	-	0.00%
70	7670	Sports Court Areas	705	705	-	0.00%
70	7680	Golf Carts	383	383	-	0.00%
70	7685	MAINTENANCE, POOL & SPA	10,389	10,389	-	0.00%
70	7690	Misc and minor landscape	525	525	-	0.00%
70	7850	Office Supplies	453	453	-	0.00%
70	7950	PROPANE GAS	763	763	-	0.00%
70	8150	REFUSE	5,145	5,145	-	0.00%
70	8225	SECURITY	19,106	19,106	-	0.00%
70	8300	SERVICE CONTRACTS	153,191	153,191	-	0.00%
70	8350	SMALL TOOLS	1,050	1,050	-	0.00%
70	8450	Telephone	1,696	1,696	-	0.00%
70	8475	TENNIS COURT MAINTENANCE	9,592	9,592	-	0.00%
70	8500	TRAVEL	692	692	-	0.00%
70	8550	UNIFORMS	1,000	1,000	-	0.00%



Herons Glen Recreation District FY22 Mid-Year Review						
70 - Clubhouse - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
70	8700	WATER & SEWER*	16,292	16,292	-	0.00%
70	8701	Effluent Water	9,059	9,059	-	0.00%
<b>TOTAL Expenses</b>			810,619	801,658	8,961	1.12%
<b>Net Income/(Loss)</b>			(8,154)	807	(8,961)	-1111.08%

Herons Glen Recreation District FY22 Mid-Year Review						
76 - CLIS - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
76	4110	Assessments, base 1300 units	229,175	229,175	-	0.00%
76	4917	CLIS Income	190,538	190,538	-	0.00%
76	4990	Miscellaneous other income	7,333	7,333	-	0.00%
<b>TOTAL Income</b>			427,045	427,045	-	0.00%
76	6100	PAYROLL	197,901	197,901	-	0.00%
76	6125	PAYROLL, O.T.	18,255	15,364	2,891	18.82%
76	6200	PAYROLL TAXES & FEES	31,278	31,123	156	0.50%
76	6202	PAYROLL BENEFITS	34,067	34,067	-	0.00%
76	6625	COMPUTER SUPPORT	1,871	1,871	-	0.00%
76	6650	CONTINUING EDUCATION	200	200	-	0.00%
76	6651	CONTRACT LABOR	2,045	2,045	-	0.00%
76	6652	Contract Labor - Technical	2,500	2,500	-	0.00%
76	6850	DUES & SUBSCRIPTIONS	594	594	-	0.00%
76	6900	ELECTRIC*	39,787	36,834	2,954	8.02%
76	7200	GASOLINE	1,169	1,169	-	0.00%
76	7250	SMALL EQUIPMENT	63	63	-	0.00%
76	7300	INSURANCE	21,401	21,401	-	0.00%
76	7450	LEASE	-	1,515	(1,515)	-100.00%
76	7600	MAINTENANCE & REPAIRS	1,050	1,050	-	0.00%
76	7676	PARTS & SUPPLIES	58,032	58,032	-	0.00%
76	7850	OFFICE SUPPLIES	1,419	1,419	-	0.00%

Herons Glen Recreation District FY22 Mid-Year Review						
76 - CLIS - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
76	7852	PUMP MAINTENANCE	10,864	10,864	-	0.00%
76	8250	SEED, SOD, SAND	198	198	-	0.00%
76	8350	SMALL TOOLS	1,450	1,450	-	0.00%
76	8450	TELEPHONE*	1,666	1,666	-	0.00%
76	8500	TRAVEL	187	187	-	0.00%
76	8550	UNIFORMS	4,182	4,182	-	0.00%
76	8700	WATER & SEWER*	278	278	-	0.00%
76	8701	Effluent Water	700	700	-	0.00%
<b>TOTAL Expenses</b>			431,156	426,670	4,486	1.05%
<b>Net Income/(Loss)</b>			(4,111)	375	(4,486)	-1196.51%

Herons Glen Recreation District FY22 Mid-Year Review						
77 - Fitness - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
77	4110	Assessments, base 1300 units	68,526	68,526	-	0.00%
77	4910	Lease, retail	2,032	2,032	-	0.00%
77	4990	Miscellaneous other income	906	906	-	0.00%
<b>TOTAL Income</b>			71,464	71,464	-	0.00%
77	6600	CLEANING SUPPLIES	6,866	6,866	-	0.00%
77	6900	ELECTRIC*	8,795	8,795	-	0.00%
77	7175	FITNESS CENTER MAINTENANCE	17,910	13,842	4,069	29.39%
77	7300	INSURANCE	10,191	10,191	-	0.00%
77	7400	LANDSCAPE PLANT/SUPPLIES	3,700	3,700	-	0.00%
77	7450	LEASE	6,238	6,238	-	0.00%
77	8300	SERVICE CONTRACTS	14,931	14,931	-	0.00%
77	8450	TELEPHONE*	229	229	-	0.00%
77	8700	WATER & SEWER*	1,235	1,235	-	0.00%
<b>TOTAL Expenses</b>			70,095	64,857	5,239	8.08%
<b>Net Income/(Loss)</b>			1,369	6,608	(5,239)	-79.28%

Herons Glen Recreation District FY22 Mid-Year Review						
30 - Golf Course Maintenance - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
30	6100	PAYROLL	500,177	500,177	-	0.00%
30	6125	PAYROLL, O.T.	32,345	32,345	-	0.00%
30	6200	PAYROLL TAXES & FEES	77,845	77,845	-	0.00%
30	6202	PAYROLL BENEFITS	49,908	70,506	(20,598)	-29.21%
30	6550	CHEMICALS	128,122	128,122	-	0.00%
30	6630	Contingency	9,060	9,060	-	0.00%
30	6650	CONTINUING EDUCATION	1,184	1,184	-	0.00%
30	6850	DUES & SUBSCRIPTIONS	2,501	2,501	-	0.00%
30	6900	ELECTRIC*	22,901	22,901	-	0.00%
30	7100	FERTILIZER	169,952	169,952	-	0.00%
30	7150	FIELD SUPPLIES	14,649	14,649	-	0.00%
30	7200	GASOLINE	53,515	37,569	15,946	42.45%
30	7300	INSURANCE	32,611	32,611	-	0.00%
30	7350	IRRIGATION	8,270	8,270	-	0.00%
30	7400	LANDSCAPE PLANT/SUPPLIES	25,050	25,050	-	0.00%
30	7450	LEASE	117,546	117,546	-	0.00%
30	7600	MAINTENANCE & REPAIRS	8,067	8,067	-	0.00%
30	7655	MAINTENANCE, EQUIPMENT	78,269	75,209	3,060	4.07%
30	7850	OFFICE SUPPLIES	4,006	4,006	-	0.00%
30	8150	REFUSE	12,769	12,769	-	0.00%
30	8250	SEED, SOD, SAND	47,143	47,143	-	0.00%

Herons Glen Recreation District FY22 Mid-Year Review						
30 - Golf Course Maintenance - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
30	8300	SERVICE CONTRACTS	10,353	10,353	-	0.00%
30	8350	SMALL TOOLS	7,588	7,588	-	0.00%
30	8450	TELEPHONE*	2,680	2,680	-	0.00%
30	8500	TRAVEL	1,790	1,790	-	0.00%
30	8550	UNIFORMS	11,160	11,160	-	0.00%
30	8700	WATER & SEWER*	6,036	6,036	-	0.00%
<b>TOTAL Expenses</b>			1,435,497	1,437,088	(1,591)	-0.11%
<b>Net Income/(Loss)</b>			(1,435,497)	(1,437,088)	1,591	-0.11%

Herons Glen Recreation District FY22 Mid-Year Review						
60 - ProShop - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
60	4210	Membership fees	1,191,755	1,276,496	(84,741)	-6.64%
60	4230	Annual Range & Handicap Membership	13,193	9,215	3,978	43.17%
60	4231	Member Guest Fees	115,832	115,832	-	0.00%
60	4260	Public Play Fees	90,797	90,797	-	0.00%
60	4270	Resident Non-Member Fees	124,879	124,879	-	0.00%
60	4280	Range fees	5,371	5,371	-	0.00%
60	4310	Pro shop, mdse	731	39,031	(38,300)	-98.13%
60	4312	Golf Shop 10% Consignment Commission	8,300	4,470	3,830	85.69%
60	4315	Pro Shop, Lessons - Golf Pro	2,496	2,496	-	0.00%
60	4320	Pro Shop, Lessons - Asst. Golf Pro	290	290	-	0.00%
60	4325	Pro Shop, Grips	1,022	1,022	-	0.00%
60	4370	Pro shop, food & beverage	2,240	2,240	-	0.00%
60	4990	Miscellaneous other income	1,155	1,155	-	0.00%
<b>TOTAL Income</b>			<b>1,558,060</b>	<b>1,673,292</b>	<b>(115,233)</b>	<b>-6.89%</b>
60	5280	COS, Pro Shop, Grips	493	493	-	0.00%
60	5310	COS, pro shop, mdse	7,300	34,110	(26,810)	-78.60%
60	5360	COS, pro shop, food & beverage	600	600	-	0.00%
<b>TOTAL Cost of Revenues</b>			<b>8,393</b>	<b>35,203</b>	<b>(26,810)</b>	<b>-76.16%</b>
<b>Gross Profit Margin</b>			<b>1,549,667</b>	<b>1,638,089</b>	<b>(88,423)</b>	<b>-5.40%</b>
60	6100	PAYROLL	226,322	222,005	4,317	1.94%
60	6125	PAYROLL, O.T.	1,461	1,461	-	0.00%

Herons Glen Recreation District FY22 Mid-Year Review						
60 - ProShop - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
60	6175	PAYROLL GOLF LESSONS	2,788	2,788	-	0.00%
60	6200	PAYROLL TAXES & FEES	38,237	37,776	461	1.22%
60	6202	PAYROLL BENEFITS	13,173	13,173	-	0.00%
60	6300	ADVERTISING	3,750	3,750	-	0.00%
60	6850	DUES & SUBSCRIPTIONS	12,210	12,210	-	0.00%
60	6900	ELECTRIC*	13,976	13,976	-	0.00%
60	7150	FIELD SUPPLIES	14,996	14,996	-	0.00%
60	7200	GASOLINE	6,634	6,634	-	0.00%
60	7225	Gratis / Member Relations	819	819	-	0.00%
60	7300	INSURANCE	42,802	42,802	-	0.00%
60	7450	LEASE	42,535	42,535	-	0.00%
60	7600	MAINTENANCE & REPAIRS	4,807	4,807	-	0.00%
60	7825	OFFICE EQUIPMENT	1,701	1,701	-	0.00%
60	7850	OFFICE SUPPLIES	1,900	1,900	-	0.00%
60	8100	RANGE BALLS & MATS	2,700	2,700	-	0.00%
60	8150	REFUSE	2,825	2,825	-	0.00%
60	8300	SERVICE CONTRACTS	4,221	4,221	-	0.00%
60	8450	TELEPHONE*	1,582	1,582	-	0.00%
60	8700	WATER & SEWER*	1,376	1,376	-	0.00%
<b>TOTAL Expenses</b>			<b>440,815</b>	<b>436,036</b>	<b>4,778</b>	<b>1.10%</b>
<b>Net Income/(Loss)</b>			<b>1,108,852</b>	<b>1,202,053</b>	<b>(93,201)</b>	<b>-7.75%</b>



<b><u>2021-2022 Capital Budget Vs Actual Review</u></b>					
<b>Capital Carryover from 2020-21 Budget Yr</b>	\$ 1,207,554				
<b>To Be Collected in this FY</b>	364,000				
<b>Accumulated Interest on Capital Funds</b>	840				
	\$ 1,572,394				
	<b>Carryfwd from 20-21</b>	<b>2022 Budget</b>	<b>Spent through 03/31/22</b>	<b>Planned expenditures before FYE</b>	<b>Details</b>
Thor Guard system (Mystic & GCM Pumphse)	-	7,649	\$ -	7,649	<i>This summer</i>
3 Generators for Back up -(Admin, Server, GCM server)	-	9,835	-	9,835	<i>This summer</i>
Turbidity Barrier - driving range south side	13,000	-	-	13,000	<i>Bond-Done*</i>
Restaurant & Ballroom Bldg Dedicated Outside Air Unit (OSA)	-	19,669	-	19,669	<i>Maybe this summer</i>
Ballroom Stage Curtains	12,240	-	-	12,240	<i>Bond*</i>
Ballroom Curtains & Shades	5,000	-	-	5,000	<i>Bond*</i>
Coolers - Lounge	7,500	-	-	7,500	<i>Carryfwd</i>
Pizza Oven	22,500	-	-	22,500	<i>Carryfwd</i>
Steamer (US Foods)	-	8,742	-	8,742	<i>Carryfwd</i>
40 Qt Mixer	6,000	-	-	6,000	<i>Carryfwd</i>
Heavy Duty 36" Gas Range (2 @ \$4500 per)	9,000	-	-	9,000	<i>Carryfwd</i>
Gas 36" Salamander Broiler (2 @ \$2600 per)	5,200	-	-	5,200	<i>Carryfwd</i>
Solstice Fryer (70-90 lbs)	6,800	-	-	6,800	<i>Carryfwd</i>
83" Refrigerated Prep Table-Pantry	6,500	-	-	6,500	<i>Carryfwd</i>
Oven-Dutch Alto Sham	5,300	-	-	5,300	<i>Carryfwd</i>
Hot Box for Banquet Dinner	6,120	-	-	6,120	<i>Carryfwd</i>
Dining Room Furniture (296 chairs; 60 tables; 7 high tops)	65,000	-	-	65,000	<i>Potential Bond*</i>
Kitchen Service Bar	11,000	-	-	11,000	<i>Potential Bond*</i>
New China Pattern	-	13,113	-	13,113	<i>Carryfwd</i>
Refrigeration for Freezer	25,000	-	-	25,000	<i>Carryfwd</i>
Pool pumps (Variable Speed) (6 pumps)	-	17,484	-	17,484	<i>Tfr to Def?</i>
Pool area tables	-	7,649	-	7,649	<i>Carryfwd</i>
Umbrellas w/stands	5,100	-	-	5,100	<i>Tfr to Def?</i>
Air Handler Pro Shop - (2) Large	25,500	-	-	25,500	<i>This summer</i>
Air Handler Admin - Large	14,280	-	-	14,280	<i>This summer</i>
HVAC Kitchen Exhaust and make-up	-	27,100	-	27,100	<i>Bond-Done*</i>
HVAC Dining, Lounge, Kitchen	-	130,778	-	130,778	<i>Bond-Done*</i>
Tables (20 total tables between CR A, B & C)	5,000	-	-	5,000	<i>Carryfwd</i>
Lobby Refurbishment	25,500	-	-	25,500	<i>Carryfwd</i>
Activities Rooms Chairs (90 total)	-	5,464	-	5,464	<i>Carryfwd</i>
Tennis Court Lights	7,500	-	-	7,500	<i>Bond-Done*</i>
Acoustifence replacement for existing four courts	6,242	-	-	6,242	<i>Carryfwd</i>
Costing Allowance (Do Not Carry Over)		50,000	-	50,000	
	\$ 295,282	\$ 297,483			
<b><u>Items not in original budget but approved by Board:</u></b>					
CLIS Portofino Way 25 HP Pump on cap budget FY23			7,010		
			7,010	\$ 592,765	
<b>Variance between budget (including bal carried fwd from previous yr) &amp; FY end expenditures</b>				(7,010)	
<b>Calculated carryforward into 2022-2023 Budget Yr</b>				\$ 972,620	

	<i>Carryfwd from 20-21</i>	<b>2022 Budget</b>	<b>Spent through 03/31/22</b>	<b>Planned expenditures before FYE</b>	<b>Details</b>
<b>Reconciliation with GL Bank Accounts</b>					
(Amount Including 2 qtrly transfers from operating only)			\$ 1,383,385		
				Outstanding AP	
			\$ 1,383,385		
00-1088 FineMark - Capital Checking			4		
00-1130 FL Prime State Board Admin-Capital			1,383,381		
			\$ 1,383,385		
*to be moved to Long Range Capital					

<b><u>2021-22 Def Maint Budget Vs Actual Review</u></b>					
<b>Def Maint Carryover from 2020-21 Budget Yr</b>	\$ 545,542				
<b>To Be Collected in this FY</b>	332,800				
<b>Accumulated Interest on Deferred Funds</b>	298				
	<u>\$ 878,640</u>				
	<b>Carryfwd from 20-21</b>	<b>2022 Budget</b>	<b>Spent through 03/31/22</b>	<b>Planned expenditures before FYE</b>	<b>Details</b>
Tree trimming throughout property & golf course	26,404	\$ 30,900	18,000	\$ 39,304	<i>This Summer</i>
Landscape (All Rec Dist facilities)	4,103	2,060	-	6,163	<i>This summer</i>
Trees throughout property (replacement/removal)	-	2,060	1,500	560	<i>This Summer</i>
Seal Parking lot (clubhouse -main & pro shop)	3,599		248	3,352	<i>This Summer</i>
Seal Parking lot (club rear, W lot, lot @ Palo Duro)	7,283		-	7,283	<i>This Summer</i>
Seal Parking lot (fitness area)	3,121		-	3,121	<i>This Summer</i>
Seal Parking lot (tennis & shuffle)	2,081		-	2,081	<i>This Summer</i>
Seal Parking lot (GCM/CLIS) building asphalt	10,404		-	10,404	<i>This Summer</i>
Cart/Multi Use Path (asphalt Via La Quinta to Kaidon Ln)	18,181	3,090	-	21,271	<i>Carryfwd</i>
Bridge	520	515	-	1,035	<i>Maybe This Summer</i>
Cart Path- Golf Course (concrete)	5,202	5,150	-	10,352	<i>Maybe This Summer</i>
Maintain Seawalls (#1, #4 & #7)	3,121	3,090	-	6,211	<i>Bond-Done*</i>
Clean Clubhouse Roof - Wet it and forget it	16,208	8,240	7,390	17,058	<i>This Summer</i>
Clubhouse Roof Checkup & Cracked Tile Repair	17,809	12,875	2,050	28,634	<i>Carryfwd</i>
Conservation Easement Maintenance (exotic removal)	9,923	7,210	-	17,133	<i>TBD</i>
Palmetto Trimming (includes pinestraw & disposal)	31,454	30,900	17,982	44,372	<i>TBD</i>
<b>Aesthetic Clubhouse Facility Improvements</b>	3,532	10,300	6,270	7,562	<i>Carryfwd</i>
Replace fire sprinkler heads (outdated)	2,705	2,678	-	5,383	<i>Carryfwd</i>
5 yr Sprinkler Obstruction Inspection	1,873		-	1,873	<i>Carryfwd</i>
Pool area restroom update and refurbish	15,300		-	15,300	<i>This summer</i>
Pro Shop Restroom update and refurbish	5,000		-	5,000	<i>This Summer</i>
Flat roof over restaurant - maintenance	5,136	3,090	-	8,226	<i>Carryfwd</i>
Ballroom Divider	5,000		-	5,000	<i>Bond*</i>
Lake erosion: property	54,635	51,500	-	106,135	<i>This Summer</i>
Replace bubblers (\$2500 we own 2)	4,376	2,575	-	6,951	<i>This Summer</i>
Replace fountains (\$3k) we own 4	6,181	3,090	-	9,271	<i>Carryfwd</i>
Clean, Repair & Seal all pool area pavers	5,800	5,974	-	11,774	<i>Bond*</i>
Pool deck Furniture - replace loungers & chairs with brown	-	2,060	950	1,110	<i>Carryfwd</i>
Pool pipe/leak maintenance/pump replacement	10,404	10,300	3,280	17,424	<i>Carryfwd</i>
Chiller Repair (warrantee expired)	10,404	10,300	-	20,704	<i>Carryfwd</i>
Card rooms carpet/flooring	10,200		-	10,200	<i>Tfr to Cap</i>
Board Room/F&B office Carpet/flooring	4,080		-	4,080	<i>Carryfwd</i>
Main Lobby Carpet/Floor	15,300		-	15,300	<i>Tfr to Cap</i>
Ballroom Carpeting (including mezzanine)	-	20,600	-		<i>Tfr to Cap</i>

	Carryfwd from 20-21	2022 Budget	Spent through 03/31/22	Planned expenditures before FYE	Details
Ballroom Dance Floor -Wood	17,000		-	17,000	Tfr to Cap
Ballroom paint	4,080		-	4,080	Carryfwd
Restaurant carpet replacement	15,300		-	15,300	Bond*
Restaurant Paint	-	773	-		Bond*
Lounge Hardwood floor	14,903		-	14,903	Proposed Bond*
Irrigation Pump Repairs	7,482	10,300	6,654	11,128	Carryfwd
Drainage	2,767	3,090	2,907	2,950	Carryfwd
Paint pumphouses	899		-	899	Carryfwd
Pumphouse building maintenance	2,850	1,030	-	3,880	Maybe This Summer
Fitness Roof Maintenance/cleaning	2,601	2,575	-	5,176	This Summer
Wind screen	3,094	1,030	-	4,124	This Summer
Nets (6)	909	927	-	1,836	Carryfwd
Har-Tru 3rd & 6th Year Maintenance	974		-	974	Carryfwd
Pickleball Court Maintenance	2,081		-	2,081	Carryfwd
Shuffleboard Resurfacing of Courts	15,300		-	15,300	Carryfwd
Shuffleboard seating, repaint and repair	-	1,545	-	1,545	Bond*
Shuffleboard Overhead shelter - refurbish/repair	5,100		-	5,100	Bond*
	\$ 414,677	\$ 249,827			
<b>Items not in original budget but approved by Board:</b>					
<b>Total Deferred Expenditures</b>			67,231	\$ 575,901	
Variance between budget & FY end expenditures				21,373	
<b>Calculated carryforward into 2021-22 Budget Yr</b>				\$ 232,279	
<b>Resident Small Requests - \$7500 Carried Fwd from FY19 Surplus</b>		3,229	-	\$ 3,229	
<b>Total Deferred &amp; RSR Expenditures</b>			67,231	GL 93-7600	
<b>Reconciliation with GL Bank Accounts</b>					
(Amount Including 2 qtly transfers from operating only)			645,009		
Crowther Roofing Inv# A180559 Ck# 1185 04/08/22			2,050	AP Outstanding	
			647,059	GL Bank Reconciliation	
00-1131 FL Prime State Board - Deferred			647,059		
00-1142 FineMark Deferred			0		
			647,059		
*to be moved to Long Range Capital					

# Attachment ~B~

## **RESOLUTION NO. 2022-03**

**A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT AMENDING THE DISTRICTS' POLICIES AND PROCEDURES REGARDING DISTRICT ELECTION PROCEDURES; PROVIDING FOR GENERAL AUTHORITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERONS GLEN RECREATION DISTRICT:**

**SECTION 1. AUTHORITY FOR THIS RESOLUTION.** The Board of Supervisors (the "Board") of the Herons Glen Recreation District (the "District") is authorized to adopt this Resolution under the authority granted by the provisions of Chapter 418, Part II, Florida Statutes, as amended, Ordinance No. 98-08 adopted by Lee County, Florida on April 28, 1998, as amended, and other applicable provisions of law (collectively, the "Act").

### **SECTION 2. FINDINGS.**

- A. Pursuant to the Act, the District shall set its operating policies.
- B. District has previously adopted from time to time Policies, Procedures and Rules and Regulations.
- C. District now desires to amend its Policies and Procedures consistent with the amendments set forth herein.

**SECTION 3. PREVIOUSLY ADOPTED POLICIES.** The District hereby acknowledges and ratifies those previously adopted policies which are not inconsistent with this Amendment.

**SECTION 4. AMENDMENT OF POLICIES AND PROCEDURES.** The Policies and Procedures of the District are hereby amended in accordance with the following:

**Exhibit "A" attached hereto and incorporated herein.**

**SECTION 5. SEVERABILITY.** Should any sentence, section, clause, part or provision of this resolution or the attachments hereto be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this resolution as a whole or any part thereof other than the part declared invalid.

**SECTION 6. EFFECTIVE DATE.** This resolution shall be effective immediately upon its adoption.


**PASSED AND ADOPTED** at a meeting of the Board of Supervisors of the Herons Glen Recreation District this 25<sup>th</sup> day of April 2022.

**DISTRICT**

**HERONS GLEN RECREATION**

  
Howard Young, Chair

**ATTEST:**

  
District Secretary

# Attachment

~C~



## Board Secretary

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**From:** Karen Mars <karen.mars01@gmail.com>  
**Sent:** Sunday, April 24, 2022 9:11 AM  
**To:** Tiff Lauzaj; Barry Hopper; Stewyscustoms@hotmail.com; masimpson1980@outlook.com; Dresch; Sawyer; Bernadette Schirra; Andi Edmunds; Board Secretary  
**Cc:** Peter Polvinen; Howard Young; Peter Polvinen; Jayne Schwarz; William Kulkoski; HGRD General Manager  
**Subject:** F&A recommendation for Monday's meeting  
**Attachments:** Proposed Memorial Policy for Board.docx

At the April F&A committee meeting, the ad hoc Green committee presented several suggested options and changes to the current Memorial Policy. After discussion and consideration, the F&A committee unanimously agreed to recommend that;

1. the current policy be amended to allow only one tree per honoree,
2. excess money collected be placed in a fund to help offset the cost of planned recreation improvements
3. these specific changes occur sooner rather than later and
4. other suggested changes be referred to the ad hoc Policies & Procedures and Rules & Regulations committee to be reviewed within the context of their work.

I have made suggested changes to the current policy to reflect, I believe, both the request of the Green committee and the recommendation of the F&A committee.

Deleted language is struck through and new language is in red.

I am sending this to the current Facilities committee to give them an opportunity to comment in case I have not accurately reflected their wishes and to the Board and Board assistant for inclusion in the Board packet for Monday's meeting.

Thanks, Karen Mars, Chair Facilities & Amenities (for a few more days)

## **A. Memorials**

The Herons Glen Recreation District has a tree of life program to honor our deceased residents. This program, initially established for golfers, has been expanded to the entire community. The program consists of two elements:

1. The honoree's name on the "Tree of Life" plaque, and
2. A live tree(s) or other landscaping planted on HGRD property without marking.

### **The Memorial Tree Request form must be completed.**

For a period of time, some trees were marked in violation of policy. Those markings will be grandfathered and placed on a list kept in the Golf Pro Shop.

The minimum cost for entry to the program is \$250, which includes the honoree's name on the permanent Tree of Life and a planting. (The minimum pricing will be periodically evaluated.) The individual making the donation will complete an HGRD standard memorial form available from the Golf Professional. This will enable the HGRD Golf Professional to order the "Tree of Life" leaf with the deceased resident's name as it is to appear on the "tree of life".

The individual(s) may choose a tree species and a location from a list provided by the golf course superintendent if on the Golf Course or General Manager if on other HGRD property. ~~also recommend their preference for tree(s) planting and location. The Golf Course Superintendent has the final approval on golf course plantings and the General Manager has final approval on all other locations.~~ HGRD management will advise the donor of location of the planting. The HGRD will perform routine maintenance, including watering, on the donated tree/landscaping.

There will be only one tree planted for each honoree. Memorial funds raised in excess of those required to place the honoree's name on the permanent Tree of Life plaque and to plant one tree may be made to a targeted HGRD recreation fund. Management will identify a list of possible targeted funds for these donations.

# Attachment

## ~D~

Submitted by:

**David Southard**

Senior Engineer, InterLink Computer Consulting

### **Recommended upgrades**

- Replace firewalls with Meraki hardware (received 2 quotes from Matthew, one with Meraki MX95 Firewall and the other SonicWALL TZ500 & TZ300 Advanced Gateway Security Bundles) Interlink recommends going with Sonicwall for a year until Meraki hardware becomes more available.
- Replace switches with Unifi (received quotes from Matthew for Unifi 24 Port ProE Pro Switch for Server Room/Wendy's Office/Dining Room and GCM) Recommended
- Configure email to go through Appraver for initial filtering 3.00/user/month Highly recommended
- Install Webroot as antivirus 3.00/user/month Highly recommended
- KnowBe4 testing (Received an email from you prior to the meeting indicating \$1,564.75 for a 36 month license for this service) Recommended

### **Configuration changes**

- Configure SPF DKIM DMARC SPF and DKIM complete, DMARC in progress
- Update Password Policy Completed
- Screen Timeout Policy Recommended 1 hour for admin PC. 2 hour for POS. Not yet implemented

### **Non-InterLink recommendations to discuss**

- Upgrade camera systems to Cloud-based (our agreement with Securitas is up in April 2023 – I suggested to JB that we discuss with them a cloud-based option)

# Exhibit

## ~E~

## **ELECTION PROCEDURES FOR HERONS GLEN RECREATION DISTRICT**

At the first meeting of the Board in January of each year, the District will call for an election of Board members to fill the positions of any Board members whose terms of service will expire in that year. In its Resolution the Board will set the dates for the election and the qualifying period, and procedures by which qualified residents of the District may become a candidate for the soon to be open Board positions.

A Notice of Election and Candidate Qualifying will be published in a newspaper of general circulation in the County during both the 5<sup>th</sup> and 3<sup>rd</sup> weeks prior to the election and shall be posted on the District's bulletin board. The notice will also provide the dates for qualifying to commence and end as well as the name and address of the person to whom nominations for the open positions must be provided, in writing

After the close of nominations/qualifying for candidates, a ballot listing alphabetically the names of all persons who have qualified shall be prepared. The Ballot Instructions will say to vote for no more candidates than there are open positions.

One ballot will be mailed to each property owner within the Herons Glen Recreation District boundaries as determined from the records of the Lee County Property Appraiser. The voting instructions will tell each recipient that an election will be held at the District's Clubhouse on the established election date, the time after which Ballots will no longer be accepted and that the owner may attend and vote in person, or may vote by the absentee method outlined in the included instructions.

The instructions will direct each voter who wishes to vote ~~absentee-by mail~~ to insert his or her marked ballot into an envelope (enclosed with the initial mailing) labeled "BALLOT." The "BALLOT" envelope is then to be placed into a second envelope ("Mailing Envelope") addressed on the front to Herons Glen Recreation District, 2250 Herons Glen Boulevard, Suite 100, North Fort Myers, Florida 33917, and mailed in time to be received prior to the hour at which Ballots will no longer be accepted, i.e. the "Close of Election;" established by the Board's Resolution. Instructions to each voter will state that only those ballots with the Voter Certificate signed by the voter and received by the Close of Election will be counted.

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The Mailing Envelope will contain on the back a line for the voter's signature swearing to the following certification:

Under penalty for false swearing, pursuant to Florida Statutes, I do solemnly swear or affirm: that I am a qualified voter in the Herons Glen Recreation District because I own property in the District; that I will not

vote more than one ballot in this election; that I understand that a failure to sign this certificate will invalidate my BALLOT.

Directions for Voting on the back of Mailing Envelope will also state:

“NO BALLOT WILL BE COUNTED UNLESS VOTERS CERTIFICATE IS PROPERLY SIGNED AND COMPLETED.”

The voter's signature will not be required to be notarized, but the instructions will also contain the following notice:

Pursuant to Section 104.011, Florida Statutes, a person who willfully swears or affirms falsely to any oath or affirmation or willfully procures another person to swear or affirm falsely to an oath or affirmation in connection with or arising out of voting or elections, commits a felony of the Third Degree punishable as provided in Florida Statutes.

~~Those persons voting in person will be required to use the same procedure except that a member of the Election Committee will be present at the polling place to accept their Mailing Envelope the person will drop their ballot in the ballot box located in the Administration Office up until 3:00 p.m. on election day at which time the person will be directed to drop their ballot at the polling place until 4:00 p.m.~~ In this way, all voters will be required to sign the certification, but there will be no way to link a voter's signature to his or her ballot.

Ballot counting will be conducted by the District's staff volunteers and monitored by the Election Committee appointed by the Board in the presence of any members of the public wishing to observe. At that time, any ballots received before the Close of Election will be brought to a convenient ~~space~~ place in the Clubhouse to be opened and counted in public. At or prior to the counting of the ballots, the Mailing Envelopes will be separated, alphabetized, checked for proof of ownership rights against the Property Appraiser's Lists, and names checked for duplications; then put aside in a locked space. Opening of the Mailing Envelopes, but not Ballot Envelopes, by the Elections Committee may begin at 9:00 A.M. on the day of the election. The ~~Committee~~ District's staff volunteers will open the Mailing Envelopes, take out Ballot envelopes and mix the unopened ballot envelopes together. At Close of the Election on the day of the election, the ~~Committee~~ District's staff volunteers may begin to open and count the ballots.

The ~~Election Committee~~ Supervisor of Elections may publicly report the result of the election immediately after counting all ballots. The official report of election results ~~by the Committee~~ will be presented to the Board of Supervisors by the District's attorney and made a part of the Minutes at the next Board meeting and the Board shall declare the

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official election results at that meeting. ~~The voted ballots and Mailing Envelopes will be made available for inspection by the public after the ballots are counted, by appointment with the General Manager, but neither ballots nor Mailing Envelopes will be allowed to be handled by anyone other than the Election Committee.~~  
~~The ballots and Mailing envelopes with voter signatures must be held for at least twelve months.~~

**Commented [LB1]:** Duplication – see last paragraph of final page



Counsel for the District will serve as qualifying officer for candidates. Nominations by any person for the position of Supervisor will be accepted at the Counsel's office, in writing, beginning on date set by the Board. Counsel will inspect the statement of qualification of each nominee and inquire of the nominee, if unclear, whether they are qualified, i.e. are 18 years old, a resident of Florida, own property in the District, reside in the District at least 90 days out of the year, have signed a notarized candidate's oath (Exhibit "C), and whether they wish to have their name placed on the ballot.

Counsel for the District will include with the mailed ballots, if provided by or for the candidate by the end of the qualifying period, one 8 ½ in. by 11 inch page, but not more, of candidate biographical and/or qualifications information.

The records of the Lee County Property Appraiser will be the official records of eligible voters within the District unless an owner provides alternate proof of ownership, acceptable to the [Elections Committee](#) [Supervisor of Elections](#) and Board. Counsel for the District may order the Property Appraiser's list of owners in Herons Glen, i.e. eligible voters, at his discretion but not earlier than eight (8) weeks prior to the election.

Counsel for District may include a "Meet the Candidates" notice in the envelope containing the ballot, Mailing envelopes and candidate biographical information, if sufficient information and time is available to Counsel before the projected mailing date of the ballots.

Prior to the annual election, The Board shall appoint an Election Supervisor, an Election Committee, and shall designate a Board member to act as liaison to the Committee. The Committee shall consist of 7 residents and shall perform their duties at the direction of the Supervisor of Elections. The Election Committee shall be responsible for overseeing the tabulation of ballots cast.

The Election Supervisor, in addition to any other duties, shall be responsible for the certification of each ballot. The name on each ballot received shall be compared to the listing of names supplied by The Lee County Property Appraiser Office to verify the voters eligibility. During this process, the Mailing Envelopes will be sorted alphabetically, and names checked for ownership and for duplicates. Only the first ballot received from any qualified voter will be counted. Any duplicate ballots received will be marked as such and not counted. Once verified by the Supervisor of Elections, ballots in the unopened Mailing envelopes shall be placed in a locked cabinet until ~~the~~ 9:00 a.m. on the day ~~Close~~ of the Election.

On the day of the Election, no earlier than 9:00 a.m., the Election Supervisor, in the presence of at least two members of the Election Committee, will open the Mailing Envelopes, take out the Ballot Envelopes, and ~~mix the combine~~ unopened "Ballot" envelopes together ~~in a disorderly fashion.~~ After the Close of Election on the day of the election, the [Election Supervisor](#), staff volunteers (and Election Committee if necessary) will open and count the ballots in the presence of any members of the public wishing to observe.

