



**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
January 28, 2021, 2:00 P.M., Zoom & Card Room C  
AGENDA**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener		GM J.B. Belknap	
Vice Chair Howard Young		Controller Lynn Garcia	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Board Sec. Karon Bennett	
Asst Sec/Treas William Kulkoski		Residents	#

- I. **CALL TO ORDER** – Chair Don Misener
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- II. **ROLL CALL** – Board Secretary Karon Bennett
- III. **APPROVAL OF MINUTES** – Board Workshop 11/16/2020, Board Meeting 11/18/2020 and Special Board Meetings 01/05/2021.
- IV. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- V. **FINANCIAL REPORT** – Controller Lynn Garcia
  - A. First Quarter Financial Operating Results
- VI. **DISTRICT COUNSEL’S REPORT** – Tom Hart, Esq.
  - A. Election Dates
  - B. RESOLUTION 2021-03
  - C. Designate February 15 a Special Board Meeting Concerning Election
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Facilities & Amenities, Dec. 7 and January 18                      Chair Karen Mars
  - B. Long Range Planning, January 18                                      Chair Fred Gignac
  - C. Golf Course Renovation, January 21                                      Chair John Edinger
- VIII. **OLD BUSINESS**
  - A. Golf Course Renovation Contract Update – Schedule Meeting Feb 1
  - B. Pretty in Pink Cocktail Party Decision
  - C. Current renovation to include dining room and pool
  - D. Review Board “Top Ten” Objectives (Next Month)

- IX. NEW BUSINESS
  - A. Draft how Board candidates are presented for election this year
- X. **ANY OTHER BUSINESS TO COME BEFORE THE BOARD**
- XI. **RESIDENT COMMENTS**
- XII. **UPCOMING WORKSHOP/MEETINGS**
  - A. Thursday, February 11—Golf Renovation Committee—9:00 a.m.—Zoom
  - B. Monday, February 15— Special Meeting - Finance Advisory & Board Wksp – Audit Results—9:30 a.m.—CR-C/Zoom
  - C. Monday, February 15—Facilities & Amenities Advisory—2:30 p.m.—Zoom
  - D. Monday, February 22—Long Range Planning—9:30 a.m.— Zoom
  - E. Monday, February 22—Board Workshop—2:00 p.m.—Card Room C/Zoom
  - F. Thursday, February 25—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom
- I. **ADJOURNMENT**



**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
January 28, 2021, 2:00 P.M., Zoom & Card Room C  
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener	X	GM J.B. Belknap	X
Vice Chair Howard Young	X	Controller Lynn Garcia	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Board Sec. Karon Bennett	X
Asst Sec/Treas William Kulkoski	X	Residents	6

**I. CALL TO ORDER – Chair Don Misener**

**II. PLEDGE OF ALLEGIANCE – Supervisor Polvinen**

**II. ROLL CALL – Board Secretary Karon Bennett called the roll (attendees are listed above).**

**III. APPROVAL OF MINUTES**

- *Motion made by Supervisor Polvinen to approve the minutes from the Board Workshop 11/16/2020, Board Meeting 11/18/2020 and Special Board Meetings 01/05/2021 and Supervisor Kulkoski seconded the motion. The motion was approved unanimously.*

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

GM J.B. Belknap followed up on his report from Monday, January 25, 2021. At the golf course renovation meeting on Tuesday, January 26, 2021 J.B., Jon Edinger and Counsel Hart reviewed the Clarke Construction contract. Several questions and issues needed further clarification. Additionally, Clarke Construction will update their latest bid revision regarding the final cost of the grassing portion of the renovation since they will now take full contractual responsibility for that portion of the job.

A professional land surveyor will perform golf course spot surveying February 12<sup>th</sup> and 15<sup>th</sup>, 2021. Stakes and paint will identify boundary lines between the golf course and the residences.

Several Golf Renovation Committee members played Royal Palm Golf & Country Club in Naples last week to review the course and greens. Ron Garl and Ricky Ink renovated the course last summer, and according to Ricky, the Royal Palm green contours are very similar to those planned at Herons Glen.

Stultz schedule for Monday, February 1, 2021 to go over Bond projects:

- Pool Deck at 9 a.m.
- Maintenance Building at 9:30 a.m.
- Pickleball at 10 a.m.
- Bocce and Sports Complex at 10:30 a.m.
- Range and Range Restrooms at 11 a.m.

Regarding the CLIS project. J.B. spoke with Marcell, the Blue Stream Project Manager who confirmed that he will have the as-builts for the fiberoptics. Although the fiberoptics are not traceable underground, they did bury a metal tracing wire that can be located by calling 811-NoCuts. On Friday J.B., the CLIS Department and Jon Cowgill will join DR Horton's Project Manager for a meet and greet as the land begins to be cleared and developed at the Mystic site. Counsel Hart mentioned that the DR Horton Engineer stated that the application will take place in two weeks. DR Horton is working on a follow up title opinion from their attorney and they are still subject to March 31<sup>st</sup> deadline.

A discussion took place concerning the audit. CLA will have draft report by next week and will schedule an exit meeting with J.B. Supervisor Schwarz mentioned several items that she knows will be brought to the Board. One is the District's investment policy as it relates to the Florida 2020 Statutes. An assessment will be made to confirm that we do not have obsolete inventory in the Pro Shop.

**V. FINANCIAL REPORT – Controller Lynn Garcia**

The Financial Operating Results Details for the First Quarter are attached. Controller Lynn Garcia discussed the following:

**Administration** - \$17,672 unfavorable to budget. YTD \$39,663 favorable to budget.  
**Restaurant** - \$7,099 unfavorable to budget. YTD \$2,791 favorable to budget.  
**Clubhouse** - \$4,205 unfavorable to budget. YTD \$20,375 favorable to budget.  
**CLIS** - \$6,763 favorable to budget. YTD \$19,663 favorable to budget.  
**Fitness Center** - \$81 favorable to budget. YTD \$3,778 favorable to budget.  
**Golf Maintenance** - \$16,967 favorable to budget. YTD \$12,290 favorable to budget.  
**Pro Shop** - \$10,772 unfavorable to budget. YTD \$28,097 unfavorable to budget.  
**All Departments** - \$15,936 unfavorable to budget. YTD \$70,463 favorable to budget.  
**Golf Operations** - \$6,196 favorable to budget. YTD \$15,807 unfavorable to budget.  
**From Other than Golf Operations** - \$22,132 unfavorable to budget. YTD \$86,270 favorable to budget.

The Board conversed about the continued effects of Covid-19 on the Food & Beverage budget, losses as they relate to the of public play and the need to reduce expenses going forward.

**VI. DISTRICT COUNSEL'S REPORT – Tom Hart, Esq.**

Election dates will be posted on the HGRD bulletin board and in the Cape Coral Breeze newspaper.

- *Supervisor Kulkoski moved to approve Resolution 2021-03, Supervisor Polvinen seconded the motion and the resolution was approved as follows:  
RESOLUTION 2021-03 – A RESOLUTION CALLING AND FIXING AN ELECTION FOR TWO (2) MEMBERS OF THE BOARD OF SUPERVISORS OF THE HERONS GLEN RECREATION DISTRICT ON MARCH 23, 2021; DESIGNATING HOURS AND PLACE OF VOTING; PROVIDING FOR QUALIFICATIONS; AND, OTHERWISE PROVIDING FOR THE HOLDING OF SAID ELECTION.*

Counsel Hart noted that Florida Election Laws prohibit voting by email.

The Board agreed to designate February 15, 2021 as a Joint Finance Meeting and Special Board Meeting concerning the audit, election procedures and review of the Clarke contract.

Counsel Hart reminded the Board that Real Estate Agent Steven Welsberg, who was instrumental in getting the DR Horton agreement executed in 2019, was promised \$10K once the sale closed. The subject will be raised again in March. Any payment would be made after the plat approval deadline of March 31<sup>st</sup>.

