



**HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING**  
**January 3, 2022 at 2 PM, Card Room C/Zoom**

**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** – Vice Chair Overs
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – Special Board Meeting from December 13, 2021
- V. **EMPLOYEE INPUT**
  - **Ryker Johnson**, CLIS Update
  - **Tim Kortanek**, Golf Course Update
- VI. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
  - A. RESOLUTION 2022-01 – Board Election
- IX. **COMMITTEE REPORTS & RECOMMENDATIONS**

A. Audit – No Meeting	Supervisor Schwarz
B. Facilities & Amenities – No Meeting	Chair Karen Mars
C. Long-Range Planning – No Meeting	Chair Fred Gignac
D. Green Committee -December 14	Chair Jon Edinger
E. Finance – No Meeting	Chair Dennis Popp
F. Problem-Solving Taskforce – No Meeting	Chair John Cowgill
- X. **OLD BUSINESS**
  - A. Expenses Associated with Memorial Trees (On the 01/06/21 Green Committee Meeting Agenda)
- XI. **NEW BUSINESS**
  - A. Handicap Golf Cart Review
  - B. Sailing Club Buoy Maintenance – Supervisor Kulkoski
- XII. **RESIDENT COMMENTS**
- XIII. **UPCOMING MEETINGS**
  - Thursday, January 6 – Green Committee - 9:00 AM – Card Room C/Zoom
  - Monday, January 10 – Long-Range Planning Committee – 9:30 AM – Card Room C/Zoom
  - Monday, January 10 – Facilities & Amenities – 2 PM - Card Room C/Zoom
  - Monday, January 17 – Finance Committee – 9 AM - Card Room C/Zoom
  - Monday, January 24 - Special Board Meeting – 2 PM - Card Room C/Zoom
  - Tuesday, February 1 through Wednesday, February 16 – Board Candidate Qualifying
- XIV. **ADJOURNMENT**



**HERONS GLEN RECREATION DISTRICT  
SPECIAL BOARD MEETING  
January 3, 2022 at 2:00 PM, 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	6

- I. **CALL TO ORDER** – Chair Young opened the meeting at 2:00 PM.
- II. **PLEDGE OF ALLEGIANCE** – Vice Chair Overs led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett called roll (attendees are listed above).
- IV. **APPROVAL OF MINUTES** – *Motion made by Supervisor Kulkoski to approve the minutes from the Special Board Meeting on December 13, 2021. Supervisor Overs seconded the motion. **The motion was approved unanimously.***
- V. **EMPLOYEE INPUT**

**CLIS Update** – Community Irrigation Manager Ryker Johnson spent several weeks going through CLIS decoders. He advised the Board that he is confident that the CLIS system is functioning better with the help of Tucor's onsite assistance. Until replacement decoders will operate out of sequence. This is causing low pressure in some areas; an example is one of the homes on Corona Del Sire Drive. The biggest key is to get decoders on hand so they are available when needed. J.B. followed up on the scope of work plan and specifications to improve CLIS an Irrigation vendor submitted preliminary estimated costs for budget development from Tucor Inc. Vice President Mark Grenert.

**Golf Course Update** – Jon Edinger and Director of Golf Course and Grounds Maintenance Tim Kortanek reported on the condition of the golf course which has been open for under 3 weeks. Tim does not have an exact timeline for the opening of the carts to full cart usage. He is ready to open front nine, then look at the back nine after reviewing the strength of the turf. The Board agreed to open the front 9 on a trial basis. If things go well, they will move forward with opening the entire golf course to golf carts. Tim has authorization from the Board to go back to cart path only if necessary. Head Golf Pro Chris Ewing will send an email announcing the opening of the back nine that includes a video demonstration of the use of the 90 degree rule as follows:

*"Starting tomorrow, Friday, January 7<sup>th</sup>, golf carts will be allowed to travel 90° onto the rough and fairways on the front 9. (The Par 3's will remain path only) Please [click here](#) for a video describing the 90° rule. The back 9 will continue to be cart path only until further notice."*

- VI. **GENERAL MANAGER'S REPORT** – GM J.B. Belknap reported on the following subjects:

**Bond Projects Update** – It has been 10 months since LDO submitted. To Lee County. J.B. sent Rich Small (Stultz) some of the comments that Lee County staff is asking Jim Ink to provide for us to receive the LDO on our other five projects. J.B. asked Rich to look for other options to come on site to evaluate the underwater bridge pilings for structural integrity. Apparently, there are not a lot of companies who perform this service since, according to Rich, they haven't returned his calls.

**Golf Course Renovation** - J.B., Tim and Controller Lynn Brew are working with Clarke and Ron Garl's office to wrap up the golf course renovation project. As you can imagine, there are numerous loose ends that must be tied up to complete the project. A full accounting will be submitted to the Board.

**Tennis Lights** – J.B. is working with Building Maintenance Manager Dan Parker and John Avigliano of the Tennis Association to set a date when Wisconsin Lighting Lab can ship the new LED tennis lights to our local electric company. Kirkwood Electric can install them. Wisconsin Lab says the lights will be delivered by the week of Friday, January 14th.

**Handicap Golf Cart Review Handicap Accessible Golf Carts** - A resident, who is an amputee, has asked if he were to purchase a handicap adaptive cart, could he access it throughout the course, even on tees and greens. Supervisor Schwarz researched that we owned a handicap adaptive cart in the early 2000's and Counsel Hart pointed out that our current HGRD Rules & Regulations state: "Management has the right to approve the use of a privately-owned single-user golf cart manufactured for the purpose of use by a handicapped person while playing golf. Such golf cart may be used anywhere on the golf course, including tees and greens, but is still subject to the course conditions of the day".

Counsel Hart elaborated that the ADA is fairly clear: Golfers with disabilities need full access to the game, including the greens. The ADA requires that we to make reasonable accommodations unless weather or agronomic conditions are such that a golf car on the green will cause irreparable damage and significant financial harm. The PSI of some of these single rider golf cars on the greens surface is no more than or less than the human footprint and less than that applied by motorized mowing equipment. Discussion took place concerning whether or not the Recreation District should consider purchasing (leasing is not an option with Solo Rider) a similar cart in case a public golfer requests use of such equipment. The Board agreed to purchase a handicap cart.

**Saturday Tennis** – J.B. was contacted by the HGRD tennis association regarding the permanent elimination of mixed doubles on Saturday mornings. On a 1-year trial basis, the Board gave approval last year to eliminate reserving the courts for doubles between 8am-9:30am on Saturdays due to low participation. As shown in the current policies, mixed doubles has been eliminated. The tennis association is now allowing reservations to be made on the booking engine during the Saturday morning timeframe.

**Golf Policy** - Like every Club, policies may have to be amended from time to time based on current circumstances. One such policy is the dues proration for new Non-Resident golf members. Our current rules state: "Annual Golf Memberships are available to non-residents. There are no prorated or part-year public memberships." J.B. suggested that the Board consider treating first-time Non-Resident members the same as new Resident members: "New Golf Members may be eligible for prorated memberships the first year purchasing an Annual Golf Membership. The new Golf Member prorating is only available once regardless of the number of years of non-renewals." The NRM proration would only include dues, not the one-time admin fee of \$1,000 or the additional annual \$70 capital charge. J.B. will create a chart to define which non-residents (renters) will be prorated, who will not and what their fees will be for review.

**F&B Operations** - We served 140 residents at the New Year's Eve dinner along with 285 who rang in the New Year in the Ballroom. Chef Jason will have all his H-2B workers by Thursday and will also be rolling out a new ala cart menu Friday. The demand for nonimmigrant workers is skyrocketing in SW Florida. Therefore, Jason has begun his planning for H-2B visas for the 2022-2023 season.

VII. **FINANCIAL REPORT** – Controller Lynn Brew reviewed the November financial highlights as [attached](#).

Golf Memberships as of December 25th: Total-557. 150 Resident Household; 212 Resident Singles; 3 Non-Resident Households; 39 Non-Resident Singles.

VIII. **DISTRICT COUNSEL'S REPORT** - Counsel Hart presented Resolution 2022-01 to the Board. *Supervisor Kulkoski moved to approve Resolution 2022-01, Chair Young seconded the motion, and the Resolution was approved as follows:*

A RESOLUTION CALLING AND FIXING AN ELECTION FOR TWO (2) MEMBERS OF THE BOARD OF SUPERVISORS OF THE HERONS GLEN RECREATION DISTRICT ON MARCH 30, 2022; DESIGNATING HOURS AND PLACE OF VOTING; PROVIDING FOR QUALIFICATIONS; AND, OTHERWISE PROVIDING FOR THE HOLDING OF SAID ELECTION.

Candidate qualifying will take place January 24, 2022 through February 7, 2022.

IX. **COMMITTEE REPORTS & RECOMMENDATIONS**

**Audit** – There was no meeting, therefore, no report.

**Facilities & Amenities** – There was no meeting, therefore, no report.

**Long-Range Planning** – Chair Fred Gignac

**Green Committee** – Green Committee Chair Edinger thanked both Tim, Golf Course Superintendent Eric Simpson, and Chris, along with their staffs, for their hard work to getting the course opened. Chair Edinger pointed out that a lot of people are not using the 90 degree rule. The committee is working on 3 lists with several recommendations of work to be done. The first list contains simple things that Tim and his crew can do within budget. The second list contains projects requiring additional funding such as landscaping, pressure wash cart paths, etc. The third list is projects that will have additional expenses. The committee will prioritize those lists, include dollar amount, and present to the recommendation to the Long-Range Planning Committee.

**Finance** – There was no meeting, therefore, no report.

**Problem-Solving Taskforce** – Chair John Cowgill went over the Restaurant/Pool Deck Project. Following the Board's decision to authorize Stultz to engage with RG Architecture and Wegman Design, John Cowgill has called a PSTF Committee meeting where Stultz, RG and Wegman will all be present to discuss design concepts.

X. **OLD BUSINESS** was covered above.

XI. **NEW BUSINESS**

**Sailing Club Buoy Maintenance** – J.B. thanked Dan Parker and his staff for renovating the Sailboat Club's dock area. It has improved the safety and aesthetics of the area. The Sailboat Club requested to maintain the pond buoys themselves using an inflatable raft. According to Tom Meyers, the club has made prior requests for self-maintenance which have been denied because "we don't allow any vessels on our ponds". Previously, golf course employees used the practice range boat to place buoys. Although HGRD staff has been helpful and they received great cooperation, the Sailboat members contend the ideal placement of buoys requires depth measurement, proper anchor rope length and slack line as well as renewed flotation etc. They would like permission to purchase a quality two-man inflatable raft to service the buoys to launch two or three times per year. The Board agreed that due to liability issues the project will remain assigned to the HGRD maintenance team. Criteria from the Sail Club will be gathered and HGRD staff will be trained accordingly.

XII. **RESIDENT COMMENTS** – No resident comments were presented.

XIII. **UPCOMING MEETINGS**

- Thursday, January 6 – Green Committee - 9:00 AM – Card Room C/Zoom
- Monday, January 10 – Long-Range Planning Committee – 9:30 AM – Card Room C/Zoom
- Monday, January 10 – Facilities & Amenities – 2 PM - Card Room C/Zoom
- Monday, January 17 – Finance Committee – 9 AM - Card Room C/Zoom
- Monday, January 24 - Special Board Meeting – 2 PM - Card Room C/Zoom
- Monday, January 24 through Monday, February 7 – Board Candidate Qualifying

XIV. **ADJOURNMENT** took place at 4:29 PM.

2/14/2022

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant

APPROVED BY HGRD BOARD:

2/14/2022

Date

Howard Young

Howard Young, HGRD Board Chair



## ATTENDANCE RECORD

Meeting Type: Special Board meeting

Date: 1/3/2022 Time: 2pm

PLEASE PRINT YOUR NAME BELOW

1	Mary Wright
2	Richard Milner
3	JOHN EDINGER
4	James Soper
5	Marta Sheen
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## RESOLUTION 2022-01

### **A RESOLUTION CALLING AND FIXING AN ELECTION FOR TWO (2) MEMBERS OF THE BOARD OF SUPERVISORS OF THE HERONS GLEN RECREATION DISTRICT ON MARCH 22, 2022; DESIGNATING HOURS AND PLACE OF VOTING; PROVIDING FOR QUALIFICATIONS; AND OTHERWISE PROVIDING FOR THE HOLDING OF SAID ELECTION.**

Now, therefore, be it RESOLVED by the Board of Supervisors of the Herons Glen Recreation District that:

1. The Herons Glen Recreation District shall hold an election on **March 22, 2022** to elect two (2) members of the Board of Supervisors, for a term of three (3) years, such term to begin April 1, 2022. The two (2) candidates receiving the highest vote total shall be elected.

2. Qualification of candidates to run for the position shall be performed by Counsel for the District, Knott Ebelini Hart, 1625 Hendry Street, Suite 301, Fort Myers, Florida 33901, by the receipt of the following information in writing.

- (1) Name, as it is to appear on the ballots;
- (2) Residence Address;
- (3) A signed statement certifying that the candidate is 18 years old, a resident of Florida, is an owner of property within the District and resides within the District for at least ninety (90) days per year.
- (4) Signed and notarized candidate's oath as prescribed by Florida Statutes.

Exhibit "C" may be used for the above.

- (5) A Candidate's one-page info sheet for distribution to public This item is optional, but must be provided before the end of qualifying.

Qualifying shall commence on **January 24, 2022** and conclude at 5:00 p.m. on **February 7, 2022**.

3. The place and time of voting in said election is: The Herons Glen Country Club, Administration Office, 2250 Herons Glen Boulevard, North Fort Myers, Lee County, Florida, between the hours of 11:00 a.m. and 4:00 o'clock p.m. on March 22, 2022.

4. Legal Counsel for the District is authorized and directed to serve as elections qualifying officer, prepare and mail the ballots, publish Notice of said election in the form attached hereto as Exhibit "A."

5. Qualified voters are the property owners as shown by the records of the Lee County Property Appraiser, unless otherwise shown by proof acceptable to the Board, or its Election Committee.

6. Legal counsel for the District is further authorized to conduct said election with the assistance of an Election Committee to be named by the Board of Supervisors prior to the Election in accord with the Election Procedures set forth in the attached Exhibit "B."

**PASSED AND ADOPTED** at a meeting of the Board of Supervisor of the Herons Glen Recreation District this day 3<sup>rd</sup> day of January 2022.

[SEAL]

ATTEST:

*M. A. P. P. P.*  
District Secretary

**HERONS GLEN RECREATION DISTRICT**

*Howard Young*  
Howard Young, Chair

## **EXHIBIT "A"**

### **NOTICE OF ELECTION AND CANDIDATE QUALIFYING**

The Herons Glen Recreation District will hold the election of **two (2) members** of its Board of Supervisors on **March 22, 2022**, at the Herons Glen Country Club, Administration Office, 2250 Herons Glen Boulevard, North Fort Myers, Lee County, Florida between the hours of 11:00 a.m. and 4:00 p.m., **for a term of three (3) years commencing April 1, 2022**. The election is non-partisan.

The Board of Supervisors is comprised of five (5) residents of the Herons Glen Recreation District, elected at large by owners in the District. A candidate for the position of Supervisor must be 18 years old, a property owner in the Herons Glen Recreation District, a Florida resident and must reside in the District for at least 90 days each year. Members of the Board of Supervisors serve without compensation.

Candidate **qualifying papers** will be accepted beginning January 24 , 2022 and **must be received by 5:00 p.m., February 7, 2022**.

**Persons wishing to qualify** as a candidate for the Board of Supervisors **must** provide:

- 1) Name, as it is to appear on the ballot;
- 2) Residence address;
- 3) Signed statement certifying that they are 18 years of age, an owner of property in the Herons Glen Recreation District, reside in the District for at least 90 days each year; and
- 4) Candidate's sworn oath as prescribed by Section 99.021, Florida Statutes

All above items must be delivered to Thomas B. Hart at Knott Ebelini Hart, 1625 Hendry Street, Suite 301, Fort Myers, Florida 33901, **prior to 5:00 p.m. on February 7, 2022**. The candidate's oath may be obtained from Mr. Hart.

Candidates may also include a one-page info sheet or resume for distribution to voters.

## **EXHIBIT "B"**

### **ELECTION PROCEDURES FOR HERONS GLEN RECREATION DISTRICT ELECTION ON MARCH 22, 2022**

The Election for two Supervisor will be held on March 22, 2022. The terms of Supervisors Howard Young and Bill Kulkoski will expire on March 31, 2022.

Notice of the election will be published during both the 5<sup>th</sup> and 3<sup>rd</sup> weeks prior to the election in the legal section of the Cape Coral Breeze and also posted on the District's bulletin board. A Notice of Qualifying will be published prior to January 24, 2022. The notice will also advise that nominations for any open position of Supervisor must be provided to Thomas B. Hart at Knott Ebelini Hart in writing by the close of qualifying period at 5:00 p.m. on February 7, 2022.

After the close of nominations/qualifying for candidates, Thomas B. Hart will prepare a ballot listing alphabetically the names of all persons who have qualified. Ballot Instructions will say to vote for no more than two (2). The two candidates with the highest vote totals will each be elected for a term of three years beginning April 1, 2022.

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 in the clubhouse of the Herons Glen Country Club for the election of two members to the District Board of Supervisors between the hours of 11:00 a.m. and 4:00 P.M. on March 22, 2022, and that they may attend and vote in person, or may vote by the absentee method outlined in the instructions.

The instructions will direct each voter who wishes to vote absentee 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 close of the election. Instructions to each voter will state that only those ballots with the Voter Certificate signed by the voter and received by 4:00 p.m. on the day of the election will be counted.

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. 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 Election Committee appointed by the Board in the presence of any members of the public wishing to observe. Any ballots received before 4:00 p.m. on Election Day will be brought to the Clubhouse to be opened and counted in public. The Mailing Envelopes will be separated and names checked for duplications; then put aside. Opening of 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 will open the Mailing Envelopes, take out Ballot envelopes and mix the unopened ballot envelopes together. At 4:00 P.M. on the day of the election, the Committee will open and count the ballots.