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Commented [LB2]: Is there a need for them to be mixed in a disorderly fashion?

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Commented [LB3]: Should this not be consistent either "Election Supervisor" or "Supervisor of Elections"?

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The method of tabulation shall be as follows:

There will be several counting stations each consisting of tables with two District employees and one member of the Election Committee. One employee will open the ballot and read aloud the votes on each ballot. The other employee will record the vote on tally sheets. The member of the Election Committee at each station shall observe the process of tallying in order to ensure that votes recorded for each ballot are correctly checked and tabulated. Once all the ballots at each station have been recorded and counted, the Tally sheets shall be given to the Election Supervisor who will be responsible, in coordination with the District's Counsel, to accurately total all of the votes and determine preliminary results of the election.

Such results are preliminary results. They are not final until the Board of Supervisors have heard and determined any voter qualification questions and the Board has officially accepted the final vote tally.

Any vote tally which reflects that a candidate was defeated by a margin of less than one-half of one percent of the total votes cast shall be recounted. These elections are determined by a plurality, meaning the candidate(s) with the highest vote total(s) win the open position(s). There are no runoffs. In the event of a tie vote, the two candidates shall draw lots or flip a coin to determine the winner.

The Election Committee may publicly report the preliminary results of the election immediately after they are determined. An official report of election results by the Committee will be made to the Board at its next meeting which report shall be made a part of the minutes of that meeting.

The ballots and mailing envelopes will be retained for a minimum of one year and shall be available for inspection by the public after they have been counted, but they may not be handled by anyone other than the Elections Supervisor or Elections Committee members. If requested, the Elections Committee will determine a reasonable time and place for the inspection of ballots and mailing envelopes.

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The Supervisor of Elections may publicly report the result of the election immediately after counting all ballots. The official report of election results will be presented to the Board of Supervisors by the District's attorney and made a part of the Minutes at the next Board meeting and the Board shall declare the official election results at that meeting.

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**HERONS GLEN RECREATION DISTRICT REGULAR BOARD MEETING**  
**May 9, 2022, at 9:00 a.m. in Card Room C /Zoom**  
**AGENDA**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **IT SOFTWARE AND SERVICES** – Dave Southard – [Available from 9:00 a.m. until 9:30 a.m.](#)
- V. **DONATION** - To the Golf and Bocce Improvement Funds – Mary Koenig
- VI. **APPROVAL OF MINUTES** – Regular Board Meeting on April 11, 2022, and Mid-Year Review on April 25, 2022
- VII. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
- |  |                             |
|--|-----------------------------|
| A. Problem-Solving Taskforce- April 26           | John Cowgill                |
| B. Long-Range Planning Committee – May 2         | Fred Gignac and Jeff Buxton |
| i. Strategic Planning Review                     |                             |
| C. Finance & Audit Committees – May 2            | Dennis Popp                 |
| i. Committee Alternate                           |                             |
| D. Policies & Procedures Sub-Committee           | Karen Mars                  |
| E. Facilities & Amenities Committee – No Meeting | Supervisor Kulkoski         |
| F. Green Committee – No Meeting                  | Jon Edinger                 |
- IX. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- X. **OLD BUSINESS**
- |  |
|--|
| A. FY2023 Budget items – Supervisor Schwarz              |
| B. Capital Reserves – Supervisor Kulkoski                |
| C. CLIS Upgrades and Repairs – Chair Young               |
| D. Home Sale Transfer Fees – Supervisor Kulkoski         |
| E. 2022-2023 Quarterly Assessments – Supervisor Kulkoski |
- XI. **NEW BUSINESS**
- |                             |
|-----------------------------|
| A. 2022-2023 Board Calendar |
|-----------------------------|
- XII. **RESIDENT COMMENTS**
- XIII. **UPCOMING MEETINGS**
- Monday, May 9, 2022—Board of Supervisors Meeting—9:00 a.m.—CR-C/Zoom
  - Monday, May 9, 2022—Facilities & Amenities Orientation—2:00 p.m.—CR-C/Zoom
  - Monday, May 16, 2022—Long Range Planning—9:30 a.m.—CR-C/Zoom
  - Thursday, May 19, 2022—Green Committee—9:00 a.m.—CR-C/Zoom
  - Monday, May 23, 2022—Board of Supervisors Meeting—9:00 a.m.—CR-C/Zoom
- XIV. **ADJOURNMENT**



**HERONS GLEN RECREATION DISTRICT REGULAR BOARD MEETING**  
**May 9, 2022, at 9:00 a.m. in Card Room C /Zoom**  
**MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Executive Assistant Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	10

- I. **CALL TO ORDER** – Chair Young opened the Board meeting at 9:00 a.m.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett called roll; attendees are listed above.

**IT SOFTWARE AND SERVICES** – Dave Southard reviewed the attached questions concerning IT services and software. The Board went over the questions they had about the quote (**ATTACHMENT A**) and Mr. Southard gave detailed responses to all questions posed. Additionally, the Board considered the replacement of the cameras associated with Securitas; once that lease is over there will not be a renewal.

- IV. **DONATION** - Mary Koenig requested to present a monetary donation from the family and friends of Tim Brosnan after his passing, noting that any donation for the purpose of helping the District must be approved by the Board.
- *Supervisor Overs made a motion to approve the donation of \$2,700 to be split equally between the bocce improvement fund and the golf improvement fund. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

The HGRD Policies and Procedures are in the modification process. When the HGRD Policies and Procedures are completed, the targeted funds will be established.

- V. **APPROVAL OF MINUTES** – *Supervisor Overs made a motion to approve the minutes from the Regular Board Meeting on April 11, 2022, and the Mid-Year Review on April 25, 2022. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. did not present a report. Discussion took place on the poor water drainage area in the newly-developed Mystic property. The county permit states that roads must be built in a way that does not flood.
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
- Problem-Solving Taskforce** - John Cowgill informed the Board of the recent meeting to approve the Wegman restaurant design. The drawing has been passed to the architect to be included in the design drawings. The seating test for new chairs went well. On May 18, 2022, Wegman will present their final presentation during a public Board meeting. The issues are that the project is expected to be significantly over the original budget of \$600K. The decision on proceeding needs to be made by the end of May 2022 in order to meet the requested completion timeline. The other issue is the supply chain, by ordering now delivery can be expected in January 2023 for the furniture (FF&E).

The Problem-Solving Taskforce’s recommendation on the restaurant renovation is in progress. They anticipate having a better idea of the estimated project expenses from Wegman Design Group, RG Architecture, and Stultz Construction this week. Chair Young asked Mr. Cowgill to confirm if enough information would be presented on May 18, 2022, and that, if elected to pause the project, would we have all the details needed to start again in 10 months. The Board reiterated the need for a complete project plan, including artwork, sound system, equipment, etc.

**Long-Range Planning Standing Committee** - Fred Gignac reported on the committee’s organization meeting r. Mr. Gignac was elected as Chair and Beth Brucker will serve as Vice-Chair.



- Strategic Planning Review - Jeff Buxton presented a refreshment of the Strategic Plan that was done several years ago. He pointed out that this refresh did not include any refreshed research from residents or outside marketing resources. The committee intends to update the current plan, put it in a more actionable structure, and repackage it to be easier to convey and apply action. The initiative calls for providing more regular input from residents so that future refreshments can come from residents rather than internal committees and Boards. **(ATTACHMENT B)**. Supervisor Schwarz suggested adding an employee benefits piece. When discussing the need for a community master plan, Mrs. Brucker stated that such a plan is best done by an outside consultant.

Chair Young suggested looking at the Strategic planning survey from 2014. He believes that the questions were presented well, and a good response was received from the community. Chair Young would like to target sending the survey to the residents during February 2023.

**Finance Standing Committees** – Supervisor Schwarz announced Finance Committee seats: Dennis Popp, Chair, and Larry Pedersen, Vice-Chair.

- *Due to Betty Ward's resignation, Supervisor Schwarz made a motion for the addition of Mary Koenig as an Alternate on the Finance Committee. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

**Policies & Procedures Ad Hoc-Committee** - Karen Mars announced Policies & Procedures Sub-Committee seats: Karen Mars, Chair, and Dave McDonald, Vice-Chair. The committee is working on the Policies and Procedures; however, nothing is ready for approval at this time. They meet again on May 17, 2022, at 1:00 p.m. They intend to bring forth a recommendation to the Board by the end of the fiscal year.

**Facilities & Amenities Standing Committee** – Supervisor Kulkoski stated that the season's first Facilities & Amenities Committee meeting would be later in the day. Supervisor Kulkoski has approached the committee to get them thinking of recommendations for the management team to form an improved, positive operational plan.

The committee will also look into options for improvements to the lobby and the planting area outside the entryway to the lobby; GM Belknap will investigate a new landscaping plan in that area. A discussion took place on the importance of decorating the lobby to tie into the design/color scheme of the restaurant.

**Green Ad Hoc Committee** – Supervisor Overs did not have a report but looks forward to the next Greens Committee meeting on May 19, 2022, at 9:00 a.m.

**GENERAL MANAGER'S REPORT – (ATTACHMENT C)** GM J.B. Belknap spoke to Charlie Krebs from Hole Montes Engineering recently regarding the Multi-Use path. Mr. Belknap submitted a \$13K proposal for their engineering services. The scope includes updating their previously prepared construction plans to reflect the change of work scope, permitting services, and construction services if we choose to hire them to prepare and coordinate the bid docs to contractors.

- *Supervisor Kulkoski made a motion to hire Hole Montes Engineering not to exceed \$13K as defined in the contract for the repairs needed on the Multi-use Path. Chair Young seconded the motion. **The motion was approved unanimously.***

Counsel Hart will follow up with a Resolution at the next Board meeting.

GM Belknap started with the range of magnitude with the probable cost for the bocce and shuffle renovation, then proceeded into pickleball renovation details. A significant conversation took place on the decision to flip the location of the bocce and shuffleboard courts or to leave them in their current places. The Board looked holistically at the Bond Projects and compared the current costs, expendable projects, and the significance of flipping the bocce and shuffleboard courts.

- *Supervisor Overs made a motion to move forward with renovating the bocce and shuffleboard courts, including flipping the courts, not to exceed \$750K as defined in the contract. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

Construction Management Stultz has reviewed bids, and MorSports will construct the courts. Stultz will be reminded to only present materials (such as paver colors, etc) that are available currently.

Counsel Hart will follow up with a Resolution at the next Board meeting.

The Board examined what savings in Jim Ink's landscape plan which was approved by Lee County for pickleball, with or without the berm. They agreed to move forward as is. The projected project plan will not include a concrete path to the road, it will include crushed rock instead. This leaves the option to move a path to the fitness center later.

- *Chair Young made a motion to move forward with the project, including the berm, at a cost of \$442K. Supervisor Overs seconded the motion. **The motion was approved unanimously.***

The Board authorized GM Belknap to gather quotes immediately for a fixed berm or steel bridge following the delivery of the structural integrity of the bridge from the engineer.

Controller Lynn Brew continues to work with Clubenchmarking on the Reserve Study.

VIII. **OLD BUSINESS**

**FY2023 Budget items** – Supervisor Schwarz presented a list of items that she would like management to consider when putting the draft budget together. The management team will begin developing the first draft of their proposed budget in, 2022. One important item to consider, as employers, is to establish an increase in employee wages. The Board was asked to present comments on what items to target to GM Belknap. **(ATTACHMENT D).**

Further discussion will take place during budget workshops the week of June 20<sup>th</sup> concerning capital reserves, home sale transfer fees, and 2022-2023 Quarterly Assessments.

**CLIS Upgrades and Repairs** - Chair Young commented on his takeaway from a conversation with Vice-President Mark Grenert from Tucor, Inc., GM Belknap, Irrigation Manager Ryker Johnson, and Director of Golf Grounds Maintenance Tim Kortanek on the performance of the CLIS system. The proposal includes replacing valves that fail 75% of the time due to mechanical failures within the existing design and 25% that fail due to debris. Management advised that one full day, with a crew of 5 employees, is required to perform filtration cleanup. These clean-ups are not scheduled to be completed regularly. Secondly, the injection of chemicals into the filtration system hasn't been acted on. The system is not functioning as it should from an injection perspective.

The mainstay of failures is due to the super decoder not communicating to the valves, this must be corrected first; the valves can be replaced as needed. GM Belknap will get a quote for replacing all the two wires in the historic district, replacing the current valves with Hunter valves as needed, and the contract for injection which will be completed monthly. This is intended to eliminate the debris portion of the issue. Due to the limited manpower in the CLIS department, Chair Young suggested that one person be added to the CLIS department budget who would be a wet check person on both the front and back of the community. Another price will be requested for replacing the wires while staying within the bond budget. The quote for replacing wiring does not include the back of the community, which does not have the same rate of failure. All controllers are working properly right now. , Chair Young reported the only other concern is adding to the suppression system to provide additional protection for the controllers.

IX. **NEW BUSINESS**

The Board updated the 2022-2023 Board Calendar **(ATTACHMENT E).**

- X. **RESIDENT COMMENTS** Resident Martie Shea indicated the communication between Chef Jason, Dining Room Manager Petra Deitrich, and staff needs to be improved. Consideration of restructuring responsibilities was also suggested. Mrs. Shea offered to assist Chef Jason with better organization tactics for events. The Board is keenly aware of the situation that exists in the Food & Beverage department. The management team is working on the consistency and quality of the food as well as the improvement of service and further employee training.

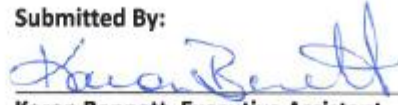
XI. **UPCOMING MEETINGS**

- Monday, May 9, 2022—Facilities & Amenities Orientation—2:00 p.m.—CR-C/Zoom
- Monday, May 16, 2022—Long Range Planning—9:30 a.m.—CR-C/Zoom
- Wednesday, May 18, 2022 – Regular Board Meeting – 11:30 a.m. —CR-C/Zoom
- Thursday, May 19, 2022—Green Committee—9:00 a.m.—CR-C/Zoom
- Monday, May 23, 2022—Board of Supervisors Meeting—9:00 a.m.—CR-C/Zoom

XII. **ADJOURNMENT** took place at 11:06 a.m.

5/23/2022  
Date

Submitted By:



Karon Bennett, Executive Assistant

5/25/2022  
Date

Approved By HGRD Board:



Peter Over, HGRD Board Vice-Chair



# Attachment

~A~

# Herons Glen Recreation District ♦ Firewall-Switch Quote-R3

Estimate submitted on April 26, 2022, by

Matthew Thornburg – SYSTEMS INTEGRATOR FOR INTERLINK COMPUTER CONSULTING, INC.

## **FITNESS HARDWARE REQUIREMENTS**

(1) SonicWALL TZ500 Advanced Gateway Security Bundle License for 1 Year	\$1,177.00
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## **BALLROOM HARDWARE REQUIREMENTS**

(3) Unifi WiFi6 Wireless Access Points	\$600.00
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## **CLUBHOUSE HARDWARE REQUIREMENTS**

(1) SonicWALL TZ300 Advanced Gateway Security Bundle License for 1 Year	\$679.00
(3) Unifi 24 Port PoE Pro Switch for Server Room/Wendy's Office/Dining Room	\$2,250.00

## **GCM HARDWARE REQUIREMENTS**

(1) SonicWALL TZ300 Advanced Gateway Security Bundle License for 1 Year	\$679.00
(1) Unifi 24 Port PoE Pro Switch	\$750.00
(1) Unifi Cloud Key Gen2	\$200.00

Labor Cost to install all product listed above	\$1,400.00
Labor Cost to install 3 data wires for Wireless Access Points. <i>*Client to Provide Scissor Lift*</i>	\$900.00
KnowBe4 3-Year Subscription	\$1,564.75

SUBTOTAL:	\$9,299.75
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TAX:	\$0.00
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Shipping:	\$150.00
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<b>TOTAL INVESTMENT:</b>	<b>\$10,349.75</b>
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## **MONTHLY REOCCURRING COSTS**

(26) AppRiver E-mail Threat Protection Advanced Scanning for all Email Accounts	\$78.00
(25) Webroot Anti-Virus for all PC and Server Units	\$75.00
(1) Monthly Penetration-Vulnerability Scans	50.00

We are a full-service consulting firm. We can install and configure any Windows system environment. We also provide cable installation, software customization, changes in equipment specifics and locations, and additional training. The custom configuration of installed software and security enhancements (i.e.: customized domain management) may add some additional expense over time. Initial training and familiarization with all network installs is included. Additional training can be contracted for on a long-term basis. System support contracts provided by Interlink Computer Consulting, Inc. are continued routine maintenance, software updates, troubleshooting and replacement of defective warranted hardware. Details and references are available on request.

• A 50% DEPOSIT IS REQUESTED TO PLACE ORDERS FOR ALL HARDWARE. BALANCE OF HARDWARE COST IS DUE UPON PRODUCT DELIVERY. ADDITIONAL INSTALLATION FEES ARE PAYABLE UPON PROJECT COMPLETIONS.

• PRICING MAY OR MAY NOT CHANGE AT OR BEFORE TIME OF PURCHASE. PROPOSAL GOOD FOR 30 DAYS.

*Matthew Thornburg*

SYSTEMS INTEGRATOR  
INTERLINK COMPUTER CONSULTING, INC.



Submitted by:

**David Southard**

Senior Engineer, InterLink Computer Consulting

### **Recommended upgrades**

- Replace firewalls with Meraki hardware (received 2 quotes from Matthew, one with Meraki MX95 Firewall and the other SonicWALL TZ500 & TZ300 Advanced Gateway Security Bundles) Interlink recommends going with Sonicwall for a year until Meraki hardware becomes more available.
- Replace switches with Unifi (received quotes from Matthew for Unifi 24 Port ProE Pro Switch for Server Room/Wendy's Office/Dining Room and GCM) Recommended
- Configure email to go through Appraver for initial filtering 3.00/user/month Highly recommended
- Install Webroot as antivirus 3.00/user/month Highly recommended
- KnowBe4 testing (Received an email from you prior to the meeting indicating \$1,564.75 for a 36 month license for this service) Recommended

### **Configuration changes**

- Configure SPF DKIM DMARC SPF and DKIM complete, DMARC in progress
- Update Password Policy Completed
- Screen Timeout Policy Recommended 1 hour for admin PC. 2 hour for POS. Not yet implemented

### **Non-InterLink recommendations to discuss**

- Upgrade camera systems to Cloud-based (our agreement with Securitas is up in April 2023 – I suggested to JB that we discuss with them a cloud-based option)

## INERLINK SERVICES

### Management questions:

- What security services are in current “contract”? NEED PRICING on proposals. Are some of these items Interlink specific, or what happens if you change out providers?
- What is IT current responsibility to keep our security profile up to date?
- What is the base cost of our current Interlink contract or service agreement?
  - What add-ons do we currently have with provider? Office 365?
  - Email set up?
  - ??
- Who makes changes, such as screen time?
- Who is notified of software updates and who is responsible?
- Update password: Does district have policy how to get into another employee’s emails? If forget password, where does employee go to get changed?
- Cameras – 2022 budget says 5-year capital lease for this equipment. Is this all or just building, as you installed others at GCM after theft and fitness not 5 years old? Why cloud-based? (Costs, quality, etc.?)
  - Is this the camera that the guard people “must” have or did we select? Do we have specific monitors for the equipment?
  - What does Securitas get us?
  - If HOA approves only rover what are plans for monitoring?

### IT Questions

- Firewall: how old is firewall today? If go with sonicwall for one year, is this purchase or rent? When is Meraki (CISCO product) scheduled to be available? Cost differentials?
- Replace switches? Need explanation is to why recommended and what is problem with current switches.
- Configure EMAIL: what is the gap in current email protection? What is implication of app on performance?
- Webroot – what package does District have today? Is it subscription based and what is cancellation time/costs. What are costs of setting up replacement. Why is Webroot recommended over that currently in place?
- KnowBe4Testing: why recommended? What Security reporting do we currently use? Is this part of regular IT package normally provided?
- Configure SPF DKIM DMARC: Is this part of our normal service? Who monitors reports? Action required and by who? Does ITinterlink provide this as part of regular service?
- Screen time out policy: who sets up for new employee?



# Attachment

## ~B~



Heron's Glen Recreation District  
Strategic Plan  
**DRAFT**  
April 25, 2022



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## Revision History

Version	Date	Author	Major revisions included
Original Plan	XX/XX/2016	Kopplin & Kuebler, LLC	Original Approved and adopted Plan
DRAFT v1	2/3/2022	Jeff Buxton (Long Range Planning Committee)	DRAFT, revised Strategic Plan
DRAFT v2	2/10/2022	Long Range Planning Committee	DRAFT, revised Strategic Plan
DRAFT v3	2/25/2022	Jeff Buxton (Long Range Planning Committee)	DRAFT, revised Appendix



## **The Process**

### **Development of the initial HGRD Strategic Plan**

The Herons Glen Recreation District Board of Directors and the club General Manager engaged the services of John R. “Jack” Sullivan, CCM of Kopplin & Kuebler, LLC, to assist them with the strategic planning process.

### **Revisions and refreshing of the HGRD Strategic Plan**

The Herons Glen Recreation District Strategic Plan is expected to be revisited, refreshed, and revised on a periodic basis to address the following:

- Determine progress made regarding specific actions called out in the plan
- Adjust the plan as necessary to maintain a plan that reflects the needs of the Herons Glen residents and remains aligned to the HGRD Vision and Mission

These reviews and potential revisions should be performed on an annual basis under the guidance of the HGRD Long Range Planning Committee and subsequently approved by the HGRD Board of Directors.

The Strategic Plan should reflect the desires of the Herons Glen residents. Thus, the plan should address a methodology for determining the “community-wide wants” of the Herons Glen residents.

## **Industry Trends**

- Traditions are important, but need to evolve to keep pace with today’s families, time demands, lifestyles, and overall demographic shifts -- policies regarding gender-neutral bylaws and access, dress codes, cell phones, etc., should be reviewed and updated, if necessary, to reflect what is happening in the world today
- Continued casual and informal dining and styles -- clubs making changes to reflect where their members/families are going: Panera Bread, PF Changs, Starbucks, etc. -- upscale/casual.
- Resort style pool complexes, aqua centers
- Enhanced Marketing programs both internal and external
- Health and fitness facilities are important
- Strong focus on strategic business planning, most done by the Board
- Quality of non-golf amenities is clearly important to the buying/joining decision



## **Achievements since last update**

Since the development of the original HGRD Strategic Plan, the following significant accomplishments have been achieved:

- Bond approval of Capital Funding for Facilities improvements
- Golf course renovation completed
- Compensation Ad Hoc committee review
- Land development (D.R. Horton section)
- Pickleball courts
- Removal of Propane tanks
- New HGRD website
- Fitness Center
- Butterfly garden

## **HGRD Key Roles and Responsibilities**

### **The Roles and Responsibilities of Board Members**

1. Develop long term goals and a strategic plan for the facilities, amenities, and services provided by the Herons Glen Recreational District; making certain that decisions are made in the greater interest of the resident owners.
2. Review financial status of HGRD and review, approve, deny, or defer committee requests.
3. Establish and review HGRD policies and objectives and ensure compliance.
4. Communicate and coordinate community requirements with the Herons Glen HOA.
5. Hire the General Manager, provide guidance and direction to the General Manager, assess the ongoing performance of the General Manager, dismiss the General Manager if/when necessary.
6. Demonstrate expected resident participation in HGRD amenities though active engagement in HGRD activities when possible.
7. Be a 'positive' influence with other members and set an example by adhering to all club rules and policies.

### **The Roles and Responsibilities of Committees & Chairs**

1. Support the HGRD Board through oversight, due diligence, and subject matter expertise in specific functional areas within the various committees as established by the Board.



2. Establish specific objectives and tasks, with clear action plans; and report to the board as to the status, achievement, elimination, or deferral of these action plans.
3. Committees are ADVISORY and cannot set policy, make operating decisions or commit District funds, but rather make RECOMMENDATIONS to the Board for action.
4. Maintain regular, clear, and complete communications to the Board on all activities, discussions, and progress against defined action plans.

## **Top HGRD Core Values**

*HGRD should strive to provide the following for the residents of Herons Glen:*

- *The best value at a reasonable cost*
- *Honesty and integrity of board and management*
- *The best possible management staff*
- *Financial responsibility*
- *Well maintained facilities for residents to enjoy and which encourage an active adult lifestyle*
- *A friendly, caring community*
- *Decisions that best serve the residents and enhance property values*

## **HGRD Vision Statement**

*Heron's Glen Recreation District is a Florida Special District, a community that provides quality recreation, activities, and programs for all residents. We strive to provide excellent financial value and well-maintained facilities to satisfy varied interest groups and promote healthy lifestyles.*

## **HGRD Mission Statement**

*Continue to be one of the premier active adult communities in Southwest Florida that provides an excellent value for our current and future residents.*



## **Strengths, Weaknesses, Opportunities, Threats (SWOT)**

### **Top Strengths**

- Recreational District status
- Fiscal soundness and responsibility
- Resident owned common facilities
- Affordability
- Active lifestyle with an abundance and variety of amenities
- Strong management team
- Longevity (sustainability) as a fully developed, well managed community
- Security and safety

### **Top Weaknesses**

- Aging Infrastructure
- Lack of land for expansion of HGRD activities
- Split management of community
- Lack of consistency between procedures, rules, covenants
- Lack of public transportation for potential HGRD employees

### **Top Opportunities**

- Marketing of the Herons Glen community and golf course to the public
- Greater utilization of the restaurant by residents
- Marketing of restaurant and events and facilities to the public
- Determining and implementing community-wide wants in a timely fashion
- Improving technology and utilization to assist with membership satisfaction
- Energy conservation, such as exploring the use of solar

### **Top Threats**

- Increase in costs not within the HGRD control, such as insurance, etc.
- Potential changes to the Zemel Land fill
- Competition from local restaurants and other gated communities
- Lack of participation of residents
- Potential for State elimination of the “Special District”/ “Recreational District” status





## **Key Strategic Issues**

The following key strategic issues facing Herons Glen Recreation District are meant to address the key needs of the community.

1. Facilities and Land Use
  - Maintain (and expand) quality facilities, amenities, activities that meet the needs and desires of the residents
2. Governance
  - Implementation of the Strategic Plan
  - Capital and Operational Budget Management
  - Periodic review of Policies / Procedures and Rules / Regulations
3. Services
  - Optimized utilization of Herons Glen facilities and amenities
  - Operational efficiencies and improvements
  - Matching residents' desires with resources
4. Staffing
  - Maintain quality staff and management
  - Control of wage and benefit costs



## Strategies

### Facilities & Land Use

#### **Key Strategic Issues to be addressed:**

- Maintain (and expand) quality facilities, amenities, activities that meet the needs and desires of the residents

#### **Strategies to be employed to address Strategic Issues:**

1. Develop an overall Community Master Plan. This Master Plan should include:
  - a. Facilities utilization review
  - b. Land Acquisition and Development
  - c. Environmental Safety
  - d. Prioritization of competing Capital Projects
  - e. HGRD facilities safety and security
  - f. Energy conservation opportunities; such as exploring the use of solar
2. Review and adjust Long Range Plans annually (including an annual review of all large capital projects and the Master Plan)



## **Governance**

### **Key Strategic Issues to be addressed:**

- Implementation of the Strategic Plan
- Capital and Operational Budget Management
- Periodic review of Policies / Procedures and Rules / Regulations

### **Strategies to be employed to address Strategic Issues:**

1. Execute the Action Plans associated with this Strategic Plan
  - a. Assign “Action” items to “Responsible Party”
  - b. Provided status reports on assigned “Action” items
2. Operate within parameters set by the Board and the approved Capital and Operational budgets
  - a. Develop a long-range plan for Capital funding and the funding of improvements and projects. This Capital Funding Plan should include:
    - i. Complete the Club benchmarking and reserve study and integrate Capital needs into L.R.P., Financial and Budget Plans
    - ii. Forecast the probable capital needs until the first tranche of bonds are paid off (14 years) with a margin for the unexpected
    - iii. Determine whether sufficient reserves should be accumulated so that additional bonds need not be issued at that time, or whether another bond issuance may be necessary near the end of that time frame to update the amenities the District owns. The long-range plan will need to forecast the most likely options; which may include the following:
      1. The current process for accumulating Capital Reserves will not provide enough funding to enable full retirement of the Bond financing strategy. Thus, there will always be bond debt going forward and residents will be paying as they go via recurring refreshed bonds and using the updated amenities until the next bond program.
      2. Capital Reserves are accelerated (or accumulated enough) to address future upgrades in facilities & amenities when the bonds are exhausted. Thus, Replacement bonds are not required (or smaller) to finance desired new amenities
3. Ensure annual review of all rules/policies to assure continuous relevance



## Services

### **Key Strategic Issues to be addressed:**

- Optimized utilization of Herons Glen facilities and amenities
- Operational efficiencies and improvements
- Matching residents' desires with resources

### **Strategies to be employed to address Strategic Issues:**

1. Develop a services utilization study to better understand the use of the services provided by HGRD to residents
2. Develop a Restaurant Services Plan to resolve how the HG restaurant should better fulfill resident desires. Plan should address the following:
  - a. Vision for the HG Restaurant, including examples of the type of Restaurant desired by residents
  - b. Restaurant Communications Plan, including:
    - i. Objectives and goals of restaurant communications
    - ii. Audience segmentation (what types of people make up the resident audience, how to they receive information, what motivates them to respond....)
    - iii. Media channels to be used, frequency, content (Explore other means of advertising to match segmentation; Facebook advertising)
  - c. Restaurant Management Model; resolve the lingering question of how HGRD should best manage a restaurant (such as the current approach; or hire a restaurant management firm to operate the restaurant; or lease out the facility to a restaurant operator)
  - d. How/if to improve utilization and revenues from the restaurant:
    - i. Increase revenues from residents
    - ii. Increase revenues from outside sources (Potential of marketing of the restaurant, events, and facilities to the public)
    - iii. How to address potential competition from local restaurants
    - iv. Evaluation of the impacts and potential of "theme nights"
    - v. Potential for increased activities/parties during summer months
    - vi. Potential for increased visibility of the Executive Chef
    - vii. Potential for increased use of web-based surveys that allow for suggestions and top concerns
    - viii. Potential for continued/expanded involvement with North Fort Myers and/or Cape Coral Chamber of Commerce



3. Conduct an operational review of all food and beverage operations, comparing to similar operations and identifying areas for improvement. This review should include the following:
  - a. Opportunities for improving technology and utilization to assist with membership satisfaction
  - b. Possible co-op opportunities with other clubs for purchasing of major items, goods and services
  - c. How to address potential increases in costs not within the HGRD control, such as insurance, etc.
4. Determine and address community-wide wants in a timely fashion
  - a. Develop a plan for how to effectively understand the “community-wide wants”. This plan should include the following:
    - i. How to regularly and reliably identify the key “wants” (use individual amenity groups, resident surveys, focus groups, “coffee with the GM”, “suggestion” tools, Web site surveys, etc.)
    - ii. How to measure the strength of these wants across the broad resident community so as to determine their relative priority
    - iii. How to prioritize and balance these wants against the desired investment from other, competing interests.
    - iv. Development of a defined, repeatable, understandable methodology for prioritizing competing projects



## **Staffing**

### **Key Strategic Issues to be addressed:**

- Maintain quality staff and management
- Control of wage and benefit costs

### **Strategies to be employed to address Strategic Issues:**

1. Develop short/long term plans to keep key staff in place. This HGRD Staffing Plan should include:
  - a. Succession plan for each key management position
  - b. Professional development programs for staff and management
  - c. Development of a tool to measure staff satisfaction
2. Get control of all wage and benefit costs in every department
  - a. Perform an annual salary range and benefits review (Beekman Report)
  - b. Perform a review of compensation strategies every 3 years (Compensation Ad Hoc Committee)



## Appendix 1 (Actions Plans)

### Facilities and Land Use

Action	Success Metric	Responsible Party	Timing
<b>Develop Facilities Master Plan</b>	<ul style="list-style-type: none"> <li>• Plan developed</li> <li>• Plan approved</li> </ul>	HGRD Long Range Planning Committee + HGRD Facilities & Amenities Committee	By the end of the 1 <sup>st</sup> quarter of 2023.
<b>Review and adjust Facilities Master Plan</b>	<ul style="list-style-type: none"> <li>• Plan reviewed</li> <li>• New Plan approved (if revised)</li> </ul>	HGRD Long Range Planning Committee + HGRD Facilities & Amenities Committee	By the end of the 1 <sup>st</sup> quarter of each year so as to provide useful inputs to budgeting process.
<b>Review and adjust Long Range Plans</b>	<ul style="list-style-type: none"> <li>• Plan developed</li> <li>• Plan approved</li> </ul>	HGRD Long Range Planning Committee + HGRD Facilities & Amenities Committee	By the end of the 1 <sup>st</sup> quarter of each year so as to provide useful inputs to budgeting process.

### Governance

Action	Success Metric	Responsible Party	Timing
<b>Assign Action plan items to each designated Responsible Party</b>	All Action items assigned and Responsible Parties informed	HGRD Long Range Planning Committee	By the end of the 1 <sup>st</sup> quarter of each year.
<b>All “Responsible Party” representatives to provide status reports on assigned “Action” items as defined by “Timing” milestones</b>	Status updates provided for All Action items by Responsible Parties	HGRD Long Range Planning Committee	Quarterly or per the milestones identified in the “Timing” for each Action.
<b>Develop a long-range plan for Capital funding</b>	<ul style="list-style-type: none"> <li>• Plan developed</li> <li>• Plan approved</li> </ul>	HGRD Finance Committee + Financial Controller	By the end of 2022.



Action	Success Metric	Responsible Party	Timing
<b>Provide ongoing Budget and Capital reporting</b>	<ul style="list-style-type: none"> <li>• Capital Reserves as a % of projected Capital needs</li> <li>• Stability of fees over 3-years and 5-years</li> </ul>	Financial Controller	By the end of the 2 <sup>nd</sup> quarter each fiscal year.
<b>Conduct an annual review of all rules/policies to assure continuous relevance</b>	<ul style="list-style-type: none"> <li>• Review completed</li> <li>• Review approved</li> </ul>	Ad Hoc Committee	By the end of each fiscal year.

## Services

Action	Success Metric	Responsible Party	Timing
<b>Develop a services utilization study</b>	<ul style="list-style-type: none"> <li>• Study completed</li> <li>• Study approved</li> </ul>	HGRD Facilities and Amenities Committee	By the end of the fiscal year 2022.
<b>Develop Restaurant Services Development Plan</b>	<ul style="list-style-type: none"> <li>• Improvement in the results of annual resident satisfaction survey</li> <li>• Increase in annual sales revenue from Restaurant Services</li> </ul>	HGRD Facilities and Amenities Committee	By the end of the fiscal year 2022.
<b>Conduct an operational review of all food and beverage operations</b>	<ul style="list-style-type: none"> <li>• Review completed</li> <li>• Review approved</li> </ul>	HGRD Facilities and Amenities Committee	By the end of the fiscal year 2022.
<b>Develop a plan for how to effectively understand the “community-wide wants”</b>	<ul style="list-style-type: none"> <li>• Results of annual resident satisfaction survey</li> <li>• Avg. home sale price per sq. ft. versus other communities nearby</li> </ul>	HGRD Long Range Planning Ad Hoc Committee	By the end of the fiscal year 2022.