## **VII. COMMITTEE REPORTS & RECOMMENDATIONS**

**Facilities & Amenities, Dec. 7 and January 18** - Chair Karen Mars Chair will seek a subcommittee that will recommend several locations for the Conrad Weyer memorial and will forward her suggestions to the Board. Supervisor Kulkoski will put together a suggestion for the committee concerning sun shading in the sailboat area.

**Long Range Planning, January 18** - Chair Fred Gignac reported that they are awaiting the capital asset long expenditure plan. The first draft is circulating and will return to Club Benchmarking for completion. The vacancy on the LRP Committee will be filed by reviewing the committee interests survey from 2020.

Chair Gignac mentioned the Problem-Solving Task Force and proposed that the committee have a forum at the Board meetings. Chair Misener recommended that the Problem-Solving Task Force be placed on each agenda and if there is no report than the Chair Peter Overs will advise.

**Golf Course Renovation, January 21-** Chair John Edinger reported on Tuesday's Bi-weekly Golf Course Renovation Progress meeting. According to Jim Ink, one permit is complete and in hand. The second permit has been slightly delayed due to environmental concerns about the plantings along lakebeds. The permit has been resubmitted to the city for approval and is expected to be returned in mid-February. The critical path is to get the irrigation system in. Once a signed contract is in place with Clarke Construction, the irrigation work will begin.

Chair Edinger, Counsel Hart and J.B. had another review of the incentive/disincentive portion of the contract and it remains in final review. The cart path subcommittee has begun their proposal for the Board. JB will print the most recent draft of the contract for their review, with the exception of one provision.

- *Supervisor Kulkoski moved to authorize the Board Chair to sign the Clarke contract on behalf of the Board, subject to prior approval from Golf Course Renovation Committee Chair Jon Edinger, District Counsel Tom Hart and General Manager J.B. Belknap. Supervisor Young seconded and the motion was approved.*

## **VIII. OLD BUSINESS**

### **Pretty In Pink Cocktail Party Decision**

- *Supervisor Kulkoski made a motion to approve the use of HGRD property for the Pretty in Pink Pub Crawl subject to HOA approval of Pretty in Pink participants to use their property., The Board will approve the use of the Recreation District property for the Pub Crawl provided that the participants wear masks and socially distance at all times except when eating or drinking. Supervisor Polvinen seconded and the motion was approved.*

**Postponed** - Current renovation to include dining room with the pool deck.

**Review Board "Top Ten" Objectives** - Supervisor Young suggested that the Board review and update the Strategic Plan which was updated most recently in 2014. Supervisor Young is working on strawman proposals to generate discussion of the plan's content and importance of future plans to be made by the Board. Board Secretary Karon Bennett will distribute a draft of the edited plan that includes eight objectives for the Board to review in advance of the next Board Workshop.

**IX. NEW BUSINESS**

Due to Covid restrictions, the Board considered how Board candidates would be presented to the public for election this year, how ballots would be counted, and how notifications will be made. Final decisions will be made after February 15<sup>th</sup> when it is determined whether or not there will be an election based on qualifying candidate entries.

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

**XI. UPCOMING WORKSHOP/MEETINGS**

- A. Thursday, February 11—Golf Renovation Committee—9:00 a.m.—Zoom
- B. Monday, February 15— Special Meeting - Finance Advisory & Board Wksp – Audit Results—9:30 a.m.—CR-C/Zoom
- C. Monday, February 15—Facilities & Amenities Advisory—2:30 p.m.—Zoom
- D. Monday, February 22—Long Range Planning—9:30 a.m.— Zoom
- E. Monday, February 22—Board Workshop—2:00 p.m.—Card Room C/Zoom
- F. Thursday, February 25—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom

**I. ADJOURNMENT – Chair Misener adjourned the meeting at 4:16 p.m.**

02/25/21  
Date

SUBMITTED BY:

Karon Bennett  
Karon Bennett, Board Secretary

02/25/21  
Date

APPROVED BY HGRD BOARD:

Don Misener  
Don Misener, HGRD Board



**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
February 25, 2021, 2:00 P.M., Zoom & Card Room C  
MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Don Misener	X	GM J.B. Belknap	X
Vice Chair Howard Young	X	Controller Lynn Garcia	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Board Sec. Karon Bennett	X
Asst Sec/Treas William Kulkoski	X	Residents	4

- I. **CALL TO ORDER** – Chair Don Misener
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- II. **ROLL CALL** – Board Secretary Karon Bennett called the roll (attendees are listed above).
- III. **APPROVAL OF MINUTES**
  - *Motion made by Supervisor Kulkoski to approve the minutes from the Special Board Workshop 01/25/21 and Regular Board Meeting 01/28/21. Supervisor Schwarz seconded the motion. The motion was approved unanimously.*
- IV. **GENERAL MANAGER'S REPORT** – GM J.B. Belknap

Ricky Nix and Clarke Construction will be on site on March 2<sup>nd</sup> to review the Master Plan for the golf course renovation. J.B. will notify the Board of the results of that meeting at a later date.

J.B. advised the Board that a gentleman with government experience named Lindsey Flora would be taking over the Assistant Controller position at the District. J.B. is excited to have him join the team. J.B. had Lynn Garcia fill the Board in on the plans for the Assistant Controller position going forward in the Accounting Department. Lindsey and his wife are in the process of moving to Florida. Lindsey will begin working for the Recreation District on April 1, 2021. Lindsey is currently retired from a government position in Lexington, Kentucky where he was a Controller for a large majority of his career. Lynn's second assistant, Carol Bratten, took over the accounts payable when the Assistant Controller position was vacated in November. Carol will continue to handle Accounts Payable, thus, freeing up time for Lindsey to focus on payroll and general ledger items. Lynn will handle more of the high-level financial reviewing as recommended by the auditors for internal control purposes. This will also permit Lynn to be more involved in the Bond projects with items like spreadsheets, cost analysis, reporting etc. This will be a big help to the Board and the General Manager as numerous projects progress over the next few years. A discussion took place concerning the title change for Carol; the Compensation Committee will review with J.B. and Lynn to find the appropriate title for Carol.

J.B. provided the Board with the 100% completion drawings from Jim Ink and Stultz.

V. **FINANCIAL REPORT** – Controller Lynn Garcia reported on January's as seen below, and attached.

**Administration** - \$ 30,336 favorable to budget. YTD \$69,998 favorable to budget.  
**Restaurant** - \$15,786 unfavorable to budget. YTD \$12,995 unfavorable to budget.  
**Clubhouse** - \$5,948 favorable to budget. YTD \$26,323 favorable to budget.  
**CLIS** - \$2,097 favorable to budget. YTD \$21,760 favorable to budget.  
**Fitness Center** - \$525 favorable to budget. YTD \$4,303 favorable to budget.  
**Golf Maintenance** - \$2,297 favorable to budget. YTD \$14,588 favorable to budget.  
**Pro Shop** - \$22,475 unfavorable to budget. YTD \$50,572 unfavorable to budget.  
**All Departments** - \$2,941 favorable to budget. YTD \$73,404 favorable to budget.  
**Golf Operations** - \$20,177 unfavorable to budget. YTD \$35,984 unfavorable to budget.  
**From Other than Golf Operations** - \$23,119 favorable to budget. YTD \$109,389 favorable to budget

VI. **DISTRICT COUNSEL'S REPORT** – Tom Hart, Esq.

Counsel Hart presented Resolution 2021-04 to the Board.