The Election Committee 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 and made a part of the Minutes at the next Board meeting and the winners will then be announced. **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.**

. 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 January 24, 2022 and until 5:00 p.m. on February 7, 2022. Counsel will inspect the statement of qualification of all nominees and inquire of all nominees, if unclear, whether they are qualified, i.e. are 18 years old, a resident of Florida, own property in the District and reside there 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 and District 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, return envelopes and candidate biographical information, if sufficient information and time is available to Counsel before the projected mailing date of February 22, 2022.

Over the years, a number of questions have come up regarding what it means to be a property "owner" in Herons Glen and therefore be entitled to vote in elections. The following are the guidelines we have followed to date. The Board, however, is the final decision maker whenever there are disputes as to such matters.

1. If a property within the District is owned by a single individual, that individual is entitled to a vote in the election.
2. If a single parcel in the District is owned by 2 or more individuals, the law considers them each to be the owner of a partial interest in the property. For that reason each of them should be considered an owner and, therefore, each of them is entitled to a vote in the election.
3. If a single parcel in the District is owned by a single trustee, e.g. "John Doe, Trustee," the trustee, John Doe, is the legal owner of the property and would be entitled to a vote in the election. It is true, however, that the trustee holds title to the property for the benefit of another party. That other party is said to be a beneficial owner of the parcel. In other words, both the trustee and the beneficial owner could be considered owners of property in the District, however, their ownership interest

is not a partial interest but is exactly the same. Therefore, one or the other could vote in the election, but not both.

We have seen evidence in the county public records that certain parcels are owned by “John Doe and Mary Doe, Trustees.” In those cases, it is my opinion that both John Doe and Mary Doe should be permitted to vote because it appears likely that each of them owns, as trustee, an undivided beneficial interest in the property and thus each of them is an owner in the District.

However, in another case, which we have seen, the property is owned by John Doe, Trustee and Mary Doe, Co-Trustee, for the “Doe Family Trust.” Given that the Doe Family Trust might include dozens of beneficiaries, this situation will be handled by the same process that is used for corporations and other legal entities owning property in the District. In those cases, as described below, the Board will accept only one vote for the parcel. It is the trust, a single “person,” that owns the property and the Trust gets one vote, to be voted by one of the Trustees.

However, if the property owner can prove to the Elections Committee, the person(s) who in fact, own the property and so long as that owner, or those owners if more than one, are also Trustees and each signs the voter’s certificate under oath saying that they are the owners, then their votes will be accepted as valid.

4. In some cases, a parcel may be owned by a corporation or partnership. In those cases the Board will accept a vote by one individual with the legal right to represent the entity. In other words, the president or vice president of the corporation may vote on behalf of the corporation or an individual partner may vote on behalf of the partnership. In these cases, it is the entity which is the owner and only one vote may be cast on behalf of that entity.

5. In some cases, an individual or entity owns more than one parcel in the District. This is the issue raised in particular by Developers, because they own a number of individual lots in the District. The individual or corporation in these cases is one owner of property in the District and is, therefore, entitled to only one vote in the election.

That is also the case where one person owns two lots. The District charter states in Section IV:

Each property owner and resident in the District shall have the right to vote in the election.

It has been argued that this language was intended to give such owners one vote per parcel owned. That, however, is not what the document literally says.

## Exhibit "C"

### CANDIDATE OATH

STATE OF FLORIDA       )  
COUNTY OF LEE        )

Before me, an officer authorized to administer oaths, personally appeared the undersigned, to me well known, who, being sworn, says:

- I am a candidate for the office of Supervisor of Herons Glen Recreation District;
- I am a qualified elector of (i.e. registered to vote in) \_\_\_\_\_ County, Florida;
- I am qualified under the Constitution and the laws of Florida to hold the office to which I am seeking to be elected;
- I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with that of the office I seek;
- I have resigned from any office from which I am required to resign pursuant to § 99.012, Florida Statutes;
- I will support the Constitution of the United States and the Constitution of the State of Florida.
- I am over the age of 18;
- I am an owner of property in the Herons Glen Recreation District;
- I reside in the District for at least 90 days each year;
- My name, as it is to appear on the ballot, is: \_\_\_\_\_

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Residence address of candidate

\_\_\_\_\_  
City, State, Zip Code

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022, at Lee County, Florida, appeared \_\_\_\_\_ who ☐ is known to me or who ☐ has produced \_\_\_\_\_, as identification.

\_\_\_\_\_  
Signature of Notary Public – State of Florida

\_\_\_\_\_  
Printed Name of Notary Public

My Commission Expires:

**Hérons Glen Recreation District**

**FUND BALANCE REPORT**

As of Nov 30, 2021

ACCOUNT DESCRIPTION	BANK NAME	GL ACCT#	INT RATE	ACCT TYPE		
<b>OPERATING ACCOUNTS</b>						
	Petty Cash	00-1010	0.00%	Cash, Petty	\$200	
	FineMark - Operating	00-1138	0.01%	Cash, Operating	\$1,086,417	
	SBA Fund A - Florida Prime - Operating	00-1051	0.10%	Cash, Operating	\$3	
<b>TOTAL OPERATING ACCOUNTS</b>						\$1,086,620
<b>RESERVES</b>						
<b>DEFERRED MAINTENANCE</b>						
	FineMark Bank - Deferred Maintenance	00-1142	0.01%	Cash, Reserved	\$314,588	
	SBA Fund A - Florida Prime - Deferred Maintenance	00-1131	0.10%	Cash, Reserved	\$219,501	
<b>TOTAL DEFERRED MAINTENANCE</b>					\$534,089	
<b>CAPITAL RESERVE</b>						
	FineMark Bank - Capital	00-1088	0.01%	Cash, Reserved	\$348,243	
	FineMark Bank - Long Term Capital Reserve Fund	00-1089	0.01%	Cash, Reserved	\$334,803	
	SBA Fund A - Florida Prime - Capital Fund	00-1130	0.10%	Cash, Reserved	\$859,462	
	SBA Fund A - Florida Prime - Long Term Capital Reserve Fund	00-1132	0.10%	Cash, Reserved	\$1,629,130	
<b>TOTAL CAPITAL RESERVE</b>					\$3,171,638	
<b>UNINSURED LOSSES RESERVE</b>						
	FineMark Money Market - Uninsured Losses Reserve Fund	00-1134	0.21%	Cash, Reserved	\$0	
	SBA Fund A - Florida Prime - Uninsured Losses Reserve Fund	00-1141	0.10%	Cash, Reserved	\$350,058	
<b>TOTAL UNINSURED LOSSES RESERVE</b>					\$350,058	
<b>PROJECTS</b>						
	FineMark Money Market - GCM Special Improvements Fund	00-1128	0.21%	Cash, Reserved	\$759	
	SBA Fund A - Florida Prime - Golf Course Special Improvements Fund	00-1144	0.10%	Cash, Reserved	\$425,308	
<b>TOTAL PROJECTS</b>					\$426,067	
	2020 Bond Funds - 0000 - Revenue Fund	00-1410			\$668,907	
	2020 Bond Funds - 0001 - Interest Fund	00-1411			\$0	
	2020 Bond Funds - 0008 - Acquisition & Construction Fund	00-1417			\$6,868,022	
	2020 Bond Funds - 0009 - Cost of Issuance Fund	00-1418			\$0	
	2020 Bond Funds - 0004 - Debt Reserve Fund	00-1419			\$444,072	
<b>TOTAL RESERVE ACCOUNTS</b>					\$7,981,001	\$12,462,852



**Hérons Glen Recreation District**
**BALANCE SHEET Nov 30, 2021**

	as at Nov 30, 2021	Last Fiscal Year End
<b>ASSETS</b>		
<b>CASH &amp; CASH EQUIVALENTS</b>		
Cash, petty	\$ 200	\$ 200
Cash, Operating	1,087,175	1,018,126
Cash, Reserved	4,481,851	4,511,060
<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>	<b>\$ 5,569,226</b>	<b>\$ 5,529,386</b>
Accounts receivable	108,581	28,222
Accounts Receivable, Other	12,537	12,104
Accounts Receivable, Sub-Associations	2,757	-
Allowance for Bad Debt	(1,000)	(1,000)
Inventory, Pro Shop	-	22,015
Inventory, Restaurant	38,007	32,248
Inventory, Gas	4,904	5,009
Prepaid	135,357	52,157
PR Benefits Clearing	(755)	(622)
Gratuities Clearing	(10,544)	(4,121)
Employee Christmas Fund	(18,462)	109
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 5,840,607</b>	<b>\$ 5,675,506</b>
<b>RESTRICTED ASSETS</b>		
2020 Series Bond Funds - Revenue Fund	668,907	460,535
2020 Series Bond Funds - Acquisition & Construction Fund	6,868,022	7,373,006
2020 Series Bond Funds - Debt Reserve Fund	444,072	444,072
<b>TOTAL RESTRICTED ASSETS</b>	<b>\$ 7,981,001</b>	<b>\$ 8,277,613</b>
<b>WORK IN PROCESS</b>		
WIP - CLUBHOUSE IMPROVEMENTS - BOND	82,337	82,337
WIP - GOLF COURSE RENOVATION - BOND	5,738,855	5,720,002
WIP - CLIS - BOND	121,417	100,972
WIP - RESTAURANT - BOND	27,239	27,239
WIP - STORAGE BUILDING - BOND	34,990	34,680
WIP - MISCELLANEOUS SMALL CAPITAL PROJECTS	6,800	-
WIP - CART/PEDESTRIAN BRIDGE - BOND	500	500
WIP - DRIVING RANGE RESTROOM	13,505	13,195
WIP -- BOCCE COURTS - BOND	23,200	16,690
WIP - POOL DECK - BOND	16,175	15,865
WIP - PICKLEBALL COURTS - BOND	19,022	18,365
WIP - MULTI-USE PATH - BOND	23,559	-
<b>TOTAL WORK IN PROCESS</b>	<b>\$ 6,107,599</b>	<b>\$ 6,029,845</b>
<b>PROPERTY, PLANT &amp; EQUIPMENT</b>		
Capital Projects, other	1,984,725	1,984,725
Real Property and Improvements	4,617,690	4,617,690
Equipment	2,098,874	2,098,874

<b>Hérons Glen Recreation District</b>		
<b>BALANCE SHEET Nov 30, 2021</b>		
	<b>as at Nov 30, 2021</b>	<b>Last Fiscal Year End</b>
Property & Improvements	1,109,293	1,109,293
Golf Course Project	1,299,200	1,299,200
CLIS System	1,540,279	1,540,279
Parking Lot Project	999,724	999,724
CLIS - Pump Stations	135,000	135,000
Effluent Storage	373,295	373,295
Clubhouse Project	320,927	320,927
Golf Course Maintenance	1,374,324	1,374,324
Storm Drain Project	36,200	36,200
Fitness Center	983,011	983,011
Restaurant Renovation	2,401,176	2,401,176
Accumulated Depreciation	(12,625,829)	(12,490,527)
<b>TOTAL NET PROPERTY, PLANT &amp; EQUIP</b>	<b>\$ 6,647,890</b>	<b>\$ 6,783,192</b>
<b>LAND</b>		
Land Original	11,720,482	11,720,482
Land-WasteWater/Maintenance	538,962	538,962
Land-Pump House-Mystic Way	30,000	30,000
<b>TOTAL LAND</b>	<b>\$ 12,289,444</b>	<b>\$ 12,289,444</b>
<b>OTHER ASSETS</b>		
Special Assessment Receivable	28,620,000	28,620,000
2020 Series Bond Insurance Premium	248,919	248,919
Deposits, Long Term	3,616	2,900
Hole In One Account	(1,150)	(912)
<b>TOTAL OTHER ASSETS</b>	<b>\$ 28,871,385</b>	<b>\$ 28,870,907</b>
<b>TOTAL ASSETS</b>	<b>\$ 67,737,927</b>	<b>\$ 67,926,507</b>
<b>LIABILITIES &amp; FUND EQUITY</b>		
<b>CURRENT LIABILITIES</b>		
<b>PAYABLE FROM CURRENT ASSETS</b>		
Accounts Payable, Trade	\$ 244,469	\$ 455,681
Accrued Interest	-	370,250
Golf Shop Consignment Sales Payable	1,565	-
Sales taxes payable	(6,097)	56,019
Accrued expenses	135,996	217,190
Capital Lease - Current	113,918	113,918
Deposits - Ballroom & Locker	745	685
Gift Cards & Groupons	29,554	28,994
Credit Book	5,951	5,792
Hole In One Club	400	1,200
2020 Series Bonds Payable - Short Term	895,000	895,000
	<b>\$ 1,421,500</b>	<b>\$ 2,144,728</b>

**Herons Glen Recreation District****BALANCE SHEET Nov 30, 2021**

	as at Nov 30, 2021	Last Fiscal Year End
Base assessments	129,475	14,650
Deferred Capital Reserve	30,333	2,406
Deferred assessment, maint. reserv	27,733	2,112
Deferred assmnts, User fees	39,466	1,206
Deferred Golf Annual Dues	855,649	984,510
Deferred Annual Range & Handicap	5,233	5,061
Advanced Ticket Sales	42,312	-
<b>TOTAL PAYABLE FROM CURRENT ASSETS</b>	<b>\$ 2,551,702</b>	<b>\$ 3,154,673</b>
<b>LONG-TERM LIABILITIES</b>		
2020 Series Bonds Payable	27,725,000	27,725,000
2020 Series Bonds Payable - Premium/Discount	1,918,569	1,918,569
2020 Series Bonds - Deferred Outflow (Inflow) on Refunding	(844,069)	(844,069)
Capital Lease-Long Term	150,926	150,926
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>\$ 28,950,426</b>	<b>\$ 28,950,426</b>
<b>FUND EQUITY</b>		
Contributed Capital	39,627,310	39,627,310
Association Equity (Deficit)	(4,796,018)	(4,796,018)
Profit/(Loss)	553,646	139,256
Retained Earnings-Reserved	850,861	850,861
<b>TOTAL FUND EQUITY(DEFICIT)</b>	<b>\$ 36,235,799</b>	<b>\$ 35,821,408</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 67,737,927</b>	<b>\$ 67,926,507</b>

Herons Glen Recreation District									
Income Statement									
Nov 30, 2021									
Non-Golf Operations									
REVENUE									
	Actual This Month	Actual Last Yr.	Variance	Actual YTD	LYYTD Activity	Variance	FY21 Adopted 2021-2022 Budget	FY20 Adopted 2020-2021 Budget	This Month Budget
Admin	68,888	93,764	(24,875)	166,394	202,132	(35,738)	940,571	956,859	67,453
Restaurant	116,515	85,684	30,831	234,378	190,747	43,630	1,530,601	1,235,752	158,866
Clubhouse	77,673	73,852	3,821	144,193	137,008	7,186	802,012	755,984	77,620
CLIS	33,937	33,698	239	72,049	71,298	751	425,701	389,446	34,437
Fitness Center	10,871	5,262	5,609	16,386	12,802	3,584	70,326	61,349	11,021
Assessments Included With Above Revenue	206,298	212,098	(5,799)	420,478	443,642	(23,165)	2,301,034	2,186,902	206,298
EXPENSES									
Admin	89,058	81,653	7,405	159,383	144,797	14,586	940,571	956,859	67,453
Restaurant	134,671	105,901	28,770	230,608	180,858	49,750	1,530,601	1,235,752	158,866
Clubhouse	81,701	62,476	19,225	151,283	112,427	38,855	802,012	755,984	77,620
CLIS	32,361	25,085	7,276	63,809	58,398	5,411	425,701	389,446	34,437
Fitness Center	4,247	5,856	(1,609)	9,448	9,105	343	70,326	61,349	11,021
Total Revenue	307,884	292,259	15,625	633,400	613,987	19,413	3,769,211	3,399,390	349,397
Total Expenses	342,039	280,971	61,068	614,530	505,585	108,945	3,769,211	3,399,390	349,397
Total Assessments Included With Revenue	206,298	212,098	(5,799)	420,478	443,642	(23,165)	2,301,034	2,186,902	206,298
OPERATIONS - Non-Golf Net Income	(34,155)	11,288	(45,443)	18,870	108,402	(89,532)	(0)	0	(0)
Golf Operations									
REVENUE									
Pro Shop	86,280	120,496	(34,216)	172,561	229,713	(57,152)	1,953,722	1,643,571	116,032
GCM	0	0	0	0	0	0	0	0	0
EXPENSES									
Pro Shop	30,228	32,827	(2,599)	49,764	68,336	(18,572)	547,809	381,435	47,944
GCM	150,245	102,376	47,869	292,108	236,247	55,862	1,405,914	1,262,136	107,332
Golf Total Revenue	86,280	120,496	(34,216)	172,561	229,713	(57,152)	1,953,722	1,643,571	116,032
Golf Total Expenses	180,474	135,203	45,270	341,873	304,583	37,290	1,953,723	1,643,571	155,277
Golf Net Income	(94,194)	(14,707)	(79,487)	(169,311)	(74,870)	(94,442)	(1)	(1)	(39,245)