## Staffing

Action	Success Metric	Responsible Party	Timing
<b>Develop HGRD Staffing Plan</b>	<ul style="list-style-type: none"><li>• Reduction in staff turnover rate</li><li>• Input from management team</li></ul>	General Manager	By the end of the fiscal year 2022.
<b>Perform a salary range and benefits review (Beekman Report)</b>	<ul style="list-style-type: none"><li>• Review completed</li><li>• Review approved</li></ul>	General Manager	By the end of the fiscal year 2022.
<b>Perform a review of compensation strategies</b>	<ul style="list-style-type: none"><li>• Review completed</li><li>• Review approved</li></ul>	Compensation Ad Hoc Committee	By the end of the 2nd quarter every 3 years.



## **Appendix 2 (Items for future Strategic Plans)**

### **Resident Feedback for Strategic Plan updates (see Services Section, Item #4):**

- Develop annual recurring Resident Amenities Survey to support annual Strategic Plan refresh. Include repeatable questions to provide trending of resident wants.
- Use of outside consultant for 10-year refresh of Strategic Plan to examine Macro socioeconomic and demographic shifts which might influence long term strategic plans

### **IT Administration:**

- Develop more robust IT support capacity to enable new business processes, technology enabled operational efficiencies, new digital services, and stronger cyber security

# Summary Presentation of HGRD Strategic Plan v3

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MAY 2022

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# Key Strategic Issues

## **1. Facilities and Land Use**

- Maintain (and expand) quality facilities, amenities, activities that meet the needs and desires of the residents

## **2. Governance**

- Implementation of the Strategic Plan
- Capital and Operational Budget Management
- Periodic review of Policies / Procedures and Rules / Regulations

## **3. Services**

- Optimized utilization of Herons Glen facilities and amenities
- Operational efficiencies and improvements
- Matching residents' desires with resources

## **4. Staffing**

- Maintain quality staff and management
- Control of wage and benefit costs

# Facilities & Land Use

## Strategies to be employed to address Strategic Issues:

1. Develop an overall **Community Master Plan**. This Master Plan should include:
  - a. Facilities utilization review
  - b. Land Acquisition and Development
  - c. Environmental Safety
  - d. Prioritization of competing Capital Projects
  - e. HGRD facilities safety and security
  - f. Energy conservation opportunities; such as exploring the use of solar
2. **Review and adjust Long Range Plans annually** (including an annual review of all large capital projects and the Master Plan)

# Governance

## Strategies to be employed to address Strategic Issues:

1. **Execute the Action Plans** associated with this Strategic Plan
  - a. Assign “Action” items to “Responsible Party”
  - b. Provided status reports on assigned “Action” items
2. Operate within parameters set by the Board and the approved Capital and Operational budgets
  - a. **Develop a long-range plan for Capital funding** and the funding of improvements and projects.

This Capital Funding Plan should include:

    - i. Complete the Club benchmarking and reserve study and integrate Capital needs into L.R.P., Financial and Budget Plans
    - ii. Forecast the probable capital needs until the first tranche of bonds are paid off (14 years) with a margin for the unexpected
    - iii. Determine whether sufficient reserves should be accumulated so that additional bonds need not be issued at that time, or whether another bond issuance may be necessary near the end of that time frame to update the amenities the District owns. The long-range plan will need to forecast the most likely options; which may include the following:
      1. The current process for accumulating Capital Reserves will not provide enough funding to enable full retirement of the Bond financing strategy. Thus, there will always be bond debt going forward and residents will be paying as they go via recurring refreshed bonds and using the updated amenities until the next bond program.
      2. Capital Reserves are accelerated (or accumulated enough) to address future upgrades in facilities & amenities when the bonds are exhausted. Thus, Replacement bonds are not required (or smaller) to finance desired new amenities
3. Ensure **annual review of all rules/policies** to assure continuous relevance

# Services

## Strategies to be employed to address Strategic Issues:

1. **Develop a services utilization study** to better understand the use of the services provided by HGRD to residents
2. **Develop a Restaurant Services Plan** to resolve how the HG restaurant should better fulfill resident desires. Plan should address the following:
  - a. **Vision** for the HG Restaurant, including examples of the type of Restaurant desired by residents
  - b. **Restaurant Management Model**; resolve the lingering question of how HGRD should best manage a restaurant (such as the current approach; or hire a restaurant management firm to operate the restaurant; or lease out the facility to a restaurant operator)
  - c. **Restaurant Communications Plan**, including:
    - i. Objectives and goals of restaurant communications
    - ii. Audience segmentation (what types of people make up the resident audience, how to they receive information, what motivates them to respond....)
    - iii. Media channels to be used, frequency, content (Explore other means of advertising to match segmentation; Facebook advertising)
  - d. How/if to improve **utilization and revenues** from the restaurant:
    - i. Increase revenues from residents
    - ii. Increase revenues from outside sources (Marketing of the restaurant, events, and facilities to the public)
    - iii. How to address potential competition from local restaurants
    - iv. Evaluation of the impacts and potential of “theme nights”
    - v. Potential for increased activities/parties during summer months
    - vi. Potential for increased visibility of the Executive Chef
    - vii. Potential for increased use of web-based surveys that allow for suggestions and top concerns
    - viii. Potential for continued/expanded involvement with North Fort Myers and/or Cape Coral Chamber of Commerce



# Services (continued)

## Strategies to be employed to address Strategic Issues:

3. **Conduct an operational review of all food and beverage operations**, comparing to similar operations and identifying areas for improvement. This review should include the following:
  - a. Opportunities for improving technology and utilization to assist with membership satisfaction
  - b. Possible co-op opportunities with other clubs for purchasing of major items, goods and services
  - c. How to address potential increases in costs not within the HGRD control, such as insurance, etc.
4. **Determine and address community-wide wants** in a timely fashion
  - a. Develop a plan for how to effectively understand the “community-wide wants”. This plan should include the following:
    - i. How to regularly and reliably identify the key “wants” (use individual amenity groups, resident surveys, focus groups, “coffee with the GM”, “suggestion” tools, Web site surveys, etc.)
    - ii. How to measure the strength of these wants across the broad resident community so as to determine their relative priority
    - iii. How to prioritize and balance these wants against the desired investment from other, competing interests.
    - iv. Development of a defined, repeatable, understandable methodology for prioritizing competing projects

# Staffing

## Strategies to be employed to address Strategic Issues:

1. **Develop short/long term plans to keep key staff in place.** This HGRD Staffing Plan should include:
  - a. Succession plan for each key management position
  - b. Professional development programs for staff and management
  - c. Development of a tool to measure staff satisfaction
2. Get control of all wage and benefit costs in every department
  - a. Perform an **annual salary range and benefits review** (Beekman Report)
  - b. Perform a **review of compensation strategies every 3 years** (Compensation Ad Hoc Committee)

# Appendix

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# Action Plan (Facilities & Land Use)

Action	Success Metric	Responsible Party	Timing
<b>Develop Facilities Master Plan</b>	<ul style="list-style-type: none"> <li>Plan developed</li> <li>Plan approved</li> </ul>	HGRD Long Range Planning Committee + HGRD Facilities & Amenities Committee	By the end of the 1 <sup>st</sup> quarter of 2023.
<b>Review and adjust Facilities Master Plan</b>	<ul style="list-style-type: none"> <li>Plan reviewed</li> <li>New Plan approved (if revised)</li> </ul>	HGRD Long Range Planning Committee + HGRD Facilities & Amenities Committee	By the end of the 1 <sup>st</sup> quarter of each year so as to provide useful inputs to budgeting process.
<b>Review and adjust Long Range Plans</b>	<ul style="list-style-type: none"> <li>Plan developed</li> <li>Plan approved</li> </ul>	HGRD Long Range Planning Committee + HGRD Facilities & Amenities Committee	By the end of the 1 <sup>st</sup> quarter of each year so as to provide useful inputs to budgeting process.

# Action Plan (Governance)

Action	Success Metric	Responsible Party	Timing
<b>Assign Action plan items to each designated Responsible Party</b>	All Action items assigned and Responsible Parties informed	HGRD Long Range Planning Committee	By the end of the 1 <sup>st</sup> quarter of each year.
<b>All “Responsible Party” representatives to provide status reports on assigned “Action” items as defined by “Timing” milestones</b>	Status updates provided for All Action items by Responsible Parties	HGRD Long Range Planning Committee	Quarterly or per the milestones identified in the “Timing” for each Action.
<b>Develop a long-range plan for Capital funding</b>	<ul style="list-style-type: none"> <li>Plan developed</li> <li>Plan approved</li> </ul>	HGRD Finance Committee + Financial Controller	By the end of 2022.
<b>Provide ongoing Budget and Capital reporting</b>	<ul style="list-style-type: none"> <li>Capital Reserves as a % of projected Capital needs</li> <li>Stability of fees over 3-years and 5-years</li> </ul>	Financial Controller	By the end of the 2 <sup>nd</sup> quarter each fiscal year.
<b>Conduct an annual review of all rules/policies to assure continuous relevance</b>	<ul style="list-style-type: none"> <li>Review completed</li> <li>Review approved</li> </ul>	Ad Hoc Committee	By the end of each fiscal year.

# Action Plan (Services)

Action	Success Metric	Responsible Party	Timing
<b>Develop a services utilization study</b>	<ul style="list-style-type: none"> <li>Study completed</li> <li>Study approved</li> </ul>	HGRD Facilities and Amenities Committee	By the end of the fiscal year 2022.
<b>Develop Restaurant Services Development Plan</b>	<ul style="list-style-type: none"> <li>Improvement in the results of annual resident satisfaction survey</li> <li>Increase in annual sales revenue from Restaurant Services</li> </ul>	HGRD Facilities and Amenities Committee	By the end of the fiscal year 2022.
<b>Conduct an operational review of all food and beverage operations</b>	<ul style="list-style-type: none"> <li>Review completed</li> <li>Review approved</li> </ul>	HGRD Facilities and Amenities Committee	By the end of the fiscal year 2022.
<b>Develop a plan for how to effectively understand the “community-wide wants”</b>	<ul style="list-style-type: none"> <li>Results of annual resident satisfaction survey</li> <li>Avg. home sale price per sq. ft. versus other communities nearby</li> </ul>	HGRD Long Range Planning Ad Hoc Committee	By the end of the fiscal year 2022.

# Action Plan (Staffing)

Action	Success Metric	Responsible Party	Timing
Develop HGRD Staffing Plan	<ul style="list-style-type: none"><li>• Reduction in staff turnover rate</li><li>• Input from management team</li></ul>	General Manager	By the end of the fiscal year 2022.
Perform a salary range and benefits review (Beekman Report)	<ul style="list-style-type: none"><li>• Review completed</li><li>• Review approved</li></ul>	General Manager	By the end of the fiscal year 2022.
Perform a review of compensation strategies	<ul style="list-style-type: none"><li>• Review completed</li><li>• Review approved</li></ul>	Compensation Ad Hoc Committee	By the end of the 2nd quarter every 3 years.

# Attachment

~C~





## GM Weekly Board Report for May 7, 2022

J.B. Belknap

**Restaurant:** Mary Ann, Mary Ann Simpson, Jason and I visited Wegman Designs on Thursday for a chair “sit test” and to review where they were with the design. After reviewing the chairs and bar stools, we asked them about their chair selections and why they developed that particular color palette. Mary Ann can provide additional context on Monday, but Loren and Ashely said they considered at least 8 “modern Mediterranean” variations along with pricing and what has been successful in other clubs to come up with their recommendation. I think Mary Ann will confirm they were very thorough in their process. Based on the meeting, Loren will revise her estimate of probable costs regarding FF&A and will present it to Stultz & RG to avoid double budgeting. Wegman will also be working on color renderings which should be available within the next several weeks as well as confirming furniture lead times which are fairly long at this point.

**Multi-Use Path:** I spoke with Charlie Krebs from Hole Montes Engineering yesterday regarding the Multi-Use path. Attached is a \$13K proposal for their engineering services. The scope includes updating their previously prepared construction plans to reflect the change of work scope, permitting services, and construction services if we choose to hire them to prepare and coordinate the bid docs to contractors. (We will need at least 3 bids rather than 2 invitees in their proposal.) Charlie has set up a pre-application meeting with the Lee County Department of Community Development on May 26<sup>th</sup> at 10am by Zoom that will hopefully decrease the LDO time frame. As you recall, Hole Montes projected a 4-to-6-month LDO timeline but with the relatively small scope and pre-meeting, hopefully we can cut the permitting time down. If the Board accepts the Hole Montes proposal on Monday, I will contact Charlie to begin the process.

**Bocce/ Shuffleboard:** I was on the phone with Jeff Stultz yesterday afternoon discussing the Bocce/Shuffle and Pickleball “range of magnitude” of probable costs. He felt the numbers were somewhat on the high side but they at least provide a range. he projects a \$50k savings in the cost of shade structure if we move away from cantilevered shade structures and into more basic fabrics similar to our current pickleball shade structure. I asked about the flip versus no flip cost differential. As I mentioned and showed in my last report, if the Board decides not to flip the shuffleboard & bocce courts, Jeff estimates an approximate \$300k in savings. He said we would also see more savings with the general conditions, supervision, and CM fee if the scope was reduced but I’m still using \$75K per project just to be safe. Jim Ink would also have to be involved to revisit & modify the LDO submittal. If this is the direction we want to pursue, Jeff will contact Jim for further details. The original budget for Bocce/Shuffle was \$400K. (no flip)

Budget-Bocce/Shuffle	2022					
	Summer 2021	April	May			
Demo	\$24,000	\$25,000	\$25,000			
Site work	\$118,000	\$131,200	\$131,200			
Survey	\$0	\$10,000	\$10,000			
6 New Bocce Courts	\$69,000	\$84,150	\$84,150			
New ShuffleBoard Courts	\$66,000	\$66,000	\$66,000			
Water lines	\$15,000	\$15,000	\$15,000			
Shade Structures	\$136,000	\$204,300	\$154,000			
Pavers	\$34,000	\$40,000	\$40,000			
Lighting Bocce	\$39,500	\$50,000	\$50,000			
Lighting Shuffleboard	\$34,175	\$43,000	\$43,000			
Electrical - Wire and conduit for lighting	\$0	\$20,000	\$20,000		Flip	No Flip
Landscape/Irrigation	\$21,500	\$25,000	\$25,000		\$ 683	\$ 400
Engineering to date	\$20,000	\$20,000	\$20,000		\$ 75	\$ 65
Sub Totals	\$577,175	\$733,650	\$683,350		\$ 758	\$ 465
General Conditions & CM Fees	\$75,000	\$75,000	\$75,000			40% less
Order of Magnitude	\$652,175	\$808,650	\$758,350			



## GM Weekly Board Report for May 7, 2022

J.B. Belknap

**Pickleball:** In establishing his cost “range of magnitude” for Pickleball, Jeff estimated there would be an approx.. \$50k savings in site work & landscaping by not building the berm. He said we would also see more savings with the general conditions, supervision, and CM fee if the scope was reduced but I’m still using \$75K per project. Original budget: \$255K

Pickleball Additions				
Budget Update May 7, 2022				
W/Berm				W/O Berm
\$89,086	Courts/Fencing/Lighting			\$89,086
\$13,300	Shade Structure			\$13,300
\$161,000	Site Work			\$111,000
\$55,621	Landscape Irrigation			\$55,621
\$8,000	Pavers			\$8,000
\$10,000	Electric			\$10,000
\$10,000	Surveyor			\$10,000
\$20,000	Engineering Pd. to Date			\$20,000
\$75,000	CM Fees			\$75,000
<b>\$442,007</b>				<b>\$392,007</b>
73% or 54% increase from original May 2020 Budget of \$255,000				

**Bridge Inspection:** Hans Wilson Marine Engineers has assured us that they will be out this coming week to evaluate the underwater bridge pilings for structural integrity.

**Reserve Study:** Lynn sent an email to Club Benchmarking with a revised and updated draft of the Capital Asset Plan. She reminded them of several items such as our capital threshold of \$5k, tax exempt status, etc. A follow-up call will be made this coming week with CB to discuss moving forward.

**Stolen Yamaha Golf Carts Update:** We have filed a claim with our insurance company for 2 of the 3 carts. Chris has made arrangements for the 3<sup>rd</sup> cart to be transported back to the club from Brooksville however it has yet to be released by the Hernando County’s Sheriff’s department.

**F&B:** We’ve been encouraged with our latest numbers: 145 Thursday for Cinco De Mayo compared to 45-60 back in 2018 & 2019. Also, we have 265 reservations for Mother’s Day tomorrow. Last year we served 130. Labor: Jason just had his latest dishwasher quit after 3 days. We’ve gone through 9 dishwashers in 7 months-paying \$15/hr.

**Marketing Video of Golf Course:** [Click Here](#) to watch the latest episode of the Traveling Golfer featuring Chris and Herons Glen. Chris did a great job.

Thank you and see you Monday,  
J.B.



6200 Whiskey Creek Drive Fort Myers FL 33919  
Phone: 239-985-1200  
Fax: 239-985-1259

## PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT is made between HOLE MONTES, INC. (HM) and

CLIENT: Herons Glen Multi-Use Path  
ADDRESS: 2250 Avenida Del Vera  
North Fort Myers, FL 33917  
Client Contact: J.B. Belknap, PGA – General Manager

Services covered by this AGREEMENT will be performed in accordance with the attached GENERAL PROVISIONS and any other attachments or schedules. This AGREEMENT represents the entire AGREEMENT between the CLIENT and HM and supersedes all prior written and/or oral understandings. The AGREEMENT may only be modified by a written amendment executed by both parties.

PROJECT: Herons Glen – Mixed Use Path East of Palo Duro Blvd

SCOPE OF SERVICES: See attached.

FEE: See attached

TIME OF COMPLETION: See attached

ATTACHMENTS: General Provisions, Scope of Services, Schedule of Fees, Professional Fee Schedule,

Signatures of the parties below confirm execution of this AGREEMENT.

APPROVED FOR CLIENT

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Title \_\_\_\_\_

Date \_\_\_\_\_

ACCEPTED FOR HM

By   
(Signature)

Charles L. Krebs P.E.  
(Printed)

Title Associate / Sr. Project Mgr.

Date 5/6/22

## **General Provisions**

### **1. AUTHORIZATION TO PROCEED**

Execution of this AGREEMENT by the CLIENT AND HM will be authorization for HM to proceed with the work, unless otherwise provided for in this AGREEMENT. Any Purchase Order used to authorize work will automatically include and be subject to these General Provisions.

### **2. STANDARD OF CARE**

The standard of care applicable to HM's services will be the degree of skill and diligence normally employed by professional engineers, landscape architects, or consultants performing similar services at the same time, in the same locale, and under similar circumstances. The CLIENT agrees that services provided will be rendered without any other warranty, expressed or implied.

### **3. CLIENT RESPONSIBILITIES**

CLIENT shall provide full information as to CLIENT's requirements for the project; examine and respond promptly to HM submissions and give prompt written notice to HM of any apparent defect in the work. CLIENT shall furnish any previous information on the project including subsurface explorations; soil borings; laboratory tests; environmental assessments and impact statements; property boundary, easement, right-of-way, topographic, vegetation, and utility surveys, architectural drawings (building elevations and floor plans); property descriptions; zoning and deed restrictions. CLIENT shall provide access for HM to enter upon the property. CLIENT shall pay all permits/approval fees charged by agencies. If more than one prime contractor is to be awarded for construction, CLIENT shall designate a party to have responsibility and authority for coordinating activities for the various prime contractors.

### **4. PAYMENT TO HM**

HM will submit monthly invoices for services rendered and expenses incurred. The invoices will be based upon HM's total services actually completed at the time of billing. The CLIENT shall make payment within 30 days in response to HM's monthly invoice. Successive invoices may include interest charges of 1½ % per month on unpaid balances. In addition, HM may, after giving 7 days written notice to CLIENT, suspend services under this Agreement until HM has been paid in full all amounts due for services, expenses and charges. CLIENT agrees to pay all charges including attorney's fees involved in collection of unpaid balances. HM's fixed fees attached shall be valid for a period of two years from the date of the Agreement after which any remaining balance for work not yet completed shall be subject to annual increases. HM's rate schedule attached shall be valid for a period of one year after the date of this Agreement after which it shall be subject to annual increases. HM's fees and Reimbursables quoted herein do not include permits, application or review fees required by governmental agencies.

### **5. ADDITIONAL SERVICES**

Services performed by HM that do not fall into the category of normal and customary engineering or landscape architectural services or that are not specifically listed in the attached Scope of Services will be considered ADDITIONAL SERVICES which will require payment of additional compensation to HM. ADDITIONAL SERVICES shall also include services resulting from significant changes in the scope, extent or character of the project; furnishing services of independent consultants other than as specifically outlined herein; services during other out of town travel other than visits to the site; preparing for or serving as a consultant or witness in any litigation, arbitration or other legal or administrative proceeding; services in connection with work directive changes and change orders requested by client; services resulting from significant delay, in construction of the project; and acceleration of the project schedule involving services beyond normal working hours.

### **6. REIMBURSABLES**

"Reimbursables" mean the actual expenses incurred by HM or its consultants directly or indirectly in connection with the Project, such as expenses for: transportation and subsistence incidental thereto; obtaining bids or proposals from Contractor(s); providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representatives and their assistants; toll telephone calls and telegrams; reproduction of reports, Drawings, Specifications, Bidding Documents and similar Project-related items; and if authorized in advance by CLIENT, overtime work requiring higher than regular rates.



## **7. TIMES OF COMPLETION**

The estimated times of completion for the work set forth herein can vary due to factors beyond the HM control. Times shown begin with CLIENT's authorization to HM to begin work to submittal of documents to governmental agencies for permits or approvals (unless otherwise noted). Governmental Agency review times are not included.

## **8. CERTIFICATIONS**

For any matter related to or arising out of the Agreement, during the term hereof or thereafter, should HM, orally or in writing (and whether with or without seal), use the word(s) "certify," "certifies," "certified," "certifying," "certificate" or "certification," such word(s) shall mean a statement by HM representing that such services have been performed by HM and based upon HM's knowledge, information and belief, such services have been performed in accordance with commonly accepted procedures consistent with applicable standards of practice, and such word(s) are not a guarantee or warranty, either expressed or implied that the services are free from all faults.

## **9. OPINIONS OF COST**

Cost estimates and Project economic evaluations provided by HM are opinions based on experience and judgment. Since HM has no control over market conditions or bidding procedures, HM cannot warrant that bids, ultimate construction cost, or Project economics will not vary from these opinions.

## **10. HAZARDOUS WASTE AND RELATED SERVICES**

It is not within the Scope of HM's services to discover, investigate, examine or otherwise handle in any way any pollutants, toxic substances, asbestos or other hazardous wastes. In view of the uncertainties involved with environmental problems, the risks of claims against HM, and the unavailability of adequate and affordable liability insurance, and in order to induce HM to execute this AGREEMENT and provide services to the CLIENT, CLIENT agrees to and does hereby indemnify, defend and hold harmless HM, its officers, directors, employees and agents from all liability, for any claims involving pollutants, toxic substances, asbestos or other hazardous wastes, as defined by State or Federal law arising out of HM's performance of this Agreement, and from all losses, costs and expenses, including reasonable attorney's fees, resulting from such claims up to the sum of Ten Million Dollars.

## **11. USE OF DOCUMENTS**

The CLIENT agrees that HM's services are on behalf of, and for the exclusive use of, the CLIENT for this Project and that all documents furnished to the CLIENT are instruments of service and shall be utilized solely for this Project. Any reuse without written verification or adaptation by HM for other than the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to HM or HM's independent consultants. CLIENT shall indemnify and hold harmless HM and HM's independent consultants from all claims, damages, losses and expenses including all attorneys' fees arising from such reuse.

## **12. LIMITATION OF LIABILITY**

To the maximum extent permitted by law, the CLIENT agrees to limit HM's total liability for all claims arising out of any work performed by HM for the CLIENT to the total compensation paid to HM under this AGREEMENT. The CLIENT agrees not to personally charge any employee, Officer, Director, or Agent of HM with any liability arising out of the performance of this AGREEMENT.

## **13. TERMINATION**

The obligation to provide further services under this AGREEMENT may be terminated by the CLIENT for cause and by HM in the event of failure by the CLIENT to perform in accordance with the terms thereof. Such termination by either party requires 7 days written notice. In the event of termination, HM shall be paid for services rendered to date of termination.

## **14. DISPUTE RESOLUTION**

The CLIENT and HM agree that all disputes between, arising out of, or relating to, this AGREEMENT shall first be submitted to non-binding mediation, pursuant to Section 44.102, Florida Statutes.

**15. SEVERABILITY AND REFORMATION**

Any provision of this AGREEMENT held to be void or unenforceable shall be, if possible, reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision. All remaining provisions shall continue to be valid and binding.

**16. CONTROLLING LAW**

This Agreement is to be governed by the laws of the State of Florida and venue for any dispute shall be proper in Collier County, Florida.

**17. SUCCESSORS AND ASSIGNS**

CLIENT and HM hereby bind their partners, successors, executors, administrators, legal representatives, with respect to all covenants, agreements and obligations of this Agreement. Neither CLIENT nor HM shall assign, sublet or transfer any rights under or interests in this Agreement without the written consent of the other, except as mandated or restricted by law. Unless specifically stated to the contrary in writing, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent HM from employing such independent professional associates and consultants as HM may deem appropriate to assist in the performances of the services required for the project. Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than CLIENT or HM, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and HM and not just for the benefit of any other party.

## **SCOPE OF SERVICES**

The following scope of services is provided for the proposed widening of the existing multi-use path from the intersection of herons Glen Blvd and Palo Duro Blvd. easterly to the intersection of Herons Glen Blvd and Kayla Way

### **A. Design Documents**

Revise the previously prepared construction plans for widening of existing mixed use path to reflect change in the scope of work. Plans shall include sufficient geometric data, typical sections, direction and construction detail for use by the permitting agency, to obtain Contractor bids, and for use during construction. *Task includes attending 2 on site meeting to confirm changes to existing plans, 1 online meeting with County staff. Project is assumed to be constructed in one phase.*

### **B. Permitting**

Prepare and submit a Limited Review Development Order to Lee County Development Service for approval. *Task includes preparing applications and relevant exhibits Lee County will require for approval, responding to sufficiencies. Task assumes that there are no wetlands affected by the project and no utility conflicts requiring relocation.*

### **C. Construction Services**

Prepare and coordinate bid documents of project to prospective Contractors (assume at least 2 invitees). Assist District in review of bids and provide recommendation to award. Assist HOA with the administration of the construction contract by responding to Contractor's inquiries, field observation of the construction product, review of material testing/reports, and review of Contractor pay requests. Upon satisfactory completion of the project in conformance to the plans and permits, Engineer shall prepare final certifications to Lee County.

### **D. Reimbursable**

### SCHEDULE OF FEES

Tasks noted as Lump Sum (LS) are for services that have been based upon a fixed fee amount and will be invoiced based upon the percentage of work completed at the time of invoice.

Tasks noted as Estimated Fee (EST) shall be invoiced on the time and materials expended in accordance with the attached Professional Rate Schedule. An allowance has been estimated for the tasks based upon projects similar in nature in our experience.

<b>A.</b>	<b>Design Documents</b>	<b>\$4,500 (LS)</b>
<b>B.</b>	<b>Permitting</b>	<b>\$5,000 (LS)</b>
<b>C.</b>	<b>Construction</b>	<b>\$3,000 (Est)</b>
<b>D.</b>	<b>Reimbursables</b>	<b>\$ 500 (Est)</b>



## **SPECIAL CONDITIONS AND EXCLUSIONS**

1. HM's Scope of Services described herein does not include:
  - a. Assumes no zoning modifications required
  - b. Assumes no wetland or protect species impacts
  - c. Assumes no offsite improvement required
  - d. Assumes no SFWMD permitting required
  - e. Agency Permit Review Fees are not included
  - f. Sketch and Legal Descriptions are not included
  - g. No surveying services outside of those specified are provided.

**HOLE MONTES, INC.  
PROFESSIONAL FEE  
SCHEDULE**

**Date: May 6, 2022**

**Project: Herons Glen Multi-Use Path**

Senior Principal Engineer IX	\$240.00	per hour
Principal Engineer VIII	\$220.00	per hour
Engineer I	\$115.00	per hour
Engineer II	\$130.00	per hour
Engineer III	\$145.00	per hour
Engineer IV	\$160.00	per hour
Engineer V	\$175.00	per hour
Engineer VI	\$190.00	per hour
Engineer VII	\$205.00	per hour
Senior Designer	\$140.00	per hour
Designer	\$125.00	per hour
Contract Administrator	\$120.00	per hour
Senior Contract Administrator	\$140.00	per hour
Senior Landscape Architect	\$185.00	per hour
Landscape Architect	\$170.00	per hour
Landscape Architect IV	\$155.00	per hour
Landscape Architect III	\$135.00	per hour
Landscape Architect II	\$120.00	per hour
Landscape Architect I	\$105.00	per hour
Graphic Specialist	\$115.00	per hour
Principal Planner	\$220.00	per hour
Planning Director	\$195.00	per hour
Planner III	\$155.00	per hour
Planner II	\$135.00	per hour
Senior Planner	\$175.00	per hour
Permitting Coordinator	\$110.00	per hour
Principal Surveyor	\$190.00	per hour
Senior Surveyor	\$175.00	per hour
Surveyor	\$155.00	per hour
2 Person Survey Crew	\$165.00	per hour
3 Person Survey Crew	\$185.00	per hour
4 Person Survey Crew	\$205.00	per hour
Technician IV	\$ 90.00	per hour
Technician III	\$ 80.00	per hour
Technician II	\$ 70.00	per hour
Technician I	\$ 60.00	per hour
Environmental Operations Specialist ....	\$135.00	per hour
Senior Environmental Operations Specialist	\$160.00	per hour
Senior Construction Field Representative	\$130.00	per hour
Construction Field Representative	\$105.00	per hour
GPS Operator	\$115.00	per hour

Project Manager	\$165.00 per hour
Clerical Administrative Assistant	\$ 80.00 per hour
Senior Clerical/Administrative Assistant	\$100.00 per hour
Expert Witness	\$350.00 per hour
Information Technology Support	\$150.00 per hour
Senior Structural Engineer	\$220.00 per hour
Structural Engineer	\$190.00 per hour
Subcontractors	Cost + 15%
Out-of-Pocket Expenses	Cost + 15%

This Fee Schedule is effective for one year from date of the LETTER AGREEMENT.

3.2022

# Attachment

## ~D~

## FY2023 Budget items

- Need Current Bond Expenditure/Contract/Approval Resolutions Costs Sheets
- Cap and Deferred (I think) reserve requirements increase was 5% for first 5 years. With current inflation (economists' outlook) should 5% be extended to FY2027 before reducing back to 3% on the 20-year reserves? PROVIDE 2 CAPITAL SCENARIOS FOR REVIEW OF THESE EXPENDITURES: Pay-as-you-go AND bond issuance in 2036.
- When do we receive the long range plan committee's recommendations for inclusion on capital and deferred?
- Last August, District had estimates to change PEOs with significant savings. Any plans when this will be bid out, with review by Finance and Board? And please provide +/- of this change on both impact to employee (and their manager) as well as financial impacts.
- Discussion on where staffing changes may be needed "what if" scenarios expected during June budget meetings. For example, impact of additional resources as a result of needed levels of service, expanded amenities and other workload needs, including support for committees and number of meetings...minutes, etc. What is being considered for outsourcing (CB files, security – data etc) What extra computer security needs to be considered?
- Wages? Proposed increase – CPI?
- Review Deferred (which are maintenance and repair and classified as such at year end) and those regular annual items put in clubhouse and golf operations as applicable. Don't move items that are done on less frequent than annual basis. "What if scenarios?"
- Many of the kitchen items (convection tops, fryers, etc) were obtained in the 2006-7 bond reno. They are now in "fair" condition and need to be replaced in next couple years. Many items are no longer capital assets (although may be listed on capital reserves), by \$5k capital definition. Same issue with fitness strength equipment (although items are 15-20 years old and serviced regularly). Need recommendations for replacement plan and "reserves" as above may not be capital.
- HOA and sub-HOA(change contract?) should be CPI or district budget increase amount rather than fixed 3%? For example, last year CLIS increased by about 9%, but we "always" exchange 3% rates.
- Golf – discuss NR memberships (published) going back to policy of 2x resident rate. Eliminate any "special rate" for this category
- Previously talked about need for residents to update their profile email and phone number in resident directory. Need letter to include with budget package telling people how to access. Is this the time to also say – time to get your golf cart registered AND numbered if on any district property? Not just for golf course
- Finance committee suggested District could do own mailing (in lieu of Tom's office), do you propose to do this work?

# Attachment

## ~E~

## 2022 HGRD Board Meetings and Other Events

### REGULAR MEETINGS

#### Zoom/CD RM C\*

### OTHER EVENTS

#### Zoom/CD RM C\*

Monday, May 9 at 9:00 a.m. Wednesday, May 18 at 11:30 a.m. – Restaurant Reno Monday, May 23 at 9:00 a.m.	
Monday, June 6 at 9:00 a.m.  Friday, June 24 at 9:00 a.m.	<b><i>2022-2023 Budget Workshops</i></b> Monday, June 20 – Thursday, June 23 All at 9:00 a.m.
Monday, July 11 at 9:00 a.m.  Monday, July 25 at 9:00 a.m.	
Monday, August 15 at 9:00 a.m.	
Monday, September 12 at 9:00 a.m.	<b><i>Budget Approval</i></b> Thursday, September 1 at 5:00 p.m.
To Be Determined	
To Be Determined *****Nov 24 is Thanksgiving	
None in December	

\*If a large turnout is anticipated for a Board Workshop or Meeting, the Ballroom will have to be used.

*Approved by the Board on Monday, May 9, 2022*



**HERONS GLEN RECREATION DISTRICT REGULAR BOARD MEETING**  
**May 18, 2022, at 11:30 a.m. in Card Room C /Zoom**  
**MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	Excused
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	Excused
Secretary Mary Ann Polvinen	X	Executive Assistant Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	37

- I. **CALL TO ORDER** – Vice-Chair Peter Overs opened the meeting, and Chair Young attended via Zoom.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett called roll (attendees are listed above).
- IV. **APPROVAL OF MINUTES**

*Supervisor Overs made a motion to approve the minutes from the Regular Board Meeting on Regular Board Meeting on May 18, 2022. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***

**RESTAURANT DESIGN TEAM PRESENTATION** – Just before the meeting the Board received the quote of \$1.8M from Wegman Design Group, RG Architecture, and Stultz Construction for the restaurant renovation. This does not include the additional project costs such as labor costs for moving the restaurant to the Ballroom. Vice-Chair Overs asked that those on Zoom and in attendance keep in mind that the Board latterly just received this information and is processing it. Chair Young stated that this number is three times more than the Board perceived as the original budget. At this point, he sees no way possible way to move into that level of expenditures with what the District already has ahead in Bond projects. Chair Young mentioned that Jeff Stultz advised him that this is the high-end approach from the designers, but it is a very long way from what is available.

Supervisor Polvinen suggested that the Board come up with a reasonable estimate of what we can be spent, then see what it would take to get Stultz and Wegman to that number. The biggest concerns with the restaurant are the ergonomics and the flow. This needs to be corrected by moving some things around. It will be potentially 14-15 years before another renovation. Supervisor Schwarz was shocked, she insisted that the total cost of the project be presented. Putting three times the original quote into the venue doesn't ring true. Fundamental needs are required such as minimal serving the bar, expanding the bar, furnishing, and carpet, which will go a long way. Chair Young suggested not supporting this proposal as is and looking at alternate plans to have the Problem-Solving Taskforce investigate the project.

Supervisor Overs asked the Problem-Solving Taskforce to keep in mind the specific needs submitted by Karen Mars and Martin Shea.