- *Supervisor Kulkoski moved to approve Resolution 2021-03, Supervisor Young seconded the motion and the resolution was approved as follows:*

A RESOLUTION CANCELING THE ELECTION FOR TWO MEMBERS OF THE BOARD OF SUPERVISORS OF HERONS GLEN RECREATION DISTRICT ON MARCH 23, 2021; ACCEPTING THE QUALIFICATION OF CANDIDATES PETER OVERS AND JAYNE SCHWARZ; DECLARING CANDIDATES PETER OVERS AND JAYNE SCHWARZ ELECTED TO THE POSITION OF SUPERVISOR FOR A TERM OF THREE YEARS COMMENCING APRIL 1, 2021.

Counsel Hart presented the Butterfly Garden agreement. The Board agreed that they are satisfied with the location and the information received to date. The formal agreement is attached.

- *Supervisor Polvinen moved to approve Butterfly Agreement as it appeared before the Board, Supervisor Schwarz seconded the motion. The motion was approved unanimously.*

Counsel Hart confirmed that the Special Board Meeting on March 5, 2021 had been advertised.

It was noted that the engineer from DR Horton submitted the plat to Lee County on February 9, 2021, however, it had not been finalized as of the time of the meeting. Counsel Hart stated that the DR Horton project is on track.

VII. **COMMITTEE REPORTS & RECOMMENDATIONS**

**Golf Course Renovation** – Golf Course Renovation Committee Chair Edinger reported on Tuesday's Bi-weekly Golf Course Renovation Progress meeting. The group went over the boundaries and plans for Hole #5 where the location of the property boundaries for both the preserve area and golf course are in question.

An important meeting will take place on Tuesday, March 2, 2021 where Chair Edinger, Jim Ink and Tim Kortanek will meet on hole #6 to go over additional shore protection on the hole.

Regarding the two permits needed; one permit is in hand, the other is expected by March 1, 2021. If there is a delay in receiving the permit, things like directional boring, drainage, cart path repairs, etc. will be completed.

The planning and structure of the Green Committee continues.



Lynn will send out the cart path budget details to Chair Edinger. J.B. will work with Lynn and Chair Edinger to confirm that the project number is equivalent to the budget number. This information will be provided by Friday, March 5, 2021 when the Board will vote on moving forward with the \$160K increase for the cart path repair and additions.

**Finance Advisory with Auditors, February 15<sup>th</sup>** – Treasurer Schwarz submitted items for approval in Chair Glasgow's absence. The Finance Advisory Committee unanimously recommends these items which relate to clean up items from the recent audit and auditor findings.

- *Supervisor Kulkoski moved to approve the recommendations provided to the Board, Supervisor Polvinen seconded the motion. The changes were adopted as attached.*

**Facilities & Amenities** - Supervisor Polvinen presented the conceptual drawing from the Facilities and Amenities Committee for a memorial garden in Conrad Weyer's honor that would sit aside hole #13. Supervisor Young interjected by asking that the Board consider placing the memorial garden closer to the front of the community. He stated that a spot would open up during the golf course renovation by the fitness center that would allow the space to become a showcase area. Further discussion led to the proposal of a water feature at the front of the clubhouse. J.B. will get a proposal from Waldrop Engineering. Chair Misener suggested that before moving Mr. Weyer's memorial plaque from the front of the clubhouse to the new memorial garden, approval be given by his widow, Mrs. Karen Weyer. Supervisor Polvinen will present the alternative location to the Facilities and Amenities Committee for their consideration.

The Pool Deck Expansion agenda item was tabled by the Board until March 5, 2021.

**Long Range Planning** – Long-Range Planning Committee Chair Fred Gignac requested that the Board modify the Policies and Procedures, Long Range Planning Committee Charter to include a minimum of five (5) members and a maximum of seven (7) members of the committee. The current Charter only allows for five (5) members. The Board will vote to approve this addition to the Policies and Procedures at their next Board meeting.

#### **VIII. NEW BUSINESS**

Moving the dining capacity in the Nest to 75% and the Lounge to 50% was approved by the Board. Supervisor Kulkoski went on record to state that his opposition of increasing the restaurant to 75% occupancy. Furthermore, he insisted that the staff not push tables together for guests, J.B. agreed and staff will be notified.

Chair Misener informed the Board that he and J.B. went over the recreation District General Manager evaluation and compensation package. Chair Misener expressed his opinion that J.B. was highly deserving of a raise and/or bonus, however, J.B. turned down his opportunity for a raise and/or bonus at the time due to budget restraints at the District. Although Chair Misener did not fully agree with J.B., he made the recommendation that the Board defer any raise and/or bonus until further into the year or until the Board sees how the budget pans out. The Board agreed to hold off until the review of the compensation plan or until an appropriate time later in the year. The Board expressed their gratitude, particularly as it related to J.B.'s management during the Covid-19 pandemic.

#### **IX. OLD BUSINESS - None**

**RESIDENT COMMENTS** – Athenian Lane resident, Robert Polenska, requested that the Board consider a design alternative of the hole #17 fairway. According to Polenska, the homes along Athenian Lane receive frequent hits by golf balls coming off of #17. Golf Course Renovation Chair Edinger will take a look at the fairway to determine how to lessen the problem.

Resident, Andrea Edmunds requested that the Board remove Covid-19 restrictions at the pool. The Board reminded Mrs. Edmunds that Covid-19 guidelines were put in place to keep the community safe. The Covid-19 guidelines remain in place. Any violations of the Covid-19 guidelines should be reported to the Administration Office.

**X. UPCOMING WORKSHOP/MEETINGS**

- Friday, March 5 — Special Board Meeting @ 9 a.m. — Card Room C/Zoom
- Monday, March 15 — Long Range Planning @ 9:30 a.m.— Zoom
- Monday, March 15 — Facilities & Amenities Advisory @ 2:30 p.m.—Zoom
- Thursday, March 18 — Golf Renovation Committee @ 9:00 a.m.—Zoom
- Monday, March 22 —Board Workshop @ 9:30 a.m.— Card Room C /Zoom
- Thursday, March 25—Regular Board Meeting @ 2:00 p.m.—Card Room C/Zoom

**I. ADJOURNMENT** – Chair Misener adjourned the meeting at 3:40 p.m.

3/25/2021  
Date

SUBMITTED BY:

Karon Bennett  
Karon Bennett, Board Secretary

3/25/2021  
Date

APPROVED BY HGRD BOARD:

Don Misener  
Don Misener, HGRD Board



**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
March 25, 2021, 2 P.M., Card Room C/Zoom  
AGENDA**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener		GM J.B. Belknap	
Vice Chair Howard Young		Controller Lynn Garcia	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Board Sec. Karon Bennett	
Asst Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Don Misener
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Schwarz
- III. **ROLL CALL** – Board Secretary Karon Bennett
- IV. **APPROVAL OF MINUTES** – Board/Finance Meeting 02/15/21, Board Workshop 02/22/21, Regular Board Meeting 02/25/21 and Special Board Workshop 03/05/21.
- V. **GENERAL MANAGER’S REPORT** - GM J.B. Belknap
  - A. Effluent Pond Breach
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
  - A. Extension for DR Horton Contract
  - B. RESOLUTION 2021-06 – 2022 Calendar Year
  - C. Employee Living in the Glen Policy
- VII. **OLD BUSINESS**
  - A. Status of Cart Lease – Supervisor Schwarz
- VIII. **NEW BUSINESS**
  - A. Changes to Policies and Procedures:
    - Long-Range Planning Committee Charter
    - VI - Financial Policies
  - B. Board Chair Parting Comments
- IX. **RESIDENT COMMENTS**
- X. **NEXT WORKSHOP/MEETINGS**
  - Thursday, April 1 – Board Election/Organization - 2:00 p.m. - Card Room C/Zoom
  - Friday, April 2 – Golf Course Renovation Committee - 9:00 a.m. – Zoom
  - Thursday, April 15 – Golf Course Renovation Committee - 9:00 a.m. – Zoom
  - Monday, April 19 - Long Range Planning - 9:30 a.m. - Zoom
  - Monday, April 19 – Facilities & Amenities - 2:30 p.m. - Zoom
  - Monday, April 26 – Mid-Year Review w/Board & Finance - 9:30 a.m. - Card Room C/Zoom
  - Monday, April 26 - Board Workshop - 2:00 p.m. - Card Room C/Zoom
  - Thursday, April 29 - Board Meeting - 2:00 p.m. - Card Room C/Zoom
- XI. **ADJOURNMENT**