<b>Hérons Glen Recreation District</b>					
<b>NEW HGRD CONSOLIDATED - Trend</b>					
	<b>Period 1-2021</b>	<b>Period 2-2021</b>	<b>Forecasted</b>	<b>FY22 Adopted</b>	<b>%</b>
	<b>OCT</b>	<b>NOV</b>	<b>Yr End</b>	<b>2021-2022</b>	<b>+/-</b>
<b>Non-Golf Operations</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>
<b>REVENUE</b>					
Admin	97,506	68,888	946,441	940,571	0.62%
Restaurant	117,863	116,515	1,476,970	1,530,601	-3.50%
Clubhouse	66,521	77,673	802,064	802,012	0.01%
CLIS	38,111	33,937	424,701	425,701	-0.23%
Fitness Center	5,515	10,871	70,026	70,326	-0.43%
Assessments Included With Above Revenue	214,179	206,298	2,301,034	2,301,034	0.00%
<b>EXPENSES</b>					
Admin	70,325	89,058	939,429	940,571	-0.12%
Restaurant	95,936	134,671	1,473,200	1,530,601	-3.75%
Clubhouse	69,582	81,701	809,154	802,012	0.89%
CLIS	31,448	32,361	416,462	425,701	-2.17%
Fitness Center	5,201	4,247	63,088	70,326	-10.29%
Total Revenue	325,517	307,884	3,720,203	3,769,211	-1.30%
Total Expenses	272,492	342,039	3,701,333	3,769,211	-1.80%
Total Assessments Included With Revenue	214,179	206,298	2,301,034	2,301,034	0.00%
OPERATIONS - Non-Golf Net Income	53,025	(34,155)	18,870	(0)	
<b>Golf Operations</b>					
<b>REVENUE</b>					
Pro Shop	86,281	86,280	1,898,569	1,953,722	-2.82%
GCM	0	0	0	0	
<b>EXPENSES</b>					
Pro Shop	19,536	30,228	501,289	547,809	-8.49%
GCM	141,863	150,245	1,424,668	1,405,914	1.33%
Golf Total Revenue	86,281	86,280	1,898,569	1,953,722	-2.82%
Golf Total Expenses	161,399	180,474	1,925,957	1,953,723	-1.42%
Golf Net Income	(75,117)	(94,194)	(27,387)	(1)	
<b>NET INCOME ALL DEPTS.</b>					
	<b>(22,092)</b>	<b>(128,349)</b>	<b>(8,518)</b>	<b>(2)</b>	



<b>HGRD Variance</b>				
<b>Nov-21</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Explanation</b>
	<b>This Month</b>	<b>This Month</b>	<b>Favorable / (Unfavorable)</b>	
<b>Administration</b>				
Miscellaneous Other Income	4,461	3,123	1,338	Cost of Estoppel Ltr & New Acct Setup increased from \$200 to \$250, 7 home closings compared to 16 last year, 27 notary services (new revenue stream this fiscal year)
AED Training & Supplies	1,246	25	(1,221)	<b>Timing Issue:</b> Batteries for the AEDs - budgeted evenly over the fiscal year
Continuing Education	1,114	50	(1,064)	<b>Timing Issue:</b> Online education deal for Black Friday
Employee Appreciation	1,114	50	(1,064)	<b>Timing Issue:</b> Some of the gifts for the Employee Christmas Party were purchased and delivered in November for the party in December.
Postage	1,522	50	(1,472)	<b>Timing Issue:</b> Mailing for Employee Holiday Fund
Professional Fees	25,580	7,731	(17,849)	<b>Timing Issue:</b> Auditors progress billing
<b>Restaurant</b>				
Food Sales	55,935	85,021	(29,086)	Missing after-golf lounge revenue because golf course was still closed and still battling with COVID fears and staff shortages.
Beverage Sales	22,531	35,816	(13,285)	
COS, Food	31,979	35,709	3,730	Purchases made based on level of business. 57.17% to a budget of 42%
COS, Beverage	6,191	9,312	3,121	Purchases made based on level of business. 27.48% to a budget of 26%
Payroll, Kitchen	20,106	30,689	10,583	
Payroll, Service	15,190	21,797	6,607	Staffing shortages (missing five employees (3 BOH & 2 FOH) - Scheduling based on volume of business
Payroll Taxes & Fees	7,900	11,399	3,499	
H-2B Additional Expenses	15,302	10,730	(4,572)	<b>Timing Issue:</b> H-2B employees coming later than expected and apartment rent is much higher than budgeted. Our cap of what we can charge the H-2Bs for room and board is only \$450/mo this year. We didn't increase it at budget time since it was not known how difficult it would be to get apartments, much less at a reasonable rate.
Casual Labor	4,168	-	(4,168)	Staffing shortages - had to use temp employees just to run the business
Entertainment/Decorations	-	1,450	1,450	Did not have a season opener due to staffing issues and because the golf course was not open yet.
Linen	1,209	2,556	1,347	Didn't start using linens until mid-month.
Member Rewards - Food	3,688	5,822	2,134	
Member Rewards - Beverag	2,068	3,157	1,089	Sales down
Small Equipment kitchen	1,628	75	(1,553)	<b>Timing Issue:</b> Panini grill & stainless work table in the "Under \$5k category. \$7k budgeted in September for the year.
Supplies	1,410	2,429	1,019	Sales down; purchased supplies based on volume of business.
<b>Clubhouse</b>				
Landscape Plant/Supplies	24,127	14,252	(9,875)	Put down mulch instead of pinestraw, which is more expensive and the labor to install was very expensive. Also used more than originally anticipated for additional areas.
Service Contracts	13,452	15,200	1,748	<b>Timing Issue:</b> AC maintenance charged in December.
<b>CLIS</b>				
Payroll	17,254	15,955	(1,299)	All hourly employees received pay increases over and above budgeted amounts due to the current climate of difficulty retaining employees.
Parts & Supplies	2,786	5,300	2,514	<b>Timing Issue:</b> Waiting on board replacement from Tucor. Also waiting on Mainscape's troubleshooting to see what parts needed to be purchased.
<b>Fitness Center</b>				
Landscape Plant/Supply	184	5,442	5,258	<b>Timing Issue:</b> Pinestraw charged in December.
<b>Golf Maintenance</b>				
Payroll	36,659	42,117	5,458	Down 2 operators and 1 head mechanic for November. 1 operator position and the head mechanic position have been filled for December.
Payroll, OT	3,902	1,139	(2,763)	Working more hours preparing to open new golf course.
Payroll Benefits	4,119	7,741	3,622	New employees not yet eligible for health benefits.

	Actual	Budget	Variance	Explanation
	This Month	This Month	Favorable / (Unfavorable)	
Chemicals	4,925	3,000	(1,925)	Advanced purchases of chemicals to be used throughout the year. Purchased early because several products are not being stocked on shelves as readily as needed.
Contingency	-	1,510	1,510	Amount budgeted here for unknown expenses for new golf course.
Fertilizer	30,795	11,000	(19,795)	<b>Timing Issue:</b> Purchased wall to wall fertilizer application in advance because of shortage in product \$16,900. Purchased annual supply of fertilizer blend for weekly greens spray \$2217. Product was increasing in price starting December.
Field Supplies	6,209	1,500	(4,709)	<b>Timing Issue:</b> Replacement of flags, flagsticks, cups & new cup cutters budgeted in October, but received in Nov.
Gasoline	2,927	1,380	(1,547)	Increased costs for fuel. Had 2 extra labor crews using vehicles for the entire month of November.
Irrigation	2,511	800	(1,711)	Purchased extra metal drainage lids to replace broken plastic lids \$1556, some are backup. Purchased backup pop up rotors for tee heads on holes 4,5 and 16 \$800.
Landscape Plant/Supplies	23,450	6,000	(17,450)	<b>Timing Issue:</b> Two loads of pinestraw budgeted in Oct, not delivered until Nov.
Seed, Sod, Sand	4,095	2,000	(2,095)	Additional bunker sand and screenings purchased for the golf course.
Small Tools	2,750	550	(2,200)	Purchased 2 new fertilizer spreaders for granular applications on greens \$1556.
<b>Pro Shop</b>				
Membership Fees	85,565	111,578	(26,013)	515 members to a budget of 569.
Pro Shop Mdse	-	3,000	(3,000)	Guys. The only revenue we will have will be the 10% commission from the sales, which is in a separate line item.
COS, Pro Shop, Mdse	7,734	2,100	(5,634)	All inventory sold to The Golf Guys November 1st for 65% of the cost of the mdse.
Payroll	8,315	21,547	13,232	Budgeted to be open in October
Payroll Taxes & Fees	1,255	3,445	2,190	
Advertising	90	3,000		<b>Timing Issue:</b> Promotional video of golf course not done yet
Field Supplies	2,562	700	(1,862)	<b>Timing Issue:</b> Supplies to prepare for the course opening were budgeted in Oct.
Lease	3,800	7,600	3,800	<b>Timing Issue:</b> Property taxes not billed yet for golf carts
Uniforms	-	1,000	1,000	<b>Timing Issue:</b> Just got all the sizes recorded for the employees and will order soon.

GOLF MEMBERSHIP STATUS  
FOR MONTH ENDED NOVEMBER 2021

						AMOUNT
		COUPLE	SINGLE	Non-Res Coup	Non-Res Sing	PAID (pre-tax)
End of Month Totals for 2021-2022						
515	Total Paid Members	140	192	3	37	\$ 1,009,491
Current Year Totals 2021-2022						
557	Members Paid	150	212	3	39	\$ 1,101,527
29	Range Membership	4	21			\$ 7,975
18	Handicap Services					\$ 360
0	Undecided	1	2	0	1	\$ 10,359
33	Members who did not renew	11	6	1	3	\$ (64,574)
6	Members who received refunds	2	2			\$ (10,428)
Budgeted Totals						
569	Members Budgeted for FY22	November				
585	Members Budgeted for FY22	December				
Prior Year Comparison						
500	Members Paid for FY21	November				
508	Members Paid for FY21	December				



## HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING

January 24, 2022 at 2 PM, 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 Schwarz
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – Special Board Meeting from January 3, 2022
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Audit – No Meeting Supervisor Schwarz
  - B. Facilities & Amenities – Jan 10<sup>th</sup> Chair Karen Mars
  - C. Long-Range Planning – Jan 10<sup>th</sup> Chair Fred Gignac
  - D. Green Committee – Jan 20<sup>th</sup> Chair Jon Edinger
  - E. Finance – Meeting Canceled Chair Dennis Popp
  - F. Problem-Solving Taskforce – Jan 18<sup>th</sup> Chair John Cowgill
- VII. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- VIII. **FINANCIAL REPORT** – Controller Lynn Brew
- IX. **OLD BUSINESS**
  - A. Multi-Use Cart Paths - Supervisor Kulkoski
  - B. Strategic Planning Review – Fred Gignac
- X. **NEW BUSINESS**
  - A. Investing Capital Reserves –and Supervisor Schwarz
- XI. **RESIDENT COMMENTS**
- XII. **UPCOMING MEETINGS**
  - Tuesday, February 1 through Wednesday, February 16 – Board Candidate Qualifying
  - Monday, February 7 – Long-Range Planning Committee – 9:30 AM – Card Room C/Zoom
  - Monday, February 14 – Special Board Meeting – 9:30 AM - Card Room C/Zoom
  - Monday, February 14 – Facilities & Amenities – 2 PM - Card Room C/Zoom
  - Monday, February 21 – Finance & Audit Committee – 9:30 AM - Card Room C/Zoom
  - Monday, February 28 – Special Board Meeting – 2 PM - Card Room C/Zoom
- XIII. **ADJOURNMENT**



## HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING

January 24, 2022 at 2:00 PM, 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 opened the meeting at 2:00 PM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett took the call roll. (Attendees are listed above).
- IV. **APPROVAL OF MINUTES** – Minutes from the Special Board Meeting from January 3, 2022 will be corrected and sent back out prior to the next meeting.
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. announced that the Candidate qualifying papers for the HGRD Board Election are now being accepted by his office and those papers must be received by 5:00 p.m. on February 7, 2022.

**Meeting Schedule** - The Board reviewed their calendars and agreed on the attached meeting schedule that will be posted by Counsel Hart.

#### VI. **COMMITTEE REPORTS & RECOMMENDATIONS**

**Audit and Finance** – Supervisor Schwarz advised the Board members who will be attending the Audit & Finance Committee Meeting Monday, February 21, 2022, at 9:30 a.m. to notify Karon Bennett of their attendance. She will provide a special Zoom password for those attending the meeting via Zoom.

**Facilities & Amenities** – Committee Chair Karen Mars had no recommendations. However, the committee is working on a Mission Statement for the restaurant to present at the next Board meeting. They are also working on an analysis and action plan for gathering data concerning privatization of the restaurant compared to other clubs in Southwest Florida. Further conversation took place concerning Supervisor Kulkoski’s request for a Mission Statement for the restaurant. The Board agreed to put the Mission Statement and the subsidy issue on hold until further notice. Committee Chair Mars reaffirmed the request from the Board as it relates to the Beckman layout, in a table form. The committee will brainstorm to provide pros and cons of outside leasing for the restaurant.

After the last Facilities & Amenities meeting the Finance Committee reached out to Committee Chair Mars about tennis fees. Supervisor Schwarz explained that during budget proceedings in the summer of 2021 a comment was made concerning the fees. The Board requested that both the Finance and Facilities & Amenities committees review and make a recommendation once their finance study is complete. Committee Chair Mars polled the Facilities & Amenities Committee about the elimination of the assessed tennis association fees.

**Long-Range Planning** – Committee Chair Fred Gignac reviewed upcoming projects from Building Maintenance Manager Dan Parker such as the irrigation and landscaping around the clubhouse. They also discussed the improvements done in the sailboat launch area for safety purposes.

Strategic Plan accomplishments were shared by Jeff Buxton and Beth Brucker who have “Championed” the project. They reviewed the process that the committee is working through starting with a GAP analysis and spreadsheet from the current Strategic Plan. Committee Chair Fred Gignac asked the Board to review the process for updating the Strategic Plan, review the



spreadsheet and headers, and lastly to review the updated organizational chart. Chair Young requested that the Strategic Plan be updated over the next couple of months to share with residents. The committee will keep moving forward with the Strategic Plan and it will remain on all Board agendas going forward until its completion.

**Green Committee** – Committee Chair Jon Edinger reported on the meetings on January 6 and 20. He reminded the Board that while all necessary submissions have been made to Lee County, the lake management plan has still not been received. In past, \$50k a year was set aside for the Lake Management Plan, his opinion is that this may be light. J.B. is working with Lynn Brew and Clarke Construction on the final billing for the golf course renovation, and they are getting close to closeout.

The most obvious damage to the golf course due to carts was noticed around the rough, as well as around posts. It was the opinion of the Green Committee that most of the golfers are not using the 90 degree rule. Discussion took place on shotguns and weekly usage of the golf course. It was noted that the maintenance team is short 4 employees. Being short staffed this much allows the team to keep up basic work but not enough staff to get into improvements they would really like to do. The Board agreed to continue with Monday afternoon closures, this will continue until reviewed prior to next season. The Golf Shop has reduced from 9 minute tee time intervals to 8 minutes, this is a delicate balancing act. The committee focused on prioritizing the projects in each list of 3 lists and then determine what to advance for 2022-3, this will be presented to the Board.

The Adopt-A-Hole Program may be implemented for next season, the Green Committee will discuss further.

**Problem-Solving Taskforce** – J.B. reported on the Problem Solving Taskforce in place of Chair John Cowgill. The PSTF committee met Tuesday to discuss the plan. Stultz will review the committee's notes and will be working with RG Architecture and Wegman Design to schedule another meeting as quickly as possible.

**Conrad Weyer Sign** – The Board thanked Counsel Hart for his generosity in donating the Conrad Weyer street sign.

VII. **GENERAL MANAGER'S REPORT** – GM J.B. Belknap reported on the following:

**LDO** – As of 2:00 PM today the LDO still has not been received.

**Tennis Lights** - The Board and residents were invited to the tennis courts on Wednesday, February 2nd at 6pm for a short ceremony as we debut the new LED tennis lights. The new lights are the first of many Bond funded improvements to the Sports Complex, which includes tennis, bocce, and shuffleboard.

**Pool Closure** – The pool will be closed on Wednesday, January 27th for shock maintenance, this is standard procedure. Based on its heavy use, the shock is needed to oxidize contaminants out of the water by removing excess bather waste and bacteria coming from sunscreen lotions, debris, etc. Chlorine levels will be raised on Wednesday necessitating the closure. The pool will reopen Thursday at 11:00 AM.

**Concert Series** - The first concert series event, featuring an Everly Brothers tribute band, "The Everly Set" was scheduled for Saturday, January 26, 2022. By the date of today's meeting, the Administration Office had sold 220 Concert Series tickets for the matinee starting at 2:00 PM, and 350 Concert Series tickets for the evening show starting at 7:00 PM. The dinner/concert sold out within 2 hours of being placed on sale. A total of 130 tickets were sold.

**Dress Code** – The Board assigned the Facilities & Amenities Committee to updating the dress code as it relates to casual dining.

VIII. **FINANCIAL REPORT** – Controller Lynn Brew reviewed the Financial Report.

- Admin \$5,694 unfavorable, YTD \$1,317 favorable
- Rest \$3,818 unfavorable YTD \$48 unfavorable
- Clubhouse \$891 unfavorable, YTD \$7,980 unfavorable
- CLIS \$1,081 unfavorable, YTD \$7,159 favorable
- Fitness \$992 favorable, YTD \$7,930 favorable
- Golf Maintenance \$4,846 favorable, YTD \$13,908 unfavorable
- Pro Shop \$46,262 unfavorable, \$54,895 unfavorable
- All Departments \$51,08 unfavorable, \$60,424 unfavorable

IX. **OLD BUSINESS**

**Multi-use Cart Paths** - In effort to bring in a contractor to make repairs to the multi-use cart paths, Supervisor Kulkoski commented on the meeting he, J.B. and Dan Parker had with the contractor who did the parking lot and the golf parking lot. They

looked at blacktop west of Mystic, trees that may need to come out and widening the paths to about 10 feet at places within in the community. They were impressed with the estimate. Questions arose on permitting, timing, water flow plan, and safety measures. This project will be discussed with the HOA during the joint meeting of the managers and board representatives. Additional bids are required, and Jon Edinger will assist with the engineering review and all bids must be reviewed by the Finance Committee.

X. **NEW BUSINESS**

**Investing Capital Reserves** – Supervisor Kulkoski and Supervisor Schwarz discussed investments within state requirements for special districts. With investment interest rates so low in current accounts, the Supervisors suggested laddering CDs for the long term capital funds. This will be further researched.