Mr. Stultz was asked if it was possible to get back to a million. He suggested a few things such as cutting the ceiling addition, selecting different flooring, and making openings, rather than moving walls. and keep most of the existing structure. Problem-Solving Taskforce Chair John Cowgill agreed to target \$1M. Long-Range Planning Committee Vice-Chair Beth Brucker expressed her disappointment while agreeing that there are other options. Supervisor Kulkoski questioned the expenses of the bridge replacement, driving range bathroom, multi-use path, CLIS, pool deck, and lake



built for greywater. He stressed the need for hard numbers, particularly in the pool area. Chair Young expressed that there are too many variables to make a solid decision at this point. Supervisor Overs suggested again that Stultz and the architects come back with another proposal. Furthermore, he suggested holding off on the restaurant renovation for one year allowing time for solid numbers on all projects. Supervisor Polvinen disagreed, she asked Mr. Stultz to estimate the increase, and he stated that there is not any way to provide a tangible answer there. He stated that his industry is hoping that things slow down enough for supplies to catch up. Mr. Stultz stated that he would target 4 months for completion; getting materials is the biggest component.

The Problem-Solving Taskforce will work with Stultz and RG Architecture to go through line items, they will report back at the June 6, 2022 Board meeting. They were advised to look at permitting, what options can be done without a permit, and the timing of getting permits. Finance Committee member Mary Koenig implored the Board to complete the project space-wise so that it makes sense. Resident Mary Wright stated her opinion that the Board go ahead with the sports complex and postpone the restaurant renovation for one year for monetary reasons.

Discussion took place on postponing the pool deck. Residents expressed the need to seal the pavers this summer.

Exit Mr. Stultz and Ryan Richards (RG Architects).

V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq was excused from the meeting due to a previous commitment.

VI. **COMMITTEE REPORTS & RECOMMENDATIONS**

**Facilities & Amenities Committee** - No meeting

**Long-Range Planning Committee** - Fred Gignac

**Strategic Planning Review**

**Policies & Procedures Committee** - Karen Mars stated that work is in progress Their next meeting is June 1st.

**Finance Committees** - No meeting

**Green Committee** - No meeting

**Problem-Solving Taskforce** - No meeting

VII. **GENERAL MANAGER’S REPORT/FINANCIAL REPORT** – GM J.B. Belknap

**18th Fairway Expenses** - The additional amount of \$1,615 for the added landscaping by the 18th fairway was approved by the Board.

**Delroy East Discussion** - Questions arose concerning the opportunity to employ Delroy East year-round and to assist him with his work Visa. While a decision has not been made at this time, the Board explained the costs of turnover rates and training employees.

**Smith Machine in the Fitness Center:**

*Supervisor Kulkoski made a motion to expend \$5,841.80 from 2021-2022 capital funds for an Inflight Fitness Smith Machine from Commercial Fitness Products. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

VIII. **OLD BUSINESS**

A. No old business was presented.

IX. **NEW BUSINESS**

It was brought to the Board's attention that a policy needs to be put into place concerning long-term parking in district parking lots.

X. **RESIDENT COMMENTS**

Art Williams a resident since June 1990 who worked with the original contractor when residents took over in 1997. He is willing to meet with the Board to share his thoughts. Dick Muller suggested hesitating on the restaurant renovations due to economic reasons. Residents expressed their concerns over the current issues in the restaurant.


**UPCOMING MEETINGS**

- Thursday, May 19, 2022—Green Committee—9:00 a.m.—CR-C/Zoom
- Monday, May 23, 2022—Board of Supervisors Meeting—9:00 a.m.—CR-C/Zoom
- Monday, May 23, 2022—Long Range Planning—9:30 a.m.—CR-C/Zoom

XI. **ADJOURNMENT** took place at 10:50 a.m.


Submitted By:

  
Karon Bennett, Executive Assistant

  
Date

Approved By HGRD Board:

  
Peter Overs, HGRD Board Vice Chair

  
Date



## **RECREATION DISTRICT REGULAR BOARD MEETING**

May 23, 2022, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160>

Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

### **MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Vice-Chair Peter Overs opened the Board meeting at 9 a.m. Chair Young joined via Zoom.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett took rollcall; attendees are listed above.
- IV. **APPROVAL OF MINUTES** – Regular Board Meeting minutes from May 18, 2022, will be presented on June 6, 2022.
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. presented the following resolutions:

- **RESOLUTION 2022-05:** *Supervisor Polvinen moved to approve Resolution 2022-05, Supervisor Schwarz seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT ACCEPTING DONATION OF FUNDS FROM RESIDENTS FOR BOCCE AND GOLF; PROVIDING FOR GENERAL AUTHORITY; PROVIDING FOR SEVERABILITY; PROVIDING EFFECTIVE DATE.*
- **RESOLUTION 2022-06:** *Chair Young moved to approve Resolution 2022-06, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURE FROM 2020 BOND PROJECTS ACCOUNT FUNDS, FOR ENGINEERING AND RELATED SERVICES BY HOLE MONTES ENGINEERING., FOR DESIGN, PERMITTING, AND CONSTRUCTION OVERSIGHT FOR MULTI-USE CART PATH BOND PROJECT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.*
- **RESOLUTION 2022-07:** *Supervisor Schwarz moved to contract with Interlink for services not to exceed \$11K which includes \$1,500 for ballroom wiring and modems from the 2020 bond fund. The balance will be taken as appropriate from 2021-2022 capital and operating accounts. Further to approve Resolution 2022-07, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2021/2022 CAPITAL ACCOUNT FOR COMPUTER SYSTEM UPGRADES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.*
- **RESOLUTION 2022-08:** *Supervisor Polvinen moved to approve Resolution 2022-08, Supervisor Kulkoski seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR BOCCE/SHUFFLEBOARD AND PICKLEBALL COURT PROJECTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.*
- **RESOLUTION 2022-09:** *Supervisor Kulkoski moved to approve Resolution 2022-09, Supervisor Schwarz seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2021/2022 CAPITAL ACCOUNT FOR FITNESS CENTER EQUIPMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.*

## VI. COMMITTEE REPORTS & RECOMMENDATIONS

**Facilities & Amenities Committee** – No meeting, therefore, no report.

**Finance Committee** – No meeting, therefore, no report.

**Green Committee** – Supervisor Overs stated that the Green committee would like to submit the Adopt-A-Hole Program for approval. Supervisor Schwarz suggested reviewing the policy with the Policies & Procedures Committee. The policy should be adopted by the Board, and rules and regulations are established through the Golf Shop. Becky Gignac, who represented the Green Committee, introduced a structured Adopt-A-Hole Program (Attachment A). The Board asked that the Green committee create a way of planning a schedule for volunteers to be on the course and bring it to the Board at their next Board Meeting. Mrs. Gignac will get more input from Tim Kortanek and Chris Ewing.

**Long-Range Planning Committee** - Fred Gignac reported on strategic planning, he mentioned that Jeff Buxton was asked to develop a draft implementation plan for action items within the Strategic Plan. This also included a facilities master plan and a plan to effectively understand the community needs. These topics will be discussed this afternoon at the Long-Range Planning meeting. The target timeline provided by Chair Young for the community-wide surveyor is February 2023. The purpose of the survey, (mimicking the survey from 8-9 years ago to the residents), is to obtain comments on the current wants and needs of the community.

An important discussion on the Strategic Plan will take place at the next Board meeting on June 6th. Chair Young requested comments from the Board to be returned to Mr. Gignac prior to June 5, 2022.

**Policies & Procedures Committee** – Supervisor Schwarz discussed the review of the HGRD Policies & Procedures and Rules and Regulations update. She noted that one change is removing citations of sections of FL statutes (which change) and replace in the document with the applicable chapters of FL statutes, as suggested by Tom Hart. The policy should stand the test of time, the rules and regulations should change as the environment changes. The committee continues to meet every other week with the goal of submitting the document to the Board for approval at the end of the calendar year.

**Problem-Solving Taskforce** – While there was not a meeting to report on, John Cowgill gave an update on the restaurant renovation. Mr. Cowgill had a conference call with GM Belknap, Beth Brucker, Jeff Stultz, and Ryan Richards (RG Architecture) to discuss alternatives related to the estimate of probable costs, budget, and options. To get something to review, the Board needs to set a target expenditure. If the target is \$1.8M then the group continues to review what they have to ensure that is the number. If the number is \$1.4M then they can discuss sacrifices to get to the number. If the number is \$1M then they know they must make enough modifications to get to that target.

They also discussed putting the project off for a year. The consensus was you can put it off and develop the other projects so you would know, for certain, how much and where the restaurant funding would come from. But, given cost escalations, it would probably cost more. No one knows but the guesses were 8%-10% unless there is a downturn which may reduce some items. But realistically, we would not save much below this projection using this concept. They spoke about each line item and where possible savings could be realized. The ceiling, the folding divider doors with the glass enclosures, and the electrical with all new lighting were the largest items. There were other smaller opportunities but everything that can be reduced saves costs.

An extensive discussion took place about renovating the restaurant. Supervisor Polvinen reiterated her objection to putting the restaurant renovation on hold. GM Belknap will determine the bond projects that can be completed now and what restaurant items we can purchase now. This is to be available for the Board's review at the June 6, 2022 Board meeting. It was suggested that Wegman Designs make recommendations for the potential remodel of the lobby. Update of the lobby needs to be authorized by the Board sooner rather than later. The Board will decide on this project at their next meeting.

VII. **FINANCIAL REPORT** – Controller Lynn Brew reported on the month’s financial variances as follows:

- Admin \$3,625 favorable, YTD \$33,303 favorable
- Restaurant \$5,932 unfavorable YTD \$62,253 unfavorable
- Clubhouse \$4,152 favorable, YTD \$4,959 favorable
- CLIS \$1,207 unfavorable, YTD \$832 unfavorable
- Fitness \$6,445 unfavorable, YTD \$1,007 unfavorable
- Golf Maintenance \$27,260 favorable, YTD \$3,914 unfavorable
- Pro Shop \$15,362 unfavorable, \$219,322 unfavorable
- All Departments \$5,992 favorable, \$249,049 unfavorable

VIII. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap provided an update on Bond Project Expenditures and Costs.

**Sports Complex & Pickleball** - Stultz is working with the site contractors to schedule the demolition of the shuffleboard and bocce courts.

**Multi-use Cart Path** - Thursday, May 26th is our pre-application meeting with the Department of Community Development to discuss the multi-use path.

**Bridge Inspection** - Hans Wilson Marine Engineers are aware that we are in dire need of their report on the bridge by the Golf Shop.

**CLIS Project** - It was decided that instead of replacing all the Irrigation valves at one time, we would evaluate the valve then replace it with a preferred Hunter valve. This was shared with the 3 bidders and we are still awaiting one more bid before going to the Bid Oversight & Finance committee for Controller #1. The bids range from \$50k to \$71k.

**Monday Food Trucks** –The residents seemed to enjoy the food truck atmosphere and the district sold \$1,500 in food and drink, including 53 hot dogs. (25 was the over/under.) The event was a success. A big thank you to Supervisor Schwarz who, for 3 straight hours, wrote down orders and resident names allowing for a smooth flow throughout the evening. Chef Jason is looking into having additional event offerings this summer.

**Fitness Center Humidity** - Building Maintenance Manager Dan Parker will further investigate the humidity/vapor barrier issue at the fitness center.

**Budget Meetings** - On Thursday and Friday, Mrs. Brew and GM Belknap met with each department head for the first round of budget talks. Each manager realizes the importance of this budget cycle and has put a lot of thought into developing next year’s estimates.

**Golf Course - Certificate of Completion** - The golf course renovation certificate of compliance has been received. It represents the final inspection and the completion of the LDO. GM Belknap is still awaiting the lake management plan from engineer Jim Ink so the lake bank priorities can be made.

**Jeff Buxton Meetings** - Mr. Buxton and GM Belknap have been discussing both F&B and Golf membership data. Mr. Buxton has been examining the data provided to him and will present his analysis prior to the budget meetings.

**CLIS Sprinkler Damage** - In March, a sprinkler head located on a standpipe on Via Presidio burst causing water to infiltrate the residence. The resident contacted their insurance claims adjuster to start the subrogation process, which was communicated to our agent last week. The total claim is just over \$7k. In discussing the matter with our insurance agent, they recommended filing a claim with our carrier.

IX. **OLD BUSINESS** - No old business was presented.

X. **NEW BUSINESS**

Board meetings are scheduled for October, November, and December as attached (Attachment B).

The Board decided to postpone committee reports to the second Board meeting of each month.

XI. **RESIDENT COMMENTS** - No resident comments were presented.

XII. **UPCOMING MEETINGS**

- Monday, May 23, 2022—Long Range Planning—1:00 p.m.—CR-C/Zoom
- Wednesday, June 1, 2022 – Policies & Procedures —1:00 p.m. - Location TBD
- Monday, June 6, 2022—Board of Supervisors Meeting—9:00 a.m.—CR-C/Zoom
- Monday, June 13, 2022—Facilities & Amenities Meeting—9:00 a.m.—CR-C/Zoom
- Monday, June 20-23 – 2022-2023 Budget Workshops —Each Day at 9:00 a.m.—CR-C/Zoom
- Friday, June 24, 2022—Board of Supervisors Meeting—9:00 a.m.—CR-C/Zoom

XIII. **ADJOURNMENT** took place at 11:10 a.m.

06/06/2022  
Date

SUBMITTED BY:



Karon Bennett, Executive Assistant

APPROVED BY HGRD BOARD:



Peter Overs, HGRD Board Vice-Chair

06/06/2022  
Date

# **Attachment A**

## **Hérons Glen**

### **Adopt a Hole Program**

The purpose of the Adopt a Hole program is to improve the playing conditions of the golf course by eliciting the help (voluntarily) of Herons Glen Golf members/residents who can take active “ownership” and select (adopt) a particular hole on the golf course and perform only the following:

1. Filling divots with sand on tees and fairways... everywhere.
2. Repairing ball marks...everywhere, but more specifically...**the greens**, and... the apron in the front of the green
3. Picking up tees...broken and otherwise on the tees, especially on the par 3 holes
4. Picking up other trash that may be in the area
5. Keeping a log sheet of work performed and returning it to the captain promptly (captain will provide the forms).

Volunteers are asked to commit to 30 minutes a week and be mindful of after hour golfers that may be on the course.

**IMPORTANT:** Volunteers should keep to known areas that are easily accessible; avoid areas that may be too risky.

Each hole will have a captain. The responsibilities of the captain include the following:

- Organizing “work days/times” with the volunteers for that specific hole
- Coordinating with the Golf Maintenance Director and/or Golf Pro to schedule work days on the course after hours (not when the course is closed for maintenance)
- Inputting volunteer work logs data into an Excel spreadsheet for tracking and accountability
- Reporting data to the Golf Maintenance Director monthly who can then share with the community for transparency of work accomplished.

The number of volunteers is limited to 8 for Par 3s and 10 for Par 4s and 5s. With that said, the Hole Captain should limit the traffic on each hole to no more than 3 volunteers for Par 3s and 4 volunteers for Par 4s and 5s at any one time.

You may sign-up to be a volunteer or a hole captain by filling out the attached form. You will be notified if you are selected as a volunteer, captain, or alternate.

## **Attachment A, continued**

### **Adopt-A-Hole Volunteer Form**

By signing up, volunteers agree to indemnify and hold the District harmless from, and expressly waive, any claims for personal injury while performing these duties.

First Name\* \_\_\_\_\_

Last Name\* \_\_\_\_\_

Email Address\* \_\_\_\_\_

Phone Number\* \_\_\_\_\_

Hole Number\* \_\_\_\_\_

Captain\*      Yes ☐ No ☐

What months are you in residence in the Glen?

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Year-round | <input type="checkbox"/> July      |
| <input type="checkbox"/> January    | <input type="checkbox"/> August    |
| <input type="checkbox"/> February   | <input type="checkbox"/> September |
| <input type="checkbox"/> March      | <input type="checkbox"/> October   |
| <input type="checkbox"/> April      | <input type="checkbox"/> November  |
| <input type="checkbox"/> May        | <input type="checkbox"/> December  |
| <input type="checkbox"/> June       |                                    |

Please return form to the Pro Shop.



## Attachment B

### 2022 HGRD Board Meetings and Other Events

#### REGULAR MEETINGS

Zoom/CD RM C\*

#### OTHER EVENTS

Zoom/CD RM C\*

Monday, June 6 at 9:00 a.m. Friday, June 24 at 9:00 a.m.	<b><i>2022-2023 Budget Workshops</i></b> Monday, June 20 – Thursday, June 23 All at 9:00 a.m.
Monday, July 11 at 9:00 a.m. Monday, July 25 at 9:00 a.m.	
Monday, August 15 at 9:00 a.m.	
Monday, September 12 at 9:00 a.m. Monday, September 26 at 9:00 a.m.	<b><i>Budget Approval</i></b> Thursday, September 1 at 5:00 p.m.
Monday, October 10 at 9:00 a.m. Monday, October 24 at 9:00 a.m.	
Monday, November 14 at 9:00 a.m. ****Nov 24 is Thanksgiving Monday, November 28 at 9:00 a.m.	
Monday, December 12 at 9:00 a.m.	

*Approved by the Board on Monday, May 23, 2022*

\*If a large turnout is anticipated for a Board Workshop or Meeting,  
the Ballroom will have to be used.



## **RECREATION DISTRICT REGULAR BOARD MEETING**

June 6, 2022, at 9:00 a.m. in Card Room C

### **MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Vice-Chair Overs opened the meeting at 9:00 a.m. Chair Young attended via Zoom.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett took roll call (attendees are listed above).
- IV. **APPROVAL OF MINUTES**
- *Supervisor Kulkoski made a motion to approve the minutes from the Regular Board Meeting on Regular Board Meeting on May 18, 2022, and May 23, 2022. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. was excused from the meeting. In his absence, Vice-Chair Overs presented the following resolutions to the Board:
- **RESOLUTION 2022-10:** *Supervisor Kulkoski moved to approve Resolution 2022-10, Chair Young seconded the motion, and the Resolution was approved as follows:* A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR BALLROOM RENOVATIONS PROJECT, SPECIFICALLY DARKENING SHADES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
  - **RESOLUTION 2022-11:** *Supervisor Kulkoski moved to approve Resolution 2022-10, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows:* A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURE FROM 2021/2022 OPERATING BUDGET FOR PREPARATION OF DISTRICT’S ANNUAL TAX ROLL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
- VI. **COMMITTEE REPORTS** – Due to the lack of meetings since the last Board meeting, the Committee Reports have been moved forward to the June 24, 2022, Board Meeting. This will occur regularly in balance with the Board meeting schedule.
- VII. **RECOMMENDATIONS**
- Adopt-A-Hole Program** - Becky Gignac, Chris Ewing, and Tim Kortanek met concerning the Adopt-A-Hole Program and agreed to allow volunteers on the golf course three Monday afternoon’s a month. Mr. Kortanek will communicate any issues on those days. The program was re-written to be clearer on roles. In speaking with Green Committee Chair Jon Edinger, it was determined that the volunteers need more time on the course. More discussion will take place to determine if more volunteers can be on the course on non-shotguns days, at the end of the day with the understanding that most volunteers will be golfers themselves who will understand the program. The Green Committee will put together the program and adjust it going forward. Discussion took place on the policy for the Adopt-A-Hole Program and procedures will be maintained by the Golf Shop.

**Strategic Planning Review** – Fred Gignac clarified a few things before turning to Jeff Buxton’s comments. The committee has started a “Project prioritization by category”, which is something that capital planners use a lot. This is basically a financial plan. Capital planners are trying to describe and develop the need. He suggests that we take a look from a different aspect when developing projects and getting them implemented. For example, the bridge looks like we do not need anything done to the bridge by the Golf Pro Shop, Mr. Gignac assumes that will be taken off of the bond list. Do we have a need to have something in the long term for funding? Part of the long-term plan is designed to get folks thinking, what if? What if we can’t? Are there compromises? Things like this will affect the Bond Projects and the capital plan.

Jeff Buxton led a discussion on the updated draft of the Strategic Plan, its proposed action items, template to address an implementation plan for the action items and the positions of responsibility. One key action item owned by LRP is to develop an

annual survey to gain resident input on amenities and services. This will show us how we are doing with service and where we can improve. The survey is in draft form within LRP to be sent to residents in the Fall. The results of that survey will be used for planning purposes. Supervisor Kulkoski is giving the Facilities & Amenities a master plan is a huge job and cannot be completed within 2 years. Depending on the timeline, the plan is to develop and align with facilities development. GM Belknap and Mr. Buxton have worked on the analysis of the restaurant operations to give a framework for restaurant goals from an operational and financial perspective.

- VIII. **GENERAL MANAGER'S REPORT** – GM Belknap and Problem-Solving Taskforce Chair Jon Cowgill updated the Board on Bond Projects. In **Attachment A** you can read GM Belknap's entire GM Report which includes 3 options of budget comparisons for the renovation of the restaurant and lounge. An extensive discussion took place on the subject. The Board discussed postponing the project and restarting it in November, the driver on the end date is the order of the FF&Es and bar equipment.

Supervisor Schwarz suggested that the Board let the community know what the interior design is, selected colors, etc proposed for FF&E, as it can be shared. Let residents know the three design options being discussed, and provide them with a survey to determine if the community wants more lounge and casual areas.

**Resident comments concerning the restaurant renovation were noted as follows:**

- Patty Cummings stated that the Board should devote as much time to other Bond projects as they have given to the golf course and the restaurant renovation. She would like all ideas shared with the community through emails and videos. One thing she felt strongly about was the lack of a discussion on the bocce renovation. Mrs. Cummings is concerned about being back to square one with the restaurant project. She reminded the group that the restaurant was originally an open floorplan until a certain group plan decided otherwise. Mrs. Cummings suggested that the Board pick a plan that is flexible, reasonable, and will work for many years to come. She stressed the importance of resident opinions.
- John Bock asked for solid numbers on the budget and what is under contract. The golf course was \$5.9M, the signed contract bocce \$758k, pickleball committed, and the storage building cost is unknown. What will be dropped? Mr. Bock suggested that numbers will come down because, in his opinion, nothing lasts at 8.5% inflation for over a year.
- Ken Marohn questioned restaurant operations to determine why people don't frequent the restaurant. He asked whether all operational aspects of the facility have been analyzed. He mentioned the following concerns:
  - Monetary losses
  - Low resident participation
  - Poor and slow service
  - Guaranteed gratuity with no incentive to do a better job
  - Food quality
  - Are we fine dining or casual dining?
  - Redesign necessary
  - People don't go there, why? We are not required for a restaurant.
  - Why are we not open full-time?
  - Get the restaurant operational at best before blowing good money.
- Dave Drammel, who has a large golf group, asked why we don't serve breakfast more often. GM Belknap responded by saying that we are constantly recruiting staff in order to add to provide more opportunities to dine at the restaurant. Hours of Operations will be reviewed at budget time. Chair Young stated that only 25% of the community currently uses the restaurant.
- Kim Bock asked if the issue with broken sprinklers is being addressed. Chair Young addressed this comment. The CLIS system has multiple issues, particularly in the historic district. This portion of the community has 30-year-old wiring that has been severed on many occasions and wiring in the ground must be replaced. GM Belknap and the CLIS Manager have reached out for quotes. Minimal issues in the back of the community will be addressed in a long-range plan. This is an essential piece of work to be done, the Board considers this a high priority.

IX. **OLD BUSINESS**

Supervisor Kulkoski will draft a letter from the Board to the community with restaurant renovation details and floor plan to go out in the next few weeks.

- X. **NEW BUSINESS** – None was presented.

**XI. RESIDENT COMMENTS**

Beth Burnett suggested that a quote be provided by the company that handled her residential pool deck to resurface our commercial pool deck with rubber rock. Mrs. Burnett and Mrs. Cummings also suggested getting bids on different types of metal buildings.

Richard Misener expressed concerns about the golf course maintenance blowing fresh-cut grass from hole #2 onto his property and into the lake. He would like to see the grass drug, vacuumed, or blown in a different direction. GM Belknap stated that the budget this year will include the addition of a vacuum-type mower.

Kim Roerke would also like to see other options on rubber rock bids. She asked if we are we going to replace handles on the ladders to the pool. Dan Parker will be asked about the covers being put back on.

**Complaints concerning the restaurant were noted as follows:**

- Nick Rossi - How can staff dictate when they can close?
- Beth Burnett – It's time for a change, too many internal issues.
- Patty Cummings – The patrons would like to see the Tuesday dinner menu return during Bingo.
- Richard Misener – "We want what we want, when we want it".
- Martin Shea - She hopes that the new F&B Director has marketing experience.
- Susan Darcy - In favor of more casual dining, however, it starts with service and the quality of food.
- Kenny Hartfield - Good ideas, lots of know-how, he is not for putting more money onto the restaurant.

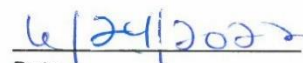
**XII. UPCOMING MEETINGS**

- Monday, June 20 -23 – 2022-2023 Budget Workshops - Each Day at 9:00 a.m. - CR-C/Zoom
- Friday, June 24, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- Thursday, June 30, 2022 - Green Committee - 9:00 a.m. - CR-C/Zoom
- Monday, July 11, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- Monday, July 25, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom

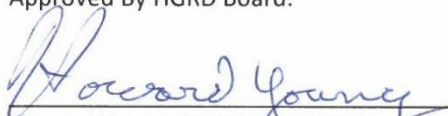
**XIII. ADJOURNMENT** took place at 11:36 a.m.

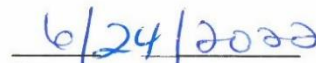
Submitted By:

  
Karon Bennett, Executive Assistant

  
Date

Approved By HGRD Board:

  
Howard Young, HGRD Board Chair

  
Date

## ATTENDANCE RECORD

Meeting Type: Board Meeting

Date: 6/10/22 Time: 9:00 AM

PLEASE PRINT YOUR NAME BELOW

1	<del>Peter Overaker</del>
2	<del>Dick Thomas</del> KB
3	<del>Ken Marohn</del> KB
4	Barb Trammell
5	Greg Trammell
6	Richard Misonce
7	Bill & Ben Byt
8	Dorothy Hayslett
9	Ernest Del
10	CHRIS KOZAK
11	Karen Mann
12	David Larson
13	Steve Simpson
14	May Ann Smith
15	Mary Allen
16	Bruce Hellyer
17	Mike Heris
18	Bobbie Ramsey
19	James E. Ryan
20	Mary Wright
21	Bob Bruckner
22	DICK MULLER
23	Marta Shea
24	Kimberly Bock
25	<del>Bill</del>
26	<del>Bob</del>
27	Patt Cunningham
28	Mary Koenig
29	Nick Rossi
30	
31	
32	
33	

## Attachment A



### GM Weekly Board Report for June 4, 2022

J.B. Belknap

**Restaurant Reno:** This past Thursday, a meeting was held with Mary Ann, John Cowgill, myself, Jeff Stultz and Ryan from RG Architecture. Discussion centered around the restaurant scope of work, cost ranges, and timelines. Attached to this email are two documents developed by John following the meeting. This first attachment outlines three options along with the corresponding range of magnitude costs for a full plan, a mid-range plan, and a basic plan. The second

attachment is a basic schedule or Gantt chart showing project tasks displayed against time for those three options. John and Mary Ann will expand on this further in Monday's meeting.

**Sports Complex & Pickleball:** Jeff Stultz said the site contractor and Mor Sports are coordinating a timeline and schedule for demo. He said the demo work should start by the end of the month but he will have more details this week. **Multi-Use Path:** The pre-application meeting with the Department of Community Development took place on May 26<sup>th</sup>. Charlie Krebs with Hole Montes led the Zoom meeting which had at least 8 county employees in attendance. From what I gathered; the County considers this is a pretty basic project so Charlie is still optimistic we can receive an LDO between 4-6 months.

**Bridge Inspection:** We are awaiting the written report from Hans Wilson engineering to confirm what their on-site engineer said on May 24<sup>th</sup> that the "bridge pilings are fine", "the bridge is in good shape" and "it's not going anywhere." They did return last week to do a "stringer" measurement to get a baseline for flex. Another measurement should be taken in 3-5 years to determine the rate of decline, if any.

**Storage Building Update:** I asked Jeff Stultz to comment on whether or not the \$700K budget for the storage building was still a viable budget number. Yesterday, he responded: *"In our original \$715k budget, we had \$45k for the development order, which I believe our LDO covers and on which money has already been spent. There's still another \$50k in Precon costs for engineering and permitting. That leaves \$620k for actual construction. Steel costs for the building have stabilized, but they're not going down. A lot of other items (electrical and utilities, in particular) are increasing significantly and/or are experiencing long leads times. Plus, this isn't just an empty storage warehouse. This building had some partitions and insulation, so it's a bit more like a standard building that one might think. So, I wouldn't decrease the budget and, as we go through design, we might need to make some choices to help keep us on track."*

John Cowgill also mentioned that the Stultz proposal for the Storage Building is for a total project, not purchasing a metal building package and that we would have around 37 weeks to occupancy from the start date. He said items that need to be considered include: Construction documents for permit, impact fees if required, utility fees; Metal building package-erected on the concrete pad; grading, site work and building pad; site utilities-sewer, water, electric; paving area; footing and foundation; concrete slab; electrical service panel; electrical service-outlets and lighting; plumbing-water, sewer and toilet; HVAC; fire sprinklers, fire alarm; security alarm; telephone service; framing, drywall, insulation-ceiling if desired in some areas; shelving and fencing; overhead doors; two exterior man doors; windows if desired; hardware; interior

doors; data, telephone, low voltage wiring; construction general conditions; caulking, sealing and weather proofing. **Pool Deck**: Jeff provided an initial cost estimate yesterday for the pool deck of \$350K. I've asked him to visit with us to drop off paver samples and look at the pool deck again just to make sure he is clear on the scope and ensure that Rich Small provided him all the information.

**Roof Update**: Last week, Dan was able to speak with the Crowther Roofing representative who provided us with a roofing quote back in February 2020. In his estimation, costs have risen 20% from his last quote which was \$640K. That would put us at \$770K today.

**CLIS Project**: We are still awaiting one more bid before going to the Bid Oversight & Finance committee for Controller #1.

**Budget Meetings**: On Thursday and Friday, Lynn and I finished up our second round of meetings with each department head. With the various challenges facing us in this upcoming budget cycle, we will be meeting again this coming week to refine the numbers.

**Jeff Buxton Golf Membership Analysis**: Howard and the LRP asked Jeff to work with me and analyze data regarding the golf operation and golf membership. Jeff will present his analysis during my report on Monday.

**GM Meeting**: A few highlights from my 2-hr. Zoom meeting Tuesday, May 24<sup>th</sup> with 30 other GM's in SW Fla. Bundled Club communities:

- Experiencing 30% or more price escalations with regard to CapX projects
- All were experiencing staff shortages following the departure of their H2-B staff. Multiple GM's stated that people were exiting the service industry due to a multitude of reasons, including working nights, weekends and holidays. Work/Life balance was also sighted.
- All are experiencing increased home sales in their communities. New resident fees are increasing from \$4k to \$5-\$6k. Those who already live in the community and purchase another home within the community, most clubs are offering a discount of 10%. Many clubs stated that if the existing resident didn't purchase the home, another new buyer would have paid the \$5k resale fee. A few Clubs offer 1/2 off but HG is the only club that doesn't charge a fee to existing owners purchasing a new home within the community.
- Golf was a highly discussed topic. Based on the hot real estate market, many of the new residents in these communities have been purchasing homes "sight unseen" and without really knowing how a bundled community operates. I was surprised by the number of GM's who were receiving complaints that their members weren't able to play the amount of golf they wanted to because of the Chelsea system. Based on their membership rolls, most GM's said their members are limited to 2 or 3 plays per week during the height of the season. Many new golfing members didn't understand the tee time allocation process: i.e. 600 golfing members with a max. capacity of 240 tee times available per day. (2 cross-overs at 120 per.) One GM at Vanderbilt in Naples commented about the difference between living in a Bundled community versus being a member at an Equity club which limits membership but is more costly. He said he has new members who maintain their membership at Vanderbilt, but have joined other Equity clubs so they can play more golf.

Thank you, J.B.