**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
March 25, 2021, 2 P.M., Card Room C/Zoom  
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener	X	GM J.B. Belknap	X
Vice Chair Howard Young	X	Controller Lynn Garcia	Excused
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann	X	Board Sec. Karon Bennett	X
Asst Sec/Treas William Kulkoski	X	Residents	6

- I. **CALL TO ORDER** – Chair Don Misener called the meeting to order at 2PM. He welcomed Rich Small from Stultz Construction who was on Zoom to update the Board on the Bond projects.
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Schwarz led the Pledge.
- III. **ROLL CALL** – Board Secretary Karon Bennett called the roll (attendees are listed above).
- IV. **STULTZ UPDATE** – Rich Small

**Maintenance Building** – Mike Sheeley’s office will update the code changes within the drawing from 2018. Permit ready documents should be ready within 2 weeks. Revisions can follow after the permitting process has started. The main item to get going is the storage building because of the cost of materials. Permit ready drawings should take two to four weeks.

**Drawings** - Drawings for bocce, pickleball, and pool deck have been received with 95% of the enhanced landscaping included. A color and pattern for the hardscape needs to be selected and put out landscaping bid within 2 weeks.

**Outdoor Dining** – An architect is needed for the wall section in the outdoor dining area. The Board discussed the lower pool/patio deck being extended towards to cart path to add sunchairs or intimate seating. Further conversation took place regarding the total capacity vs area available without violating parking and comfortable seating placement. The Board requested confirmation from Small and Counsel Hart that amount the of space on the platform is the maximum size of square footage based of the exterior area. They also discussed how much additional seating that would create and if it would be within permit allocation. Hart stated that the permit would expand the capacity.

**Sunshades** –Small will provide the Board with brochures to shade structure, classic – local vendor is in Estero, he will send photos. He would prefer to use the same vendor and color palette for the entire

property, including the sports complex. The Board mentioned matching brown canvas shades that are around building poolside.

**Permitting** - The LDO is in. Eight reviewers are working on it. Small mentioned a start date with LDO by the end of April.

RFQ's for the driving range restrooms will be ready next week.

Further discussion took place about adding the 30ftx36ft raised deck in the pool area for casual dining.

V. **APPROVAL OF MINUTES**

- *Motion made by Supervisor Kulkoski to approve the minutes from the Board/Finance Meeting 02/15/21, Board Workshop 02/22/21, Regular Board Meeting 02/25/21 and Special Board Workshop 03/05/21 Supervisor Young seconded the motion. **The motion was approved unanimously.***

VI. **GENERAL MANAGER'S REPORT** - GM J.B. Belknap

**Golf Course Renovation** - Committee Chair Jon Edinger updated the Board after Monday's meeting with Jim Ink concerning the permit status. It was determined that the one-on-four slope is not an issue. Counsel Hart was correct, there is an elevation control from the water to lake one-on-two steep slope, up from there to the shore is one-on-six. One-on-four was rejected. The earthwork there does not provide excess dirt, therefore requiring the possible need more dirt. Dirt could be pulled from the water's edge in the areas where shoreline work is being done. Edinger mentioned that the lakeshore management plan is pretty straight forward. There are not many herbicides or pesticide issues. People may notice the trailers by the driving ranger shop, or the 25 miles of circular pipe stored at that location to go into the ground. Directional boring starts on Friday, possibly Monday. The rototiller will true up and level out the rough spots from the palmetto tree removal. His only concern is the getting of the permit, that permit will be a conditional permit. Golf will not be permitted until the city approves the lake management plan. This management plan requires inventory of all lakes that touch the golf course, a plan to manage the lakes, it will be kept open ended. The goal is to have it submitted by Labor Day so it's in hand by Thanksgiving. The plan will reference \$50K budget per year and priorities. The HOA maintains the responsibility of the pipes that go from lake to lake. The existing water management plan from the South Florida Water Management District is in the name of the HOA; the HGRD maintains their portion of the lakes.

**Effluent Pond Breach** – Please see the attached provided by J.B. concerning the liner repair in the pond by the golf maintenance building and how to use the water appropriately.

- *Supervisor Kulkoski moved to authorize J.B. to sign a contract not to exceed \$57K with a contractor and to move forward with repairing the liner in the Effluent Pond, Supervisor Young seconded the motion. **The motion was approved unanimously.***

VII. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq.

**Extension for DR Horton Contract** – Attached is the Fourth Amendment of the contract. This one simply changes the date for Horton to obtain Final Plat approval from the March 31, 2021 date to May 31, 2021.

- Supervisor Kulkoski moved to approve fourth contract with DR Horton, Supervisor Polvinen seconded the motion and the Fourth amendment to the D.R. Horton Agreement was approved as attached.

**Employee Living in the Glen Policy** – A special vote was taken to allow an employee of Herons Glen to live in the community for six months. The Board agreed 3/2 and the request was approved.

**RESOLUTION 2021-05 – 2022 Calendar Year** - Counsel Hart presented RESOLUTION 2021-05 to the Board.

- Supervisor Young moved to approve RESOLUTION 2021-05, Supervisor Polvinen seconded the motion and the resolution was approved as follows: A RESOLUTION SETTING THE DATES OF MEETINGS OF THE BOARD OF SUPERVISORS OF HERONS GLEN RECREATION DISTRICT FOR 2022 CALENDAR YEAR; DESIGNATING TIME AND PLACE; AND, DIRECTING PUBLICATION OF NOTICE OF SAME.

#### **VIII. NEW BUSINESS**

A. Changes to Policies and Procedures were approved for the following:

- Long-Range Planning Committee Charter
- VI - Financial Policies – Additionally, the third and fourth sentence in paragraph were removed, the sentence was redundant.

#### **IX. OLD BUSINESS**

A. **Board Chair Parting Comments** – With this meeting being Chair Misener's last official Board meeting, he addressed the residents by thanking those who voted during his election. Being on the Board had been a real valuable experience for him. He expressed his satisfaction of the progress made during his tenure by way of the Board thinking about long term needs for the community. Chair Misener left a few of pieces of advice, first to complete projects while we have the opportunity to do so. Second, to spend wisely. Lastly, do it right the first time. Chair Misner plans to play a lot more golf and he looks forward to volunteering where he can with committees. He wished Peter Overs and the Board the best of luck. The other members of the Board expressed their appreciation for the camaraderie shared.

X. **RESIDENT COMMENTS** – Supervisor Schwarz stated that prior to leaving the meeting, Charlene Lowe Vice-Chair of the HOA, informed her that the HOA has not approved any design plans for houses in the DR Horton area.

#### **XI. NEXT WORKSHOP/MEETINGS**

- Thursday, April 1 – Board Election/Organization - 2:00 p.m. - Card Room C/Zoom
- Friday, April 2 – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- Thursday, April 15 – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- Monday, April 19 - Long Range Planning - 9:30 a.m. - Zoom
- Monday, April 19 – Facilities & Amenities - 2:30 p.m. - Zoom

- Monday, April 26 – Mid-Year Review w/Board & Finance - 9:30 a.m. - Card Room C/Zoom
- Monday, April 26 - Board Workshop - 2:00 p.m. - Card Room C/Zoom
- Thursday, April 29 - Board Meeting - 2:00 p.m. - Card Room C/Zoom

XII. **ADJOURNMENT**– Chair Misener adjourned the meeting at 3:56 p.m.

5/12/2021

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Board Secretary

5/12/2021

Date

APPROVED BY HGRD BOARD:

Howard Young

Howard Young, HGRD Board Chair



### **Effluent Pond Breach at Maintenance**

Tim reported that the effluent pond at the maintenance building began purging water (see red arrow indicating leak) into the mitigated area surrounding our property due to a breach in the pond's liner.