XI. **RESIDENT COMMENTS** – No comments were made.

XII. **UPCOMING MEETINGS**

- Monday, January 24 through Wednesday, Monday 7 – Board Candidate Qualifying
- Monday, February 7 – Long-Range Planning Committee – 9:30 AM – Card Room C/Zoom
- Monday, February 14 – Special Board Meeting – 9:00 AM - Card Room C/Zoom
- Monday, February 14 – Facilities & Amenities – 2:00 PM - Card Room C/Zoom
- Monday, February 21 – Finance & Audit Committee – 9:30 AM - PDR/Zoom
- Monday, February 28 – Special Board Meeting – 2:00 PM - Card Room C/Zoom

XIII. **ADJOURNMENT** took place at 4:16 PM.

2/14/2022  
Date

SUBMITTED BY:

Karon Bennett  
Karon Bennett, Executive Assistant

2/14/2022  
Date

APPROVED BY HGRD BOARD:

Howard Young  
Howard Young, HGRD Board Chair

## ATTENDANCE RECORD

Meeting Type: Special Board Meeting  
Date: 1/24/2022 Time: 2pm

PLEASE PRINT YOUR NAME BELOW

1	Mary Wright
2	JON EDINGER
3	FRED GLENCU
4	Greenysson
5	Ron Matus
6	Patricia Cummings
7	Chris Parks
8	Mary Koenig
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## 2022 HGRD Board Meetings and Other Events

SPECIAL MEETINGS Zoom/CD RM C*	MEETINGS Zoom/CD RM C*	OTHER EVENTS Zoom/CD RM C*
Monday, February 14 @ 9:00 AM  Monday, February 21 Finance and Audit Committee at 9:30 AM <i>Auditor Report</i> <b>Board Attendance Requested</b>  Mon, Feb 28 @ 2:00 PM	<del>Removed Thurs, Feb 24</del>	Candidate Qualifying through Feb 7 at 5:00 PM
Monday, Mar 14 @ 6:30 PM <b>*** In the Private Dining Room</b>  Mon, Mar 28 @ 2 :00 PM	<del>Removed Thurs, Mar 24</del>	Thurs, Mar 3, Meet the Candidates, Ballroom at 4:30 pm  Tues., Mar 22 Election
Mon, April 25 Joint Meeting w/Finance Committee at 9:30 a.m. <i>Mid-Year Review</i>  Mon, Apr 25 @ 2PM Following the Mid-Year Review	Fri, Apr 1, Board Org Mtg @ 2PM  Thurs, Apr 28, Board Mtg	Thurs, Apr 21, Volunteer Appreciation, Ballroom at 4:30 p.m.
Mon, May 23	Thurs, May 26	
Mon, Jun 27- <i>this will be a Reg Board Meeting</i>	<b>Mon, Jun 27</b>	Budget Workshops, June 20-June 24
Mon, Jul 25	Thurs, Jul 28	
None in August	None in August	
Mon, Sep 26	Thurs, Sep 1, Budget Approval- <b>5 PM</b> Thurs, Sep 29	
Mon, Oct 24	Thurs, Oct 27	
Mon, Nov 14**** <b>****Nov 24 is Thanksgiving</b>	Thurs, Nov 17	
None in December	None in December	

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

Created 03/02/2021

Revised 1/26/2022



**HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING  
February 14, 2022 at 9:00 AM, Card Room C/Zoom**

**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** – Special Board Meetings on January 3, 2022 and January 24, 2022
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Audit – No Meeting Supervisor Schwarz
  - B. Facilities & Amenities – No Meeting Chair Karen Mars
  - C. Finance – No Meeting Chair Dennis Popp
  - D. Green Committee – Feb 3<sup>rd</sup> Chair Jon Edinger
  - E. Long-Range Planning – Feb 7<sup>th</sup> Chair Fred Gignac
  - F. Problem-Solving Taskforce – Feb 8<sup>th</sup> Chair John Cowgill
- VII. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- VIII. **OLD BUSINESS**
  - A. Strategic Planning Review – Fred Gignac
  - B. Asset Study Progress Update – Chair Young
- IX. **NEW BUSINESS**
  - A. Meet the Candidates Process – Vice Chair Overs
  - B. Save the Date Assignment for the Volunteer Appreciation Dinner – Chair Young
- X. **RESIDENT COMMENTS**
- XI. **UPCOMING MEETINGS**
  - Monday, February 14 – Facilities & Amenities Committee – 2:00 PM - Card Room C/Zoom
  - Thursday, February 17 – Green Committee – 9:00 AM – Card Room C/Zoom
  - Monday, February 21 – Finance & Audit Committee – 9:30 AM - Card Room C/Zoom – **Board Encouraged to Attend**
  - Monday, February 28 – Green Committee Meeting – 9:00 AM - Card Room C/Zoom
  - Monday, February 28 – Special Board Meeting – 2:00 PM - Card Room C/Zoom
  - Thursday, March 3 – Meet the Candidates – 4:30 PM – Ballroom/Zoom
- XII. **ADJOURNMENT**



**HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING**  
**February 14, 2022 at 9:00 AM, Card Room C/Zoom**

**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	Excused	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.
- II. **PLEDGE OF ALLEGIANCE** – Chair Young led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett took the call roll. (Attendees are listed above).
- IV. **APPROVAL OF MINUTES** – *Motion made by Vice Chair Overs to approve the minutes from the Special Board Meeting on January 3, 2022, and January 24, 2022. Supervisor William Kulkoski seconded the motion. **The motion was approved unanimously.***
- V. **COMMITTEE REPORTS & RECOMMENDATIONS**

**Audit & Finance** – Supervisor Schwarz invited the Board to attend the upcoming meeting with the auditors on Monday, February 21.

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

**Long-Range Planning** – LRP Chair Fred Gignac reported on the Feb 7<sup>th</sup> meeting. A discussion took place on the implementation of the Strategic Plan. Chair Young requested that the Strategic Plan be updated over the next couple of months to share with residents. The committee will keep moving forward with the Strategic Plan and it will remain on all Board agendas going forward until its completion.

**Green Committee** – Green Committee Chair Jon Edinger reported on the Feb 3<sup>rd</sup> meeting. The review and issuance of the LDO for the bond projects is complete, the Lake Management Plan still needs to be submitted to the county for review. J.B and Vice Chair Overs will continue to work with the HOA on the lake banks.

Mary Koenig has taken responsibility for updating the Memorial Tree program.

Head Golf Pro Chris Ewing is working with Bruce Johnson on different colored tee markers to make them easier to see on the golf course.

The committee is working on a program to present to the Long Range Planning Committee, then to the Board. This will include the request of \$15K above the normal budget for a onetime expense for landscaping. One major area in need is along hole# 18 where they would like to add groups of palms along the out-of-bounds, in front of the houses, as well as some adding pines. Another area is behind #1 tee on hole #14. This update does not include any work by the pickleball courts, which will be on hold until construction of the new courts is completed.

There are several small jobs to complete such as draining inlets and valve covers that are too low. There are drainage concerns along the left of #16, left and right on #17, and behind the #6 tees. These projects may require an additional \$30-40k to carry out.

Discussion ensued on hiring issues and shortages of staff in golf maintenance. J.B. shared a picture of the area where he'd like to post a "Now Hiring" sign on the land that the Recreation District owns outside the community along U.S. 41.

The Green Committee is currently reviewing the number of rounds available vs the of members playing the course and the costs associated with the maintenance of the course. The suggestion was made to go from 8 minute intervals to 7 minutes on tee times. This would accommodate 24 more golfers on Monday mornings and on Thursdays, Fridays, and Sundays 48 more golfers. It was noted

that Tuesday and Wednesday league play does not fill all available times. It was noted that golf courses are like cars, the more miles you put on them, the sooner the car needs to be replaced.

The Green Committee is working on their annual report for the Board. They are committed getting to the right number of rounds that will allow every golfer the opportunity to play 3.5 times per week. The committee estimates allowing a maximum of low to mid 50k rounds per year to keep the course in good shape. Discussion took place concerning outside play.

The Green Committee will look at the issue of cigarette butts on the golf course.

**Problem-Solving Taskforce** – PSTF Chair John Cowgill went over two plans for the expansion of the restaurant from the architect Wegman, one with a fixed wall and another with a folding wall. The target is a seating capacity of 260 in the restaurant, lounge, and private dining room. The consensus is to move forward with professional guidance from Wegman to plan the layout and stackable/foldable wall. Resident Karen Mars expressed concerns about the need for additional seating around the bar. Chair Cowgill went over the design phases needed to get to a solid plan for the restaurant renovation. Once final drawings are received these decisions will be made.

- *Due to the magnitude of the project, Chair Young made a motion to allow the Problem-Solving Taskforce to move forward with the investigation of the Wegman Concept Plan Option #2 with the understanding that it will be reviewed upon its return with the esthetics being a concern and being acknowledged to Wegman as they develop the second plan. Vice Chair Peter seconded the motion. **The motion was approved unanimously.***

VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. was asked if the lake management plan has been signed off by the county - Tom will follow up. Tom noted that J.B. had reviewed DR Horton info and therefore the deeds will be executed and recorded.

VII. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap reported on the following subjects:

**CLIS** – Irrigation Manager Ryker Johnson and his team are getting more information from Mainscape, controllers #1 and #2, wires and valves. Once received, Mainscapes will provide cost estimates.

**Sewer Viewer** - Director of Golf Course Grounds and Maintenance Tim Kortanek is in contact with Sewer Viewer to get a quote for cleaning the sewer drains/storm drains. Residents noted the company was seen on site when people were coming to meeting

**Marketing** – Golf Coast Magazine – To capitalize on the new \$6M golf course renovation as well as the other planned bond projects, we seized on an opportunity recently to be featured on the March 2022 cover of Golf Coast Magazine, a very popular golf periodical with distribution across the Lee, Charlotte and Collier County markets. Along with their digital presence, 64,000 complimentary magazines are circulated in airports, golf shops, golf courses, realtor offices, chambers of commerce, etc. Knowing that we wanted to raise our profile and bring awareness to the club, we will be included in their printed publication, email blasts and social media. The rights of distribution will be defined from Golf Coast Magazine prior to distribution within the clubhouse.

**Asset Study Progress** – After reviewing the report from the Auditors, it is obvious that they are concerned about where we are in completing the asset study. Lynn and JB have been working on the audit, once that is complete attention, full attention will turn to completing the asset study to have it by the end of May 2022. This will be dependent on Club Benchmarking results.

VIII. **NEW BUSINESS**

**Meet the Candidates Process** – Vice Chair Overs suggested developing a process for the Election and Meet the Candidates. He will work with Counsel Hart to develop the policy.

**Volunteer Appreciation Dinner** – Chair Young mentioned that once the date was approved the Save-the-Date notice will go out. Karen Jessop suggested to recognize Paul Koenig and Bob LeMere for their service in updating the lights in the Ballroom during the Volunteer Appreciation Dinner.

**Investment Policies & Sweep Accounts** – Mary Koenig from the Finance Committee will join Supervisor Schwarz for a meeting at the Recreation District’s Bank Finemark. They will go over sweep accounts and investment policies. The Board will have results from the meeting before their meeting with auditors the Monday, February 21st.

IX. **RESIDENT COMMENTS**

**Bar Seating** - Karen Mars mentioned that she attended the last meeting on restaurant renovation. She stated that she believed that there was a consensus that increasing the bar by only 4-5 seats was insufficient. Further, she understood the meeting ended with a

count of 26-32 bar seats. She was disappointed to hear 20-26 figure for bar seats today. PSTF Chair Cowgill stated that 20 was the minimum and 26 was the maximum in order to maintain the existing number of seats in the overall area. To get to 26 bar seats, it took away from the original number of seats. They traded formal dining room seats for bar seats and for 4 more tables in the lounge area. The conceptional layout includes an island bar with so many seats available. What is shown in the plan is 26 seats but keep in mind that this has not been laid out with equipment and a service area. Karen Mars further expressed concerns of having needs addressed for those who sit at the bar that expect that the bar will nearly double in size. Chair Young stated that doubling the seating at bar was never a consideration. His concern is that the as-built is at 272, by making modifications to add more casual dining the restaurant has already lost 12 seats as revenue for the community. The bar currently has 14 seats, after renovation the minimum will be 20, that will be at least a 6 seat increase.

**The HGRD Board of Supervisors Election and Ballots** - The Herons Glen Recreation District will hold the election of two (2) members of its Board of Supervisors on March 22, 2022, at the Herons Glen Country Club, Administration Office, 2250 Herons Glen Boulevard, North Fort Myers, Lee County, Florida between the hours of 11:00 a.m. and 4:00 p.m., for a term of three (3) years commencing April 1, 2022. Three candidates have qualified for two positions on the Herons Glen Board of Supervisors, Bill Kulkoski, Craig Woolley and Howard Young. [Click here](#) to read and scroll through their resumes.

**Meet the Candidates** - The Herons Glen Recreation District Board of Supervisors will hold their "Meet the Candidates" on Thursday, March 3rd, 2022 from 4:30 p.m. - 6:30 p.m. in the Ballroom of the Herons Glen Clubhouse. Election materials will be sent to Herons Glen property owners in early March. Absentee voting instructions and other materials will be included. Election Day is Tuesday, March 22, 2022 and voting will take place at the HGRD Clubhouse between the hours of 11:00 a.m. and 4:00 p.m. Election results will be ratified at the Monday, March 28, 2022 Board of Supervisors meeting for the new term beginning April 1, 2022.

**X. UPCOMING MEETINGS**

- Monday, February 14 – Facilities & Amenities Committee – 2:00 PM - Card Room C/Zoom
- Thursday, February 17 – Green Committee – 9:00 AM – Card Room C/Zoom
- Monday, February 21 – Finance & Audit Committee – 9:30 AM - Card Room C/Zoom – **Board Encouraged to Attend**
- Monday, February 28 – Green Committee Meeting – 9:00 AM - Card Room C/Zoom
- Monday, February 28 – Special Board Meeting – 2:00 PM - Card Room C/Zoom
- Thursday, March 3 – Meet the Candidates – 4:30 PM – Ballroom/Zoom

**XI. ADJOURNMENT took place at 10:36 AM.**

2/28/2022

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant

2/28/2022

Date

APPROVED BY HGRD BOARD:

Howard Young

Howard Young, HGRD Board Chair





## HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING

February 28, 2022 at 2:00 PM, 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 Kulkoski
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **Presentation of the 2021 Audit Results** –Chris Kessler and Rob Willems from CliftonLarsonAllen
- V. **APPROVAL OF MINUTES** – Special Board Meeting on February 14, 2022
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Facilities & Amenities – Feb 14 Chair Karen Mars
  - B. Green Committee – Feb 17 & 28 Chair Jon Edinger
  - C. Finance & Audit – Feb 21 Chair Dennis Popp
- VIII. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- IX. **FINANCIAL REPORT** – Controller Lynn Brew
- X. **OLD BUSINESS**
  - A. Strategic Planning Review – Fred Gignac
  - B. Dress Code – Chair Young
  - C. F&A Progress Report Concerning Data Collection/Benchmarking of Club Restaurants in our Area – Chair Young
- XI. **NEW BUSINESS**
  - A. Appointment of Election Supervisor, Election Committee and Designation of Board Liaison
- XII. **RESIDENT COMMENTS**
- XIII. **UPCOMING MEETINGS**
  - Thursday, March 3 – Meet the Candidates – 4:30 PM – Ballroom/Zoom
  - Monday, March 7 Long-Range Planning Committee – 9:30 AM - Card Room C/Zoom
  - Monday, March 14 – Facilities & Amenities Committee – 2:00 PM - Card Room C/Zoom
  - Monday, March 14 – Special Board Meeting – \*\*\*\*\*6:30 PM\*\*\*\*\* – Private Dining Room C/Zoom
  - Thursday, March 21 – Special Board Meeting – 9:00 AM – Card Room C/Zoom
  - Tuesday, March 22 – HGRD Board Election – 11:00 AM until 4:00 PM – HGRD Administration Office
- XIV. **ADJOURNMENT**



**HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING**  
**February 28, 2022, at 2:00 PM, Card Room C/Zoom**

**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	Rob Willems CLA	X
Residents	4	Chris Kessler CLA	X

- I. **CALL TO ORDER** – Chair Young opened the meeting at 2:00 PM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett took the call roll. (Attendees are listed above).
- IV. **Presentation of the 2021 Audit Results** – Chris Kessler and Rob Willems from CliftonLarsonAllen presented the 2021 audit results as attached in this document. This report ends the engagement work for this fiscal year.
- V. **APPROVAL OF MINUTES** – *Motion made by Vice-Chair Overs to approve the minutes from the Special Board Meeting on February 14, 2022. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. advised the Board that the election process is going well. Election Day is Tuesday, March 22 from 11:00 AM until 4:00 PM in the HGRD Administration Office.

The Mystic properties have been turned over by DR Horton all of the out parcels and lake parcels have been turned over to the HGRD The road tract has been turned over to the Homeowner’s Association. The as-built drawings for utility locations, lake depth, and slopes have been received as well.

Counsel Hart mentioned that the parcel of land along US 41 North of Herons Glen is for sale for \$345K 2.8 acres, zoned AG 1 or 2. That zoning would allow several different kinds of uses. Counsel Hart was not suggesting that the Recreation District buy it, he was making us aware that commercial property could be added there.

VII. **COMMITTEE REPORTS & RECOMMENDATIONS**

**Facilities & Amenities**– Supervisor Kulkoski reported on the February 14<sup>th</sup> Facilities & Amenities meeting in the absence of their Chair Karen Mars. The F&A Committee had an extended discussion on the pros and the cons of the privatization of the Herons Glen Food & Beverage Operation. A report from Karen Mars is attached. The committee will provide another update on March 14<sup>th</sup>.