Heron's Glen Restaurant Preliminary Budget Estimate

5/17/2022	Option 1 Per Plan	Option 2 Mid Range	Option 3 Basic	
Plans	\$800	\$800	\$400	
GL, BR, Bond	\$44,000	\$35,000	\$18,000	
PM, Super, PA	\$21,900	\$21,900	\$5,000	Assumes project runs concurrently with
Dumpsters, Toilet, Misc	\$15,000	\$15,000	\$10,000	Bocce, PB, and pool deck
<b>Total GCs</b>	<b>\$81,700</b>	<b>\$72,700</b>	<b>\$33,400</b>	
Demolition/Concrete Cutting	\$40,000	\$40,000	\$20,000	
Concrete Patch/Ramp	\$20,000	\$20,000	\$15,000	
Carpentry/Trim	\$25,000	\$25,000	\$10,000	
Doors	\$25,000	\$25,000	\$15,000	
Framing/Drywall/Insulation	\$100,000	\$75,000	\$60,000	
Ceilings	\$130,000	\$80,000	\$50,000	
Cabinetry/Tops	\$75,000	\$75,000	\$75,000	
Flooring/Tile	\$125,000	\$125,000	\$125,000	This amount reflects using \$30,000
Paint/Stain	\$30,000	\$30,000	\$30,000	from Maintenance fund
Glass Enclosures/Mirrors	\$25,000	\$25,000	\$0	
Folding Doors	\$25,000	\$0	\$0	
TVs/AV	\$35,000	\$35,000	\$20,000	
Fire Alarm	\$10,000	\$10,000	\$5,000	
Fire Sprinklers	\$20,000	\$20,000	\$5,000	
Plumbing	\$30,000	\$20,000	\$5,000	
HVAC	\$30,000	\$20,000	\$0	
Electrical	\$250,000	\$150,000	\$30,000	
Railing	\$10,000	\$10,000	\$10,000	
Misc	\$50,000	\$40,000	\$20,000	
New Folding Wall	\$35,000	\$35,000	\$35,000	
<b>Total Construction</b>	<b>\$1,171,700</b>	<b>\$932,700</b>	<b>\$563,400</b>	
CM Fee @ 5%	\$58,585	\$46,635	\$28,170	Assumes project runs concurrently with Bocce, PB, & pool deck
<b>Total Budget</b>	<b>\$1,230,285</b>	<b>\$979,335</b>	<b>\$591,570</b>	
A/E, Interior Fees	\$125,000	\$125,000	\$125,000	
FFEs	\$340,000	\$340,000	\$340,000	This amount reflects using \$65,000 from CAPX
Bar Equipment Allow	\$100,000	\$100,000	\$50,000	
<b>Project Total</b>	<b>\$1,795,285</b>	<b>\$1,544,335</b>	<b>\$1,106,570</b>	

Bar configuration similar to plan

2 Glass Enclosures

Delete folding partitions

New Ramp at pool

Add/replace some lighting

New flooring/tile

Repaint All

Add service stations, salad bar

Lobby is new

flooring/paint/ceiling tile only

Square off/rebuild bar at current location/configuration

Open doorway in wall between bar and dining

Replace flooring, ceiling tile only (grid remains), repaint

Lobby is new flooring/paint/ceiling tile some renovation

Replace only damaged lights

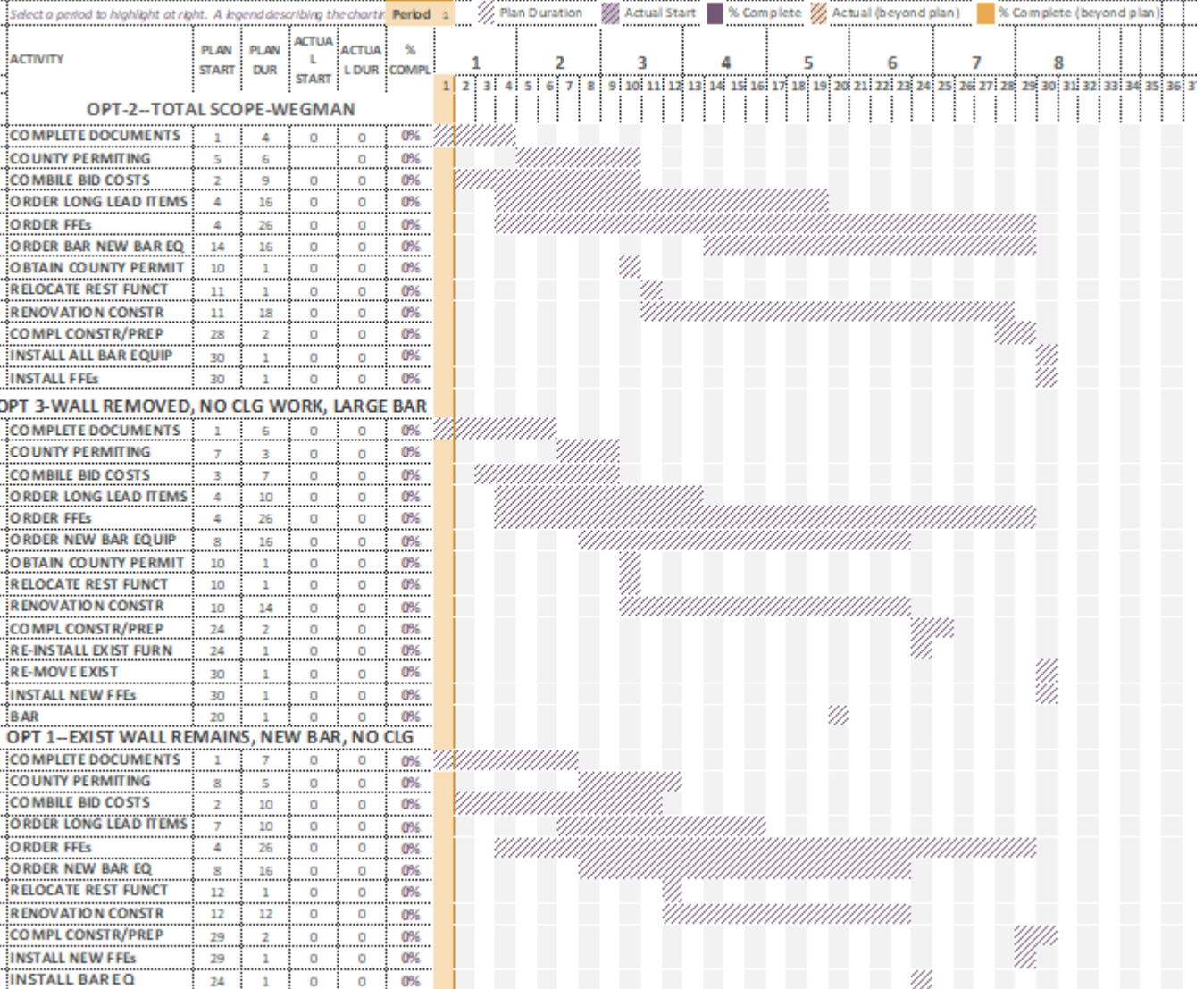
HVAC grilles remain

Add salad bar

Ramp at pool



# HGRD-RESTAURANT



## RECREATION DISTRICT REGULAR BOARD MEETING

June 24, 2022, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160>

Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

### MINUTES

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – -Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- III. **ROLL CALL** – Executive Assistant Karon Bennett took roll call (attendees are listed above).
- IV. **APPROVAL OF MINUTES**
  - *Supervisor Kulkoski made a motion to approve the minutes from the Regular Board Meeting on Regular Board Meeting on June 6, 2022. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***
- V. **REVIEW OF THE BUDGET** – GM J.B. Belknap and Controller Lynn Brew reviewed the preliminary budget.
  - – First Option – 10% increase, approximately \$203,539 subsidized from the long-term capital reserves.
  - – Second Option with the 8.5% increase in which \$248,467 would be subsidized by the Long-Term Capital Reserves.
  - - Capital Master List under CLIS, replacement of the multi-strand wiring in the back of the community (shown in 2024 & 2025). Proposed to re-wire and replace super decoders on 14 controllers in the front and back of the CLIS irrigation bond project, based on current preliminary project plans. This would reduce requirements over the next 20 years.

The CLIS re-wiring amounts were removed from the capital plan, to be covered by the Bond, to realize the savings. Discussion continued on the subject. Management has not had the opportunity to review the resulting changes Supervisor Schwarz did not support adopting the report presented until certain adjustments were made. However, this does not impact the assessment amount of \$634 per quarter, but rather the amount to be subsidized by the long-term reserves.

Chair Young mentioned a philosophy change to discuss regarding capital reserves and the use of bonds before going forward. This budget does not include the replacement of items that could be considered in the next bond in the regular working capital requirements of the 20-year capital plan. Supervisor Kulkoski noted that the bonds were reviewed in previous discussions during the Budget Workshops. The bonds are in 2 sets, the old debt which was called in and reissued at a much lower rate, and new money borrowed at that same time. The first set of bonds will be paid off in 14 years. At that point, the annual assessment for bond payments goes down dramatically, as identified in the "Fishkind" financial advisory report. The Board considered whether they assess current residents sufficiently enough money that the Board in 14 years does not have to consider issuing new bonds, as the money is already in reserves. To do so results in numbers substantially greater than what residents are currently paying through their assessments. The philosophy that the Board would like to adopt is that a Board, in approximately 14 years from now, will go back to the bond market and the residents living in Herons Glen will pay in the same way, sort of a pay-as-you-go rate. The Recreation District has the advantage that it can issue tax-free municipal bonds, that's how they got the 2.6% interest in the first place.

A large part is that this changes the amount needed for the budget and assessment on annual basis. Supervisor Overs pointed out that the District currently has at a \$2M capital reserve. This amount does not include the \$1.3M in

working capital funds, as this funds capital needs. There is also \$350K in an “uninsured” reserve fund, which is set by policy as the greater of \$350,000 or the District’s insurance deductible.

Further discussion took place on the significant 20% increase in health insurance. The available plans and costs offering takes place annually in August in order to become effective in October. This will be presented to the Finance Committee, who will recommend what’s in the best interest of the community. The hourly employees pay 15% and salaried employees pay 20% of their health insurance premiums. Employees I share in the increased costs.

**VI. DISTRICT COUNSEL’S REPORT** - Counsel Thomas Hart presented the following resolutions to the Board:

- *Vice-Chair Overs moved to approve the Preliminary 2022-23 Budget and Annual Assessment, Supervisor Schwarz seconded the motion, and the Resolution was approved as follows:* RESOLUTION 2022-12: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING A SPECIAL ASSESSMENT BUDGET REPORT RELATING TO SPECIAL ASSESSMENTS TO BE LEVIED IN THE DISTRICT TO OPERATE AND MAINTAIN THE RECREATIONAL FACILITIES; STATING THE INTENTION TO USE CHAPTER 170 OR CHAPTER 197, FLORIDA STATUTES AS METHODS OF COLLECTING SUCH ASSESSMENTS; CALLING FOR A PUBLIC HEARING TO BE HELD AT WHICH THE DISTRICT SHALL CONSIDER THE ADOPTION OF A NON AD VALOREM ASSESSMENT ROLL IN CONNECTION WITH SUCH ASSESSMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This includes a public hearing to be held on September 1, 2022, at 5 pm. Counsel Hart will publish. Notices will be sent to owners in the Recreation District. This now includes Mystic properties.

**VII. COMMITTEE REPORTS & RECOMMENDATIONS**

- Facilities & Amenities Committee- Supervisor Kulkoski mentioned that they have not had a meeting. He asked what tasks the Board wanted to work on specific to the Strategic Plan. Chair Young stated that this will be reviewed later with Fred Gignac and Jeff Buxton.
- Finance Committee - No meeting, No report.
- Green Committee – Board Vice-Chair Overs - No meeting, No report.
- Long-Range Planning Committee - Fred Gignac mentioned that the Long Range Planning Committee recently submitted a report to the Board. He reiterated that the biggest deficiency the committee has is the lack of the ability to make site visits. It’s important to work with each department to develop a long-term program and will emphasize that in the Fall. Further, Mr. Gignac stated that we need to build an organization to support the efforts started by Jeff Buxton.

Strategic Planning Review and Community Survey Update – Jeff Buxton mentioned that the 6 key initiatives of the Strategic plan have been started. One is how to address the facilities master plan and the restaurant services development plan, those are long-term in nature and will require much effort. Another initiative is the plan to further rely on bond finance. Chair Young and the Long-range Planning Committee are developing a plan to address the wants and needs of the community. A draft survey has been developed for the annual survey of the residents to be issued in September with a report to the Board at the beginning of the year. This will get us long-term trending, demographic elements, utilization, preference, importance, and satisfaction of the services and amenities. This will also give us some feedback on the use of focus groups that includes residents.

Chair Young shared his appreciation of subject matter experts such as Mr. Buxton who has helped us with the Strategic Plan and upcoming surveys. Volunteerism is so important to Herons Glen!

- Policies & Procedures Committee – Supervisor Schwarz updated the group and stated that the plan is to have the document for the Board’s review by the end of the calendar year.
- Problem-Solving Taskforce – Chair Young mentioned that the PSTF has been very beneficial to the Board. They’ve decided to add Craig Woolley to the committee in an advisory position. His skill set and experience will be a great help. Supervisor Kulkoski suggested that Craig Wooley be removed from the Facilities & Amenities Committee leaving one vacancy.

VIII. **FINANCIAL REPORT** – Controller Lynn Brew reported on the month’s financial variances as follows:

- Administration \$2,279 favorable, YTD \$ 36,184 favorable
- Restaurant \$2,856 unfavorable YTD \$ 74, 030 unfavorable
- Clubhouse \$507 unfavorable, YTD \$9,973 favorable
- CLIS \$638 unfavorable, YTD \$5,017 favorable
- Fitness \$794 favorable, YTD \$1,616 favorable
- Golf Maintenance \$16,676 unfavorable, YTD \$14,831 unfavorable
- Pro Shop \$19,032 unfavorable, YTD \$249,291 unfavorable
- All Departments \$ 36,638 unfavorable, YTD \$285,362 unfavorable

IX. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap

- The Board had a significant discussion and reviewed a presentation by GM Belknap and Jeff Buxton concerning golf course fees. The fees were presented, **excluding sales tax**, as follows:
  - Resident Single \$3,300
  - Resident Household \$5,280
  - Non-Resident Single \$4,900
  - Non-Resident Couple \$6,700
  - New Non-Resident memberships will be assessed a one-time Capital Contribution fee of \$1,000

It was noted that to keep the dues low and cover expenditures, the District must bring in outside play. Counsel Hart will amend Resolution 2022-12 to adopt components agreed upon.

*Vice-Chair Overs made a motion to approve golf fees to adopt golf membership rates for 2022-2023 as presented. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***

- GM Belknap updated the Board on the bond projects. According to Stultz, demolition and site work will begin on the bocce/shuffleboard courts (Sports Court) on July 18th however the courts will close on Thursday, July 14th to allow the Facilities Maintenance staff to remove benches, scoreboards, etc. before demolition. Stultz would like to have all the site work completed by August 12th so Mor Sports, the court construction company can begin construction either August 15th or 22nd depending on their schedule. November 15th is the targeted completion date. GM Belknap will begin a series of emails with pictures and videos to keep residents up to date on the projects.
- Pool Deck: Awaiting a quote from Rubber Rock. It was noted that there are not many clubs in our area where the product has been installed that we could view. Tables, chairs, and loungers for the deck are being priced out, over \$25k will go to Finance and Bid-Oversight for review.
- The group discussed the LDO on multi-cart path improvements.
- Clubhouse: Action Glass will be out to quote the replacement of storefront windows and doors.

X. **OLD BUSINESS**

- CLIS System - The CLIS, our 30-year-old home watering system, in the “Historic District” will require more updating than originally anticipated. Underground wiring needs replacing as well as some control components. Getting the CLIS system functioning properly is not an option. The cost of getting CLIS functioning properly will far exceed the allocation in the Bond Project Plan.

**MOTION:** Vice-Chair Overs made a motion to allocate \$1m to the CLIS portion of the Bond Project. Supervisor Polvinen seconded the motion. The motion was approved unanimously.

- Restaurant Renovation –Supervisor Kulkoski stated that the original \$600,000 in the bond did not include furnishings or artwork, it included the cost of structural changes only. It also did not include taking walls out or adding acoustical ceilings. Supervisor Polvinen stated that the budget, with the inflationary factor, has brought us over budget like all the projects. She would like the Board to agree on the number to spend on the restaurant so that she, GM Belknap, and John Cowgill can meet with Stultz to reach a more acceptable number.

A decision also needs to be made on the separation of the bar. The acoustic ceiling is an expensive component as well as the furniture. After considerable discussion and comments from residents, the Board agreed that the all-in budget for the restaurant, including contingency, will be \$1.4m.

#### Resident Comments on the Restaurant:

Patty Cummings stated that it's important to know what residents want. She mentioned that the bar is an easy way for many who are single and like to eat at the bar so that they can socialize. She pointed out that on special occasions everything is closed. Jim Burnett agreed with the closures. The Board stated that the hours of operation have been extended on Sunday. Beth Burnett stated that none of the servers want to go outside and if they do it is with a poor attitude. GM Belknap mentioned that this is an issue that a new Food & Beverage Director must work on. Neither the current nor proposed budgets include a server who directly works for the pool. The suggestion was made to include a question about a Kiosk in the survey.

Tom Stephens agreed that the restaurant needs a lot of work done, including structural changes. He agreed that the Board has one chance to make things right. He suggested an open meeting in the ballroom. Chair Young responded by telling the group about the concern of the cost structure taking off much higher than before and the inflation concerns. However, doing it incorrectly creates more operational issues.

Greg Trammell suggested that the Board pick the number that they are comfortable with and pick something that will look good for the next 14 years.

Mary Koenig told the group that service and redesign will not take away all service issues. Training is very important. The flow will help with service.

Susan Darcy noted the different opinions, and the need for a survey to get a consensus on what residents feel they need. She feels that the idea that construction will resolve the quality of the food and service issues is theoretical. The design does not mean that the staff will do better. She suggested hiring the F&B Director to allow them to work through the issues to get an idea of what the community wants. Mrs. Darcy cautioned everyone against thinking that a design or construction will solve all problems, it will not. An ongoing supervisor in management is needed to make sure the restaurant functions well. Kim Roerke agreed and suggested a meeting in the ballroom for residents, so everyone understands what is being spent and what it is going towards. Julie Krug reiterated what several residents have mentioned concerning service and the quality of food.

Jeff Buxton commented on resident input, he suggests that the best way to do this is with a series of smaller focus groups rather than large meetings in the ballroom. Vice-Chair Overs explained that the Board needs to decide on the restaurant renovation by September 1<sup>st</sup> to have it start on time in April. If we miss that deadline, we will be lucky to complete it by Nov 1st, going over that will lead us to many issues. This is why the consideration was being made to put off the renovation for another year.

#### XI. **NEW BUSINESS** – None was presented.

## XII. RESIDENT COMMENTS

- Joyce Gillespie HOA Manager, in assisting the HOA's Board and Finance Committee with budgeting, asked about the 20% CLIS irrigation increase for the HOA common areas that will be a direct passthrough to the residents. She asked, is the 20% increase for the CLIS irrigation, maintenance, and supplies for the common areas based on anticipated inflation only, or does it include enhancements to the CLIS services provided such as additional employees. Chair Young responded that yes, it is inclusive. It does include an additional employee; it impacts the location where there are valve locations and wiring systems.
- A discussion took place on how the District advertises for events and uses marketing to bring in more revenue. Management noted the suggestions such as coupon books, radio ads, and social media. Beth Burnett suggested a flyer or signs directing golfers to the restaurant in the golf pro shop and on the golf carts. Mr. Stephens also mentioned enhancing food and beverage with more BBQs and a beverage cart.
- Jim Burnett and Julie Krug asked about the cost of the steel storage. GM Belknap explained that the Stultz management firm is to provide us with an estimate for the bond validation process. Nothing is set in stone on the storage building, they need to come back with prices as a whole. Alternatively, we can directly purchase materials and not pay taxes.
- Nik Rossi mentioned that we need to do a better job recruiting local employees, and GM Belknap agreed. He explained why more and more clubs are turning to the H2B program in this area. Julie Krug asked where are we at with assisting Delroy East with his Green Card and employment at Herons Glen? Chair Young said this is a work in progress. GM Belknap stated that Pabian Law, an H2B law firm, estimates the cost of \$7k-8k and generally takes 2 years to obtain a green card. The question was how to keep Delroy working for the District Counsel Hart's advice was that Pabian Law develops a contract; however, they have not responded. We could also engage with a local labor attorney to write up a contract. GM Belknap is working on this. Further discussion took place on hiring locally.
- Mary Koenig, a Finance Committee member, said that she had spent most of her week in the budget meetings, and she thanked the Board for their hard work.

## XIII. UPCOMING MEETINGS

- Thursday, June 30, 2022 - Green Committee - 9:00 a.m. - CR-C/Zoom
- Monday, July 11, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- Monday, July 25, 2022 - Board of Supervisors - 1:00 p.m. - CR-C/Zoom

XIV. **ADJOURNMENT** took place at 12:15 p.m.

08/15/2022  
Date

SUBMITTED BY:  
  
Karon Bennett, Executive Assistant

08/15/2022  
Date

APPROVED BY HGRD BOARD:  
  
Peter Overs, HGRD Board Vice-Chair

## **RECREATION DISTRICT REGULAR BOARD MEETING**

July 11, 2022, at 9:00 a.m. in Card Room C

### **MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Vice-Chair Peter Overs
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – The approval of minutes for the Budget Workshops and Regular Board Meeting on June 24, 2022, moved forward to July 25, 2022.
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. Counsel Hart presented the Resolution 2022-13 to the Board:  
  
***Supervisor Schwarz moved to approve Resolution 2022-13, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows:*** A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT AMENDING RESOLUTION 2022-12; APPROVING A REVISED SPECIAL ASSESSMENT BUDGET REPORT RELATING TO SPECIAL ASSESSMENTS TO BE LEVIED IN THE DISTRICT TO OPERATE AND MAINTAIN THE RECREATIONAL FACILITIES; STATING THE INTENTION TO USE CHAPTER 170 OR CHAPTER 197, FLORIDA STATUTES AS METHODS OF COLLECTING SUCH ASSESSMENTS; CALLING FOR A PUBLIC HEARING TO BE HELD AT WHICH THE DISTRICT SHALL CONSIDER THE ADOPTION OF A NON AD VALOREM ASSESSMENT ROLL IN CONNECTION WITH SUCH ASSESSMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS** – Reports were moved forward to Monday, July 25, 2022
- VII. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap updated the group on the Bond Projects in the attached report.

Chris Ewing Head Golf Professional has submitted his resignation effective July 17, 2022. The search for Chris’ replacement has started the search and will be filled immediately.

GM Belknap has reached out to Wegman Interior Design to talk with them about FF&E options.

Ryker Johnson Irrigation Manager has gathered the three quotes from different construction companies required for the infrastructure work involving controller number one. GM Belknap will meet with him to get the packet ready for the Bid-Oversight Committee meeting. This will include the quotes for the Hunter valves.

Jeff Stultz Construction Manager continues to work on getting quotes for the storage building.

Hole Montes is working with Lee County on the LDO as the process continues on the multi-use path. GM Belknap will keep the Board updated.

Controller Lynn Brew mentioned that CLA (Auditors) will begin the operations assessment review of the administration department this week. The review team has been given job descriptions, and Standard Operations Procedures to assist in interviewing the administration and financial staff.

## VIII. OLD BUSINESS

**Board Budget Letter to the Residents** – Supervisor Polvinen mentioned the section of the budget letter under Golf Memberships: *“To accomplish this and still satisfy the needs of the membership, a reduction in overall membership was necessary resulting in higher fees.”* She asked if that was stemming from the Greens Committee wanting to reduce outside memberships. Vice-Chair Overs confirmed that she was correct, though they know that we are not offering outside memberships at this time, only the ability to rejoin. Supervisor Polvinen was opposed. Outside Membership will only be increased if resident memberships do not cover the forecasted budget. Supervisor Polvinen suggested that we should be looking for opportunities to increase membership and/or non-membership to get to a more reasonable rate for the current residents. Vice-Chair Overs stated that part of the challenge is that 60k rounds per year is a large number of rounds and they are attempting to keep the \$6M investment in the golf course in good shape. The second issue is that the 1/2 day closures on Mondays cause golfers to be bumped. In other words, to satisfy the golf course needs and resident needs, it was recommended to reduce the number of memberships. Much depends on who rejoins this year. We will not solicit outside memberships for the time being. Supervisor Polvinen agreed to leave the rationale in the budget letter

*Chair Young made a motion to accept the budget letter as written to distribute to the residents, Supervisor Schwarz seconded, and Supervisor Polvinen was opposed. The motion was approved.*

## IX. NEW BUSINESS

Chair Young asked for feedback on submitting a directed restaurant survey. Supervisor Polvinen asked that the draft survey be reduced in size. She added that she felt the survey was confusing and she is not in favor of the survey. Discussion took place on communications from the Board, surveys, and focus groups to get to where we understand what the community wants for the restaurant. Chair Young asked if the Board agreed that we have enough information to move forward with the restaurant. Chair Young and Vice-Chair Overs responded “no”. Supervisor Polvinen responded “yes”. Supervisor Kulkoski understood that residents want a larger bar and to remove a wall to accommodate that. He stated that at the last budget meeting the Board agreed to spend up to \$1.3M.

The Board agreed to decide by the 25th, yea or nay to move forward with the renovation to meet the September timeframe.

Supervisor Kulkoski mentioned his concerns about the Food and Beverage Operations during the 6 months that the restaurant needs to be closed for a renovation. He requested to see the assumptions of the cash flow during the potential closure period. GM Belknap proposed starting construction in May. He gave the projections for revenue and expenses for April through September 2023. The counterargument to delaying the F&B Director is to draw people into the ballroom by utilizing special events, theme nights, and catering to the full-time residents during the proposed summer closure. Let’s overachieve our revenue in the seven months that we are open. When the restaurant is closed for renovation, the plan is to move chairs and barstools to have the ballroom. The Board must decide whether to move forward with the restaurant renovation by Sept 1<sup>st</sup> at the absolute latest.

John Cowgill advised the group that the supply chain has improved. He is attempting to get the construction timeline in order. Supplies will need to be ordered early, November at the latest for a next summer renovation. He believed The further a decision and ordering is pushed out, the more opportunity for failure.

## X. RESIDENT COMMENTS

Tom Stephens cautioned the Board not to move forward with the restaurant renovation without looking at all alternatives. He suggested that an app or notice be given to the residents for lightning detection notification and to tell the residents what the sirens mean. GM Belknap will check with our lightning detection service, Thorgard.



XI. **UPCOMING MEETINGS**

- Monday, July 25, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- Monday, August 15, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- Thursday, August 25, 2022 – Green Committee - 9:00 a.m. - CR-C/Zoom
- Monday, August 29, 2022 – Finance Committee - 9:00 a.m. - CR-C/Zoom
- Wednesday, August 31, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom

XII. **ADJOURNMENT** took place at 10:21 a.m.

08/15/2022  
Date

SUBMITTED BY:  
  
Karon Bennett, Executive Assistant

08/15/2022  
Date

APPROVED BY HGRD BOARD:  
  
Peter Overs, HGRD Board Vice-Chair



## **RECREATION DISTRICT REGULAR BOARD MEETING**

July 25, 2022, at 9:00 a.m. In Card Room C

### **MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Executive Assistant Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	16

- I. **CALL TO ORDER** – Vice-Chair Peter Overs
- II. **PLEDGE OF ALLEGIANCE** – Vice-Chair Peter Overs
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – Budget Workshops June 20-22, 2022, and Regular Board Meeting on June 24, 2022. Approval of minutes for July 11<sup>th</sup> has been moved forward to August 15<sup>th</sup>.
- V. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq. confirmed that the Administration Office sent the proposed budget to the homeowners of each property in Herons Glen. He reminded everyone that the budget will be up for approval at the Public Hearing coming up on Thursday, September 1, 2022, at 5:00 pm in the Herons Glen Ballroom.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**

**Facilities & Amenities Committee** - Supervisor Kulkoski stated that Elaine Sawyer will take over as Facilities and Amenities Committee Chair. The next meeting will take place in October after receiving direction from the Strategic Plan.

**Finance Committee** – Supervisor Schwarz stated that there was not a Finance meeting in July. The next meeting will be August 29, 2022, unless a meeting is needed for the Bid-Oversight Committee to review.

**Green Committee** – Chair Edinger highlighted their recent meeting on June 30<sup>th</sup>. They are working on the lake management plan. The committee is pleased with the contact form on the heronsglenc.com website that allows residents to request service online. The Adopt-A-Hole program will begin in the fall golf season. The golf course ratings have been received. The course rating went down 1 point; the slope number went down as well. We knew this would happen following the renovation. A sub-committee is working to determine which holes are most difficult. They will send an email about collecting golf cards to gather the statistics.

The committee evaluated Stephen Boulton's request to remove 17 pine trees in front of his yard (along hole #17). The quote to remove them was \$2,000. Mr. Boulton was included in the discussion and mentioned that he was willing to install palm trees, at his cost, in their place. The Green Committee voted and unanimously denied the request for the following reasons:

1. The cost of the removal of the trees would be approximately \$2,000 or more to the golf course and a continued escalation of maintenance costs would directly affect the budget.
2. The Committee agreed that the appearance of Palm trees in the middle of a row of Pine trees was not aesthetically pleasing.
3. This singular request may set precedence for other requests that will affect the golf course budget as there are many other areas where homeowners might want similar modifications.
4. The neighbors on both sides of the property were not in favor of the removal of the trees.

The Board asked Mr. Boulton to address the Board. Restating that the pine trees are dirty and pose a threat if they fall. He also stated that a lot of people may be experiencing the same problem. The Board agreed that they will go back to the Green Committee to the project and review it again.

**Long-Range Planning Committee** – Chair Young followed up on the preparation of the restaurant survey with Jeff Buxton and Karon Bennett. The Board will be sent the latest version for the Board to review who will respond and send out the survey by Friday. The survey will be sent to all homeowners, allowing only one response per household.

**Policies & Procedures Committee** - Karen Mars stated that the completed Policies & Procedures document will be provided by the end of the calendar year.

**Problem-Solving Taskforce** – No meeting; therefore, no report.

**VII. FINANCIAL REPORT** – Controller Lynn Brew reported on June's financial variances as follows:

- Admin \$2,276 favorable, YTD \$36,184 favorable
- Restaurant \$2,856 unfavorable, YTD \$74,030 unfavorable
- Clubhouse \$507 unfavorable, YTD \$9,973 favorable
- CLIS \$638 unfavorable, YTD \$5,017 favorable
- Fitness \$794 favorable, YTD \$1,616 favorable
- Golf Maintenance \$16,676 unfavorable, YTD \$14,831 unfavorable
- Pro Shop \$19,032 favorable, YTD \$249,291 unfavorable
- All Departments \$36,638 unfavorable, YTD \$285,362 unfavorable

**VIII. GENERAL MANAGER'S REPORT**– GM J.B. Belknap updated the group on Bond Projects as follows:

**Sports Complex Update:** The area has been closed off for the demo and site work to begin. Dan and his team removed benches, scoreboards, structures, etc. Stultz is targeting site work to be completed by August 12th so Mor Sports can begin construction either August 15th or 22nd. Like what we did during the golf course reno, Mike Seiler of Trident video came out to shoot our first progress video. It should be edited and ready to send out next week. The before and after pictures/videos should be striking. Sitework will move to pickleball when the sports complex is complete.

**Pool Deck Update:** A meeting with Tropical Pools took place on August 9th to discuss the water feature. GM Belknap is confident that Tropical can help customize and design a feature to present to the Board. Stultz will be setting up a progress meeting sometime next week to further discuss the project and timing.

**Restaurant Update:** GM Belknap spoke with Loren Wegman last week and explained to her that although their design concepts are outstanding, construction costs have come in higher than expected causing us to rethink the project. Jeff Stultz will call a meeting with Wegman, RG, and us to discuss the path forward and various cost savings opportunities.

**CLIS Update:** The Bid Oversight committee met a week ago Tuesday to discuss quotes from three different irrigation companies for CLIS infrastructure work on Controller #1 as well as the bulk procurement of Hunter valves. The committee raised multiple questions that need further examination before the committee can make a recommendation to the Board. Following the meeting, I contacted Hole Montes, the engineering firm helping us with the Multi-Use path, to inquire if they could meet. The purpose was to talk about assisting us in the procurement process for our other large Bond projects: the roof, storefront windows/doors, and CLIS, as these bond construction items don't fall under the management of Stultz.

**Storage Building:** Jeff Stultz should have other architectural proposals this coming week. He felt with what MK Architecture had already done, the RG bid was double what he thought it should be.

**Multi-Use Path:** Hole Montes has submitted all plans to the County to receive an LDO. I'll continue to check with them as to the status.

**Head Golf Professional Position:** After talking with our local PGA Career Consultant on Monday, GM Belknap spoke to ten candidates so far without officially posting the job. He's also been in contact with other area pros/GMs who have provided potential candidates. Although time-consuming, GM Belknap will be diligent in finding a good fit who we can afford. Initial conversations with experienced PGA head pros, we're offering about 25% less than salary expectations.

Linda is now in charge of outside services in the Golf Shop. Further discussion took place on staffing concerns.

**IX. OLD BUSINESS**

Supervisor Schwarz tabled the proposed Approved Vendors List until the next meeting.

**X. NEW BUSINESS**

**Staggering Fees for Golf Memberships** – Supervisor Polvinen Inquired If it is possible to stagger monthly or quarterly dues for resident owners with a handling charge. Counsel Hart stated that it is possible, however, he cautioned against it for collection reasons. The HGRD can use its best judgment. Supervisor Schwarz Indicated that this is a cash flow issue for the District as a whole and the Board agreed. However, if resident membership falls below budget forecasts in October, we may have to offer new memberships to those living outside the gates of HG.

**Budget Meetings Schedule for 2023-2024 Fiscal Year** – Chair Young suggested that the process of preparing the budget be started in May in anticipation of getting the budget documents a couple of weeks earlier to the Budget Workshops. J.B. agreed to get the preliminary budgets in May rather than June. Counsel Hart advised the Board of the process to get documents out to residents and publicly published. The deadline is Sept 15<sup>th</sup>; however, the property appraiser wants it in 1st week of September. Using Lee County's due date as the starting point, the District must give 30 days' notice to homeowners of the budget meeting. The letter advising lot owners of the budget meeting and public hearing must be postmarked 30 days in advance of the meeting date. GM Belknap will come back to the Board with a proposed meeting date for 2023, with the target being June 1<sup>st</sup> to have the preliminary budget in hand for the Board.

Furthermore, Chair Young requested that the cash flow numbers be provided to the Board every month. The Board agreed; Vice-Chair Overs added that he would like a yearly cash flow as well. All Board members agreed that this is necessary. Controller Brew confirmed that she would get it done starting by the beginning of the fiscal year.

**Additional Board Meeting in August** – Vice-Chair Overs suggested an additional Board meeting in August. The Board agreed to meet on Wednesday, August 31, 2022, at 9:00 am.

**XI. RESIDENT COMMENTS** – Various residents presented their concerns on things such as:

- Attendees were shown where to find financials on the website (Governance – Financials).
- GM Belknap confirmed that he has some people who have expressed the desire to become non-resident golf members. There is resistance to bringing in nonresidents who compete with residents and getting tee times. Further discussion will determine this around October 1st.
- Richard Misener expressed concerns were expressed regarding three weeks of closures of the golf course, increased dues, and many golfers not adhering to handicap rules.
- Kim Rourke suggested that we look at service issues in the restaurant. She requested that residents have access to see the plans for the restaurant. The Board confirmed that once finalized, the presentation will be shared.

**XII. UPCOMING MEETINGS**

- Monday, August 15, 2022—Board of Supervisors Meeting—9:00 a.m.-CR-C/Zoom
- Thursday, August 25, 2022—Green Committee—9:00 a.m.—CR-C/Zoom
- Monday, August 29, 2022—Finance Advisory Committee Meeting—9:00 a.m.-CR-C/Zoom
- Thursday, September 1, 2022 – Public Hearing – 5:00 p.m. – Ballroom

**XIII. ADJOURNMENT** took place at 11:20 am.

SUBMITTED BY:

9/12/2022  
Date

  
Karon Bennett, Executive Assistant

APPROVED BY HGRD BOARD:

9/12/2022  
Date

  
Peter Overs, HGRD Board Vice-Chair

# ATTENDANCE RECORD

Meeting Type: Regular Board Meeting

Date: 7/25/82 Time: 9 AM

PLEASE PRINT YOUR NAME BELOW

1 RICHARD M. LEON

2 Mary Wright

3 James Yarnall

4 CHRIS KOTIK

5 TOM STEPHENS

6 Kathleen Petri 110

7 Dorothy Klawnsky

8 Nic Rossi

9 Beth Brudner

10 STEVE BRANTON

11 Joy Venker

12 Rick Rasmussen

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## **RECREATION DISTRICT REGULAR BOARD MEETING**

August 15, 2022, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160>

Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

### **AGENDA**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Vice-Chair Peter Overs
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – Budget Workshops June 20-22, 2022, and Regular Board Meetings on June 24, 2022, and July 11, 2022. Approval of minutes for July 25th has been moved forward to August 31, 2022.
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS** – Moved forward to August 31, 2022.
  - A. Cancel September Facilities & Amenities Committee Meeting – Supervisor Kulkoski
- VII. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
  - A. Updated Bond Projects
- VIII. **OLD BUSINESS**
  - A. Vendor Authorization – Controller Lynn Brew **(TAB 1)**
- IX. **NEW BUSINESS**
  - A. Pool Deck Timing – Chair Young
  - B. Pickleball Entry/Exit – Vice Chair Overs
- X. **RESIDENT COMMENTS**
- XI. **UPCOMING MEETINGS**
  - Thursday, August 25, 2022 - Green Committee - 9:00 a.m. - CR-C/Zoom
  - Monday, August 29, 2022 - Finance Advisory Committee Meeting - 9:00 a.m. - CR-C/Zoom
  - Wednesday, August 31, 2022 - Regular Board Meeting - 9:00 a.m. - CR-C/Zoom
  - Thursday, September 1, 2022 – Public Hearing - 5:00 p.m. - Ballroom
- XII. **ADJOURNMENT**



## **RECREATION DISTRICT REGULAR BOARD MEETING**

August 15, 2022, at 9:00 a.m. in Card Room C

### **MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Executive Assistant Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	36

- I. **CALL TO ORDER** – Vice-Chair Peter Overs called the meeting to order.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett called roll (attendees are listed above).
- IV. **APPROVAL OF MINUTES** – *Supervisor Kulkoski made a motion to approve the minutes from the Budget Workshops on June 20-22, 2022, and Regular Board Meetings on June 24, 2022, and July 11, 2022. **Chair Young seconded; the motion was unanimously approved.***
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS** – Supervisor Kulkoski announced the cancelation of the September Facilities & Amenities Committee Meeting. A new Chair for the committee will need to be decided in October.
- VII. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap updated the Board on the Bond Projects as follows:  
The “Chat with the GM” will be scheduled for Saturday, August 27<sup>th</sup> where we will address the budget, operations, projects, etc. A notice will be sent out to the residents next week by email.  
**Summary of Stultz Construction Meeting-Thursday August 11th**  
**Sports Complex**
- HONC will be wrapping up the demo on Friday and will then move to the pickleball site.
  - Surveyors here Monday to put in grade stakes to prep areas.
  - HONC and Stultz will be coordinating with Mor Sports regarding drainage. Mor Sports handles the court drainage and irrigation as it relates to the functioning of the courts.
  - Jeff stated he is a week and a half away from providing a critical path schedule.
  - We will select the top 3 color choices. According to the company, the standard colors are in stock. No delivery date yet. Once the top 3 colors are confirmed, Stultz will contact the supplier and determine availability and lead time. Fabric or canvas was discussed. Fabric lasts longer than canvass according to the company, however, our existing pickleball courts have a canvass structure.
  - Pavers: Stultz is quoting a late October delivery for pavers for the court area.
  - Lighting: Mor Sports installs the lighting and poles for the courts.
  - Stultz contends we are still on track for a Nov. 15th completion.