Because of the breach, the pond will now only hold one-fifth of its capacity. We are unable to operate our new pump station due to the risk of damaging the new equipment or accept any effluent water on the front and back of the community.

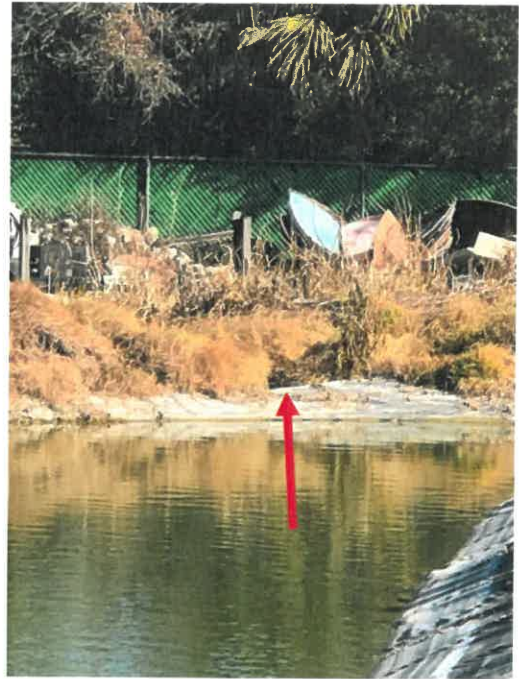
We are not irrigating the golf course anyway so there is no immediate emergency. However, it's imperative we have this water source available for the grow-in period and Tim would like to have it repaired at least by May.

Clarke Construction assessed the situation and said because of the poor condition of the liner, breaches will occur in other areas over time. They can fix the breach temporarily to slow the escape but the entire pond lining has degraded (see pictures) and is need of re-lining. Clarke also said generally companies use 6" of backfill over the liner instead of our current 2" to help prevent these types of breaches.

Clarke has provided a scope of work that includes:

- Removing existing material build-up over the existing liner,
- Remove existing liner and dispose,
- Re-grade the bank and furnish/install a new 30 mil pond liner.

According to Tim, we do not need any permits, "as built", rock excavation, or landscape. The pond just needs to be regraded and relined correctly. The Clarke bid is \$55K to do the work. Tim is requesting other bids from lake excavation companies but Clarke is already mobilized here and Tim feels their pricing will be tough to beat.





**RESOLUTION 2021-05**


**A RESOLUTION SETTING THE DATES OF MEETINGS OF THE BOARD OF SUPERVISORS OF HERONS GLEN RECREATION DISTRICT FOR 2022 CALENDAR YEAR; DESIGNATING TIME AND PLACE; AND, DIRECTING PUBLICATION OF NOTICE OF SAME.**

BE IT RESOLVED by the Board of Supervisors of the Herons Glen Recreation District that:


1. The Herons Glen Recreation District Board of Supervisors will hold their regular Meetings in the **calendar year 2022** pursuant to the schedule attached hereto as Exhibit "A".
2. All meetings and workshops will be held in the Herons Glen Clubhouse, Card Room C, at 2250 Herons Glen Boulevard, North Fort Myers, Florida 33917, and will begin at 2:00 p.m., unless otherwise noted in the attached Exhibit "A."
3. Counsel for the District is authorized and directed to publish notice of said election as required by law.

**PASSED AND ADOPTED** at a meeting of the Board of Supervisor of the Herons Glen Recreation District this 25<sup>th</sup> day of March, 2021.

HERONS GLEN RECREATION DISTRICT

  
\_\_\_\_\_  
Don Misener, Chair

ATTEST:

  
\_\_\_\_\_  
Mary Ann Polvinen, District Secretary

## **J. Long-Range Planning Ad Hoc Committee**

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

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

- The Ad Hoc 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 Ad Hoc 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 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.

*Charter adopted at the January 28, 2015 HGRD Board Meeting.*  
*Charter amended at the June 24, 2015 HGRD Board Meeting.*  
*Charter amended at the March 25, 2021 HGRD Board Meeting.*

## **VI. FINANCIAL POLICIES**

Prior to the start of each fiscal year, the Board of Supervisors approves the budget for the upcoming fiscal year. This approval is made at the Annual Budget Meeting. In accordance with Florida statutes, expenses are appropriated. Annual District owner assessments are approved, which may be paid quarterly.

After the completion of the annual fiscal year audit, the Board of Supervisors may allocate any budgetary surplus earned by the District. The District determines the fiscal year surplus by comparing results with the approved District-wide O&M budget.

### ***A. Policy on Operation and Maintenance Assessments***

It is the policy of the Herons Glen Recreation District (“District”) that all bills for Operation and Maintenance Assessments are due when rendered and prompt payment of such assessments is expected. Management will implement the following procedures for rendering, collecting, and handling such payments:

1. Prior to October 1<sup>st</sup> of each year, a notice (“Notice”) showing the Quarterly Assessment due will be mailed to the Owner or Owners of Record (“Owners”) of property located within the District and subject to such assessments. Statements will be provided to Owners on a monthly basis. Payments may be made via automatic payment accounts, through the clubhouse on-line system or via check. Owners are liable for all costs of collection including interest.
2. Assessments will be billed the last day of June, September, December and March.
3. Assessments will be due the last day of July, October, January and April. Members on auto-pay will have their fees debited on this day. All assessments not paid by the due date will be charged a one-time \$20 late fee. Monthly interest on the unpaid balance will also be charged at the highest annual percentage rate allowed by law.
4. Owner’s privilege to use any of the District facilities will be suspended if a balance remains at the last day of August, November, February and May.
5. Any assessment not paid by the last day of September, December, March or June will be considered past due and the Owner or Owners of Record will have a lien placed against their property by the District Treasurer.
6. Any Owner with a lien placed against his or her property, as in “5” above, which is in effect on the last day of December, March, June or September, may have foreclosure action initiated against the property. This action will be initiated by the District Treasurer, with the concurrence of the District Finance Committee and the Board of Supervisors.
7. Bank fees incurred by the District resulting from bank processing of a resident’s financial instrument(s), other than routine credit card transactions, will be charged back to the account of the resident presenting the financial instrument. Bank fees to be charged back

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 at \$3,000.00.
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)***

### **C. Allocation of New Owner Capital Fees**

1. Monies received as "New Owner Capital Fees" are non-operating income to the District. These fees may be used to SUPPLEMENT the annual capital replacement reserve assessment required for the improvement and replacement of District capital assets.
2. All monies received during a fiscal year shall be maintained in a separate account identified as the NEW OWNER CAPITAL FEES. At the end of each quarter, new owner capital funds received shall be moved to the Long-Range Capital Reserve Account. These monies may be for investment purposes per the HGRD investment policy. All funds must be retained in state approved depositories.
3. Monies received in a fiscal year shall not be spent during that fiscal year.
4. Annually, at fiscal year end, the Board of Supervisors and management shall allocate the NEW OWNER CAPITAL FEES between one of two accounts. The Uninsured Losses Reserve Fund and the Long-Term Capital Reserve.

The Board of Supervisors shall decide the percentage allocation of the NEW OWNER CAPITAL FEES between the two accounts based on the goals set for each fund. Until the Uninsured Losses Reserve reaches its goal, the allocation shall be 50%/50%.

The Uninsured Losses Reserve Fund shall be \$350,000 or the total insurance deductible, whichever is greater.