**Green Committee** – Chair Jon Edinger the February 17<sup>th</sup> and 28<sup>th</sup> meetings are as follows:

- The lake management plan has not been received.
- Chair Edinger stated that they are in good shape with final billing, certifications, and quantities. We will have scorecards with diagrams to show pin placements.
- There doesn’t appear to be any negative impact on increasing the amount of play on the course. For example, hole #6, had a one-week break, it looks significantly better now. Placement of markers o the tees. a policy will be put in place deciding pin placement and markers.
- Memorial Program - Mary Koenig has taken the lead on the Memorial Tree Program and is coordinating it with the HOA.

- Adopt-A-Hole - Becky Gignac is leading the Adopt-A-Hole Program in preparation for the next season.
- All out-of-bounds markers are in.
- The Green Committee Charter will be submitted to the Board before April 1st.
- The committee is targeting 50-55K rounds per year on the golf course. They will provide a recommendation of a reasonable number of rounds to the Board before the June 2022 budget meetings.

**Finance & Audit** – Chair Dennis Popp reported on February 21<sup>st</sup>. The committee was tasked with two items by the Board during the last budget cycle. The first was the Tennis Association fees; the subcommittee recommended keeping the \$10k base fee to be increased annually based on the amount of the budget fees charged for the Recreation District. There is not a legal requirement for a resolution, however, Counsel Hart advised creating one and he will provide a resolution for historical purposes.

The second was the request to change assessment due dates. This can be an easy fix by moving several dates back one month. By staggering not everything comes due at one time. The Board is aware that some consequences could be hardships for those residents who stick to a tight budget. The committee asked for the bills to come out sooner.

Chair Popp mentioned that there is no longer a need for an attorney to send out the budget information. He suggested bringing it in-house to save attorney fees.

Lastly, the discussion on the GASB and getting information to the auditors promptly. They recommended an operational audit of both the finance and administration area. This information will be provided to the Board within the next couple of days.

VIII. **GENERAL MANAGER'S REPORT** – GM J.B. Belknap informed the Board that last week he, Mary Ann, John Cowgill, and Dan Parker met with Stultz, RG Architecture, and Wegman Designs to discuss items such as the restaurant/bar layout, seating capacity, and partitioning. The meeting was productive and also sparked discussion regarding bar equipment and storage. On Wednesday morning, an Edward Don representative who handles space requirements and bar equipment for the company met Rich Small, Jason, John Cowgill, and J.B. in the bar to discuss equipment needs and budgets. J.B. gathered enough information to submit a proposal by next week. Problem-Solving Taskforce Chair mentioned further, the ceiling beams are going to create interesting design issues. Looking forward. Briefly discussed color schemes, they will provide 3 options. Availability of furnishing, contractors that Wegman knows of that have things readily available.

Now that the LDO is in hand, Stultz will be pursuing updated bids on the 5 bond projects.

J.B. and Vice-Chair Overs will talk further with the HOA about the multi-use carts paths.

Had theft of 3 golf carts - anticipating resolution where we get our 3 carts back. In the process of charging the individual.

IX. **FINANCIAL REPORT** – Controller Lynn Brew mentioned that computer penetration testing came back completely clean; our IT had only a couple of minor issues. We will also be hiring a third-party vendor to do email testing, mock emails to employees. Lynn recently attended a webinar not as important to change often but to use a complex password. All employees will be updating their passwords.

Lynn reviewed the Financial Report as follows:

- Admin \$11,658 favorable, YTD \$12,975 favorable
- Rest \$15,612 unfavorable YTD \$15,660 unfavorable
- Clubhouse \$104 unfavorable, YTD \$8,084 unfavorable
- CLIS \$544 unfavorable, YTD \$6,614 favorable
- Fitness \$1,048 unfavorable, YTD \$6,082 favorable
- Golf Maintenance \$23,478 favorable, YTD \$9,570 favorable

- Pro Shop \$66,193 unfavorable, \$121,087 unfavorable
- All Departments \$48,365 unfavorable, \$108,789 unfavorable

Discussion took place concerning golf membership dues.

**X. OLD BUSINESS**

- A. Strategic Planning Review – Fred Gignac advised that the committee updated Strategic Plan which will be presented to the Board meeting by April 11<sup>th</sup> for review.
- B. Dress Code – The dress code will be reviewed by management.
- C. F&A Progress Report Concerning Data Collection/Benchmarking of Club Restaurants in our Area – This subject was covered in the committee discussion above.

**XI. NEW BUSINESS**

- A. The 2022 Election appointments were made as follows: Election Supervisor, Lynn Brew, and Board Liaison Vice-Chair Overs; the Finance and Long Range Planning Committees will provide volunteers. Vice-Chair Overs is working on developing a written policy effective next year. This will include appointing an election committee that will oversee the counting of the ballots. The Board was advised of the procedure for “Meet the Candidates”.

- XII. RESIDENT COMMENTS** – Counsel Hart responded to the question concerning aeration on the new lake within the Mystic property being developed. The county does not require an aerator because the lake is only 8ft, it is not required until 12 ft in depth.

Supervisor Polvinen mentioned that residents have asked what will be done with the entry to the property being developed by Horton. Chair Young responded by noting that this is something to be assigned to the Facilities & Amenities committee or Long-Range Planning.

**XIII. UPCOMING MEETINGS**

- Thursday, March 3 – Meet the Candidates – 4:30 PM – Ballroom/Zoom
- Monday, March 7 - Long-Range Planning Committee – 9:30 AM - Card Room C/Zoom
- Monday, March 14 – Facilities & Amenities Committee – 2:00 PM - Card Room C/Zoom
- Monday, March 14 – Special Board Meeting – 6:30 PM – Private Dining Room C/Zoom
- Thursday, March 21 – Special Board Meeting – 9:00 AM – Card Room C/Zoom
- Tuesday, March 22 – HGRD Board Election – 11:00 AM until 4:00 PM – HGRD Administration Office

- XIV. ADJOURNMENT** took place at 3:45 PM.

SUBMITTED BY:

3/28/2022

Date

Karon Bennett

Karon Bennett, Executive Assistant

APPROVED BY HGRD BOARD:

3/28/2022

Date

Howard Young

Howard Young, HGRD Board Chair



# Herons Glen Recreation District

Presentation of the 2021 Audit Results

February 28, 2022

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor

# Firm Overview

## Create opportunities

CLA is the 8th largest public accounting firm in the country. CLA exists to create opportunities for our clients and our communities through industry-focused wealth advisory, outsourcing, audit, tax and consulting services.

MORE THAN  
7,400  
PEOPLE

MORE THAN  
120  
U.S. LOCATIONS

WE ARE PART OF A  
GLOBAL  
AFFILIATION



CREATING  
OPPORTUNITIES  
FOR OUR  
CLIENTS



4,150+  
GOVERNMENT ENTITIES

\$1.1  
BILLION  
IN REVENUE

60+  
YEARS IN BUSINESS

400+  
PROFESSIONALS

PROVIDING AUDIT, TAX, DUE DILIGENCE,  
INTEGRATION, AND CONSULTING



Create Opportunities

# Audit Services Performed

## Financial Statements

- Financial statement audit for the year ended September 30, 2021, in accordance with *Government Auditing Standards*



# Reports to be Delivered

Independent Auditors' Report	Report on Internal Control Over Financial Reporting and On Compliance And Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> (Yellow Book Report)	Management Letter	Independent Accountants' Report	Governance Communication Letter
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# Required Communications to Governance

- Unmodified Opinion on the Financial Statements
- Scope and timing of audit proceeded as planned
- Significant accounting policies
  - In accordance with generally accepted accounting principles and consistent with industry practices and standards
- Change in accounting policies
  - None
- Significant estimates within the financial statements
  - None
- No uncorrected misstatements
- No difficulties encountered in performing the audit
- No disagreements with management
  - Management was very helpful in working with us to complete our audit



# Highlights of Financial Position as of September 30, 2021

- Management's Discussion and Analysis – Pages 4 through 10
- Financial Statements – Pages 11 through 14
  - Total Net Position of \$35,811,242
  - Operating Loss of \$730,378
  - Increase of Net Position of \$129,090
  - Cash Flow Provided by Operations of \$363,443
- Make-up of Net Position \$35,811,242 – Page 11
  - Net Investment in Capital Assets - \$2,171,371
  - Restricted to Debt Service - \$29,154,357
  - Restricted for Capital Improvements and Maintenance - \$4,511,059
  - Unrestricted – (\$25,545)



Questions?

Christopher Kessler, CPA  
Principal

[Chris.Kessler@CLAconnect.com](mailto:Chris.Kessler@CLAconnect.com)

Robert Willems, CPA  
Director

[Robert.Willems@CLAconnect.com](mailto:Robert.Willems@CLAconnect.com)



CLAconnect.com



WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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## HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING

March 14, 2022, at 6:30 PM, Private Dining Room/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 Overs
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – Special Board Meeting on February 28, 2022
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Long-Range Planning Committee – March 7 Chair Fred Gignac
  - B. Green Committee – March 14 Chair Jon Edinger
  - C. Facilities & Amenities Committee - March 14 Chair Karen Mars
  - D. Finance & Audit Committees - No Meeting Chair Dennis Popp
  - E. Problem-Solving Taskforce- No Meeting Chair John Cowgill
- VII. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- VIII. **OLD BUSINESS**
  - A. Moving Assessment Date and Tennis Fees – Finance Chair Dennis Popp
  - B. Follow-up on Recommendations for Operations Assessment of the Admin Department – Supervisor Schwarz
  - C. Follow-up on Implementation of GASB – Supervisor Schwarz
  - D. Strategic Planning Review – Fred Gignac
- IX. **NEW BUSINESS**
- X. **RESIDENT COMMENTS**
- XI. **UPCOMING MEETINGS**
  - Tuesday, March 22 – HGRD Board Election – 11:00 AM until 4:00 PM – HGRD Administration Office
  - Monday, March 28 – Green Committee – 9:00 AM – Card Room C/Zoom
  - Monday, March 28 – Special Board Meeting – 2:00 PM – Card Room C/Zoom
  - Friday, April 1 – Time TBD - Board Organizational Meeting – Location TBD
  - Monday, April 11 - Long-Range Planning Committee – 9:30 AM - Card Room C/Zoom
  - Monday, April 11 – Facilities & Amenities Committee – 2:00 PM - Card Room C/Zoom
- XII. **ADJOURNMENT**



## HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING

March 14, 2022, at 6:30 PM, Private Dining Room/Zoom

### MINUTES

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice-Chair Peter Overs	X	Controller Lynn Brew	Absent
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	14

- I. **CALL TO ORDER** – Chair Young called the meeting to order at 6:30 pm. The evening meeting was held as a courtesy to the residents of Herons Glen who work during the day and cannot make an evening meeting.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Overs led the pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett called the roll; attendees are listed above.
- IV. **APPROVAL OF MINUTES** – Special Board Meeting on February 28, 2022, will be presented at the next Board Meeting on March 28, 2022.
- V. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq. will provide a resolution for the Audit findings at the March 28, 2022 meeting.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - Long-Range Planning Committee** – March 7 – GM Belknap provided an update on behalf of LRP Chair Fred Gignac.
    - The committee will be assisting Vice-Chair Overs with the ballot count later this month.
    - The General Manager stated when asked that projects recently approved as part of the Limited Development Order will progress concurrently. The effect on the Long Range Planning process and committee members has yet to be determined.
    - The Green Committee will be submitting requests for funding for projects including landscaping, lake bank management, and drainage.
    - The Board has indicated a desire to review material being developed by the committee as part of the Strategic Plan review of food and beverage staffing alternatives.
    - A draft of the committee's work regarding the update of the Strategic Plan has been sent to the Board. Their comments are expected approximately at the end of the month. The committee will review comments then determine the next steps with the Board's guidance.
  - Green Committee** – Chair Jon Edinger reported on the March 14<sup>th</sup> meeting as follows:
    - The Committee approved the draft of the Herons Glen Green Committee Charter.
    - Unfortunately, the lake management plan has still not been received. As soon as it arrives the committee will make their recommendations.
    - Mr. Edinger stated that the golf renovation costs are in good shape.
    - The committee has spent a lot of time discussing course usage impacts, wear, and tear, tee time intervals, etc. Golf Course Superintendent Tim Kortanek is confident that the usage to date has not caused any detrimental

damage to the course that can't be recovered from this summer. The committee recommends staying on the same path of usage with the continuation of monitoring.

- Progress is being made with the Memorial Tree Program as well as the Adopt-a-Hole Program.
- Painting of Tee markers is almost complete.
- Tim Kortanek advised the maps of the greens for the carts cards will be available in the next couple of weeks. These maps now show the greens in quarters in A, B, C and D. The pins are placed in a specified quadrant.
- The committee recommended to the Board to continue the current system for maintenance through May 1st:
  - Every Monday afternoon closures
  - Maximum players stay at 128 in shotguns, with 6 shotguns weekly
  - Stay 7/8 minutes spacing on tee times, with 7 of those weekly
    - Tuesday and Friday afternoons are oversold; this is getting better as people are finding other times that they can play.

They also recommend the following for the summer:

- Full day closures on Mondays
- No shotguns
- Three separate one-week closures for deep aerification

Starting October 2022 through the season:

- Every Monday afternoon closures
- Target 50-55K rounds on the golf course annually

Once the target rounds are approved, the committee will move forward to the next step. This step is how to manage the number of members with the number of rounds available during the height of the season. A detailed discussion took place on the subject.

- *Motion made by Supervisor Overs to accept the 50-55k rounds as advised by the Green Committee and allow the committee to determine the number of rounds that can be played on the golf course. Consideration is to be given to accommodate all inside and outside players, as well as the financial impacts associated with the decision. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***
- *Motion made by Supervisor Overs to continue with Monday afternoon golf course closures. Supervisor Schwarz seconded the motion. **The motion was approved unanimously.***
- Questions arose about the Green Charter, Chair Young explained that the selection of the Ad Hoc Green Committee membership came from the previous Renovation Committee and will stay in place through April 2023.). They discussed adding mentors to build a larger base of knowledgeable volunteers in the future. Additionally, the committee is an Ad Hoc Committee, in 2023 it will become a Standing Committee.

**Facilities & Amenities Committee** – Chair Karen Mars reported on their March 14<sup>th</sup> meeting. The Committee had an extended discussion on the pros and cons of the privatization of the Herons Glen Food and Beverage Operations. The final paper evaluating the privatization issue will be provided to the Board following the meeting and will include the following recommendation: *The committee recommends that after due consideration, this committee does not feel that it is in the best interests of our residents to pursue the privatization of our Food & Beverage operation. The \$250 per year per unit cost is more than offset by the advantages residents derive from having the Food & Beverage Operation in-house and under resident-controlled management.*

Karen Mars also reported about the Dress Code in the Food & Beverage areas following the restaurant renovation. That will be a continuing discussion at their next few meetings.

**Finance & Audit Committees** - Chair Dennis Popp - No Meeting, no report.

**Problem-Solving Taskforce** - Chair John Cowgill reported that the committee is still waiting on drawings from the Restaurant. An Edward Don bar expert furnished Stultz with a layout for the bar equipment with pricing. The restaurant equipment list has been determined so they can finalize the planning of the bar. Cowgill stated that while

the right people are on the project, the project is two months behind, however, reachable for October 2022. J.B. Belknap followed up with comments concerning the trades companies.

VII. **GENERAL MANAGER'S REPORT** – GM J.B. Belknap reported the following:

**Storm Drain Cleanout** - Clarke Construction transported a lot of dirt and material this past summer during the golf course renovation. Some of the dirt escaped the trucks and was spread out on the roads, particularly at the sharper turns. Tim has been in contact with Sewer Viewer to inspect the storm sewer pipes for any blockages. Tim and J.B. also met with HOA Manager Joyce Gillespie yesterday. They discussed and identified storm sewers that have been affected the most. It was a productive meeting and Tim will obtain a bid for the work. I will contact the Board as to the scope/cost before the work is done.

**CLIS:** irrigation Manager Ryker Johnson has furnished Mainscape with wire path, valves, and valve box information so they can determine a budget for the infrastructure work. Once Mainscape provides the plan and cost, J.B. will keep the Board updated.

**Multi-Use Path:** Jim Ink's multi-use path will require a separate Land Development Order (LDO) because it's considered a separate project, with two different owners, two different LDOs. J.B. and Supervisor Overs will talk with HOA Manager Joyce Gillespie about the use of shells on the cart paths and working jointly on the project. An update will be provided at the next Board meeting.

VIII. **OLD BUSINESS**

**Moving Assessment Date and Tennis Fees** – Supervisor Schwarz stated that the assessment date change and certain fees were assigned to the Finance Committee as the result of last summer's Budget meetings. The information is needed for this summer and will be provided.

**Follow-up on Recommendations for Operations Assessment of the Admin Department and Implementation of GASB** – Supervisor Schwarz reported that as the result of the Audit and the workload involved, plus additional work, the Finance Chair asked if the Administration Office was staffed correctly. These subjects will be discussed between Supervisors Schwarz and J.B. then presented at the next Board meeting.

**Volunteer Appreciation** - Supervisor Schwarz volunteered to be the Recreation District Coordinator for the Volunteer Appreciation event to be held on April 21, 2022. Due to the increase in food costs the budget needs to be increased by at least 10%, it was noted that the budget has been at the same level for many years. The Board agreed to increase the budget and Supervisor Schwarz will share that information with the HOA.

IX. **NEW BUSINESS**

**Pool Rules** - Supervisor Kulkoski mentioned that he has gotten complaints about the rules at the pool not being enforced. Typically, J.B. sends out a notice addressing Pool Rules around March each year. He sent out the rules again the morning of the meeting and posted them in the restrooms as well. Approximately 67% of our residents with email addresses on a file opened that email. Residents were advised to notify the HGRD Administration Office or the restaurant when concerns arise. Chair Young suggested researching the hiring of a certified lifeguard to supervise the pool during high season.