## Pool Deck

- Paving manufacturer will not have enough 12"x12" pavers for the job until December 17th. Therefore, Stultz suggests a pattern change mixing in the 12x12 with 6x6 & 6x9 as we have on our colonnades. Stultz said there would be no cost impact. All agreed, so GM Belknap notified Stultz the mixed pattern is acceptable. Stultz will attempt to get a 2-3 week notice of when the pavers will be shipped. Normal transport time is 1 to 2 days. They'll make weekly calls for the exact ship date.
- Stultz stated they will not be ready to close the pool following Labor Day and the closing date will have to be delayed since pavers won't be delivered until late October.
- It was preferred to begin the demo in late September for drainage & electrical work first and be ready for pavers. Stultz says there is a "significant amount of work before paver installation." Phasing the work was discussed starting with the North side first and keeping the pool open for those who want to deal with noise, dust, etc. John Cowgill reminded GM Belknap of ingress/egress concerns, potential flooding in areas, and logistics which will have to be addressed before deciding.
- Fencing & lighting- 2 permits are needed for the pool deck: fencing & electrical trade permit for lighting. Waiting on architect for lighting photometric. Jeff will have the fencing sketch for the permit next week and may have minor plan revisions to DO. It was decided not to change the fence gate opening. DO revision and fencing permit can run concurrently.
- Tropical Pools made a site visit for a water feature. Mary Ann & Beth outlined what the water feature should look like. Tropical recommended longer and narrower. 12'x 5'x 3'high with 10" higher back wall with possible logo. Tropical will have a sketch and pricing next week. Tile or stacked stone was discussed on the exterior perimeter of the fountain. Tropical will have an allowance built into their quote for this. Stultz does have a sub-contractor who

**Restaurant Survey:** The preliminary restaurant survey input for Board review. Thus far, 630 surveys have been completed. Results were sent to Jeff Buxton on Thursday afternoon for analysis. A preliminary review for the Board will be discussed at the next Board meeting on August 25th.

**Budget Information:** We have been contacted numerous times by residents this past week requesting budget information. We have sent out the budget documents to the various residents and posted the meeting minutes on the public side of the HGRD website ([heronsglencc.com](https://heronsglencc.com)). We have also posted the Zoom budget videos on the private side of the website here: <https://heronsglencc.com/group/pages/2022-budget-meetings-videos>.

**Bid Oversight/Finance Committee:** The Bid Oversight & Finance met on Friday, August 12<sup>th</sup> in three segments: a review of proposed liability insurance, a review of employee health benefits proposal, and a review of proposed CLIS valve purchase from 2020 bond funds. Dennis Popp, Finance Chair, presented recommendations concerning Health Insurance and CLIS valves. Management must bring the District liability insurance proposals back to the committee after updated quotes based on the recent appraisals of the facilities.

The Finance Committee, after reviewing the bids and requirements obtained by management, recommends purchasing 3 pallets, containing 448 Hunter valves each, from SCP at a unit price of \$55.98 and a total cost of \$75,237.12

**Chair Young made a motion to accept the quote by SCP to move forward with the valves from 2020 Bond Series money not to exceed \$75.5k. Supervisor Polvinen seconded; the motion was unanimously approved. This is a direct purchase. Counsel Hart will bring a resolution to the next Board meeting.**

The Finance Committee, after a review of pricing and the pros and cons of each insurance plan put together by the insurance broker BKS, unanimously recommended the renewal of employees' health insurance with FL Blue. This has the least impact on the employee, and with zero premium increase, it is below the 20% increase in the proposed FY2023 budget. Mr. Popp advised that FL Blue originally proposed a 12.3% increase, BKS negotiated the rate down to zero, although the District had several large claims which impacted the loss ratio. He noted that United Health Care proposed



a plan with savings of \$ 30k. BKS advised that United typically comes in low then the insured will pay for it next year and so you should plan a budget for multiple years. Mr. Popp commented that changing insurance companies would disrupt employees who would have to find new doctors, new pharmacies, new medication, or changes in their co-pay. *The committee believed that the best deal for Herons Glen is FL Blue. Chair Young motioned to accept a recommendation from the Finance Committee to accept the FL Blue quote for insurance. Supervisor Kulkoski seconded; the motion was unanimously approved.*

**Proposal for Replacement of Carpet** – GM Belknap proposed expenditures from the 2021-22 deferred maintenance budget, not to exceed \$10,500 budgeted for recarpeting the billiards room, card rooms B & C (\$8,500), food and beverage office, file room, thresholds in the dining room. Another request for a resolution to approve expenditures to install two new solid backsplash and countertops in activities Rooms A & B not to exceed \$7,500. All are deferred funds, except card rooms B&C, over \$5k makes those capital funds. Counsel Hart will provide a resolution. *Chair Young made a motion to replace the carpet as needed with the funding under deferred maintenance and capital. Supervisor Polvinen seconded; the motion was unanimously approved.*

#### VIII. OLD BUSINESS

**Vendor Authorization** – Controller Lynn Brew presented the recurring vendor authorization. *Supervisor Schwarz made a motion to accept vendor signatures as listed. Vice-Chair seconded; the motion was unanimously approved.*

#### IX. NEW BUSINESS

**Pool Deck Timing** – Chair Young expressed his concerns about the pool deck timing and LDO changes. The group will look at this at the end of the month after they see the critical path, permits, and pavers. It needs to be determined if disrupting the pool service is the right thing to do. We need sound delivery dates of materials.

**Recognition of People who have Passed in the Glen** – The Board discussed when someone who has served on the Board or a committee passes away, they should be recognized for their contributions in the Board minutes. It was decided to set aside a blank page of the Board minutes as a memorial on behalf of the deceased as it arises and under the circumstances where to Board is made aware of the passing.

#### X. RESIDENT COMMENTS

Sherry Long asked what percentage of health insurance the HGRD provides for its employees. Controller Brew stated 85% per hourly employees, 80% for salaried employees, and no contribution to insurance for their spouse or family. In Mrs. Long's opinion, as sources were not cited, the national average is closer to 71% and Florida 63%. She wanted to know why the Recreation District contributes the amounts that they do rather than passing the savings onto the residents by reducing the percentage. GM Belknap stated that according to benchmarking with local clubs, the insurance contribution is average, and it is used in the total compensation package to recruit and retain employees. Further discussion took place; however, it comes down to attracting good people with what we are paying and what we have to offer new and current employees.

Joe Fluharty asked that someone address new golf fees and proposals. The rates were set to maintain the course and get longer life. Any resident can become a member. Non-resident members can re-up but we are not actively seeking outside members. However, if we do not get enough residents, we will then actively seek outside golf members. A concern was presented over advertising for golf. GM Belknap responded that GolfNow is a three-month trial, it's one barter time, that we will try before the season starts. In August we are \$40k behind budget-wise on outside play. There is a balance as we have expenses that we have to meet with revenue.

Mary Lou Pierozzi stated that hole number 2 has significant issues. There is erosion around the lake, golfers coming towards the green, 360 turns on the green, how golfers are driving on the fairway, throwing cigars in the lake, and golfers

starting arguments. Basically, people are not following rules. She suggested keeping the name of the person driving the cart. Bruce Johnson from the Green Committee added that the starters emphasize golf rules to all guests such as the 90degree rule or cigarette disposal, however, it is hard to catch people.

Ken Marohn asked about a reissue of the finalized budget and why residents do not vote for approval of the budget. Some discussion took place explaining the budget process. Mr. Marohn and the rest of the group were encouraged to come to "Chat with the GM" with any questions that they'd like to present.

Joyce Forman asked if there will there be pictures to review the design for the pool deck. J.B. stated that he can put it in his newsletter when the information is available. Pavers were picked in conjunction with the sports complex and pickleball, he can put out a photo. The biggest change is just the expansion of the footprint of the pool deck itself. No raised deck, in essence just a larger deck with a bronze color fence.

XI. **UPCOMING MEETINGS**

- Thursday, August 25, 2022 - Green Committee - 9:00 a.m. - CR-C/Zoom
- Monday, August 29, 2022 - Finance Advisory Committee Meeting - 9:00 a.m. - CR-C/Zoom
- Wednesday, August 31, 2022 - Regular Board Meeting - 9:00 a.m. - CR-C/Zoom
- Thursday, September 1, 2022 – Public Hearing - 5:00 p.m. - Ballroom

XII. **ADJOURNMENT** took place at 10:49 am.

10/24/2022

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant

APPROVED BY HGRD BOARD:

10/24/2022

Date

Peter Overs

Peter Overs, HGRD Board Vice-Chair



## **RECREATION DISTRICT REGULAR BOARD MEETING**

August 31, 2022, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160>

Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

### **AGENDA**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – Regular Board Meeting minutes from July 25, 2022. Approval of minutes for August 15, 2022, has been moved forward to September 12, 2022.
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
  - A. Resolution No. 2022-14: Approving a final budget for the 2022-2023 fiscal year
  - B. Resolution No. 2022-15: Approving methodology for assessment and collection and final 2022-2023 assessment roll
  - C. Resolution No. 2022-16 - Approving and ratifying prior board action re capital and deferred maintenance expenditures for clubhouse improvements, and re Bond expenditure CLIS system valve purchase; re employee health insurance continuation and re approving the amended list of approved vendors; providing for severability; and providing an effective date.
- VI. **OLD BUSINESS**
  - A. Restaurant Survey Analysis - Chair Young and Jeff Buxton (**TAB 1**)
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Facilities & Amenities Committee - Supervisor Kulkoski
  - B. Finance Committee - Dennis Popp
  - C. Green Committee – Supervisor Schwarz in place of Jon Edinger
  - D. Long-Range Planning Committee - Fred Gignac
    - i. Strategic Planning Review
  - E. Policies & Procedures Committee - Karen Mars
  - F. Problem-Solving Taskforce - John Cowgill
- VIII. **FINANCIAL REPORT** – Controller Lynn Brew
- IX. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
  - A. Updated Bond Projects
- X. **NEW BUSINESS**
  - A. Fitness Center Office Space Rental - Supervisor Polvinen
- XI. **RESIDENT COMMENTS**
- XII. **UPCOMING MEETINGS**
  - Thursday, September 1, 2022 – Public Hearing - 5:00 p.m. – Ballroom Zoom
  - Monday, September 12, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
  - Monday, September 26, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- XIII. **ADJOURNMENT**



## **RECREATION DISTRICT REGULAR BOARD MEETING**

August 31, 2022, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160>

Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

### **AGENDA**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – Regular Board Meeting minutes from July 25, 2022. Approval of minutes for August 15, 2022, has been moved forward to September 12, 2022.
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
  - A. Resolution No. 2022-14: Approving a final budget for the 2022-2023 fiscal year
  - B. Resolution No. 2022-15: Approving methodology for assessment and collection and final 2022-2023 assessment roll
  - C. Resolution No. 2022-16 - Approving and ratifying prior board action re capital and deferred maintenance expenditures for clubhouse improvements, and re Bond expenditure CLIS system valve purchase; re employee health insurance continuation and re approving the amended list of approved vendors; providing for severability; and providing an effective date.
- VI. **OLD BUSINESS**
  - A. Restaurant Survey Analysis - Chair Young and Jeff Buxton (**TAB 1**)
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Facilities & Amenities Committee - Supervisor Kulkoski
  - B. Finance Committee - Dennis Popp
  - C. Green Committee – Supervisor Schwarz in place of Jon Edinger
  - D. Long-Range Planning Committee - Fred Gignac
    - i. Strategic Planning Review
  - E. Policies & Procedures Committee - Karen Mars
  - F. Problem-Solving Taskforce - John Cowgill
- VIII. **FINANCIAL REPORT** – Controller Lynn Brew
- IX. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
  - A. Updated Bond Projects
- X. **NEW BUSINESS**
  - A. Fitness Center Office Space Rental - Supervisor Polvinen
- XI. **RESIDENT COMMENTS**
- XII. **UPCOMING MEETINGS**
  - Thursday, September 1, 2022 – Public Hearing - 5:00 p.m. – Ballroom Zoom
  - Monday, September 12, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
  - Monday, September 26, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- XIII. **ADJOURNMENT**



## **RECREATION DISTRICT REGULAR BOARD MEETING**

August 31, 2022, at 9:00 a.m. in Card Room C

### **MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Executive Assistant Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	24

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:00 AM.
  - II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge of Allegiance.
  - III. **ROLL CALL** – Executive Assistant Karon Bennett took roll (attendees are listed above).
  - IV. **APPROVAL OF MINUTES** – Regular Board Meeting minutes from July 25, 2022, and August 15, 2022, was moved forward for approval on September 12, 2022.
  - V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. presented the following two resolutions in advance of the public hearing from the Board to review:
    - A. Resolution No. 2022-14: Approving a final budget for the 2022-2023 fiscal year.
    - B. Resolution No. 2022-15: Approving methodology for assessment and collection and final 2022-2023 assessment roll.
- Supervisor Kulkoski moved to approve Resolution No. 2022-16, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows:*** A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING AND RATIFYING PRIOR BOARD ACTION RE CAPITAL AND DEFERRED MAINTENANCE EXPENDITURES FOR CLUBHOUSE IMPROVEMENTS; RE EMPLOYEE HEALTH INSURANCE PURCHASE; AND RE CLIS SYSTEM VALVE PURCHASE; AND RE APPROVING AMENDED LIST OF APPROVED VENDORS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
- VI. **OLD BUSINESS**  
**Restaurant Survey Analysis** - See attached summary.

Chair Young mentioned that we, as a community, have struggled to find the direction we want to go with the restaurant renovation. The Board asked Jeff Buxton, a professional in this area, to create a survey that was sent to the residents, and we had over 600 people respond to that survey. Mr. Buxton led the presentation, giving high-level takeaways where the residents appeared to have definitive opinions. The summary stated that most of the comments recommended that the food quality, food consistency, and menu variety be addressed. In Mr. Buxton’s opinion, if those items are not addressed then no one’s opinion will change no matter what structural changes are made. Supervisor Polvinen added that a lot of these issues can be addressed by hiring a Food & Beverage Manager and putting Chef Jason Miller back in the kitchen. Vice-Chair Overs also agreed, adding that the addition of the H2B staff is another improvement. Supervisor Schwarz added that consistency is key to progress in Food & Beverage Operations.

Further discussion took place on the potential restaurant renovation. Chair Young agreed that the restaurant needs a change, however, he personally has a problem spending money when we have multiple projects within the bond, and we do not know the surplus of the bond money for the restaurant. Supervisor Kulkoski disagreed; he would like to

use the facility while he still can. For example, the CLIS project is now an emergency project because of its deterioration. He added that we have gotten far away from what the bond project CLIS was supposed to be, and we are now taking significant amounts of money away from other projects for the CLIS. Supervisor Polvinen also disagreed with Chair Young's opinion; adding that she feels the Board has an obligation to the community, who voted for the bond, part of which was the restaurant with renovation costs that were grossly underestimated. Vice-Chair Overs agreed with Chair Young; he explained that based on response time with engineering, architectural reviews, and contractor bidding, he does not see this project being done before April. He suggested that there may be more flexibility in waiting until further down the road. Supervisor Polvinen reiterated that she is looking for permission from the Board to get things rolling with the architect and designers, understanding that next summer may be the start of the project.

***Supervisor Polvinen made a motion to move forward with restaurant renovation, the timing based on when furniture can be received as the Board does not want to close the restaurant during the season, to include the 10% contingency not to exceed \$1.4M. Supervisor Kulkoski seconded the motion. Chair Young, Vice-Chair Overs, and Supervisor Schwarz opposed the motion. The motion was not passed.***

GM Belknap and Supervisor Polvinen will go back to Stultz and see what they can come back with a cost estimate update. It was stated again that we cannot take the wall out for \$1.2million plus 10%. They will address this at the September 12, 2022, Board meeting. A brief discussion took place on flipping the bar into the dining room rather than the lounge.

## VII. COMMITTEE REPORTS & RECOMMENDATIONS

**Facilities & Amenities Committee** - Supervisor Kulkoski advised the group that unless the Board has something the committee to address, they will not meet again in October. A discussion ensued concerning complaints of rowdy behavior and loud music at the pool; this is an issue that GM Belknap will address.

**Finance Committee** - Dennis Popp and David Brendsel asked the Board to look at options to increase investment funds. They have talked to several FL networks approved for investment of local government funds and requested that Board authorize the Finance committee to invite the firms to address its committee. David and Dennis suggested that Board members join the Finance Committee for presentations on cash investment opportunities. The Board concurred. Two of the local government investment pools also provide money management, creating cash flows for investments. David noted that everything discussed was included as a FL qualified public depository or a FL local government investment pool. Dennis will invite representatives of FL safe and FL Class investment pools.

**Green Committee** – Supervisor Schwarz reported in place of Jon Edinger. The committee is working on the golf course ratings, and distance markers at tee boxes, and provided a status of the ball wash purchase under donation money. The Adopt-A-Hole program is in progress. Their next meeting is on October 6th.

**Long-Range Planning Committee** - Fred Gignac was not present. The next LRP meeting is in October.

**Policies & Procedures Committee** - Karen Mars was not in attendance. Supervisor Schwarz said that the group is continuing to meet timelines for Counsel Hart and Board to review at the end of the year. Progress is being made as part of the Strategic Plan.

**Problem-Solving Taskforce** - John Cowgill reported throughout the meeting.

## VIII. FINANCIAL REPORT - Controller Lynn Brew reported on the month's financial variances as follows:

- Administration \$10,247 unfavorable, YTD \$25,937 favorable
- Restaurant \$5,076 favorable YTD \$67,954 unfavorable
- Clubhouse \$8,573 unfavorable, YTD \$1,400 favorable
- CLIS \$2,382 favorable, YTD \$7,399 favorable

- Fitness \$811 favorable, YTD \$2,027 favorable
- Golf Maintenance \$16,324 unfavorable, YTD \$31,155 unfavorable
- Pro Shop \$9,113 unfavorable, YTD \$258,405 unfavorable
- All Departments \$34,988 unfavorable, YTD \$320,350 unfavorable

IX. **GENERAL MANAGER'S REPORT**— GM J.B. Belknap shared the attached financial presentation.

GM Belknap also provided an update on the Bond Projects as follows:

**Bocce/Shuffleboard-Sports Complex:** Site work has been completed and the surveyors have completed grading and staking elevations at the bocce and shuffleboard courts. Yesterday, Todd from Stultz met with Mor Sports and HONC to review and prep for storm drainage. Todd will have further updates tomorrow at the next construction meeting. Mor Sports specializes in not only building the courts but also lighting, drainage and irrigation as it relates to the functioning of the courts. They will tie into the drainage infrastructure that HONC will be installing.

Mor Sports has two separate crews: one for bocce/shuffleboard and one for pickleball. Their bocce/shuffleboard crew will not be available until the first of October. However, Stultz wants to keep the projects moving and said HONC will continue site prep at bocce & shuffle while Mor Sports starts on pickleball in mid-September. Realistically, the Mor Sports bocce/ shuffle crew will start the first part of October at the Sports Complex. Based on their extensive experience, Mor Sports is targeting a 5-week construction timeline to install 6 Bocce courts and 8 shuffleboard courts including lighting.

**Pickleball:** HONC plans to start site work at the pickleball after the survey is completed Wednesday. The silt fence will be installed by Thursday with the pad and drainage work beginning after Labor Day. The construction site is quite large and will affect the routing of the golfers coming off #10 green going to #11. The total play area on the existing courts is 30'x 60' however the new courts will be built at 34'x 64' to give players more room to maneuver. Mor Sports is targeting 70 days for the construction, fencing, and lighting of the new courts. The plan is to get the area "pad ready" so Mor Sports can start. HONC will be working on drainage while Mor Sports is constructing the courts.

**Pool Deck:** The new pool pavers are on the production schedule and targeted to be shipped in the 3rd week of October and on-site in the last week of October. If confidence is strong that the pavers will be delivered the last week of October, Stultz is recommending starting the demo several weeks in advance of delivery. All options will be considered with respect to how long the pool is left open, but drainage work and landscape removal will begin in early October. Therefore, the plan currently is to keep the pool open through September. Again, timelines are subject to change but once the pavers are on-site, the target is 3-4 weeks to install. Please keep in mind that we will not close the pool until there is a high confidence level that the pavers will be on-site. As we have told Stultz, the goal is to open the pool back up as quickly as possible.

Lighting and electrical permitting is being coordinated with the engineering team and the lighting photometric is being handled by RG Architecture.

Fence installation should occur when the pavers are being installed.

Another progress video is scheduled for Friday and will be released after Labor Day.

X. **NEW BUSINESS**

**Fitness Center Office Space Rental** - Supervisor Polvinen was contacted by a resident who asked about charging Edge Physical Therapy and the Massage Therapist for use of their space in the fitness center. GM Belknap added that when he first came to Herons Glen there was a push for physical therapy. Apex Physical Therapy was not willing to return. Edge Physical Therapy was excited to join the fitness center and is paying a rental fee. GM Belknap considers this an amenity for residents and expressed his concern that additional fees run the risk of the therapists leaving.

XI. **RESIDENT COMMENTS**

Nic Rossi was shown where the survey results are posted on the members-only portion of the website. The analysis is under the "Communications" tab or find it by [clicking here](#). He expressed his concerns about the quality and consistency of the food and service in the restaurant. He also asked about an additional tv in Card Room, IT will work on adding a new TV or projection TV.

Patti Cummings mentioned that the CLIS has been a topic of discussion for many years. She considers CLIS #1 in importance of the bond projects and suggested that we do not defer on the issue.

Beth Burnett mentioned the Chat with the GM, she wanted to know if the health insurance had been decided at that point. Chair Young confirmed that the Bid-Oversight Committee and Finance Committee recommended staying with Florida Blue for employee health insurance. She added that in her career, therapists always paid rent to have space in an office building, and to set someone up with their own business and no overhead is ridiculous. Mrs. Burnett praised the waitstaff for coming out to the pool but had an issue with one server.

Mary Lou Pierozzi mentioned the negative comments that have come to the surface recently about the restaurant. She added that because of Covid many things have changed, and Chef Jason did take on additional responsibilities during that time. Mrs. Pierozzi emphasized the importance of supporting Chef Jason and moving forward with the improvement strategy that is in place for Food & Beverage Operations. Regarding dining room planning, she suggested that the wall coming down becomes a distraction from a nice private area. Chair Young confirmed that sound quality is being addressed in the renovation plan.

Mary Wright asked for clarification about outsiders using our golf carts. Discussion took place on documenting public golf players' names and contact information or licenses. Counsel Hart will follow up at the next meeting to confirm if the golf shop has the right to copy driver's licenses. GM Belknap will add get with the HOA Manager to see if the Chelsea Tee-Time System can be installed on the computer at the gatehouse so the guard can see who has a tee time and allow entry. Counsel Hart stated that the licenses can be copied but not scanned. IT will be asked how to address the issue.

In Jenny Kemp's opinion the food that was served when the previous Food & Beverage Manager was here, before Covid, was not particularly good. She asked why hire another manager to increase the quality of the food now. GM Belknap responded by explaining what typical clubs that subsidize do. They recruit professional chefs at \$150K/year and their Sous Chefs at \$80-100k/year. Therefore, you have these professional chefs who get paid very well in our area. This is why other local clubs subsidize their food and beverage operations for \$1M or \$800K, they hire the best and the residents understand that they will pay for it, and they expect excellence. Not that Chef Jason is not paid well; it is about funding those expectations. This is a balancing act. Supervisor Kulkoski added that the new Food & Beverage Manager will be expected to bring in weddings and other large events to the Ballroom from outside Herons Glen.

Tom Stephens added his input on tracking public golf players. Counsel Hart responded that the FL Statute does not allow us to scan driver's licenses due to the magnetic strip on the license. Mr. Stephens also suggested allowing the residents to provide comments prior to the Board voting on issues and passing motions.

Bob Weddleton stated that we should not lose sight of the fact that we are not a Fort Myers or Naples country club. He believes that spending \$ 1.2M on the restaurant now is insanity. The last 3 times he went to the restaurant with 4 other couples from 5:30-7 pm there were only 3 other couples there. There is a lot of competition in the area now. We are presently serving dinners in a lounge and restaurant; he would like to see the restaurant closed during summer. Chair Young replied by saying the reason we have held off on updating the restaurant is to get input from



the residents. The content of the community survey gives a better snapshot than the 20 people in one room. The misinformation that goes on daily out to the community is atrocious. It is always about communication.

Patti Cummings reminded the group that when Apex PT was doing screenings onsite, they were then sending residents outside of the community to their office location. People were left on their own at that facility. She believes that the experience for Edge Physical Therapy is entirely different; they provide one-on-one service. She added that our dining and lounge are an amenity. To Mrs. Cummings point, Mrs. Pierozzi asked if residents understand what an amenity is. We are different from other restaurants; we do not have turnover. Having a restaurant on site is a good thing.

Joyce Forman asked about full-time/seasonal residency on the survey. Jeff Buxton stated that the identification of high users was based on in-season, he looked at the results from all users of all time as well as results of high and low users in the season to see if there were stark differences in the results. Mr. Buxton did not see a big gap of differences, that is why he tended to focus on high users in the season. He added that all the data is available for anyone else who would like to analyze it.

Mrs. Forman expressed her disappointment about the Board attempting to move forward with a motion to spend \$1.4m on the restaurant renovation. (***The motion was not passed as seen above.***) She stated that no one has seen the design, the Board is working through the quality and service issues, the potential of paying an architect again, and the economic times we are in. In her opinion, we are not ready to spend \$1.4m. She does not think that decorating will increase revenue. She also added that she does not think the clubs that GM Belknap compares us to, such as Legends Golf & Country Club, are comparable when we consider things such as employee benefits. She further expressed her frustration about management not buckling down and fixing the issues at hand.

XII. **UPCOMING MEETINGS**


- Thursday, September 1, 2022 – Public Hearing - 5:00 p.m. – Ballroom Zoom
- Monday, September 12, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- Monday, September 26, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom

XIII. **ADJOURNMENT** took place at 12:05 pm.

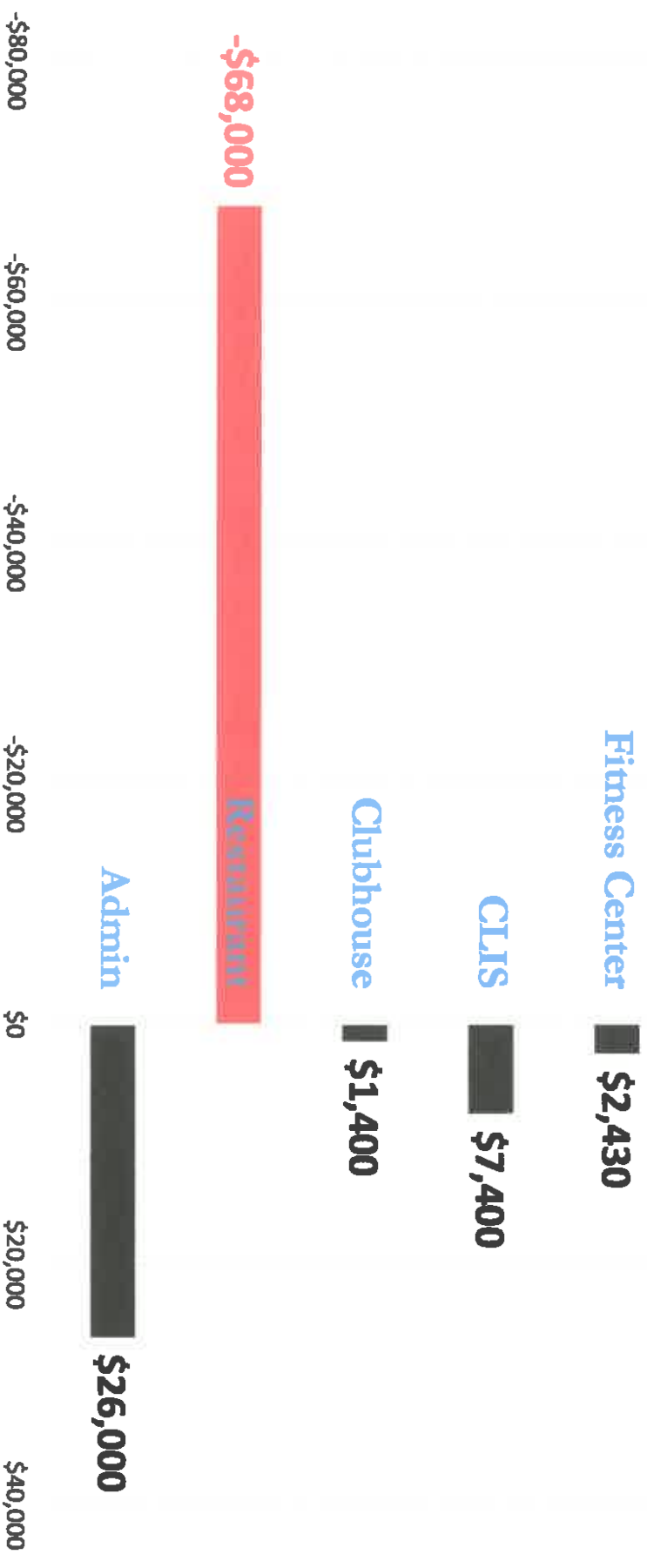
10/24/2022  
Date

SUBMITTED BY:  
  
Karon Bennett, Executive Assistant

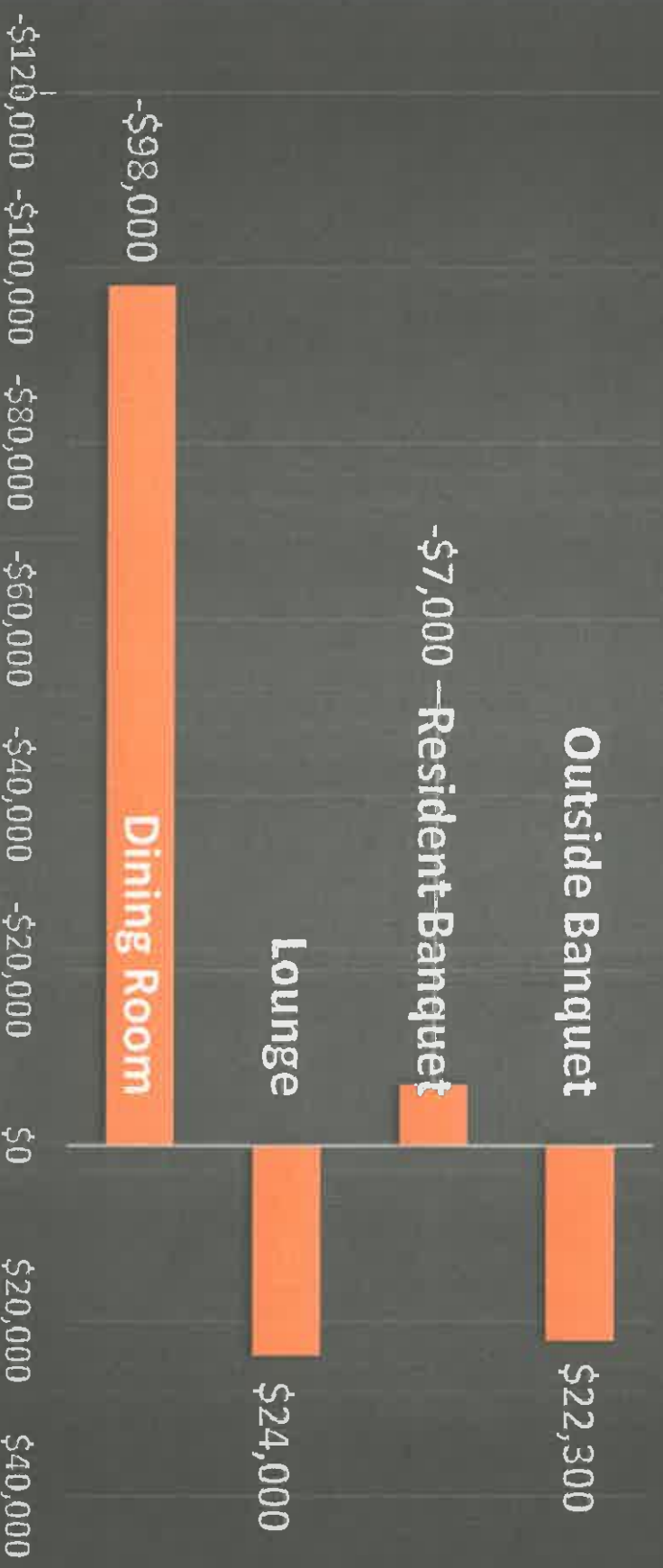
10/24/2022  
Date

APPROVED BY HGRD BOARD:  
  
Peter Overs, HGRD Board Vice-Chair

Non-Golf YTD Operating Favorability to Budget  
*thru July* \$30K unfavorable



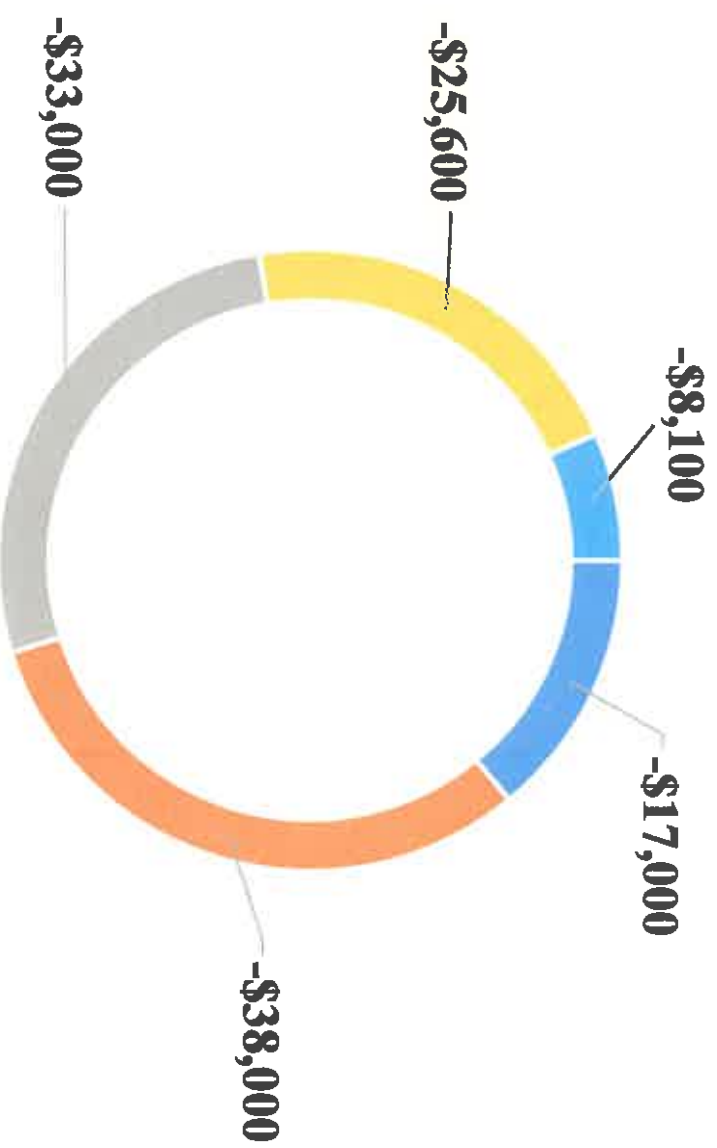
# F&B REVENUE-YTD (July) Variance to Budget: -\$58K or 4.2% unfavourability



**Golf Operations YTD Favorability to Budget thru July (10 months)**



**PRO SHOP YTD (July) REVENUE Variance to Budget:**  
**-\$122K**



- Merchandise GM Net Impact
- Resident Non Members
- Membership (592 vs. 603)
- Member Guest
- Public Play



**PUBLIC HEARING**  
**APPROVAL OF THE FY2022-23 BUDGET AND NON-AD VALOREM ASSESSMENT ROLL**  
**Thursday, September 1, 2022, at 5:00 PM in the Ballroom**  
**MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	Zoom	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Executive Assistant Karon Bennett	X
Asst Sec/Treas William Kulkoski	Zoom	Residents	14

- I. **CALL TO ORDER** – Chair Young opened the meeting at 5:00 pm with the purpose of adopting the FY2022-23 Budget and Special O&M Assessment.
- II. **PLEDGE OF ALLEGIANCE** – Chair Young led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett took roll call (attendees are listed above).
- IV. **APPROVAL OF 2021/22 HGRD BUDGET AND ASSESSMENTS** - Counsel Hart noted that the public notice and assessment for this budget meeting were advertised in the Cape Coral Breeze (Attachment A) and mailed out to the residents. Counsel Hart presented the following resolutions:

**RESOLUTION NO. 2022-14** - Tom Hart, Esq.

A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING A FINAL BUDGET FOR THE 2022-2023 FISCAL YEAR; PROVIDING FINDINGS; PROVIDING CONFIRMATION OF THE ANNUAL BUDGET; PROVIDING FOR ANNUAL ASSESSMENTS AND QUARTERLY INSTALLMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Chair Young invited anyone in the audience or on Zoom to speak, however, no comments were made.