The Uninsured Losses Reserve Fund is intended to fund expenditures caused by natural disasters/events that are not covered by insurance or to meet insurance deductibles on insured losses.

5. At the end of each fiscal year:
  - a. Management shall determine the amount needed in the Uninsured Losses Reserve Fund. Based on expenditures made during the fiscal year, interest earned in the account during the fiscal year and the amount of insurance deductible required for the policy beginning with the new fiscal year. The amount required must always be at least \$350,000.
  - b. If the amount of additional funds requires less than 50% of the NEW OWNER CAPITAL FEES received during the fiscal year, the Board shall determine the allocation.
  - c. If the amount of additional funds required is more than 50% of the NEW OWNER CAPITAL FEES received during the fiscal year, the Board shall determine the allocation.
  - d. If the amount of funds needed in the Uninsured Losses Reserve Fund is less than the fiscal year-end balance in the Uninsured Losses Reserve account, management shall move excess monies into the Long-Term Capital Reserve Fund.
6. The Long-Term Capital Reserve Fund is intended to fund capital items for:
  - a. New or improved community wide amenities that have been on the Long-Range Plan for at least a year or,

- b. Capital assets that need to be replaced before their useful life has been completed.
7. The monies in the Long-Range Capital Reserve Fund shall continue to grow without limit. When an item on the Master Capital List comes into the 10-year averaging window in the reserve, the Board will decide how much of the unreserved balance, if any, should be considered in the annual assessment calculations and how much should be relied on from the Long-Term Capital Reserve Fund.

*Adopted at the March 25, 2015 HGRD Board Meeting*  
*Amended at the March 25, 2021 HGRD Board Meeting*

#### **D. Capital Projects/Assets Policy**

From time-to-time various capital projects/assets will need to be proposed and approved, which will be funded from the Herons Glen Recreation District Capital Reserves Fund. Capital is defined as all tangible personal property with a value of \$5,000 or more and having a projected useful life greater than one year shall be recorded as property for inventory purposes. "Cost" is used if the property is purchased and represents the purchase price of the property item; "value" is used if the property is donated and represents the worth or acquisition value of the property item at the date of the donation. Items with a value or cost of less than \$5,000 may be recorded as property for inventory purposes, at the discretion of the General Manager.

In order for the Board of Supervisors and management to adequately assess these proposed projects/assets, a number of criteria need to be defined by the proposer(s) of the projects/assets. Generally, but not always, these proposals will originate in the Facilities & Amenities Advisory Committee.

In order for the Board of Supervisors and management to determine whether these projects/assets should be approved for inclusion in the District's Long-Range Plan, the project/asset proposal has to include information on the reason for and scope of the project/asset, the priority of the project/asset, the cost and benefit of the project/asset, and some information regarding the degree of difficulty of the project/asset (SECTION IV, ATTACHMENT E). The required information for a proposed project/asset is to be submitted to the Board of Supervisors, generally at a Board Workshop or Board Meeting. Sometimes, not all of the desired information can be obtained prior to submitting a capital proposal; however, the Board requests that the project proposer(s) make a good-faith effort to provide as much information as possible.

The categories are:

- Reason for the proposal. What is proposed and why? Give a brief description of the project or asset. Give an explanation of why the project or asset is being requested.
- Scope of the proposal. Some specifics to define exactly what is being asked. (This depends on the size of the project or asset with some requiring a lot of explanation and others requiring minimal explanation.) Some kind of specifications for the project or asset.
- Alternate means to achieve. (Sometimes requests are received with no discussion about other ideas that have been considered.) If nothing is done about this project or asset, what would happen?

- Some idea of cost estimate.
- Permitting issues (Lee County, South Florida Water Management District or Department of Environmental Protection). Any potential legal issues.
- How the proposal fits in with HGRD Rules and Regulations.
- An idea of maintenance costs.
- Some sort of benchmarks, such as what is done in other communities, information from suppliers or users, etc.
- Priorities: Critical, Important or Desirable.
  - Critical would be that it is required for safety, health or regulatory reasons, or if it is not done there would be irreversible and significant damage to community property.
  - Important would be that it might prevent damage to community property or large costs for not doing, a large community impact or high-cost benefit.
  - Desirable would be that it would have a moderate community impact or good cost benefit.
- Under recommendations to the Board, sources could be standing committees, ad hoc committees, residents, General Manager, department heads or Board members.

*Resolution 99-16 established a special capital project account at the October 27, 1999 HGRD Board Meeting*  
*Amended at the December 17, 2008 HGRD Board Meeting*  
*Amended at the March 25, 2021 HGRD Board Meeting*

## **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:



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://hggcc.com/hgrd/files/policy.pdf>

**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.

#### **G. Check Signing Authorization**

Checks for \$5,000 or less and for any amount for recurring vendors are to be signed by the General Manager. All checks in settlement of invoices over \$5,000 should be signed by the General Manager and counter signed by a member of the Board of Supervisors. The Treasurer should counter sign, but if the Treasurer is not available, then the Board Chair or Assistant Treasurer may sign. Invoices must be present for review when a check is presented for payment. A sampling of invoices under \$5,000 should be reviewed periodically by the Treasurer for proper documentation and legitimacy. All checks regardless of amount, payable to the General Manager, must be counter signed.

**Adopted at the July 22, 2009 Board Meeting**

**Revised List for Recurring Vendors that Consistently Have Checks Over \$5,000 approved at the March 30, 2011 HGRD Board Meeting**

#### **H. House Accounts Policy**

It is the policy of the District that all bills for House Account charges are due when rendered and prompt payment of such House Account charges is expected. On-line payment of the bill is the preferred method of payment. Management will implement the following procedures for rendering, collecting and handling such payments:

1. A Statement ("Statement") showing House Account charges due will be mailed or electronically delivered to the Owner, Owners or those with House Accounts monthly as

long as there is a balance due. The owner is responsible for all costs of collection, including interest.

2. Payment of the charges is due the last day of the month of the mailing or electronic delivery i.e., a May 31<sup>st</sup> statement is due June 30<sup>th</sup>. If a balance remains on the due date, a one-time \$20 fee will be charged and added to the balance. Monthly interest on the unpaid balance will be charged at the highest annual percentage rate allowed by law.
3. If a balance remains on the first day of the following month, i.e., July 31<sup>st</sup> in the example from Number 2 above, the holder of the house account's privilege to use any of the District facilities will be suspended until full payment is made.
4. Bank fees incurred by the District resulting from bank processing of a resident's financial instrument(s), other than routine credit card transactions will be charged back to the account of the resident presenting the financial instrument. Bank fees to be charged back 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.
5. Management is authorized and directed to implement and enforce this policy.

*Adopted at the January 26, 2000 HGRD Board Meeting*

*Revised and Incorporated into Resolution 2000-06 at the May 31, 2000 HGRD Board Meeting*

*Revised in Resolution 2000-07 at the June 28, 2000 HGRD Board Meeting*

*Revised at the March 28, 2001 HGRD Board Meeting*

*Revised at the November 28, 2001 Board Meeting*

*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*

### ***I. Investments Policy***

The District elects not to adopt a detailed written investment policy and follows Florida Statute 415.218(17) for investing surplus funds.

The District Treasurer is authorized to invest available funds of the District.

*Adopted at the March 28, 2001 HGRD Board Meeting*

*Revised as Resolution 2003-04 at the February 26, 2003 HGRD Board Meeting*

*Revised as Resolution 2008-16 at the May 28, 2008 HGRD Board Meeting*

*Amended at the February 25, 2021 HGRD Board Meeting*

### ***J. Uninsured Losses***

The District has established a reserve fund to satisfy, or partially satisfy, as the case may be, storm or other emergency expenditures including, but not limited to losses incurred by the District which would not be covered by District insurance policies for the reason that they are

less than the applicable policy deductible and other contingencies. The General Manager is authorized to maintain and to utilize the funds in a manner consistent with Resolution 2006-02.