**Election Committee**

- *Motion made by Election Board Liaison Supervisor Overs to appoint Lynn Brew as Election Supervisor, and Dennis Popp, Bob Herbstritt, Tom DeLache Beth Brucker, Karen Jessop, and Chuck Miller as the Election Committee. Chair Young seconded the motion. **The motion was approved unanimously.***

**General Manager's Appraisal** – Chair Young reminded the Board that Counsel Hart is accepting responses on J.B.'s Performance Appraisal. The April 1<sup>st</sup> deadline will allow Counsel Hart time to combine responses and share them with the Board.

**RESIDENT COMMENTS** – Resident Howard Nutt requested an update on the pickleball courts. J.B. replied that our Construction Management Firm, Stultz Construction is getting updated quotes from outside recreational companies.

**RESIDENT COMMENTS** – Resident Howard Nutt requested an update on the pickleball courts. J.B. replied that our Construction Management Firm, Stultz Construction is getting updated quotes from outside recreational companies. The plan is to have one company complete pickleball, shuffleboard, and bocce. Stultz Construction understands that the project is to be scheduled to be completed by October 31, 2022.

Resident Craig Woolley asked Counsel Hart if contracts are being written to include liquidated damages held against the contractors who can't get projects completed. Counsel Hart advised that most contracts are standard AIA contracts allowing that type of coverage.

Craig Woolley also mentioned that poor service received at the pool is a management issue and the servers should push products. Further discussion ensued on the subject; J.B. will follow up with the Food & Beverage Team.

Resident Jim Overholser reported that some of the support rods on the golf course bulkhead nuts are not tightened adequately. The issue had been discussed at the Green Committee meeting and will be corrected.

**X. UPCOMING MEETINGS**

- Tuesday, March 22 – HGRD Board Election – 11:00 AM until 4:00 PM – HGRD Administration Office
- Monday, March 28 – Green Committee – 9:00 AM – Card Room C/Zoom
- Monday, March 28 – Special Board Meeting – 2:00 PM – Card Room C/Zoom
- Friday, April 1 – 2:00 PM - Board Organizational Meeting – Location TBD
- Monday, April 11 - Long-Range Planning Committee – 9:30 AM - Card Room C/Zoom
- Monday, April 11 – Facilities & Amenities Committee – 2:00 PM - Card Room C/Zoom

**XI. ADJOURNMENT** took place at 7:57 PM.

3/28/2022  
Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant

3/28/2022  
Date

APPROVED BY HGRD BOARD:

Howard Young

Howard Young, HGRD Board Chair



## **Report from Facilities and Amenities Feb. 14<sup>th</sup> meeting for the Feb 28<sup>th</sup> Board workshop**

The Committee had an extended discussion on the pros and cons of the privatization of the Herons Glen Food and Beverage operations. Using the discussion as a guide I have written and disseminated to the committee a written draft of the discussion, which I have attached to this report. I have received a few comments and suggestions for changes and these will be discussed and possibly incorporated at the March 14<sup>th</sup> meeting. We should have a final paper evaluating the privatization issue for the Board following that meeting.

We also opened the discussion on the Dress Code in the F&B areas following the renovation. That will be a continuing discussion at our next few meetings.

Our next meeting is March 14<sup>th</sup> at 2:00 in Card Room C.

**Re: A critical evaluation of the privatization of the Herons Glen Food & Beverage operation**

The Herons Glen Food & Beverage operation includes the fine dining room, the casual lounge, the private dining room, the ballroom and the pool area. The residents of Herons Glen underwrite this amenity at a cost of approximately \$250 per unit per year. There has been recent community discussion on the advantages of leasing this amenity to a private business. This committee was asked to evaluate this option and that is what follows:

The amenity-model we now follow is driven by a desire to provide residents with a club experience. Leasing to a private enterprise would change this from a **resident satisfaction driven model** to a **profit driven model**. Residents' ability to have dialog with management to express either their satisfaction or dissatisfaction with the operation of the facility would be removed. With the facility transformed to a profit-driven model, residents would see an increase in prices in addition to losing their 10% discount and would have no control over such things as food quality, personnel quality, prices, or hours of operation. Live entertainment in the dining area performs at a fiscal loss and would likely be terminated. The ability to Retain our liquor license would be dependent on the lessee.

In search of profits, there would be an effort to bring more of the general public into the community. This would result in increased traffic on our resident maintained streets, increased vehicles in our clubhouse parking lots and a loss of control over where people travel once they are inside the gate. Increased traffic could also endanger our residents who traverse the community by bicycle and/or golf cart and escalate the need for front gate and roving security thereby increasing those costs.

The loss of resident control of the ballroom effects activities such as Bingo, exercise classes, dance classes, self-improvement classes, concert series programs, and the spring play. Renting back our facility for these activities would mean the cost would necessarily increase to cover the rental charges and some may become fiscally untenable. We would also need to rent our own facility for such things as our Resident Event parties and our sports and social groups' dinner dances, thereby increasing prices for those events as well.

Lessees are often short term for various reasons. A nearby community lost two lessees in 2 years. At the end of a lease, equipment is often missing or damaged and replacement/repair costs would be the responsibility of residents. In the event of losing a lessee it would take an unknown amount of time to either resume Herons Glen management of the operation or to locate a suitable new tenant. During this transition time there would be no Food & Beverage service for our residents or any of our resident groups.

Some advantages of privatization for our residents are increased hours of operation and a fresh menu, at least initially. The increase in prices might be partially balanced by an increase in food and service quality. Reliable personnel has been a continuing problem for the Glen and that problem would be transferred to the lessee, however that could also mean that long-time dedicated employees would be let go.

*After due consideration, this committee does not feel that it is in the best interests of our residents to pursue the privatization of our Food & Beverage operation. The \$250 per year per unit cost is more than offset by the advantages residents derive from having the Food & Beverage operation in house and under resident-controlled management.*



## Green Committee Charter

**Mission Statement:** The Green Committee (hereafter, Committee) will act in an advisory capacity to the Board of Supervisors (hereafter, Board) regarding golf course maintenance, playing condition standards, and overall upkeep for the Herons Glen Golf Course.

**Oversight:** The HGRD General Manager is responsible for direct oversight, not the Committee, to see that the Director of Golf Course Grounds & Maintenance (hereafter, Director) maintains the golf course to the desired standards.

**General Guidelines:** The Committee will

- Rely heavily on the Director's knowledge and experience for agronomic opinion, advice, and answers
- At the Director's request, seek advice and opinions from unbiased, independent consulting agronomists, or equal, as necessary, and appropriate
- Consist of no more than seven (7) voting golf members. To ensure that decisions benefit the majority of the golfing membership, committee members should be representative of varying golf skills
- Serve 3 years and along with the Board liaison will vote for a Committee Chairperson

The Committee chairperson will establish meeting times, dates and locations making those known to the Board.

## Duties: The Committee shall

- Meet, at a minimum, monthly on a regular basis and on an as needed basis when required to address issues that may arise
- Submit appropriate recommendations to the Board including maintenance schedules, boundaries of play/course playing conditions, golf course operating outlays and equipment needs; for example, fairways, greens, landscaping, cart paths, and so forth
- Assist with capital and infrastructure requirements for renovations and upgrades to the Board/Long-Range Planning Committee
- Assist the Director and HGRD Manager, as necessary, for their response to any requests or complaints from the golf course members/residents
- Identify and assist in resolving issues by providing constructive feedback related to operations and playing condition standards
- Refer to the USGA's Glossary of golf Turfgrass Terms to understand the agronomy practices being discussed
- In April of each year, present a year-end report to the Board of Supervisors that includes unfinished projects and outstanding issues.

**Note:** The Committee is subject to the General Policies, which apply to all of Herons Glen Recreation District committees. (The Committee will be deemed an Ad Hoc Committee until March 2023 when it will then convert to a Standing Committee.)

## ATTENDANCE RECORD

Meeting Type: Special Band Meeting

Date: March 14, 2022 Time: 6:30 PM

PLEASE PRINT YOUR NAME BELOW

1	HOWARD NUTT
2	Mary Wright
3	CRAIG WOOLLEY
4	Karen Mann
5	JOHN EPINGER
6	RICK SCHARF
7	PAT Overholser
8	Jim Overholser
9	Kathleen Petriello
10	BRUCE JOHNSON
11	Ernest W. Dohn
12	Mary Kony
13	BOB HERBSTRIIT
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# HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING

March 28, 2022, at 2:00 PM, 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 Schwarz
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **IT SOFTWARE AND SERVICES** – Dave Southard from Interlink
- V. **APPROVAL OF MINUTES** – Special Board Meeting Minutes from February 28, 2022, and March 14, 2022
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. (Audit Resolution)
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Long-Range Planning Committee - No Meeting Chair Fred Gignac
  - B. Green Committee- March 28 Chair Jon Edinger
  - C. Facilities & Amenities Committee - No Meeting Chair Karen Mars
  - D. Finance & Audit Committees - No Meeting Chair Dennis Popp
  - E. Problem-Solving Taskforce - No Meeting Chair John Cowgill
- VIII. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- IX. **FINANCIAL REPORT** – Controller Lynn Brew
- X. **OLD BUSINESS**
  - A. Privatization Paper – Karen Mars
  - B. Multi-use Cart Path Update – Supervisor Overs and J.B. Belknap
  - C. Volunteer Appreciation – Supervisor Schwarz
  - D. Follow-up on Recommendations for Operations Assessment of the Admin Department – Supervisor Schwarz
  - E. Revisions to the Policies & Procedures – Vice-Chair Overs
  - F. General Manager Performance Evaluation Criteria – Chair Young
  - G. Strategic Planning Review – Fred Gignac
- XI. **NEW BUSINESS**
  - A. Meet Dates and Locations for 2022-2023 Board Meetings
  - B. Board Organization
- XII. **RESIDENT COMMENTS**
- XIII. **UPCOMING MEETINGS**
  - A. Friday, April 1 - Board Organizational Meeting –2PM - Location TBD
  - B. Monday, April 11 - Long-Range Planning Committee – 9:30 AM - Card Room C/Zoom
  - C. Monday, April 11 – Facilities & Amenities Committee – 2:00 PM - Card Room C/Zoom
  - D. Thursday, April 21 – Volunteer Appreciation – 4:30 PM =Ballroom
  - E. Monday, April 25 – Joint Finance & Board Meeting, Mid-Year Review – 9:30 AM – Card Room C/Zoom
  - F. Monday, April 25 – Board Meeting – 2:00 PM – Card Room C/Zoom

**HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING**  
**March 28, 2022, at 2:00 PM, 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	7

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **IT SOFTWARE AND SERVICES** – Dave Southard Senior Engineer at InterLink Consulting led a presentation on cybersecurity at Herons Glen. The presentation is ATTACHED (A). A few cybersecurity concerns were discussed that the GM and the Controller will follow up on at the next Board meeting.
- V. **APPROVAL OF MINUTES** – Supervisor Kulkoski made a motion to approve the minutes from the Special Board meeting on February 28, 2022, and March 14, 2022. Supervisor Polvinen seconded the motion. ***The motion was approved unanimously.***
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. presented the following resolutions to the Board:
- *Supervisor Kulkoski moved to approve Resolution 2022-02, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT ACKNOWLEDGING AND RATIFYING RECEIPT AND APPROVAL OF THE 2020-2021 ANNUAL FINANCIAL AUDIT OF THE DISTRICT; PROVIDING FOR GENERAL AUTHORITY; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.*
  - *Supervisor Polvinen moved to approve Resolution 2022-04, Supervisor Kulkoski seconded the motion, and the Resolution was approved as follows: A RESOLUTION ACCEPTING THE VOTE TABULATION OF AN ELECTION HELD ON MARCH 22, 2022, FOR TWO MEMBERS OF THE BOARD OF SUPERVISORS OF HERONS GLEN RECREATION DISTRICT; DECLARATION OF CANDIDATES ELECTED AND APPOINTMENT OF OFFICERS*

Counsel Hart called for the organization of the Board.

- *Supervisor Polvinen made a motion to retain the same Board Officers in their current position as the previous year, which was seconded by Supervisor Kulkoski. **The motion was approved unanimously.** This term’s Board positions remain unchanged as follows:*
  - Chair Howard Young
  - Vice-Chair Peter Overs
  - Jayne Schwarz Treasurer
  - Secretary Mary Ann Polvinen
  - Assistant Treasurer/Assistant Secretary William Kulkoski

Thus, they agreed to cancel the April 1, 2022, Board Organizational Meeting.

## VII. COMMITTEE REPORTS & RECOMMENDATIONS

**Long-Range Planning Committee** - Chair Fred Gignac stated that the committee is expecting input on the Strategic Plan from the Board, once received he will put together a meeting and then provide another update on the plan.

**Green Committee** - Chair Jon Edinger reported the following:

- Unfortunately, the lake management plan has still not been received. As soon as it arrives the Green Committee will make its recommendations.
- While mild concerns have been submitted, Mr. Edinger stated that the golf course overall is in good shape. The four main draining areas are being addressed. Clarke Construction is working with Tim on prices on three other drainage areas: Left of #17 green, right of #17 green, and along the side of #16.
- Work is being done on the landscape needs by the 18<sup>th</sup> fairway near the newly built DR Horton homes. The Committee is considering installing Royal Palm trees in that area to define the golf course.
  - Supervisors Overs made a motion for landscaping hole #18, not to exceed \$10k, allowing the committee to choose the trees. Supervisor Polvinen seconded the motion. ***The motion was approved unanimously.***
- Becky Gignac continues the Adopt-A-Hole Program with 10 members on a Captain's team, a person's responsibility could be to spend one hour per month fixing divots on the golf course. The plan will be presented at an upcoming Board meeting.
- Discussion took place on the aqua range targets. The committee questioned whether the targets were money well spent.
- Mr. Edinger expressed gratitude to Golf Course Superintendent Eric Simpson for attending the recent Green Committee meeting and taking the committee on a Golf Course Maintenance facility tour.

Bob Herbstritt joined Mr. Edinger to present a DRAFT report on Golf Membership Costs as ATTACHED (B). The report is a recommendation only. The Board will use the report during their summer Budget Workshops to determine the number of memberships available and golf membership fees.

The Board advised residents to stay off the rocks around the golf course for safety reasons. The rocks are not solid structures, and they are also home to reptiles and other wildlife.

Mr. Edinger closed by providing the Green Committee's End of Year Report as ATTACHED (C).

**Facilities & Amenities Committee** - Chair Karen Mars shared the Privatization Report that was prepared by the Facilities & Amenities Committee. After evaluating the report, the Board and the Facilities & Amenity Committee agreed that the privatization of the restaurant is not feasible. They will continue to work together and staff to improve the quality of the food and service.

Two versions of the Memorial Policy have been provided to committee members to read through before their next meeting.

**Finance & Audit Committees** – There was no meeting, therefore, no report.

**Problem-Solving Taskforce** - Chair John Cowgill stated that the committee is making slow progress on the restaurant renovation. They have finished the equipment plan and will give it to the architect. Who, in turn, will provide a floorplan. Once received, a meeting will be scheduled with Wegman to start on furniture selections. J.B. Belknap agreed, stating that Wegman would schedule a meeting this week. Mr. Cowgill's goal is to set up a benchmark schedule for Board to use for tracking. The committee is still targeting October, possibly later in October, as their completion date.

VIII. **GENERAL MANAGER'S REPORT** – GM J.B. Belknap reported the following:

- Regarding the pool deck, we are waiting for Engineer Jim Ink'd plan and quote.
- The bid has been received by Stultz construction from Mor-Sports. Stultz will compare these quotes to other companies and get back to GM Belknap this week. Stultz will present this to the Board and get the project under contract.
- Several options for sunshades are being reviewed to meet the budget.
- The engineer did not come out or reschedule, last week to investigate the bridge piling. GM Belknap and Mr. Stultz are following up. Counsel Hart shared an example of some issues his client is having with

contractors. While his client is anxious to get the project started, the contractor can't get the equipment or products they need to complete their current projects before moving on to new projects. This reminds us of what we are facing in the construction industry right now.

IX. **FINANCIAL REPORT** – Controller Lynn Brew provided a quick summary for February. The District was \$50,010 unfavorable to the budget for all departments for the month. This consisted of \$1,706 favorable to Other Than Golf Operations and \$51,716 unfavorable to Golf Operations. YTD \$158,799 unfavorable to budget, of that \$163,233 was to Golf Operations and \$4,434 due to Other Than Golf Operations. Keep in mind that the budget provided for 12 months of dues, however renewing members had 2 months of dues waived, so, technically only 10 months were collected in the budget.

X. **OLD BUSINESS**

**Multi-use Cart Path Update** – Supervisor Overs and GM Belknap meet with the HOA President and management team on the multi-use cart path repairs. Another meeting will occur on Tuesday. GM Belknap will make a recommendation to the Board at their next meeting.

**Volunteer Appreciation** – Supervisor Schwarz mentioned that the Volunteer Appreciation Reception invitations were sent last week. Preparations are underway. The event will be held in the Ballroom on April 21<sup>st</sup> at 4:30 PM.

**Follow-up on Recommendations for Operations Assessment of the Admin Department** – Supervisor Schwarz followed up on a recommendation made by the Finance Committee and Audit Committee for an assessment of operations in the Administration Department to determine if the right people are in the right positions to get work accomplished efficiently. This can be done by District Auditors, CLA, as a summer project.

- *Chair Young made a motion to approve the evaluation of the Administration Department at Herons Glen, not to exceed \$20k for the review of the admin. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

Supervisor Schwarz followed up on work needed to implement GASB 87 leases and GASB 96 subscription-based IT arrangements. She identified several options which were discussed with the principal of CLA. GASB 87 must be done within the next 6 months (before the end of FY2022), and it is estimated that 2-3 hours are required to evaluate each contract. GASB96 implementation is required for FY2023 and has similar requirements.