- *Chair Young made a motion to approve Resolution 2022-14 and Supervisor Polvinen seconded the motion. **The motion passed, and the resolution was adopted.***

**RESOLUTION NO. 2022-15** - Tom Hart, Esq.

A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT FINDING SPECIAL BENEFITS; APPROVING METHODOLOGY FOR ASSESSMENT AND COLLECTION AND FINAL 2022-2023 ASSESSMENT ROLL; PROVIDING FOR PAYMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Counsel Hart stated that this resolution is used to adopt the assessments, some of which go on the tax roll, most of which go to developed homes as quarterly direct billing by the District. A copy of the budget is attached.

Chair Young explained the process of determining the budget. This is the very best that the Board could do with the money that they have to maintain what makes the lifestyle at Herons Glen to be considered paradise. He thanked the residents and opened comments to the public. No comments were made.

- *Chair Young made a motion to approve Resolution 2022-15 and Supervisor Polvinen seconded the motion. **The motion passed unanimously, and the resolution was adopted.***

V. **UPCOMING MEETINGS**

- Monday, September 12 – Regular Board Meeting – 9:00 AM - Card Room C/Zoom
- Monday, September 26 – Regular Board Meeting – 9:00 AM - Card Room C/Zoom

Chair Young mentioned the possibility of adding some Board meetings prior to the season. He also informed the group to watch for construction updates on the Bond Projects from GM Belknap.

VI. **ADJOURNMENT** took place at 5:09 pm.



## **MINUTES - RECREATION DISTRICT REGULAR BOARD MEETING**

September 12, 2022, at 9:00 a.m. in Card Room C

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Executive Assistant Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	6

- I. **CALL TO ORDER** – Vice-Chair Overs called the meeting to order.
- II. **PLEDGE OF ALLEGIANCE** – Vice-Chair Overs
- III. **ROLL CALL** – Executive Assistant Karon Bennett took roll call; attendees are listed above.
- IV. **APPROVAL OF MINUTES**
  - Chair Young made a motion to approve the minutes from the Regular Board Meeting minutes from July 25, 2022, and the Public Hearing minutes from September 1, 2022. Supervisor Polvinen seconded the motion. ***The motion was approved unanimously.***
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. was excused from the meeting.
- VI. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap provided an update on the Bond Projects:
 

**Sports Complex**

**Material delivery and Schedule:**

  - Survey/Staking was completed on September 6th, 2022.
  - HONC is doing site work; their duration is 3 weeks as of September 7th and will finish on the 28th.
  - Drainage and storm structures installation: Sept 7th through September 28th. All materials are on-site.
  - MorSports estimated start date for courts: September 29th. Duration to finish work-5 weeks from HONC turnover. Pending weather, November 1st completion.
  - Paver installation schedule: November 1st - November 14<sup>th</sup>.
  - Installation of Shade structures schedule: November 15th - 20th. Shades are ordered and in fabrication. Pads and anchor bolts can be prepared before MorSports starts so pavers can be finished around the posts and pads. Bases and footers will also be put in for accessories and lights.
  - MorSports is providing different lighting than what the engineer’s photometric plan showed so a new photometric will have to be done. (MorSports wasn’t under contract when applying for the LDO.) The layout is correct, and the new study will not delay construction or completion timelines. Stultz will inquire if any additional costs will be incurred from the new photometric study that the electrical engineer will provide for lighting. A lighting trade permit is needed but, according to Stultz, will not delay anything.

### **Pool Deck**

**Pavers – Delivery and Schedule: October 30<sup>th</sup>, 2022**, but he is trying to move the date up.

- Paver installation schedule: Start date November 1st: 2-3 weeks to have all pavers installed however date depends on the demo start date, grade repair, drainage, electrical, and landscaping. According to Stultz, they need 3-4 weeks to prep before paver installation. Once the pavers get delivered and are on-site, the installation can start. Rather than waiting until the pavers are on-site, he suggested closing the pool and starting the demo Monday, October 3rd. Stultz realizes the conflicts and tension of closing, but issues will arise between the 3rd and when the pavers arrive. In addition, work has to be done related to drainage, grading, water feature, electricity, landscaping, light posts, footers, etc. Stultz will verify mobilization schedules with subs and confirm they can start on October 3rd.

**Pool Fence and Gates-** Delivery and Schedule: Pool fence is to be delivered on October 10th. Installation: 1-week timeline after the pavers are down.



**Gates and Hardware** – Delivery and Schedule: Delivered by October 17th and installed after all fencing-4 days with hardware. (Temporary fencing will be used if needed to open the pool once fencing is installed.)

**Water Feature – Construction**

- Ronnie from Tropical Pools contacted Dan Friday and said they have an engineer to develop the water feature. We will continue to pursue a sketch and budget for the rectangular feature with the five bubblers, which Dan has requested from Tropical. Stultz will prep a planter area around the area. We will also investigate less expensive prefab features.

**Lighting/Photometrics - Delivery and Schedule:**

- Jim Ink referred us to an electrical engineer who is reviewing the lighting concerning the California Style lighting and the Trac 3 or Trac 4 for maximum light with minimum poles and fixtures that meet the current codes.

**Pickleball Courts – Delivery and Duration:**

- GM Belknap met on September 8th with engineer Jim Ink to finalize the layout, parking, cart path, and the establishment of the 4 corners of the Pickle Ball courts. Suggestions of reusing the bushes/landscaping that is existing in front of the courts as privacy for around the new parking area.
- HONC will mobilize on Monday, Sept 26th through October 17th to get the area “pad ready” for MorSports. HONC will use the same crew that worked on the Sports Complex.
- MorSports is to mobilize on October 18th for court construction, shades, lighting, etc. Approx. duration is 8 weeks (December 1st) which includes curing and stripping.
- While MorSports is working, HONC will finish drainage and the remaining site work within 5 weeks. The area will be completed by December 10th pending weather. Including curing, we are looking at a Christmas-time completion.
- MorSports resurfacing crews will assess the existing courts for possible unevenness and provide scope/cost estimates as time allows during or following the completion of the new courts.
- A 5 ft. sidewalk will run in between our existing courts and the new courts. With the new layout, a 3rd court can still be constructed in the future.

**Restaurant Repainting:** The restaurant curtains have been removed and Steve’s Painting has begun repainting the lounge, dining room, private dining room, and hallway. They were able to start immediately-a rarity currently and have done some trimming and prepping for Monday & Tuesday when they can work uninterrupted in the lounge and dining rooms, respectively.

**Residents Events:** The committee asked if Fresh Catch Fish Company out of Punta Gorda could set up a booth on a weekday morning to sell their products (fish, sausages, etc.) directly to the residents. Along with the Ice Cream Truck, this company has been a hit in Magnolia Landing. The food is packaged and will not be consumed on-site so it’s just like when our residents go to Publix. We will, of course, get all of their liability insurance information. The Board agreed to GM Belknap’s request.

- VII. **OLD BUSINESS** – Chair Young asked about the storage building quotes. GM Belknap will follow up with Stultz to get a different engineering quote other than the one received from Sheeley.

John Cowgill shared input on flipping the dining room and lounge in advance of the upcoming Problem-Solving Taskforce Committee meeting. This would allow for segregated dining from the lounge and allows for the big dancefloor in the middle. This provides 27-29 seats at the bar. The opportunity for a secondary bar could be used as a service bar or a salad bar, or even a space for people from the pool. Beth Brucker has moved the doors down the hallway, however, there is an issue with a column. The total seating equals 253-255, our current seating capacity is 266. Mr. Cowgill suggested that we identify problems, not design the space. This can be done going forward, cost-effectively. The ceiling is a huge additional cost, and he thinks they need to stay the same. The main reason is the fire suppression system. The only change in this area is the ceiling will need to be modified when the bar is moved over. He thinks this is a win, win.

- VIII. **NEW BUSINESS** – No new business was presented.

IX. **RESIDENT COMMENTS**

Tom Stephens suggested that the residents see the final design of the restaurant renovation before rolling it out. Chair Young confirmed that the residents will receive this information. He also asked for an update on the lightning detection service, Thorgaurd. GM Belknap will have Thorguard onsite in September for further investigation. We will get a price to update the system to enable notification to individuals via apps at that time.

X. **UPCOMING MEETINGS**

- Tuesday, September 13, 2022 – Problem-Solving Taskforce - 9:00 a.m. - CR-C/Zoom
- Monday, September 19, 2022 – Finance Committee - 10:00 a.m.- 3:00 p.m. - CR-C/Zoom
- Monday, September 26, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom

XI. **ADJOURNMENT** took place at 10:19 am.

10/24/2022

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant

APPROVED BY HGRD BOARD:

Peter Overs

Peter Overs, HGRD Board Vice-Chair



## **RECREATION DISTRICT REGULAR BOARD MEETING**

September 26, 2022, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160>

Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

### **AGENDA**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Vice-Chair Peter Overs
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – Regular Board Meeting minutes from August 15, 2022, August 31, 2022, and September 12, 2022.
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
  - A. Fitness Center Office Space Rental
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Facilities & Amenities Committee- Supervisor Kulkoski
  - B. Finance Committee- Dennis Popp
  - C. Green Committee- Jon Edinger
  - D. Long-Range Planning Committee - Fred Gignac
    - i. Strategic Planning Review
  - E. Policies & Procedures Committee - Karen Mars
  - F. Problem-Solving Taskforce - John Cowgill
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
  - A. Updated Bond Projects
- IX. **OLD BUSINESS**
- X. **NEW BUSINESS**
  - A. Approval of the Concert Series Selection Committee
- XI. **RESIDENT COMMENTS**
- XII. **UPCOMING MEETINGS**
  - Thursday, October 6, 2022 - Green Committee - 9:00 a.m. - CR-C/Zoom
  - Monday, October 10, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
  - Monday, October 10, 2022 - Facilities & Amenities - 2:00 p.m. - CR-C/Zoom
  - Monday, October 24, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- XIII. **ADJOURNMENT**



## **RECREATION DISTRICT REGULAR BOARD MEETING**

September 26, 2022, at 9:00 a.m. in Card Room C

### **MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Executive Assistant Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	13

- I. **CALL TO ORDER** – Vice-Chair Peter Overs opened the meeting at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett called roll (Attendees are listed above).
- IV. **APPROVAL OF MINUTES** – The Regular Board Meeting minutes from August 15, 2022, and August 31, 2022, were moved forward to the next Board meeting on October 10, 2022.
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. did not present a report.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**  
**Facilities & Amenities Committee** - Supervisor Kulkoski will send a statement and a copy of the Strategic Plan with notes to the committee for a brainstorming session during the next meeting.

**Finance Committee** - Dennis Popp discussed the last meeting where the group received presentations on ways to invest HGRD monies from both Florida Class and Florida Prime. SBA was invited but didn’t attend. After reviewing, the Finance Committee recommended that the Board make sure that FL Class offers everything we want in the short term and then invest our extra monies. One of the prime reasons to move money to FL Class is that the investment company will provide a cash flow analysis, using the past 5 years of data. This analysis will give the District a good understanding of what is needed on a daily, monthly, and yearly basis. This will better enable the District to know how much to invest in long-term securities. Mr. Popp suggested that the first step is to get the cash flow analysis to see what needs for the next year or two, and then put some monies away into longer funds. In the meantime, invest in the short-term, extra interest. Short-term yield is greater than being earned at Finemark and FL SBA Prime.

Counsel Hart suggested that the Board bear in mind that we are not in the business to make money. He realizes what the Board is attempting to do if fees are not excessive. Looking back at 2006-07, Counsel Hart mentioned that investments were held as the economy had gotten worse, and it became difficult to pull our own money out of the investment pools. FL Class has local governments such as Lee County, Cape Coral, Lee County Schools, etc. as their clients. He is not opposed but sometimes it can be a problem getting the District’s money out, even if it is a state program. Chair Young stated that the intent is to look at details that weren’t in the presentation. The investment of the Bond money and the differential between bond rates would be investigated later. Counsel Hart stated that the bond Trustee needs to agree that the HGRD can invest those funds. Vice-Chair Overs suggested dividing it into two separate pots and investigating the mid-term and long-term financing in the future.

- *Chair Young made a motion to take the recommendation of the Finance Committee, management, and the Treasurer will go back to FL Class to get further detail on the management of not only the cash flow, but investments for Herons Glen as soon as possible. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

**Green Committee** - Jon Edinger did not present a report.

**Long-Range Planning Committee** - Fred Gignac did not present a report or comment on the Strategic Plan.

**Policies & Procedures Committee** - Karen Mars stated that the committee is continuing work as scheduled.

**Problem-Solving Taskforce** - John Cowgill reported on the meeting to review the new proposed restaurant plan flip and recommends to the Board that they proceed. Confirmation is needed from the staff to determine exactly what we want before asking Stultz to start formalizing the budget. There is still the question of the bar seats, the location of the ramp, service bar additions, and leaving the beer taps. We have the time to define what we want. Mr. Cowgill, Beth Brucker, and Chef Jason will get together with what they need to bring to the Board at the next Board meeting. There was also some information posed about a master plan for the pickleball area, most of the items have already been decided leaving Mr. Cowgill unsure if a master plan for the pickleball area is necessary.

VII. **FINANCIAL REPORT** – GM J.B. Belknap went through the highlights of the financial report.

VIII. **GENERAL MANAGER'S REPORT**– GM J.B. Belknap mentioned that we are on the eastern side of the cone of Hurricane Ian. The staff is preparing the property now. We will close the administration office, the golf course, and the dining room on Tuesday and Wednesday. We will be flexible for Thursday and Friday. This is subject to change.

A video with a status report on the renovation was sent to the residents today.

IX. **OLD BUSINESS**

**Fitness Center** – Supervisor Polvinen mentioned that the massage therapist does not currently pay rent. There is a lease agreement with Edge Physical Therapy. GM Belknap will determine if the massage therapist should pay rent and negotiate a fair price. He will also determine where these fees will apply for any instructors that come onto HGRD property. Dedicated spaces may require rent payments to HGRD.

X. **NEW BUSINESS**

Approval of the Concert Series Selection Committee – The following committee members were presented to the Board: Dennis DeLuca, Karen Jessop, Mary Koenig, Mary Macklem, and Cathy Styles.

- *Motion made by Supervisor Polvinen to accept the Concert Series Committee members as recommended by management. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***

XI. **RESIDENT COMMENTS**

Karen Jessop asked for feedback on the fish truck that was on site the previous week. Supervisor Polvinen stated that from what she heard, it was a positive experience for the residents.

XII. **UPCOMING MEETINGS**

- Thursday, October 6, 2022 - Green Committee - 9:00 a.m. - CR-C/Zoom
- Monday, October 10, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- Monday, October 10, 2022 - Facilities & Amenities - 2:00 p.m. - CR-C/Zoom
- Monday, October 24, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom

XIII. **ADJOURNMENT** took place at 10:20 AM.

10/24/2022  
Date

SUBMITTED BY:



Karon Bennett, Executive Assistant

10/24/2022  
Date

APPROVED BY HGRD BOARD:



Peter Overs, HGRD Board Vice-Chair



## **RECREATION DISTRICT REGULAR BOARD MEETING**

October 10, 2022, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160>

Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

### **AGENDA**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – Moved Forward to October 24, 2022
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Facilities & Amenities Committee- Supervisor Kulkoski
  - B. Finance Committee- Dennis Popp
  - C. Green Committee- Jon Edinger
  - D. Long-Range Planning Committee - Fred Gignac
    - i. Strategic Planning Review
  - E. Policies & Procedures Committee - Karen Mars
  - F. Problem-Solving Taskforce - John Cowgill
- VII. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
- VIII. **OLD BUSINESS**
  - A. None to be Presented
- IX. **NEW BUSINESS**
  - A. Declaration of Emergency
- X. **RESIDENT COMMENTS**
- XI. **UPCOMING MEETINGS**
  - Monday, October 24, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- XII. **ADJOURNMENT**



## **RECREATION DISTRICT REGULAR BOARD MEETING**

October 10, 2022, at 9:00 a.m. in Card Room C

### **MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	Excused
Secretary Mary Ann Polvinen	X	Executive Assistant Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	10

- I. **CALL TO ORDER** – Chair Young called the meeting to order at 9:00 AM. He thanked everyone for attending the Board meeting during the difficult and stressful time following Hurricane Ian.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett gave roll call (attendees are listed above).
- IV. **APPROVAL OF MINUTES** – Approval of recent minutes was moved forward to October 24, 2022.
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. was excused from the meeting.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - Facilities & Amenities Committee** - Supervisor Kulkoski canceled the day’s F&A meeting. He started on some FEMA work; he asked Vice-Chair Overs if the HGRD qualified as a local government or non-profit. Vice-Chair Overs confirmed that we are, and this requires us to work separately from the HOA for hurricane recovery, debris removal, and emergency protective measures. Department Heads have been instructed to document everything for insurance purposes.
  - Finance Committee** – No meeting, therefore, no report was given.
  - Green Committee** - Jon Edinger mentioned that the next Green Committee meeting has been moved to November due to the hurricane. The center line of the golf course fared well considering the strength of the storm. There was a lot of work done by resident volunteers led by Bruce Johnson. Golf Maintenance had a lot of issues without power and water, but their team did a great job with what they had going on. There are lots of damaged trees and leaning trees on the edges of the course which will be removed. The team is diligently working on this. There are some drainage issues on two sides of the 17-hole and the 16-hole. The committee is working on a list of important trees that we have lost. The loss of these trees has significantly changed some areas of the golf course. Arborists need to address getting back to the difficulty and aesthetics of the golf course.
  - GM Belknap added that the goal is to open the golf course as quickly as we can after safety issues are addressed.
  - Long-Range Planning Committee** - Fred Gignac stated that the Long-Range Planning will meet later this month.
  - Strategic Planning Review** - Jeff Buxton mentioned that he talked with Supervisor Kulkoski about the action items specific to the Facilities & Amenities Committee so that he could formulate a plan with them moving forward. Several items have been addressed and just need to be refreshed in the plan. Chair Young mentioned that following hurricane recovery, there may be a lot of reorganization of the Strategic Plan that may need to be considered before budget time in 2023.
  - Policies & Procedures Committee** - No meeting, therefore, no report was given.

**Problem-Solving Taskforce** - John Cowgill pointed out that the last Problem-Solving Taskforce meeting was canceled due to the hurricane. So far, the best date to meet again is October 18th. A conversation ensued about the existing restaurant renovation rendering. The renovation is still top of the Problem-Solving Taskforce's list.

VII. **GENERAL MANAGER'S REPORT**— GM J.B. Belknap informed the group of the following:

The claims process is in motion with the insurance carrier. The adjuster will be out on October 11<sup>th</sup> for the initial assessment. Photos and video have been compiled on a flash drive for each insured and affected amenity and building.

Crowther Roofing will evaluate the clubhouse roof as well as the other buildings. They will indicate whether the underlayment has been breached which will determine if blue tarps are required.

Jim Ink will be on site later in the day to assess the tennis court lights. They will also look at our bridge and other structures throughout the community.

The Recreation District was 70 golf members short of its goal on Friday, October 8<sup>th</sup>. To recover some of this loss, Head Golf Pro Bruce Harris will contact potential non-resident members to gauge interest in becoming HG golfing members, and the golf operations team will campaign for public play.

GM Belknap will work with Bruce Johnson of Veterans of the Glen and Nancy Peters of the Resident Events Committee on the Employee Relief Fund. It was noted that the fund is not a District function, we are simply a drop box for the fund.

Stultz will get back to GM Belknap regarding HONC and Mor Sports' schedules. The Sports Complex will be the central focus. HONC was scheduled to remove the tennis court shade structure and downed lights this coming Tuesday. GM Belknap will follow up.

Regarding the CLIS system, they removed the root ball on Paulo Doro and No Limit Irrigation is going to come out today. They will try to fix the mainline break as quickly as possible. Irrigation on the front half of the community should be restored in the next day or so.

Flights for the H2B staff are underway. Luckily, their apartment complex was not damaged by the hurricane, and their apartments are ready to go. The offer was made to employees who were displaced due to the hurricane to use the property; however, no one accepted the invitation.

Clarke Construction was paid \$60k for a week's worth of debris and tree removal. They were on site the day following the hurricane. A copy of the insurance policy will be shared with the Board for their review to assist in the recovery of these funds.

We are opening as quickly and safely as we can. The Lounge will be open Sunday, Monday & Tuesday from 11 am-2 pm for a limited lunch and until 3 pm for bar service. The internet and phones are still down as of this writing, so payment is limited to house charges only. The driving range is open. Carpet installation continues. The tile in the Activities room has been installed. The pool is open. Chair Young asked that GM Belknap consider opening the front nine of the golf course ASAP. GM Belknap agreed, knowing that things do not have to be perfect, but safety is a top priority.

VIII. **OLD BUSINESS** - None to be Presented

IX. **NEW BUSINESS** - Declaration of Emergency:

***The HGRD Board of Supervisors declared an official State of Emergency for the District and Vice-Chair Overs moved to approve an Emergency Resolution 2022-17, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows:***

***Whereas the Governor of the State of Florida has declared a statewide Emergency as a result of Hurricane Ian and; Whereas the Herons Glen Recreation District has sustained significant damage as a result of Hurricane Ian and; Whereas the damage has created health and safety issues for the residents of Herons Glen and; Whereas***



***immediate action is required to remediate these issues for the health and safety of the residents of Herons Glen; Therefore, be it resolved that the Board of Supervisors of the Herons Glen Recreation District declare a State of Emergency for the Herons Glen Recreation District and authorize the General Manager to take such action as required to immediately remediate all damage created by Hurricane Ian.***

Supervisor Polvinen opened a discussion on the pool deck renovation being that the pool was not closed on October 3<sup>rd</sup>. While all the pavers are on site; Mother Nature has changed plans for the renovation project dramatically. Chair Young stated that due to the uncertainty of construction schedules following the hurricane, it is inappropriate to tear up the pool deck under the circumstances. Chair Young proposed that HGRD delay pool renovation until Spring 2023. By then there may have more definitions of the restaurant and the projects could be combined. This also helps with engineering and maintenance expenses. Supervisor Polvinen mentioned that she and the Problem-Solving Taskforce have continued to pursue a new quote for the restaurant where the dining room and the lounge are flip-flopped. Supervisor Polvinen explained to the audience that discussions have taken place where rather than proceeding with the \$1.8M renovation plan that the dining room and the lounge be reversed. The key is that the Board has not decided on the subject. Within the next few months and once the decisions are made, renderings will be provided to the public. John Cowgill concurred with the postponement of the pool deck renovation. Understandably, following Hurricane Ian, it is not business as usual.

**X. RESIDENT COMMENTS**

Tom Stephens asked if HGRD insurance included a loss of revenue or business interruption for golf or restaurant. We do not, GM Belknap will talk to the insurance adjuster about this. We must determine how we were injured as in what we made last October vs what we didn't during the hurricane.

Mr. Stephens continued by asking how many employees are sharing the employee relief fund. The number was not available at the time. The number of employees paid hourly is approximately 60. Some employees did not get affected and they will be given the option to opt out of the fund. Distribution decisions are up to the Veterans of the Glen and the Resident Events Committee, not the Board, nor the General Manager.

Karen Jessop gave a personal thank you to the Board, GM Belknap, and their managers, for working so hard during the hurricane. She was impressed with how quickly the grounds were cleared. She also thanked the crew that put in the new flooring in Activities Room.

Due to the emergency, the Board has been able to meet during this emergency. This is not unlawful; this has been how they have been able to support the staff. Chair Young recognized that many employees were coming to work immediately following the disaster while putting their home repairs on hold for Herons Glen. Particularly, GM Belknap who has been onsite 7 days a week despite the damage to his personal property.

**XI. UPCOMING MEETINGS**

- Monday, October 24, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom

**XII. ADJOURNMENT** took place at 9:45 AM.

10/24/2022  
Date

SUBMITTED BY:  
  
Karon Bennett, Executive Assistant

10/24/2022  
Date

APPROVED BY HGRD BOARD:  
  
Peter Overs, HGRD Board Vice-Chair

## **RECREATION DISTRICT REGULAR BOARD MEETING**

October 24, 2022, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160>

Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

### **AGENDA**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Vice-Chair Peter Overs
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **PERSONNEL REPORT** – GM J.B. Belknap
- V. **APPROVAL OF MINUTES**
  - Board Meeting 08.15.2022
  - Board Meeting 08.31.2022
  - Board Meeting 09.12.2022
  - Board Meeting 09.26.2022
  - Board Meeting 10.10.2022
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Facilities & Amenities Committee - Supervisor Kulkoski
  - B. Finance Committee - Dennis Popp
  - C. Green Committee - Jon Edinger
  - D. Long-Range Planning Committee - Fred Gignac
    - i. Strategic Planning Review
  - E. Policies & Procedures Committee - Karen Mars
  - F. Problem-Solving Taskforce - John Cowgill
- VIII. **FINANCIAL REPORT** – Controller Lynn Brew
- IX. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- X. **OLD BUSINESS**
- XI. **NEW BUSINESS**
- XII. **RESIDENT COMMENTS**
- XIII. **UPCOMING MEETINGS**
  - Thursday, November 3, 2022 - Green Committee - 9:00 a.m. - CR-C/Zoom
  - Monday, November 7, 2022 – Finance Committee - 9:00 a.m. - CR-C/Zoom
  - Monday, November 14, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
  - Monday, November 14, 2022 – Facilities & Amenities - 2:00 p.m. - CR-C/Zoom
  - Monday, November 21, 2022 – Long-Range Planning Committee - 9:00 a.m. - CR-C/Zoom
  - Monday, November 28, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- XIV. **ADJOURNMENT**



**RECREATION DISTRICT REGULAR BOARD MEETING**

**October 24, 2022, at 9:00 a.m. in Card Room C**

**MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Executive Assistant Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	28

- I. **CALL TO ORDER** – Vice-Chair Peter Overs called the meeting to order at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett gave roll call (attendees are listed above).
- IV. **PERSONNEL REPORT** – GM J.B. Belknap provided this statement about the resignation of three Herons Glen employees: *“After conducting an investigation of the October 9, 2022 incident, I determined three employees caused an ugly and unnecessary disturbance over something that had nothing to do with their jobs, and then, they quit and walked off the job during their shift. The individuals who chose to resign that day violated the code of conduct rules contained in the employee handbook. Because of this, reemployment was not offered.”* Counsel Hart reminded the Board and the group that employees have the right to privacy. Even though they are now former employees, it is not proper to talk about specifics of incidents like this or why employees are not rehired after walking off the job. He suggested that the Board and GM Belknap be very circumspect about this incident not only in public but in personal discussions with residents. The employees’ privacy must be protected. On behalf of the Board of Supervisors, Vice-Chair Overs made the following statement: *“It has been the Board’s longstanding policy that we hire the GM, but we leave all other hiring decisions to the GM’s discretion. He is the one charged with making the system work. The GM is the one who best knows all the facts of this matter and deserves the Board’s support in his decision”.*

Vice-Chair Overs opened the floor for comments. Many residents expressed their disappointment in the GM’s decision not to allow the employees to return to work even though doing so would go against the current employee policy. While keeping privacy in mind, GM Belknap listened to their concerns until a couple of residents began ignoring the privacy concerns previously mentioned. Counsel Hart insisted that employee privacy be respected, and no further comments were made on the subject.

- V. **APPROVAL OF MINUTES**
- Supervisor Kulkoski made a motion to approve the minutes from the following Regular Board Meetings:
    - Board Meeting 08.15.2022
    - Board Meeting 08.31.2022
    - Board Meeting 09.12.2022
    - Board Meeting 09.26.2022
    - Board Meeting 10.10.2022
- Supervisor Polvinen seconded the motion. ***The motion was approved unanimously.***
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. did not provide a report.
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
- Facilities & Amenities Committee** - Supervisor Kulkoski – No report.
- Finance Committee** - Dennis Popp – No meeting.

**Green Committee** - Jon Edinger reported that the committee worked hard to put together a budget program, tee times, and wear and tear on the golf course, up to the 557-membership target. Had there not been a hurricane they would have started with the Lakeshore Management Plan. There will be additional work needed due to Hurricane Ian. As a result, Mr. Edinger is concerned that the \$50k per year budget set aside for the 30+ lakes will be adequate as the lakes will need the work. We can put off an immediate decision under fiscal restraints.

**Long-Range Planning Committee** - Fred Gignac – No meeting.

**Policies & Procedures Committee** - Karen Mars mentioned that while working on the Policies & Procedures Manual it was noted that general policies were not included for the bocce courts or shuffleboard courts. The Board confirmed that they would like the committee to draft the policy for the Board to review.

**Problem-Solving Taskforce** - The PSTF was asked to review a revised proposed plan for the Dining Room bar, service area, service door to the pool, and the ramp from the lounge/dining room level to the pool.

**Ramp to Pool Deck** - With input from service staff and various discussion points by committee members it was considered that the ramp should be placed at the door labeled “pool access” going in the south direction toward the lake. Additionally, the steps from the stoop should be moved to step down and exit north which is opposite from the ramp. There was a discussion to develop a method of a sliding door to provide better utilization and to ensure that the swinging door did not block either desired direction of travel. A railing must be installed facing the pool deck bordering the ramp, stoop, and steps.

1. This is the door intended to be used by service staff going to the pool deck level.
2. This door is more centrally located in the entire pool deck area.
3. Moving the steps 90 degrees provides about 2 additional feet of travel space on the pool deck at the narrowest point to the pool. This seemed to make sense since it is the most congested area on the pool deck, so using this area for circulation rather than seating may work best.

There was much discussion regarding the Bar/Service area with many good discussion points for and against. That said, while not unanimous the consensus was to eliminate the bar in the dining room and construct a wall separating the service area from the dining room. They were valid comments for both options.

Chair Young commented that this plan is exactly where we need to get to. The recommendation is attached.

- *Chair Young made a motion to move forward with the proposed design as is, in the order to get a financial quote, then to obtain the drawing and plan, and to begin to execute this plan at the first of the year. Vice-Chair Overs added that once we get solid numbers, the renderings will be out to the community. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

The next step is for Stultz to work with the design firm and the architect on obtaining solid financial costs.

VIII. **FINANCIAL REPORT** – Controller Lynn Brew reported on September’s PRELIMINARY DRAFT financial operating results to budget:

- Admin \$7,103 unfavorable, YTD \$26,165 favorable
- Rest \$31,902 unfavorable, YTD \$104, 640 unfavorable
- Clubhouse \$2,900 unfavorable, YTD \$7,400 unfavorable
- CLIS \$4,379 unfavorable, YTD \$4,869 unfavorable
- Fitness \$250 favorable, YTD \$4,162 favorable
- Golf Maintenance \$2,030 favorable, YTD \$43,879 unfavorable
- Pro Shop \$1,484 unfavorable, YTD \$83,340 unfavorable
- All Departments \$45,487 unfavorable, YTD \$213,801 unfavorable

The financial impact of Hurricane Ian for the month of September due to inventory losses and additional payroll expenses was \$46,976. After the significant loss of food due to Hurricane Ian, GM Belknap and Building Maintenance Manager Dan Parker will do a study to see what equipment we need, such as generators, the IT server, and access to gasoline, to be better prepared for a hurricane.

Chair Young reminded the Controller that the Board expected a cash flow monthly along with the financials. Controller Brew agreed to provide this by the end of the month and on a monthly basis going forward.

Looking at the end of the fiscal year there was a \$400k+ problem. The new year's budget increased the fees to our community by 10%. Chair Young stated that before moving forward much further into the fiscal year, he'd like GM Belknap and Controller Brew to go back and revisit each category to determine if we are on solid ground to mitigate these kinds of losses before getting to this point a year from today.

Supervisor Kulkoski expressed concerns about overtime in Golf Maintenance. GM Belknap will follow up on the subject to be sure that the department has the support it needs to be successful.

Further discussion took place on insurance claims from Hurricane Ian.

## IX. GENERAL MANAGER'S REPORT – GM J.B. Belknap informed the group of the following:

**Golf Membership:** As you can see below, the number of golfing members is 3% below our October 1<sup>st</sup> budget. However, because of the membership mix, the revenue is up 2% (\$35.5k) from the projected budget. Based on the hurricane eliminating nonmember play for nearly a month, this additional revenue is welcomed. The question that has already been raised is: since we've exceeded the budgeted membership revenue, should we continue recruiting new non-resident members? So far, we have picked up 4 NR singles and 1 NR couple. With 543 members, there should be more tee time opportunities for public play. GM Belknap subsequently advised the Board that the revenue number was incorrect, in that the number shown included sales tax. And therefore, there is a revenue shortfall to budget.