*Adopted as Resolution 2006-02 at the January 25, 2006 HGRD Board Meeting*

#### **K. Delinquent assessments**

The Treasurer is empowered to take whatever steps necessary to enforce the collections, including the placing of liens on the properties. Additionally, the Board will use Chapter 170 and/or Chapter 197, Florida statutes, as a method of collecting assessments. In order to utilize Chapter 170 and Chapter 197 as a means of collection, assessments for owners of developed and vacant platted lots, which are two or more quarters delinquent, will appear on the annual tax bill to be collected by the Lee County Tax Collector.

*Adopted by Resolution 2014-14 at the July 16, 2014 HGRD Board Meeting*

*Adopted by at the December 30, 1998 HGRD Board Meeting*

#### **L. Cashless Operations in Restaurant, Casual Lounge or Pro Shop**

Cash payments will not be acceptable in the Restaurant, Lounge or Pro Shop. Charges may be made against the residents' house accounts, or credit cards and residents' personal checks will be accepted. This cashless policy applies to residents and all other customers.

*Adopted at the Dec. 19, 2007 HGRD Board Meeting*

#### **M. Herons Glen Employee Discount Policy**

It is the intention of the Herons Glen Recreation District to promote the use of the Herons Glen logo by employees of the District. Therefore, the Golf Pro, Assistant Pros and Golf Course Superintendent will be allowed to purchase items in the Pro Shop for an amount at cost plus 10%.

*Adopted at the June 30, 1999 Board Meeting*

#### **N. Annual Non-Resident Other-Than-Golf Memberships**

The Recreation District's facilities and recreational activities, such as the tennis courts, bocce courts, shuffleboard courts, pickleball courts, billiards, darts, card rooms, artists' facilities and groups, quilting facilities and groups, pool and spa, dance classes and groups, various clubs, various activities, etc. are for the use and enjoyment of Herons Glen residents. Herons Glen residents' houseguests may utilize the facilities and recreational activities with the resident.

The Clubhouse facility and the recreation facilities and activities may be utilized by non-residents for a fee as provided for by the Florida Statutes and Lee County ordinances described in the HGRD Charter and in our Rules & Regulations.

1. Application may be made by Non-Residents to the Board of Supervisors, Herons Glen

Recreation District, to be accepted as Annual Non-Resident Members for the purpose of access to and the use of the recreational facilities.

2. The number of such Annual Non-Resident Memberships will not exceed the level which can reasonably be accommodated by these facilities.
3. An annual fee will be set by the Board of Supervisors.
4. Memberships are personal and non-transferable. No Guest privileges are attached to such personal Memberships. No group events or usage will be permitted.
5. Members will abide by all conditions, Rules and Regulations which are authorized and published by the Board of Supervisors. Gross and/or continued non-compliance will result in cancellation of membership rights, without recompense for unexpired time of membership.
6. Members will be provided with a copy of the applicable Rules and Regulations and will be issued a membership card which will serve as authority to be admitted by security personnel.

*Limit to outdoor recreation facilities only adopted at the May 25, 2005 HGRD Board Meeting  
– Affirmed by Resolution 2005-09 at the June 29, 2005 HGRD Board Meeting  
Revised at HGRD Board Meeting in 2007 - Fee increased from \$750 to \$1000  
Revised at the February 27, 2008 HGRD Board Meeting  
Revised at the October 29, 2008 HGRD Board Meeting  
Revised at the October 23, 2013 HGRD Board Meeting (all HGRD amenities for \$1500 and  
authorization – with approval – for GENERAL MANAGER to offer household (2 members at  
same address) for \$2,200). Annual fees and authorization approved during annual budget  
process.*

#### **O. Annual Golf Memberships**

It is the policy of the District that all bills for Annual Golf Membership Fees are due as described below and prompt payment of such charges and assessments is expected. On-line payment is the preferred method of payment. No cash payment will be accepted. Management will implement the following procedures for rendering, collecting and handling such payments:

1. Payment of the Fee for the renewal of Annual Golf Membership is due not later than the last business day of September each year (Due Date), and if payment is not received, golf privileges will be suspended at the close of business September 30<sup>th</sup>. There will be no pro-rated renewals.
2. No Annual Golf Membership Fee will be accepted and no golf privileges associated therewith will be afforded until the applicant for the Annual Golf Membership has paid all past due amounts to the District for Annual Golf Membership and all other District charges and assessments.

3. New Annual Golf Membership Fees will be prorated on the number of months remaining in the fiscal year at time of payment.
4. Annual Golf Members are subject to suspension of all golf course privileges for failure to pay charges for assessments or house accounts within thirty (30) days of their due date.
5. Resident Non-Members may pay an annual fee or daily fee to use the practice facilities as posted in the Pro Shop.
6. Management is authorized and directed to implement and effectuate this policy.
7. It is the District's policy that no person (other than specially permitted employees) will be permitted to play golf on the District's course unless all fees have been paid to the District. No credit privileges for golf play will be granted to any person or entity.

*Policy for Annual Golf Memberships was Adopted at the January 26, 2000 HGRD Board Meeting*

*Revised and Incorporated into Resolution 2000-06 at the May 31, 2000 HGRD Board Meeting*

*Revised in Resolution 2000-07 at the June 28, 2000 HGRD Board Meeting*

*Revised at the March 28, 2001 HGRD Board Meeting*

*Revised at the November 28, 2001 HGRD Board Meeting*

*Revised and adopted as Resolution 2001-11 at the November 28, 2001 HGRD Board Meeting*

#### **P. Volunteer Appreciation Reception**

In order to promote committee volunteerism, each Spring the HGRD will host or co-host with the HOA a volunteer appreciation reception. Residents who served on the Board or a Board appointed ad hoc or standing committee during the previous year will be invited. Other volunteers may be included if approved by the Board.



# 2022 Herons Glen Recreation District

## Board Workshops, Meetings and Other Events

<b>WORKSHOPS</b> <b>2PM</b> <b>Zoom/CD RM C*</b>	<b>MEETINGS</b> <b>2 PM</b> <b>Zoom/CD RM C*</b>	<b>OTHER EVENTS</b> <b>Zoom/CD RM C*</b>
Mon, Jan 24	Thurs, Jan 27	Jan 28 – Feb 12 Candidate Qual.
Mon, Feb 21	Thurs, Feb 24	Monday, February 14 Joint Meeting w/Finance Committee at 9:00 a.m. <i>Auditor Report</i>
Mon, Mar 21	Thurs, Mar 24	Thurs, Mar 3, Meet the Candidates, Ballroom at 4:30 pm  Tues., Mar 22 Election
Mon, Apr 25	Fri, Apr 1, Board Org Mtg Thurs, Apr 28, Board Mtg	Thurs, Apr 21, Volunteer Appreciation, Ballroom at 4:30 p.m..  Mon, April 25 Joint Meeting w/Finance Committee at 9:30 a.m. <i>Mid-Year Review</i>
Mon, May 23	Thurs, May 26	
Mon, Jun 27- <i>this will be a Reg Board Meeting</i>	Mon, Jun 27	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**** ****Nov 24 is Thanksgiving	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 03/25/2021