- *Supervisor Schwarz made a motion to have management engage CLA for the implementation of GASB 87 on leases and GASB 96 on subscription-based IT arrangement to perform the review and journals entries to be completed within the fiscal year 2022, not to exceed \$10k. Supervisor Polvinen seconded the motion. **Motion approved unanimously.***

**Revisions to the Policies & Procedures** – Vice-Chair Overs presented changes to the Policies & Procedures, as ATTACHED (D). This referred to changing “ex-officio” to “alternates”, updating Board meeting dates, changing the “Special” meeting to “Regular” meetings, and the addition of the revised Green Committee Charter.

- *Supervisor Overs made a motion to approve the changes to the Policies & Procedures as presented. Chair Young seconded the motion. **Motion approved unanimously.***

Facility & Amenities Committee Chair Karen Mars reminded the Board that there was an ad hoc committee that worked on updating the Policies & Procedures in 2019. Mrs. Mars agreed to gather the names of residents who are familiar with the Policies & Procedures and would like to take on the project.

**General Manager Performance Evaluation Criteria** – Counsel Hart mentioned that the Performance Evaluation needs one addition, once received the draft will be sent out.

XI. **NEW BUSINESS**

**Board Calendar** - A revised list of Board Meeting dates and locations for 2022-2023 is ATTACHED (E).



**Follow-Up to Committee Volunteer Request** - An email will be sent to members of all Standing Committees that will serve as a reminder that any person wanting to remain on either the Facilities & Amenities, Finance, or Long-Range Planning Committees during the next term needs to reapply as all STANDING committee memberships cease at the end of April.

XII. **RESIDENT COMMENTS** – No comments were presented.

XIII. **UPCOMING MEETINGS**

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

XIII. **ADJOURNMENT** took place at 4:45 PM.

4/11/2022  
Date

SUBMITTED BY:

Karon Bennett  
Karon Bennett, Executive Assistant

4/11/2022  
Date

APPROVED BY HGRD BOARD:

Howard Young  
Howard Young, HGRD Board Chair

# Attachment

~A~



# HERON'S GLEN SECURITY REVIEW

03/28/22

# Interlink Responsibilities

- Quarterly Network Security Audit
- Quarterly Network Security Meeting if requested
- Manage updates for covered equipment
  - *Microsoft Windows*
  - *Microsoft Applications*
  - *Firewalls*
  - *Wireless hardware*
  - *All site specific software update notifications are sent to the client, and InterLink will perform upgrades as requested.*
  - *3<sup>rd</sup> party software common software updates can be managed by InterLink as requested.*

# Updates not covered by InterLink

- Northstar
  - *NS has remote access into the NS server*
- Cameras
- BlueStream hardware
- Fitness equipment
- Gate Equipment
- Other software and hardware actively managed by another vendor.

# Security Audit

- Vulnerabilities

  - 1 High severity

  - 4 medium severity

  - 1 low severity

- Remediation process

  - Update all managed hardware and inform other vendors of vulnerabilities (Northstar Support)

- Quarterly updates will continue to turn up vulnerabilities, and we will fix as discovered

# Recommended upgrades

- Replace firewalls with Meraki hardware
- Replace switches with Unifi
- Configure email to go through Appraver for initial filtering
- Install Webroot as antivirus
- KnowBe4 testing

# Configuration changes

- Configure SPF DKIM DMARC
- Update Password Policy
- Screen Timeout Policy

Non-InterLink recommendations to discuss

Upgrade camera systems to Cloud based



Thank you

# Attachment

## ~B~

## Goal \$1,600,000 Budget for membership

**DRAFT**

# of Members	Res-single	Res-couples	Non-res
550	218	156	20
530	218	156	20
520	216	152	30
510	210	150	30
500	200	150	30
490	190	150	40

# of Members	Cost per Membership before taxes			Total
	Single Res ®	Couple Res ®	Non-Res (NR)	
550	\$ 3,100.00	\$ 5,300.00	\$ 5,500.00	
R@530 NR@20	\$ 675,800.00	\$ 826,800.00	\$ 110,000.00	\$ 1,612,600.00
\$ Increase	\$ 409.00	\$ 815.00	\$ 1,062.00	
% @ 2022 rates	15%	18%	24%	

550	\$ 2,850.00	\$ 5,250.00	\$ 5,500.00	
R510 NR40	\$ 598,500.00	\$ 787,500.00	\$ 220,000.00	\$ 1,606,000.00
\$ Increase	\$ 159.00	\$ 765.00	\$ 1,062.00	
% @ 2022 rates	6%	15%	19%	

530	\$ 3,150.00	\$ 5,400.00	\$ 5,500.00	
R490 NR40	\$ 598,500.00	\$ 810,000.00	\$ 220,000.00	\$ 1,628,500.00
\$ Increase	\$ 459.00	\$ 915.00	\$ 1,062.00	
% @ 2022 rates	17%	20%	24%	

530	\$ 3,150.00	\$ 5,400.00	\$ 5,500.00	
R@500 NR@30	\$ 630,000.00	\$ 810,000.00	\$ 165,000.00	\$ 1,605,000.00
\$ Increase	\$ 459.00	\$ 915.00	\$ 1,062.00	
% @ 2022 rates	17%	20%	24%	

540	\$ 3,100.00	\$ 5,300.00	\$ 5,500.00	
R@510 NR@30	\$ 651,000.00	\$ 795,000.00	\$ 165,000.00	\$ 1,611,000.00
\$ Increase	\$ 409.00	\$ 815.00	\$ 1,062.00	
% @ 2022 rates	15%	18%	24%	

550	\$ 3,000.00	\$ 5,250.00	\$ 5,500.00	
R@520 NR@30	\$ 648,000.00	\$ 798,000.00	\$ 165,000.00	\$ 1,611,000.00
\$ Increase	\$ 309.00	\$ 765.00	\$ 1,062.00	
% @ 2022 rates	10%	15%	19%	

2022 Rates	\$ 2,691.00	\$ 4,485.00	\$ 6,975.00	
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**DRAFT**

# Attachment

~C~

## HGRD Green Committee Annual Report 2021-22

Actual contract work on the course renovation work began late March, early April 2021 and was substantially completed in early fall. Course was opened for play on Dec 16<sup>th</sup>, 2021. Final total cost is just under six million dollars (5.9). The biggest surprise was the amount of uncompleted drainage work found from the first two projects, resulting both in additional dollars and time required. Still have not received an approved Lake Management plan which we will address upon receipt.

Some of the more notable improvements we were able to make are: switched from timber to rock on Hole #4 & #7 bulkheads, greatly expanded cart path work (including repairs, bump-outs, curbing, total replacement from Pro-shop to starter shack), installed timber bulkhead in front of driving range, greatly increased size of grass area to hit from on range, removed most of palmetto plants that normally came into play, addressed most of the drainage problems (including those discovered as a result of palmetto removal), were able to rip-rap right side of new #10 with found rock on site, etc. still staying on dollar target.

We need to again thank Bruce Johnson for his above and beyond efforts over the summer and fall. He gave our residents hundreds of much appreciated course tours, lead the effort to remodel the starter shack, worked tirelessly to get over two hundred plus OB markers permanently located, was always available and willing to assist on issues as they occurred along with painting nearly two hundred tee markers various colors. Much to his surprise he did get to hit the opening shot.

We are presently monitoring course conditions as to how it is holding up to play while still in the grow-in stage. Have completed our list for work to be accomplished via our maintenance forces prior to beginning of next season, additional landscaping in the same time frame as well as additional drainage work necessary. Dollars for the landscape and drainage work have been identified and are in place. The prime landscape areas are left on #10 green approach, when we know the exact pickleball plan, in front of new Horton homes right side of #18, along with several other smaller areas throughout the course. The drainage areas in question are left on #16 in front of #5 tee, left and right of #17 green and behind #6 tee in nurse area.

Looking ahead, we are reviewing possible additional cart path improvements such as expanding bump-outs, widening some curves, more sloped curbing, continuous crack repairs along with efforts to assist drivers to keep the carts on the concrete (especially in curves). Working on tee marker placement issues and may recommend enlarging a few of the #6 tees in the future.

Working on completing our recommendations to the BOD as to course usage, maintenance closures, number of rounds per season, number of members, rounds member can expect in season per week, membership costs required to cover expenses, etc.

In conclusion we feel we had a very successful year, got a lot done with minimal problems. Our sincere thanks to JB, Tim, Chris and Karon for their help.

Submitted 3/28- J Edinger

# Attachment

## ~D~

# Proposed Changes to Policies & Procedures

6. District Audit - At least once each year, the Board must cause the financial books and accounts of the District to be audited by an independent certified public accountant. The District is required to comply with the provisions of Section 11.45, Florida Statutes with respect to its audit. The Board of Supervisors will establish an independent audit committee. This committee solicits bids from qualified CPA firms and recommends the board's auditors.
7. District Depository - The Board is authorized to select, from time to time, as depository of funds any qualified public depository as defined in Section 280.02, Florida Statutes, which heeds all the requirements of Chapter 280, Florida Statutes, upon such terms and conditions as to the payment of interest by such depository upon the funds deposited as the Board may deem just and reasonable.
8. Fiscal Year - The fiscal year of the District shall begin October 1 of each year and end September 30 of the following calendar year.

Revised and adopted as Resolution 2010-18 at the June 30, 2010 HGRD Board Meeting (Item #3 was added)

## **P. Meetings.**

1. General. The Board of Supervisors shall hold regular meetings on the last Thursday of each month at 2:00 o'clock p.m. in the Herons Glen Clubhouse, or such other location as may be determined by the Board from time to time. At a minimum, the meetings of the Board will comply with the provisions of Section 189.417, Florida Statutes, and Chapter 286, Florida Statutes. All meetings of the Board shall be open for public access under the provisions of Section 286.011, Florida Statutes. A regular meeting may be canceled, provided that notice of cancellation shall be given by means calculated to give the best reasonable notice possible of such cancellation.
2. Special Meetings; Emergency Meetings. Special meetings of the Board of Supervisors may be held at any time upon written or oral call of the Chairman, Vice-Chairman, or any three (3) members of the Board of Supervisors. Notice of any such special meeting shall be given personally to all members of the Board of Supervisors by means calculated to provide the best opportunity to inform each Board Member of the time, place and date of such meeting. Seven days' notice shall be given except in cases of emergency, in which case a meeting to deal with the emergency may be held as necessary, with reasonable notice, so long as it is subsequently ratified by the Board. The advertisement shall be placed in that portion of the newspaper where legal notices and classified advertisements appear. Such notice shall state at a minimum:
  - (a) the date, time and place of the meeting;
  - (b) a brief description of the purpose of the meeting;
  - (c) that if a person decides to seek review of any official decision made at the Board meeting, a record of the proceedings will be required and the person intending to

Need to  
decide  
Board  
schedule

#### IV. COMMITTEE DOCUMENTS

##### **A. General Policies Concerning All Committees**

The Board of Supervisors appoints all committees and committee members. The Board may, if needed, create standing committees, appoint ad hoc committees and appoint sub-committees. The ad hoc and sub-committees may report either directly to the Board of Supervisors or through a standing committee based on the charter of the committee. Committee members may be asked to serve on special committees and/or perform special studies. The Board may appoint ~~ex-officio~~alternate members of committees. All appointees and/or members of any committee must be a resident of Herons Glen. Vacancies on any committee will be filled at the Board's discretion, with preference given to residents who have requested and been vetted for service on that particular committee.

Committees may recommend, but do not approve or take action pertaining to the Recreation District. Committee members may not direct HGRD Management and/or Staff Members. All Committee recommendations are subject to Board of Supervisors' approval.

After each meeting, the Committee Chair will prepare a brief written report dealing with the activities of the committee, including any recommendations that were approved by vote of the committee membership. This written report will be summarized and verbally presented along with recommendations and presented to the Board of Supervisors at its next regularly scheduled workshop. If the committee has a recommendation to the Board it must also be presented to the Board at its next regularly scheduled Board meeting. Only committee recommendations must be presented at the Board Meeting.

*Revised and adopted at the April 22, 2015 HGRD Board Meeting*

##### **B. Standing Committees**

All standing committee appointments begin on the first day of May. All standing committee appointments expire on April 30<sup>th</sup> of each year. All standing committees are advisory only and will meet minimally once per calendar quarter. ~~In addition, a~~An organizational meeting ~~may~~should be held during May to select the Chair and review the charter. Regular quarterly meetings will be held ~~each calendar quarter in June or July, October, January, and April~~. The Board Liaison will establish meeting times, dates and locations. ~~Special~~Additional meetings may be scheduled if there is a specific need.

All standing committees will consist of no less than five (5) nor more than seven (7) members in good standing. Additional person(s) may be appointed as a nonvoting, ~~ex-officio~~alternate member(s). In the absence of a regular member at any meeting the ~~ex-officio~~alternate member's status would change to that of a regular member for the duration of that meeting. In the case of a committee member's resignation, the ~~ex-officio~~alternate member would become the regular member. Committee members are expected to attend the quarterly meetings and are invited to participate in the budget workshops.



The General Manager and the respective Department Manager, if applicable, will be ~~ex-officio~~alternate members of all standing committees. Each standing committee will have a Supervisor from the Board to serve as the liaison between the committee and the Board of Supervisors. ~~The Executive Assistant to the GM, or designee,~~ will ~~be~~designate a secretary for ~~the Standing C-~~committees for purposes of minutes only. All other correspondence is the responsibility of the committee chair. Committee scope may be expanded by the Board of Supervisors.

The standing committees are the Finance Committee, the Facilities & Amenities Committee and the Long-Range Planning Committee.

*Established by Resolution 2012-02 at the January 25, 2012 HGRD Board Meeting & approved at the February 22, 2012 HGRD Board Meeting*  
*Amended at the December 18, 2013 HGRD Board Meeting*  
*Amended by Resolution No. 2014-08 at the May 28, 2014 HGRD Board Meeting*  
*Amended at the May 27, 2015 HGRD Board Meeting*  
*Amended at the June 24, 2015 HGRD Board Meeting*  
*Amended at the October 25, 2017 HGRD Board Meeting*  
*Amended at the April 26, 2021 HGRD Special Board Meeting*

### **C. Ad Hoc Committees**

Ad hoc committees and their membership are appointed as the need arises and are discharged after the task for which they were formed has been completed. The membership of an ad hoc committee is largely dependent upon its purpose and area of study. Alternate members may be appointed to an ad hoc committee. The ad hoc committees are the Audit, Green, and Problem-Solving Taskforce.

Serving on a standing committee does not preclude a person from serving on an ad hoc committee at the same time. All committee members serve at the pleasure of the Board of Supervisors.

*Amended at the April 26, 2021 HGRD Special Board Meeting*  
*Revised at the October 26, 2021 Special Board Meeting*

### **D. Continuing Committees**

Continuing committees and their membership are appointed as the need arises and are discharged after the task for which they were formed has been completed. The membership of an ad hoc committee is largely dependent upon its purpose and area of study. The continuing committees are the Concert Series Selection, Library, Media Resources, and Resident Events.

Serving on a standing committee does not preclude a person from serving on an ad hoc or a continuing committee at the same time. All committee members serve at the pleasure of the Board of Supervisors.

## **J. Long-Range Planning Standing Committee**

### **CHARTER**

#### **HERONS GLEN RECREATION DISTRICT**

The HGRD Board of Supervisors has established an ad hoc Long-Range Planning Standing Committee to assist the Board in its decision-making process regarding the long-range plans of the community. This is a continuing standing committee and will meet as needed. The committee chair will establish meeting times, dates and locations.

- The Standing Committee's basic function will be to serve as a review, research and analytical arm of the Board. The Committee should include among its functions, as examples:
  - Review the current Capital Expenditures – Master list plan.
  - Review the current Deferred Maintenance – Master list plan.
  - Review the Strategic Planning Survey.
  - Using the Strategic Planning Survey as a basis, recommend items for inclusion or removal from the plans.
  - Work with management to assure that estimated costs and useful life are accurately reflected in the plans.
  - Identify ongoing costs such as operating & maintenance and/or any potential impact on insurance and accident claims, or parking needs for any recommended additions to the plans.
  - Work with management to assure that items included in the plans are correctly identified as either Capital Expenditures or Deferred Maintenance.
- The committee should produce written reports detailing its recommendations.
- The Board of Supervisors retains the right and responsibility to make final decisions regarding placement of items on the Master Plans.

#### **Committee Formation and General Operations:**

- The Long-Range Planning Standing Committee will consist of a minimum of five (5) members and a maximum of seven (7) members selected by the Board of Supervisors from a list of volunteers. The General Manager will serve as an ~~ex-officio~~alternate member of and liaison for this committee and his/her staff will be available to provide support as required.
- Strong consideration should be given to the background of volunteers before appointment is made.
- The committee will report directly to the Board of Supervisors, which has the responsibility to provide general direction and oversight. Updates to the Board should be reported at its regular workshop meetings following any meetings of the ad hoc committee.
- The committee shall appoint a Chair and Vice-Chair/Secretary. The Vice-Chair/Secretary should ensure that Notices of Committee meetings are posted and minutes are provided to management for posting or publishing.
- Review annual committee report with Board prior to annual budget meetings.

***L. Problem-Solving Taskforce Ad Hoc Committee***

**CHARTER**  
**HERONS GLEN RECREATION DISTRICT**

The HGRD Board of Supervisors established an ad hoc Committee for the purpose of assisting the Board, the Long-Range Planning Committee, and the General Manager in identifying solutions to unique issues that require specific thought, examination, and resolutions.

The Committee shall provide recommendations for the sourcing of the resources to assist with the successful implementation, monitoring and completion of the suggested solutions. The Committee shall meet as needed. The Committee Chair shall establish meeting times, dates, and locations.

**Formation and General Operations:**

The Problem-Solving Taskforce shall consist of a minimum of five (5) members to a maximum of seven (7) members selected by the Board of Supervisors from a list of volunteers. The General Manager shall serve as an ~~ex-officio~~ **alternate** member of the Committee. The Board shall designate a Supervisor to act as a liaison to the Committee.

Strong consideration should be given to the experience and background of volunteers before an appointment is made.