# of Members	Actual	Budget	%△	2021-2022	
				Actuals	YoY Change
# Resident Single	188	207	-9%	218	-14%
# Non-Resident Single	37	44	-16%	46	-20%
# Resident Couple	154	148	4%	156	-1%
# Non-Resident Couple	5	5	0%	8	-38%
<b>TTL</b>	<b>543</b>	<b>557</b>	<b>-3%</b>	<b>592</b>	<b>-8%</b>
<b>Membership Revenue</b>					
Actual	\$1,752,020				
Budget	\$1,716,520				
△	\$35,500				

### Insurance Coverage:

- **Clubhouse Roof:** We are waiting for the Catalytic insurance expert to be on-site to survey the clubhouse roof. Crowther Roofing was contacted on Monday to modify the \$765,800 re-roof quote they gave us back in July of 2022. As you can imagine, all roof companies are busy but they did say the cost would likely increase by 5% which would put us at \$804K cost. GM Belknap did meet with Tim Berry from CMR. They went up to examine the roof last week and we expect a proposal from them as well. Again, the policy carries a 3% named storm deductible for the "Total Insured Value" per location. In our case, \$195K according to our agent.
- **Ancillary Property Coverage:** Dan Parker is attempting to get quotes for each item listed on the insurance schedule. Those quotes will be sent to the adjuster.

**CLIS:** A leak in the manifold was discovered at the Portofino pumphouse that supplies CLIS water to the front half of the community. Hoover Irrigation observed the leak yesterday and will submit a proposal on Monday. Along with the quote to replace the manifold, the Hoover rep will also submit an assessment report that can be given to the insurance company.

**F&B:** We are still waiting for passport approval for at least one driver so we can fly in and onboard at least 6 H-2B staff. The latest from Chef Jason on arrivals of this staff is early next week. The bartender Chef Jason hired a few days ago didn't show up, so he's hired another one who is working today. A new server is scheduled to start Wednesday. We've had much better traction advertising job openings on Indeed and Facebook, but the key is to hire them and hope they show up.

**Medical Emergency:** A helicopter made an emergency landing on the driving range. The exhaust may have caused some damage to the driving range; we will watch the area and make repairs if needed.

### **Project Updates**

#### **Sports Complex:**

- Mor-Sports is still planning to mobilize in mid-November. Estimating 4 to 5 weeks for completion. Stultz will be working with the County on permitting.
- Dan Parker received confirmation that Kirkwood Electric has secured 2 fiberglass light poles to replace the hurricane-destroyed light poles. These will set in the coming weeks. The tennis light heads, installed in January, need to be further analyzed due to hurricane damage.

#### **Pickleball:**

At Thursday's construction meeting, questions were raised regarding the pickleball drainage. A meeting was held at the pickleball site yesterday. The meeting included engineer, Jim Ink, Jeff Stultz, Supervisor Peter Overs, Jon Edinger, Supervisor Schwarz, and Dan Parker. Jim Ink will provide Stultz with a new drawing that addresses the drainage concerns.

#### **Pool Deck:**

- According to Stultz, a water feature should be decided upon before Thanksgiving to allow him time to get a utility plan in place.
- Stultz will develop a checklist so we're prepared to hit the ground running in the Spring.

**LDO for Multi-Use Path:** GM Belknap received confirmation from Hole Montes (HM) Engineering that the LDO was issued for the multi-use cart path. Dan Parker and GM Belknap will meet with Joyce Gillespie to discuss timelines for tree removal, debris pick up, CLIS irrigation rerouting, etc. Following that, we can meet with HM to discuss the construction management services we contracted with them. Their scope includes preparing bid docs, assisting in the review of bids, providing recommendations to Finance Committee Bid Oversight, etc.

X. **OLD BUSINESS** - None presented.

XI. **NEW BUSINESS** - None presented.

#### XII. **RESIDENT COMMENTS**

Mary Wright thanked Supervisor Polvinen, Supervisor Schwarz, and Beth Brucker for their help with the selection of new flooring paint colors throughout the clubhouse.

#### **Concerning Golf:**

It is important that we manage our outside revenue and not discourage outside memberships. The non-resident members pay a premium to be members and they should expect to be treated with respect. This is revenue that we need with the ever-increasing costs of maintaining our golf course. GM Belknap and our Golf Head Pro Bruce Harris will give some thought to how we might improve the overall experience of the non-resident members.

#### XIII. **UPCOMING MEETINGS**

- Thursday, November 3, 2022 - Green Committee - 9:00 a.m. - CR-C/Zoom
- Monday, November 7, 2022 – Finance Committee - 9:00 a.m. - CR-C/Zoom
- Monday, November 14, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- Monday, November 14, 2022 – Facilities & Amenities - 2:00 p.m. - CR-C/Zoom
- Monday, November 21, 2022 – Long-Range Planning Committee - 9:00 a.m. - CR-C/Zoom
- Monday, November 28, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom

XIV. **ADJOURNMENT** took place at 9:45 AM.

11/28/2022

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant

APPROVED BY HGRD BOARD:

Howard Young

Howard Young, HGRD Board Chair



## **RECREATION DISTRICT REGULAR BOARD MEETING**

November 14, 2022, at 9:00 a.m. in Card Room C

Zoom Details: <https://us02web.zoom.us/j/9687107160>

Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

### **AGENDA**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Executive Assistant Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
  - A. Resolution – Extension of the Emergency Declaration due to Tropical Storm Nicole
  - B. Resolution - Authorizing Use of FL Class for Investments
- V. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
  - A. Updated Bond Projects
  - B. F&B Staffing
  - C. FEMA Process and Resources
- VI. **OLD BUSINESS**
- VII. **NEW BUSINESS**
- VIII. **RESIDENT COMMENTS**
- IX. **UPCOMING MEETINGS**
  - Monday, November 21, 2022 – Long-Range Planning Committee - 9:00 a.m. - CR-C/Zoom
  - Monday, November 28, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
  - Monday, December 12, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
  - Monday, December 12, 2022 – Facilities & Amenities Committee - 2:00 p.m. - CR-C/Zoom
  - Monday, December 19, 2022 – Long-Range Planning Committee - 2:00 p.m. - CR-C/Zoom
- X. **ADJOURNMENT**





## **RECREATION DISTRICT REGULAR BOARD MEETING**

November 14, 2022, at 9:00 a.m. in Card Room C

### **MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young	x	GM J.B. Belknap	x
Vice-Chair Peter Overs	x	Controller Lynn Brew	x
Treasurer Jayne Schwarz	x	District Counsel Tom Hart	x
Secretary Mary Ann Polvinen	x	Executive Assistant Karon Bennett	x
Assistant Sec/Treas William Kulkoski	x	Residents	53

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:00 am.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett took roll call; attendees are listed above.
- IV. **MODIFIED AGENDA** – The audience at the Board meeting consisted of a large group of residents questioning the disciplinary action of Daniel Peyton prohibiting him from using any HGRD facility until December 1, 2022. The suspension was issued by GM Belknap following verbal and emailed communications concerning resident complaints that loud music was being broadcasted from a speaker located on Mr. Peyton's parked golf cart or in his possession on the pool deck. Chair Young announced that under advice from Counsel Hart the day's agenda would be modified regarding the appeal from Daniel Peyton. In order to follow the proper procedure, the appeal must be presented at a Special Board Meeting following a seven-day notice to all residents of Herons Glen. This Special Board Meeting will take place at 11:00 am on Monday, November 28, 2022. The Peyton suspension has been lifted until the issue is addressed at that meeting.
- V. **GENERAL MANAGER'S REPORT**– GM J.B. Belknap gave an update on the following projects:  
**Bocce/Shuffle - Permits** for the shade structures should be ready to be issued by Monday. Stultz advised GM Belknap that Stoney was asked get us on their schedule for the week in order to get the foundations poured. Once the foundations are poured, Honc will remobilize in this area to touch up the grading and compact the subgrade for MorSports. Once onsite and pad ready they will be done in 5-6 weeks.

**Tennis Shade Structure** - Stoney is working on pricing options.

**Pickleball** - We are still waiting on Jim Ink's updated engineering plan. He has gotten behind due to some emergency work. GM Belknap mentioned the location of the 3 drain inlets nearest to the fitness center and how they would need to pick up the outflow from the parking lot/culvert. These placed them according to the surveyed locations, but J.B. advised that all agreed that they should be extended further into the bottom of the existing swale to facilitate better drainage.

**Pool Deck Renovation** – Jim Ink was onsite last Friday to review drainage. Jim Ink is working on an updated plan to show how everything should tie together and add 2 new catch basins. He will also provide a better spec on the linear drain that will be installed between the existing deck. Jim Ink identified where they will tie in for water and power for the new water feature. When the District receives the water feature it will be stored until April. Some fencing is being installed along the colonnade.

**Restaurant** – A meeting took place last week to discuss an updated schematic, Stultz is putting together a constructability analysis on the flipping of the lounge and the bar.

**Multi-Use Path** - The deadline for asphalt companies to submit bids to Hole Montes is 3:00 pm, Friday, December 9th. Once the bids are compiled, GM Belknap will set up a review meeting with the Finance/Bid Oversight committee and Hole Montes. It was agreed to outsource the moving of irrigation lines from the cart path as part of the Bond Project.

**FEMA Process and Resources** - The "Exploratory Call" with Jo Toledo, the FEMA Program Delivery Manager assigned to our request, was canceled last week. We did receive an email this morning that it has been rescheduled for Wednesday, November 16th at 2 pm. Based on her experience at the NFM Fire Dept. (a Special District), Sherry Young, our Assistant Controller, will run point on the FEMA application and see it through to the conclusion.

**Insurance:** As of this writing, we still haven't received a proof of loss notice from the property carrier. Depending on what the insurance roof inspector's report states, Todd Denahan from Jack Brown & Association is ready to assist. We continue calling for estimates on hurricane damage and are segregating all invoices/proposals attributable to Hurricane Ian.

**Golf Membership:** We're at 568 compared to 561 last week and have exceeded our revenue projections for the end of November. In fact, the \$1.723M is what was budgeted for the year. Additional members are expected to join throughout the year so membership revenue should exceed the budget. The number could also decrease in the next several weeks if members opt for reimbursement if they haven't yet played a round of golf.

# of Members	2022-2023	2022-2023	%△	2021-2022	YoY Change
	Actual	Budget		Actuals	
# Resident Single	193	207	-7%	218	-11%
# Non-Resident Single	37	44	-16%	46	-20%
# Resident Couple	160	148	8%	156	3%
# Non-Resident Couple	9	5	80%	8	13%
<b>TTL</b>	<b>568</b>	<b>557</b>	<b>2%</b>	<b>592</b>	<b>-4%</b>
<b>Membership Revenue</b>					
Actual	<b>\$1,723,300</b>				
Budget	<b>\$1,716,520</b>				
△	<b>\$6,780</b>				

VI. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq. presented the following resolutions to the Board:

- *Vice-Chair Overs moved to approve **Resolution 2022-18**, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows:* A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERONS GLEN RECREATION DISTRICT APPROVING THE ENTRANCE INTO AN INTERLOCAL AGREEMENT WITH OTHER GOVERNMENTAL PARTICIPANTS FOR THE PURPOSE OF EXERCISING INVESTMENT POWER JOINTLY TO INVEST FUNDS IN CONCERT WITH OTHER PARTICIPANTS; PROVIDING FOR AN EFFECTIVE DATE.
- *Supervisor Kulkoski moved to approve **Resolution 2022-19**, Chair Young seconded the motion, and the Resolution was approved as follows:* A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT EXTENDING DECLARED STATE OF EMERGENCY IN THE DISTRICT POST-HURRICANE IAN; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

VII. **OLD BUSINESS** – None was presented.

VIII. **NEW BUSINESS** – None was presented.

IX. **RESIDENT COMMENTS**

Several residents expressed disappointment about the removal of the Peyton appeal from the agenda. Chair Young apologized that an error was made. Counsel Hart mentioned that the change in the schedule allows 2 weeks for residents to adjust their schedules. Chair Young reminded the group that in order to follow the proper procedure, the appeal must be presented at a Special Board Meeting following a seven-day notice to all residents of Herons Glen. The Special Board Meeting will take place at 11:00 am on Monday, November 28, 2022, in Card Room C and Zoom as scheduled above.

Jerri Lynn Sundberg asked the group about ADA compliance in the Recreation District buildings. GM Belknap stated that we do have our liability insurer make site visits each year, but we will request a specific ADA site assessor to visit and audit the facilities.

Discussion ensued with residents working for the Recreation District. Facilities and Amenities Chair, Supervisor Kulkoski explained some of the reasons why we struggle with finding and retaining employees. He also added that the committee will review the policy on opening jobs to the residents this afternoon at their meeting. The HGRD staff is very actively using professional organizations in the search for new employees, they also use Indeed and social media. Mr. Polenska suggested that we hire a full-time HR Specialist who can hire and train employees continuously.

Robert Polenska asked why we don't promote the lounge and dining room more because the restaurant has great potential. GM Belknap added that a new F&B Director starts November 22nd. This person will include soliciting outside visitors. We are going to continue to do what we need to do to ensure good food and service. Kathy Petrolli mentioned, regarding employees or volunteers, that the State has regulations in place concerning food safety and sanitation rules to follow. All establishments have frequent inspections by the county. Craig Woolley asked what happens if a volunteer gets hurt on HGRD property. Counsel Hart stated that it depends on the circumstances. Counsel Hart will investigate the criteria for a certificate of liability insurance or waiver. Chair Young pointed out that there is a sub-committee reviewing our Policies and Procedures to be completed by the end of the year.

Mr. Woolley also asked about the start date of the pool fence, he advised that getting this started will shorten the closure schedule. He voiced his opinion on the performance of Stultz as a construction manager. Improvement opportunities include the need for daily reports and a construction schedule.

Julie Krug asked who made the decision to delay the pool deck renovation. The Board decided to delay due to the disruption of the critical path caused by Hurricane Ian's damage. Otherwise, the pool would have been closed during the season. The pool renovation will take place after Easter resulting in a temporary closure at that time. She also asked about the moisture barrier at the fitness center. GM Belknap responded by letting the group know that an analysis will be done to determine what caused the leakage as soon as possible and before entering another warm season.

**X. UPCOMING MEETINGS**

- Monday, November 21, 2022 - Long-Range Planning Committee - 9:00 a.m. - CR-C/Zoom
- Monday, November 28, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- Monday, December 12, 2022 - Board of Supervisors - 9:00 a.m. - CR-C/Zoom
- Monday, December 12, 2022 - Facilities & Amenities Committee - 2:00 p.m. - CR-C/Zoom
- Monday, December 19, 2022 - Long-Range Planning Committee - 2:00 p.m. - CR-C/Zoom

**XI. ADJOURNMENT** took place at 10:31 AM.

12/12/2022  
Date

SUBMITTED BY:

Karon Bennett  
Karon Bennett, Executive Assistant

12/12/2022  
Date

APPROVED BY HGRD BOARD:

Howard Young  
Howard Young, HGRD Board Chair



## **RECREATION DISTRICT REGULAR BOARD MEETING**

November 28, 2022, at 9:00 a.m. in Card Room C

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Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

### **AGENDA**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Brew	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Assistant GM Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Howard Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **APPROVAL OF MINUTES** – Regular Board Meeting on October 24, 2022.
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Facilities & Amenities Committee- Supervisor Kulkoski
  - B. Finance Committee - Dennis Popp
  - C. Green Committee - Jon Edinger
  - D. Long-Range Planning Committee - Fred Gignac
    - i. Strategic Planning Review
  - E. Policies & Procedures Committee - Karen Mars
  - F. Problem-Solving Taskforce - John Cowgill
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **GENERAL MANAGER’S REPORT**– GM J.B. Belknap
  - A. Updated Bond Projects
- IX. **OLD BUSINESS**
  - A. Community Survey
- X. **NEW BUSINESS**
- XI. **RESIDENT COMMENTS**
- XII. **UPCOMING MEETINGS**
  - Monday, November 28, 2022—Board of Supervisors Special Board Meeting - 11:00 a.m.—CR-C/Zoom
  - Monday, December 12, 2022—Board of Supervisors—9:00 a.m.—CR-C/Zoom
  - Monday, December 12, 2022—Facilities & Amenities Advisory—2:00 p.m.—CR-C/Zoom
  - Monday, December 19, 2022—Long Range Planning—9:00 a.m.—CR-C/Zoom
- XIII. **ADJOURNMENT**



## **RECREATION DISTRICT REGULAR BOARD MEETING**

November 28, 2022, at 9:00 a.m. in Card Room C

### **MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	Excused
Secretary Mary Ann Polvinen	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	23

- I. **CALL TO ORDER** – Chair Young called the meeting to order at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **APPROVAL OF MINUTES** – *Supervisor Kulkoski made a motion to approve the minutes from the Regular Board Meeting on October 24, 2022. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. was excused from the meeting due to a previous obligation.

#### **VI. COMMITTEE REPORTS & RECOMMENDATIONS**

**Facilities & Amenities Committee** - Supervisor Kulkoski reported that the committee recently discussed the Strategic Plan and the committee’s role in the plan. Jeff Buxton will meet with the committee to advise them on the future application of the plan. The suggestion was made to include a specific survey regarding the use of the pool in the annual survey. Another was that residents have an easier time answering short surveys rather than long ones. Discussion took place on ADA compliance with all the doors in the clubhouse and fitness center. GM Belknap mentioned that he has been evaluating the doors and looking at ways to improve them as we remodel. Lastly, the committee postponed the discussion of hiring residents to work at the HGRD.

**Finance Committee** – Treasurer Jayne Schwarz mentioned that at the last meeting, the discussion focused on the hurricane deductible and policies. The Board agreed to fully allocate in the reserve for that deductible which totaled almost \$556k. The District has a 2-year time limit to file any other damage claims. Another discussion at that meeting centered on FL Class which is not completed, the resolution has been approved, the account is being set up, and the Controller/Treasurer has access to transfer from the investment to the bank checking account. The GM and Board members get notification when transfers are made. Treasurer Schwarz explained that all capital money will be placed in FL Class, keeping deferred in SBA and when the opportunity is to put operational in either, this becomes a cash flow issue. Working long-term capital insured loss including the golf course improvement fund is set up as a sub-account. They will take the last 5 years of bank statements to do the cash flow. They understand the concerns of Covid in 2020. We can pull anytime but we can’t write checks.

**Green Committee** - Jon Edinger stated that the committee has gotten a lot done and that they remain focused on the recovery process from Hurricane Ian. The first priority is to get the course open; this has been done. Mr. Edinger thanked Tim and Bruce Johnson for their assistance. The second step is to a complete review of trees and remove any trees that appear to be unsafe. While many have been removed, there is a list of 10-15 that must be removed before next season. The third step is to find volunteers with some tree experts/arborists to look at some of the questionable trees. The committee was hoping that Ricky Nix would be on site to evaluate trees and a list of shrubs that affect the degree of difficulty and visual appeal of the course. FL State Golf recommends not having the golf course re-rated but doing so after our 5 years are up. Chair Young suggested that any areas facing lake bank erosion because of Hurricane Ian be presented to FEMA. Most of this is on hole #6. In their annual report, the committee will present a rough estimate of what would be needed to augment Tim’s budget to bring the course back to what it was prior to the hurricane. It was noted that we will continue to lose trees or see their deterioration due to hurricane damage as time goes by. Vice-Chair Overs added that thirty-three volunteers participated in hurricane clean-up with a total of 387 hours on the golf course. This is a testament to the great residents who volunteered. There was a loss of approximately 250 trees, with a tally of over 100 stumps that have been ground. The FEMA process is not an easy task, but the Board and management team are moving forward with the process.

**Long-Range Planning Committee** - Fred Gignac reported that the committee identified emergency generation as a study to implement in short and long-term planning. Beth Brucker oversees a working ground and started the identification process; the first report will be at the December meeting.

- **Strategic Planning Review** - Jeff Buxton issued a copy of the Strategic Plan to the Board, separated it into two sections, and added hurricane preparedness. Mr. Buxton will provide the main draft of the annual survey with the pool on a separate tab today. Chair Young mentioned that he'd like to get the pool service into the Strategic Plan with some modifications, adopt the pending changes provided by Mr. Buxton, and have the survey sent to the residents during the first week of January. It was noted that the appendix of the plan says to perform an annual survey over the winter and update Strategic Plan in the summer, so input is available during budget time.

*Vice-Chair Overs presented a motion to adopt the Strategic Plan pending changes stated by Mr. Buxton and Chair Young. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

**Policies & Procedures Committee** - Jayne Schwarz mentioned that Policies & Procedures are part of the Strategic Plan and the committee continues to work on the documents. The goal is to have the draft Policies & Procedures to the Board and Counsel Hart but the end of the calendar year. This has taken a lot of time to review and will need to be re-evaluated with GM Belknap.

**Problem-Solving Taskforce** - John Cowgill asked for the Board's direction on the progress of the restaurant. GM Belknap mentioned that we just received comprehensive cost estimates on Stultz's construction costs without contingencies, beer taps, FF&E's, bar equipment, and furniture in total. The Board will need to see this document and discuss it with the PSTF and GM Belknap to move forward. Further discussion ensued.

VII. **FINANCIAL REPORT** – Controller Lynn Brew reported on the month of October's financial variances as follows:

- Administration \$11,366 favorable
- Restaurant \$27,651 favorable
- Clubhouse \$12,626 favorable
- CLIS \$14,241 favorable
- Fitness \$1,767 favorable
- Golf Maintenance \$81,605 favorable
- Pro Shop \$23,035 favorable
- All Departments \$172,291 favorable

VIII. **GENERAL MANAGER'S REPORT**– GM J.B. Belknap provided the following update:

**Sports Complex-Bocce/Shuffle** – Permitting for the shade structures have gone through all the County approvals but have not been cleared yet. The hurricane permits are being issued first, but Stultz is confident the permits are imminent. Unfortunately, we can't do work and can't get inspections before the permits are issued. Stoney will start pouring the foundations once the permits are issued and Stultz can confirm the locations of footers and the corners are correct.

**Tennis Shade Structure:** Stoney will provide Tennis shade structure options & pricing alternatives. The fabric canopies are waterproof however they do not have any type of gutter system to convey rainwater away from the courts, something we feel we need at the center tennis shade structure so rainwater isn't ruining the courts. Stoney will price a metal roof structure with a gutter system.

**Pickleball:** Stultz had to square up one of the court corners since the surveyors were off. Stultz is working with HONC and Jim Ink to correct any drainage conflicts. Jeff Stultz stated that they'll add drain inlets for better stormwater discharge. Jim Ink will sign off on the improvements and update them in the "as-builts".

**Pool Deck Renovation:** Having the correct size of light poles is crucial to the maintenance of the fixture. Jim Ink is working on an updated drainage plan which Stultz will have early next week. The water feature has been ordered and is 6-8 weeks out. We'll keep looking at ways to shorten the closure of the pool.

**Restaurant:** Based on the meeting Jeff Stultz will provide a preliminary budget for the new restaurant layout early next week. The budget will include an auto-door option (approx. \$50K) out to the pool deck. He stated that adding an auto-door will be expensive and he feels the best option would be to widen the ramp and leave the door where it currently is but add an auto-open swing door rather than a sliding door. ADA requirements will also be examined and met.

On the subject of ADA compliance, we do have a liability adjuster come out each year, we asked to have a safety inspector come out to do another test for ADA compliance. An on-site meeting will be scheduled, and they will submit a report.

Janine Stepanich, Food & Beverage Director started on Tuesday. We are excited to have her join the team.

**Multi-Use Path:** The deadline for asphalt companies to submit bids to Hole Montes is approaching. Once the bids are compiled, GM Belknap will set up a review meeting with Hole Montes and the Finance/Bid Oversight committee.

**FEMA Meeting:** This past Wednesday, we had an “Exploratory Call” with Jo Toledo the FEMA Program Delivery Manager assigned to our application submittal. Based on the call, Sherry Young, our Assistant Controller sent Jo the requested copies of our insurance policies, HR, and Procurement policies. An in-person RSM (Recovery Scope Meeting) is scheduled for December 6th at 9:00 AM. Cost proposals for hurricane repairs and replacement are ongoing.

**Golf Membership:** Below is the latest golf membership update. As of yesterday, we’re at 574 compared to 568 last week and have eclipsed our revenue projections for EOM November by \$25k. A waiting list will be established and we have stopped recruitment of budget outside players. Chair Young requested that GM Belknap advise the Board on a month-to-month basis if we will continue to block out tee times for outside people and where we stand on the golf membership budget.

# of Members	2022-2023	2022-2023	%△	2021-2022	YoY Change
	Actual	Budget		Actuals	
# Resident Single	194	207	-6%	218	-11%
# Non-Resident Single	38	44	-14%	46	-17%
# Resident Couple	162	148	9%	156	4%
# Non-Resident Couple	9	5	80%	8	13%
<b>TTL</b>	<b>574</b>	<b>557</b>	<b>3%</b>	<b>592</b>	<b>-3%</b>
<b>Membership Revenue</b>					
Actual	<b>\$1,742,060</b>				
Budget	<b>\$1,716,520</b>				
△	<b>\$25,540</b>				

IX. **OLD BUSINESS** – None was presented.

X. **NEW BUSINESS**– None was presented.

XI. **RESIDENT COMMENTS**

Nik Rossi asked about the trees around the pool that are scheduled to be removed during the pool deck renovation. He suggested leaving the trees and putting a nice border and stones around them. Secondly, Mr. Rossi suggested different genres as requested by residents. Kathy Petrello added that the music on our community channels 60, 70, and 80 are ours to use through Bluestream. GM Belknap will discuss this with Harmon’s Audio/Video.

XII. **UPCOMING MEETINGS**

- Monday, November 28, 2022—Board of Supervisors Special Board Meeting - 11:00 a.m.—CR-C/Zoom
- Monday, December 12, 2022—Board of Supervisors—9:00 a.m.—CR-C/Zoom
- Monday, December 12, 2022—Facilities & Amenities Advisory—2:00 p.m.—CR-C/Zoom
- Monday, December 19, 2022—Long Range Planning—9:00 a.m.—CR-C/Zoom

XIII. **ADJOURNMENT** took place at 10:15 AM.

Submitted By:

 01/09/2023  
Karon Bennett, Assistant GM Date

Approved By HGRD Board:

 01/09/2023  
Howard Young, HGRD Board Chair Date

## RECREATION DISTRICT REGULAR BOARD MEETING

December 12, 2022, at 9:00 a.m. in Card Room C

### MINUTES

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	Excused
Secretary Mary Ann Polvinen	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas Bill Kulkoski	X	Residents	14

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call; attendees are listed above.
- IV. **APPROVAL OF MINUTES** – *Supervisor Kulkoski made a motion to approve the minutes from the Regular Board Meeting on November 14, 2022. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.***
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. was excused from the meeting.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**  
**Facilities & Amenities Committee** - Supervisor Kulkoski reported that Jeff Buxton continues to work with the committee to determine their role in the Strategic Plan development.

**Finance Committee** – There was no meeting, therefore, no report.

**Green Committee** - Jon Edinger updated the group on the recent response from FEMA. They have agreed to reimburse us for all the tree debris and stump removal to date. Ricky Nix and Ron Garl will ride the course tomorrow attempting to have the course continue to play with the same degree of difficulty as prior to the damage caused by Hurricane Ian. Joshua Tree, Inc. is here this week to work on compromised trees and stumps. We are waiting for the arborist’s report. The goal is to remove any suspicious trees before the next hurricane season. The trees that pose a threat on the course have been addressed. The committee is putting together a program on areas that are pine straw, grass, or sand. The Adopt-A-Hole Program is going well. Jack Birecree is working on improving communications. The committee is encouraging residents to send all comments/requests via the [work request forms](#) on the website. This is the best way to start a work order for the golf maintenance and irrigation teams. Conversations on distance markers are taking place to determine if we need 110 plates in the ground to show where the distance was measured to get the yardage on the card. The committee’s year-end report will include Hurricane Ian recovery request for additional funds above Tim’s typical budget. The lake bank management plan work continues, concentrating on lakes abutting the golf course.

**Long-Range Planning Committee** - Fred Gignac mentioned that two weeks ago the project for short and long-term generation was picked up by the committee. Beth Brucker and Bob Herbstritt are working on its initial development. They will discuss with the committee at their next meeting to narrow down items.

**Strategic Planning Review** - Jeff Buxton followed up on the suggestions for the edits to the draft of the Strategic Plan, basically a refresh from last Spring. The edited version of the plan has been provided to the Board for their review. The Facilities & Amenities will talk more this afternoon about what’s implied in the plan for their actions. Chair Young reminded the group that using a Strategic Plan is the path to ensuring that the community continues to do the things that we want it to do. Further discussion took place on the process and understanding of the Strategic Plan. All the Board members agreed that they had carefully reviewed the Strategic Plan (as attached).

- *Chair Young made a motion to replace the Strategic Plan that we have with the new plan as of November 28, 2022, and give it to the residents. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***
- *Supervisor Kulkoski made a motion to release the 2023 Annual Survey to the residents during the first week of 2023. Vice-Chair Overs seconded the motion. **The motion was approved unanimously.***

**Policies & Procedures Committee** - Supervisor Schwarz reported that the committee continues to meet. Updates are being incorporated, sometimes being slightly amended for consistency in the document. They are looking at committee charters for inconsistencies, therefore they are being cleaned up, so they are standardized. The plan is for the document to go to Counsel



Hart at the end of the calendar year then to the Board. Treasurer Schwarz reminded the Board of the importance of a thorough review; some operating procedures that do not belong have been removed. This is a policy document. Policies do not need to be changed every year, it's the rules that should change, and going forward updates to the policies as a Strategic Plan task should be minor. Their existing document had inconsistencies on who is responsible for what. The committee will address this. The GM needs flexibility on whom he can assign which responsibilities to. This will be a policy document that should stand the test of time. The document will no longer cite specific Florida State Statutes because they are available online. The committee is looking at the February or March timeframe.

**Problem-Solving Taskforce** - John Cowgill is waiting for the Board's direction on the restaurant or fitness center. The Board revisited this later in the meeting.

VII. **GENERAL MANAGER'S REPORT**– GM J.B. Belknap provided the following updates:

**FEMA** – There was a recovery scope meeting with FEMA last week with four representatives who discussed the public assistance grant process along with the documented damages, environmental issues, insurance, mitigation options, and site inspections. The next meeting is on Wednesday. Assistant Controller Sherry Young is taking the lead and being diligent about documentation and details. To date, the HGRD is out of pocket approximately \$200k to Clark construction for debris removal. The key is to recover out-of-pocket expenses and then look at uninsured damages. We have not received any FEMA money at this time. We are still waiting for proof of loss from the insurance company regarding the clubhouse, but we did receive from Catalytic (Clubhouse and fitness center property carrier) a \$100K check as an advance payment on the losses while we await a full cost estimate on the specific damages.

**Bocce & Shuffleboard Courts** - The sunshade structure company, Dragon will start pouring the footings this coming week so Mor Sports can mobilize and start on the 19th. We will also meet with Dragon regarding the middle tennis pavilion structure which, as Jeff agreed, will not be in Stultz's scope.

**Pickleball** - A separate Mor Sports crew will also start the pickleball courts the week of the 19th. They commented to Stultz that they were happy with the grading in the pad areas.

**Pool Deck** - Lighting options have still not been submitted to Stultz although they should have them by next Thursday. Color samples for the pool deck furniture will be available on Tuesday. The landscape architect is scheduled to visit for ideas regarding vegetation around the pool deck.

**Storage Building** - On Thursday, Jeff Stultz said he will begin to revisit pricing and scope regarding the storage building.

**Multi-Use Path** – Hole Montes Engineering advised that a few small errors in the bid schedules were recently brought to their attention regarding the HOA roadwork. Therefore, a one-week extension was granted. Bids are now due next Friday. Once they are compiled, I'll set up a review meeting with Hole Montes and the Finance/Bid Oversight committee. In addition, Ryker is meeting with an irrigation contractor to determine costs on moving CLIS so we can come up with a total project cost.

**Restaurant** -The current concept layout will be discussed on Monday along with Furniture, Fixtures, and Equipment (FF&E). As Stultz mentioned, they and RG Architects would have to submit permit plans by February to start in late April. If approved, Stultz will begin to get pricing to confirm the range of magnitude budget he submitted.

**Fitness Center HVAC Issue** - Mike Sheeley at MK Architecture was contacted regarding the moisture issue we are having in the fitness center. Shelley responded that he would have someone come out, and said it might not be soon, but his firm will get to it. With Counsel Hart's concurrence, GM Belknap will reach back out to them at the end of the month for an update. We cannot let this get into the April- May timeframe. We may need forensics to find the problem and an engineer to fix it.

Insert Lynn's comments on FL Class Investment

**Update on FL CLASS Investment** – Controller Lynn Brew updated the group on moving long-term capital funds to the FL CLASS account. She is waiting for info from FL Prime and this will be done this week. Board members authorized on the account should have received an email to confirm read rights, and notifications to set up the access. The yield on SBA and FL Class is very much the same, however with FL CLASS investment the District will receive additional services on cash flow. Supervisor Schwarz advised that FL CLASS representative agreed to use five years of Finemark's electronic bank statements for the cash flow analysis. Therefore, staff will not need to pull data from the payable system. Lynn will provide the electronic bank statement copies this week.

## VIII. OLD BUSINESS

**Community Survey** - Discussion completed above.

**Next Steps on the Restaurant Renovation** - Discussion took place on preliminary information from Stultz that puts us roughly in the \$1.2M category. We are waiting on the ok to move to the next level of drawings completed to designate costs for each one. This will bring us to a closer agreement on the expense. Originally there was only \$600k allocated for this project, but all renovation estimates are much higher.,

Further discussion ensued on whether to go forward with the architect on the restaurant renovation. Chair Young suggested getting closer numbers and revisiting the subject to determine if anything else will be taken off the table or if we have the funds to move forward.

*Chair Young made a motion to authorize Stultz to move forward. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

## IX. NEW BUSINESS

**Lobby Décor** - Discussion ensued on the renovation of the lobby area. Beth Brucker, Supervisor Schwarz, and Supervisor Polvinen have been working on a plan to renovate the lobby. The plan would include changing the flooring, removing the store front window and door, utilizing the space, and decorating. It is still in the planning stage currently and determining the needs of the area. Chair Young asked for a presentation from the volunteers before moving forward. the group mentioned the potential of moving the HOA Conference Room double doors to the right side entry across from Card room A. This would close off the main wall. This has been mentioned to the HOA and Supervisor Overs will follow-up.

**Golf Committee Charter** – Jon Edinger Chair of the Green Committee mentioned a change in the direction of the Green Committee. Members of the committee get asked to do a lot of things that do not fall within the charter. With the support of his committee, Mr. Edinger implemented changes to the charter. *Vice-Chair Overs made a motion to disband the Green Committee as of April 1st then transition it to the Golf Committee Standing Committee and accept their updated charter. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***


X. **RESIDENT COMMENTS** – Discussion took place on the Annual Survey. For those who don't have a computer, printed surveys are available in the Administration Office.

## XI. UPCOMING MEETINGS

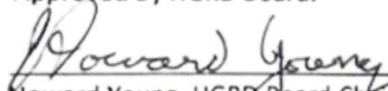
- Monday, December 12, 2022—Facilities & Amenities—2:00 p.m.—CR-C/Zoom
- Monday, December 19, 2022—Long Range Planning—10:30 a.m.—CR-C/Zoom
- Thursday, January 5, 2022—Green Committee—9:00 a.m.—CR-C/Zoom
- Monday, January 9, 2022—Board of Supervisors—9:00 a.m.—CR-C/Zoom
- Monday, January 9, 2022— Facilities & Amenities — 2:00 p.m.—CR-C/Zoom
- Monday, January 16, 2022—Long-Range Planning—9:00 a.m.—CR-C/Zoom
- Monday, January 23, 2022—Board of Supervisors—9:00 a.m.—CR-C/Zoom

XII. **ADJOURNMENT** took place at 10:35 AM.

Submitted By:

 01/23/23  
Karon Bennett, Assistant GM Date

Approved By HGRD Board:

 01/23/2023  
Howard Young, HGRD Board Chair Date