All recommendations will be delivered to the entity requesting assistance and shall also be made available to the HGRD Board for their review, support, and/or implementation as required. This Committee shall have access to HGRD resources as needed to obtain the required information to complete their mission.

The Committee shall appoint a Chair and Vice Chair/ Secretary. The Vice Chair/Secretary shall ensure that Notices of Committee meetings are posted, and minutes are provided to management for posting and publishing.

Following any meetings of the Committee a report shall be submitted to the Board at their next regular workshop.

***Adopted at the June 4, 2020 HGRD Board Meeting***

**M. Green Ad Hoc Committee**

## **CHARTER**

### **HERONS GLEN RECREATION DISTRICT**

**Mission Statement:** The Green Committee (hereafter, Committee) will act in an advisory capacity to the Board of Supervisors (hereafter, Board) regarding golf course maintenance, playing condition standards, and overall upkeep for the Herons Glen Golf Course.

**Oversight:** The HGRD General Manager is responsible for direct oversight, not the Committee, to see that the Director of Golf Course Grounds & Maintenance (hereafter, Director) maintains the golf course to the desired standards.

**General Guidelines:** The Committee will

- Rely heavily on the Director's knowledge and experience for agronomic opinion, advice, and answers.
- At the Director's request, seek advice and opinions from unbiased, independent consulting agronomists, or equal, as necessary, and appropriate.
- Consist of no more than seven (7) voting golf members. To ensure that decisions benefit the majority of the golfing membership, committee members should be representative of varying golf skills.
- Serve 3 years and along with the Board liaison will vote for a Committee Chairperson.

The Committee chairperson will establish meeting times, dates and locations making those known to the Board.

**Duties:** The Committee shall

- Meet, at a minimum, monthly on a regular basis and on an as needed basis when required to address issues that may arise.
- Submit appropriate recommendations to the Board including maintenance schedules, boundaries of play/course playing conditions, golf course operating outlays and equipment needs; for example, fairways, greens, landscaping, cart paths, and so forth.
- Assist with capital and infrastructure requirements for renovations and upgrades to the Board/Long-Range Planning Committee.
- Assist the Director and HGRD Manager, as necessary, for their response to any requests or complaints from the golf course members/residents.
- Identify and assist in resolving issues by providing constructive feedback related to operations and playing condition standards.
- Refer to the USGA's Glossary of golf Turfgrass Terms to understand the agronomy practices being discussed.
- In April of each year, present a year-end report to the Board of Supervisors that includes unfinished projects and outstanding issues.

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**Note:** The Committee is subject to the General Policies, which apply to all of Herons Glen Recreation District committees. (The Committee will be deemed an Ad Hoc Committee until March 2023 when it will then convert to a Standing Committee.)

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### **Committee Purpose & Charter**

~~The Green Committee is subject to the General Policies which apply to all of Herons Glen Recreation District committees. The Green Committee will consist of no more than seven (7) voting members. Board Liaison will establish meeting times, dates and locations making those known to the Board of Supervisors.~~

~~The Green Committee will act in an advisory capacity regarding golf course maintenance, playing condition standards, and overall upkeep of the golf course.~~

← old Charter

### **Responsibilities and Oversight**

- ~~• Review with the Golf Course Superintendent and Management to ensure the highest mutually agreed-upon standards of maintenance for the golf course.~~
- ~~• Assist in developing and implementing written goals, guidelines, and objectives related to playing condition standards with the Superintendent who will carry out this direction without the committee's direct oversight, which is the responsibility of the General Manager.~~
- ~~• Prepare a mission statement along with the Superintendent that explains all aspects of the goals and objectives that will be collectively followed.~~
- ~~• Provide constructive feedback related to operations and playing condition standards. Suggestions outside of a formal committee meeting should be in writing.~~
- ~~• Review a course closure schedule with the Board that will allow the golf maintenance team uninterrupted access to perform necessary maintenance tasks, such as mowing, applying chemicals/fertilizers, verticutting, topdressing, etc. Be an advocate for the programs in place.~~
- ~~• Assist the Superintendent in dealing with member complaints addressing situations in a direct and timely manner.~~
- ~~• If necessary, submit appropriate recommendations to the Board of Supervisors concerning matters within the Committee's jurisdiction, including, but not limited to, defining boundaries of play, golf course maintenance operating outlays and equipment replacement needs.~~
- ~~• If necessary, assist in submitting requests to the Board of Supervisors provided by the superintendent and golf course architect for capital infrastructure renovations and upgrades.~~
- ~~• Depend heavily on the Superintendent's knowledge and experience for agronomic opinions, answers, and advice.~~
- ~~• In April of each year, the committee shall present a year-end report to the Board that includes unfinished projects and outstanding issues.~~

- ~~Review the USGA's Glossary of Golf Turfgrass Terms as an indoctrination, to understand the agronomy practices being discussed.~~

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*Adopted at the October 26, 2021 HGRD Special Board Meeting*  
*Amended at the October 26, 2021 HGRD Special Board Meeting*



include, but are not limited to, returned checks or automatic debits/EFT fees, fees to process non-US financial instruments, and fees for emergency electronic funds transfers.

8. Management is authorized and directed to implement and effectuate this policy.
9. The sanctions described in Numbers 4 through 6, will be imposed at the direction of the District Treasurer with the advice of the District Finance Advisory Committee.
10. Any Owner suspended due to non-payment of dues or assessments may not charge to their house account or enjoy any other resident benefit until all delinquencies are paid. Suspension means that the Owner may not use any HGRD facility, including but not limited to: Clubhouse; restaurant and lounge; golf course; pool; tennis, Pickleball and bocce courts; and fitness center. An Owner suspended for non-payment of dues or assessments may only use the Restaurant/Lounge or Golf Course by making payment with a valid credit or debit card and paying the rates charged to the general public. Other HGRD facilities may only be used if the delinquent Owner purchases a non-resident membership and pays the fees required of non-residents. The suspension and this rule are applicable to all members of the delinquent Owner's household, as well as to the Owner's tenants and guests.

*Revised by Resolution No. 2012-04 at the January 25, 2012 HGRD Board Meeting*  
*Revised by Resolution No. 2014-18 at the September 24, 2014 HGRD Board Meeting*  
*Revisions adopted at the September 23, 2015 HGRD Board Meeting*  
*Revisions adopted at the March 25, HGRD Board Meeting*

#### **B. New Resident Working Capital Assessment**

1. The Working Capital Assessment shall be established [by the Board of Supervisors at the Annual Budget Meeting at \\$3,200.00](#).
2. The Working Capital Assessment shall not be levied in the following circumstances:
  - The conveyance of a lot in the community when the Owner or Owners of the lot conveyed is/are simultaneously, meaning within 90 days, acquiring fee title to and moving into another home within the Herons Glen community.
  - The conveyance of a lot in the community by an Owner or Owners to a trust in which the Owner or Owners is/are the Trustee or Beneficiary of such trust.
  - The conveyance of a lot in the community by an Owner or such Owner's estate to the Owner's spouse and/or children.
  - The conveyance of an undivided interest in a lot by the Owner thereof to any then-existing Co-Owner(s) of such lot.

*Established by Resolution No. 2014-12 at the June 25, 2014 HGRD Board Meeting*  
*Revised and adopted as Resolution No. 2018-28 at the September 5, 2018 HGRD Special Board Meeting (Item 1 Capital Assessment changed to \$3,000 from \$2,500)*

## **E. Capital Project Investment Worksheet**

Project Name: \_\_\_\_\_

Description: \_\_\_\_\_

### Scope:

- Definition and Specs:
- Alternatives:
- Cost Estimates:
- Permits Required and Issues:
- Legal Issues:
- HGRD Rules Compliance:
- Operating and Maintenance Costs:
  - List:
  - Schedule:
  - Changes from Existing O&M Costs and Capital or Deferred Maintenance Costs:
- Benchmarks:

Priority (See Approved Process Document for Definition):

- Critical – Why:
- Important – Why:
- Desirable – Why:

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Recommendation to HGRD Board (From Submitter):

### HGRD Board:

- Date Received:
- Subcommittee Needed, if so, Date Established and Recommendation:
- Finance Committee Review:
- Prioritization: Capital: Contingency: Deferred Maintenance:
- Date Agreed to Place on Capital Budget or Denied:
  - Year to Begin Funding
  - Year to Implement.

If you prefer to fill this out electronically, the form is available at

<http://hggee.com/hgrd/files/policy.pdf>

**Commented [BS1]:** Do I need to find a spot for this form on our website?

**Adopted at the March 25, 2009 HGRD Board Meeting**

## **F. Financial Internal Controls Policy**

Detailed financial internal controls policies can be found in the Internal Controls Policy Manual located in the Controller's Office.



## IX. GOLF POLICIES

### A. General

1. Use of the golf course is available to individuals playing golf and paying a fee, either an Annual Golf Membership or a daily greens fee.
2. The Board of Supervisors establishes the annual membership fee as part of the fiscal year budget process. Golf Membership rates are posted in the Golf Pro Shop. All annual Golf Memberships expire September 30<sup>th</sup> of each calendar year.
3. Annual Golf Memberships may be purchased by:
  - a. **Property Owners** – Payment for membership fees are due BEFORE October 1<sup>st</sup> each year. Late fees will apply to renewals. New Golf Members may be eligible for prorated memberships the first year purchasing an Annual Golf Membership. The new Golf Member prorating is only available once regardless of the number of years of non-renewals.
  - b. **Renters/Tenants** – Individuals leasing a house/unit may purchase an annual membership at an owner's rate. However, only one annual owner's membership may be in effect for each house/unit. There are no pro-rated or part-year discounts. If a property owner's membership is not available, then a renter/tenant may purchase a "public membership".
  - c. **Public** – Annual Golf Memberships are available to non-residents. There are no prorated or part-year public memberships. From time to time, the Board of Supervisors may establish a "Golf Special." If a membership is purchased under the golf special, the golfer may renew the membership by paying the annual membership fee PRIOR to October 1<sup>st</sup> each year. Renewals paid BEFORE October 1<sup>st</sup> will guarantee a special membership rate regardless of a membership ceiling established by the Board of Supervisors.
4. Membership Categories – The Herons Glen Recreation District has established the following categories for annual golf memberships:
  - a. **Owner's Rates:**
    - 1) Household memberships – may be purchased for use by TWO named golfers residing at the same physical address.
    - 2) Single memberships – may be purchased for one golfer.
  - b. **Public Rates:**
    - 1) Public memberships are always available at twice the owner's rates for either a single or household membership.
    - 2) Golf Special Rates – If approved by the Board of Supervisors and memberships are available, a member of the public may purchase at the owners' rates (household or single) PLUS a premium established by the Board of Supervisors at the Annual Budget Meeting of \$750 per golfer.
5. Memberships are non-assignable and non-transferable except as described in #6.
6. Golf Membership(s) purchased by property owners may be transferred with the sale of a

# Exhibit

## ~E~

## **2022 HGRD Board Meetings and Other Events**

### **REGULAR MEETINGS**

**Zoom/CD RM C\***

### **OTHER EVENTS**

**Zoom/CD RM C\***

<p>Monday, April 11 at 9:00 a.m.</p> <p style="text-align: center;"><b><i>Mid-Year Review</i></b></p> <p>Monday, April 25 at 9:00 a.m. Joint Meeting w/ Board and Finance Committee Regular Board Meeting to Follow</p>	<p><b><i>Volunteer Appreciation Reception</i></b> Thursday, Apr 21 at 4:30 p.m. Ballroom</p>
<p>Monday, May 9 at 9:00 a.m.</p> <p>Monday, May 23 at 9:00 a.m.</p>	
<p>Monday, June 6 at 9:00 a.m.</p> <p>Friday, June 24 at 9:00 a.m.</p>	<p><b><i>2022-2023 Budget Workshops</i></b> Monday, June 20 – Thursday, June 23 All at 9:00 a.m.</p>
<p>Monday, July 11 at 9:00 a.m.</p> <p>Monday, July 25 at 9:00 a.m.</p>	
<p>None in August</p>	
	<p><b><i>Budget Approval</i></b> Thursday, September 1 at 5:00 p.m.</p>
<p>To Be Determined</p>	
<p>To Be Determined</p>	
<p>To Be Determined ****Nov 24 is Thanksgiving</p>	
<p>None in December</p>	

\*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, March 28, 2022*

## **RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT ACKNOWLEDGING AND RATIFYING RECEIPT AND APPROVAL OF THE 2020-2021 ANNUAL FINANCIAL AUDIT OF THE DISTRICT; 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 Florida law the District is required to have an annual financial audit or its accounts and records completed within 9 months after the end of its fiscal year by an independent certified public accountant.

B. District engaged the services of Clifton Larson Allen, LLP, Certified Public Accountants, to perform the required audit.

C. On or before February 28, 2022, the Chairman and all other members of the Board were presented with the Audit Report and Management Letter(s) by Clifton Larson Allen, LLP.

D. The Chairman and Board reviewed the Report.

E. By unanimous vote the Board approved the Annual Audit Report on February 28, 2022.

### **SECTION 3. RECEIPT AND ACCEPTANCE OF REPORT.**

A. The Board of Supervisors of the Herons Glen Recreation District hereby acknowledges its receipt of the Annual Audit Report for the 2020-2021 fiscal year.

B. The Board of Supervisors of the Herons Glen Recreation District hereby ratifies its prior approval of the Annual Audit Report for the 2020-2021 fiscal year.

**SECTION 4. 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 5. 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 28<sup>th</sup> day of March 2022.

**HERONS GLEN RECREATION  
DISTRICT**

  
Howard Young, Chair

**ATTEST:**

  
District Secretary

## ATTENDANCE RECORD

Meeting Type: Special Board meeting

Date: 3/25/2022 Time: 2pm

PLEASE PRINT YOUR NAME BELOW

1	Karen Jessop
2	Mary Wright
3	Karen Mads
4	JON EDINGER
5	BOB HEDBSTRIT
6	Fred Gignac
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**RECREATION DISTRICT SPECIAL BOARD MEETING**

November 28, 2022, at 11:00 a.m. in Card Room C

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

Meeting ID: 968 710 7160 – Passcode: HgrdMeet1

**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		Assistant GM Karon Bennett	
Assistant Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Howard Young
- II. **PLEDGE OF ALLEGIANCE** – Chair Howard Young
- III. **ROLL CALL** – Assistant GM Karon Bennett
- IV. **RESIDENT DISCIPLINARY APPEAL**
  - Circumstances – Presented by GM Belknap
  - Accused Resident Explanation – Daniel Peyton/Kimberly Roerk
  - Board Questions
  - Resident Comments
  - Board Discussion
  - Board Vote
- V. **ADJOURNMENT**



**RECREATION DISTRICT SPECIAL BOARD MEETING**  
November 28, 2022, at 11:00 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	Excused
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Assistant GM Karon Bennett	X
Assistant Sec/Treas William Kulkoski	X	Residents	35

- I. **CALL TO ORDER** – Chair Young called the meeting to order at 11:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Chair Howard Young led the Pledge of Allegiance.
- III. **ROLL CALL** – Assistant GM Karon Bennett took roll call and listed attendees are listed above. Daniel Peyton and Kimberly Roerk joined the Board at the conference table.
- IV. **RESIDENT DISCIPLINARY APPEAL** – District Counsel Hart addressed the group concerning the appeal hearing. He mentioned a suspension imposed by the General Manager. Recreation District policy requires that the person(s) suspended from their amenities be given the opportunity to appeal. There must be due process, meaning a hearing and an opportunity to be heard.

**Circumstances** – What initiated the suspension and appeal is included in the letter from GM Belknap to Daniel Peyton/Kimberly Roerk on November 11, 2022, as follows:

*Dear Mr. Peyton,*

*As a follow-up to my email sent on Friday, November 11, 2022, I received multiple complaints on Saturday, November 5, 2022, that loud music was being broadcast from a speaker located on your parked golf cart towards the pool deck.*

*After receiving the same complaints from multiple residents in August of 2022, I emailed you through Ms. Roerk's email address regarding playing loud music from a speaker at the pool. As I conveyed in my August 23, 2022, email and in multiple newsletters disseminated to the community, the Herons Glen Recreation District's posted pool rules state that "Radios may be used only at very low volume or with personal earphones" and that the community pool is for the enjoyment of all residents.*

*Saturday's video clearly demonstrates the music was not being played at a low volume, once again in violation of the rules.*

*Based on this and the fact that this is not the first time the rule has been violated, per the HGRD policies, effective immediately, you and anyone in your household, including guests, are suspended and prohibited from using any HGRD facility until December 1, 2022.*

*I can assure you this decision was not made lightly. If you would like to discuss anything contained in this letter, please contact me.*

*Sincerely,*

*J.B. Belknap, General Manager  
Herons Glen Recreation District*

Mr. Peyton met with GM Belknap following the letter and indicated that he would like to appeal against the suspension.

**Accused Resident Explanation** – Chair Young asked Daniel Peyton why he was appealing the suspension based on the information shared. Mr. Peyton responded that he is just playing the music for the pleasure of the people at the pool. He agreed that the music does get loud and stated that anyone could connect to his speaker through Bluetooth. Mr. Peyton apologized for



disturbing people at the pool. Chair Young stated that while the Board does understand Mr. Peyton's disappointment but asked that he answer the question, do you understand that you violated the rules at the pool? Mr. Peyton agreed that he had. After offering support to the General Manager, Chair Young asked GM Belknap if wanted to make any changes to the suspension. GM Belknap mentioned that at their meeting, Mr. Peyton agreed to stay away from the pool for two weeks and it was suggested that the suspension be lifted. The Board voted unanimously to take GM Belknap's suggestion. The suspension was formally lifted.

V. **ADJOURNMENT** took place at 10:15 AM.

Submitted By:

Karon Bennett 01/09/2023  
Karon Bennett, Assistant GM Date

Approved By HGRD Board:

Howard Young 01/09/2023  
Howard Young, HGRD Board Chair Date