## ATTENDANCE RECORD

Meeting Type: Regular Board meeting  
Date: 3/25/21 Time: 2pm

PLEASE PRINT YOUR NAME BELOW

1	Charlene Lowe
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**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
May 27, 2021, 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 Garcia	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Board Sec. Karon Bennett	
Asst Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Vice Chair Overs will lead the meeting; Chair Young will be available via Zoom.
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Schwarz
- III. **ROLL CALL** – Board Secretary Karon Bennett
- IV. **APPROVAL OF MINUTES** – Special Board Workshop 05/12/21
- V. **HGRD EMPLOYEE INPUT** – CLIS Update – Tim Kortanek and Ryker Johnson
- VI. **GENERAL MANAGER’S REPORT** - GM J.B. Belknap
  - A. Update of Bond Projects
  - B. Mystic Entry Property Lines
- VII. **FINANCIAL REPORT** – Controller Lynn Garcia
- VIII. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- IX. **COMMITTEE REPORTS & RECOMMENDATIONS**
  - A. Golf Course Renovation, May 13
  - B. Long Range Planning, May 17
  - C. Problem-Solving Taskforce, May 24
    - o Different Concepts for Outside Dining
  - D. Audit Committee, No Meeting
  - E. Finance Committee, No Meeting
  - F. Facilities & Amenities, No Meeting

Chair Jon Edinger

Chair Fred Gignac

Chair Cowgill

Supervisor Schwarz

Chair Schuler

Chair Karen Mars
- X. **OLD BUSINESS**
  - A. Benchmarking Study – Supervisor Schwarz
- XI. **NEW BUSINESS**
  - A. HOA Community TV Channel Opportunity



**XII. RESIDENT COMMENTS**

**XIII. UPCOMING MEETINGS**

- TBD – Thursday, June 10 – Golf Course Renovation Committee - 9:00 AM – Zoom
- Wednesday, June 9 - Special Board Meeting – 9 AM - Card Room C/Zoom
- Monday, June 21 – Thursday, June 24 – Budget Workshops
- TBD - Friday, June 25 - Special Board Meeting – 2 PM - Card Room C/Zoom
- Monday, June 28 – Regular Board Meeting - 2 PM - Card Room C/Zoom

**XIV. ADJOURNMENT**



**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
May 27, 2021, 2 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 Garcia	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	Absent
Secretary Mary Ann Polvinen	X	Board Sec. Karon Bennett	X
Asst Sec/Treas William Kulkoski	X	Residents	4

- I. **CALL TO ORDER** – Vice Chair Overs will lead the meeting; Chair Young will be available via Zoom.
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Schwarz
- III. **ROLL CALL** – Board Secretary Karon Bennett
  - **APPROVAL OF MINUTES** – *Motion made by Supervisor Kulkoski to approve the minutes from the Special Board Workshop 05/12/21. Supervisor Young seconded the motion. **The motion was approved unanimously.***
- IV. **HGRD EMPLOYEE INPUT** – CLIS Update – Tim Kortanek and Ryker Johnson provided an update on the CLIS the Rainbird and Tudor irrigation system. The representatives from the companies determined that there was a problem with the old programming back to three months ago. IP addresses needed to be changed knowing that we have fiber coming in this week. On Wednesday the controller was running directly on the boxes, rather than computer, Tucor sent two options to fix the system. One was their new software; the other was a copy of the last system. On Friday Tim reached out to Stallman who works with the irrigation systems, he gave a proposal to work with Tudor and fully diagnosis each controller. This led to getting some things running with the decoder boards. As of Wednesday, Tucor stated that our IT team, the company that is providing the service is responsible to connect them. Troy from ITVantage will talk to one his engineers to get a list of requirements from Tucor. Tucor and Marsel will work together to get the programs back to the original settings.
- V. **GENERAL MANAGER'S REPORT** - GM J.B. Belknap updated the Board on of Bond Projects. 100% Construction documents have been submitted to the County for review and comments. He spoke with Jim Ink, the county is still 4-6 weeks away from issuing a Site Permit (D.O.) for projects. Once approved, these projects will be folded into the Golf Course LDO.

Bocce, shuffle, and pickleball will need construction and other minor trade permits. Rich Small from Stultz trying to get hard quotes from contractors. Based on conversations with outside recreational and paving companies with regard to lead times as business is booming.

Ricky Nix continues to be pleased with the progress on the golf course renovation. Only 3 greens have yet to approve: #17, putting and chipping green. The directional boring is finished. Irrigation has been completed on holes 1,2,8 & 9. Both pump stations are now connected to mainline on front 9. On Tuesday sod will be installed around bunkers, drains and other features on those holes to secure the sprigs. The following Wednesday, June 9th the plan is to sprig greens on 1,2,8 & 9. Plan is to sod/sprig 6 holes on front 9 then jump to back for another 5

holes for water conservation and to help in fertilization process. The rock wall on #7 same height as #4. Above 100-year flood level. Range & practice area are closed. The range tee will be moved back 15-20 feet. Putting green collar will be eliminated to ensure same amount of parking area.

Lynn is working with CLA to address internal controls and compliance deficiencies in the audit process.

J.B. mentioned that he has had multiple inquiries into the Head golf professional which will be filled in September 2021.

**VI. FINANCIAL REPORT – Controller Lynn Garcia’s April 2021 Financial Package report is attached.**

As a reminder, three columns have been added to the financial statements to show the forecasted mid-year budget for the remainder of the year. The “20-21 Mid Yr Forecast Budget” is the Revised Mid-Year Budget we have created based on what we feel will be spent over the remainder of the last six months of the fiscal year. The next column is the original 2020-21 FY Budget. The final column is the variance between the Forecasted budget and the Original Budget. Based on our new Mid-Year Budget Forecast, we anticipate ending the fiscal year \$342,347 better than budget.

The restaurant ended the month \$3,190 better than budget. We are seeing positive trends toward people coming back to the restaurant. In March, we were down \$44k from budget or 33. In April, we were only down \$15k or 16%. Food cost was better than budget at 42.68% to a budget of 43%. Beverage cost was 26.35% to a budget of 25.00%.

Golf Operations ended the month \$29,911 better than budget due to changing the golf course maintenance leases from annual to quarterly payments to preserve cash flow. We ended the month with a total of 505 members, one down from March as we prorated a membership refund due to the loss of one of our members.

The CLIS department was down \$6,540 to budget due to several mainline repairs. YTD they are \$18,915 better than budget.

All departments other than golf finished the month \$8,022 better than budget. The Recreation District as a whole finished the month \$37,933 better than budget. Year to date the District is \$48,968 better than budget.

**VII. DISTRICT COUNSEL’S REPORT - No report.**

**VIII. COMMITTEE REPORTS & RECOMMENDATIONS**

- Golf Course Renovation, in absence of Chair Edinger, J.B. gave a review. He stated that Ricky Nix is pleased with directional boring, completed pump stations and their connected the front nine. The rock wall #7 is complete. Some concerned of the height it is the same height of #4 above flood plane. The range and practice area closed. The putting green collar will be eliminated to keep parking spaces. Clark Construction is doing a great job! They are partners in the renovation, they come with ways to save us money.
- Long Range Planning, Chair Fred Gignac reported that the committee met on the May 17<sup>th</sup>. Howard suggested a summer meeting on July 26th on Zoom.
- Problem-Solving Taskforce, Chair Cowgill reported that the committee met on May 24th to discuss outside dining. The committee is inconclusive on the pool renovation, however they agreed on a few things. One concept proving viable was the small side removing the additional handicap ramp.
  - Chair Young made a motion to keep the pool deck expansion as is for now and to look at installing a handicap ramp before season and to add planters. Supervisor Schwarz seconded the motion. ***The motion was approved unanimously.***

- Audit Committee, Supervisor Schwarz - No meeting
- Finance Committee, Supervisor Schwarz - No meeting, it was announced that Chair Schuler has resigned from the committee.
- Facilities & Amenities, Chair Karen Mars mentioned the May 3rd organizational meeting where she accepted the responsibility of being Chair of committee again. Although the committee did not bring forth any recommendations, she mentioned that the committee hopes to be include in improvement opportunities going forward. The committee would like to meet again on July 12 in the event that the Board sent any assignments their way.

IX. **OLD BUSINESS** - Supervisor Schwarz went over a few details of the Benchmarking Study. Facilities Manager Dan Parker is working with an A/C company on the kitchen A/C with kitchen He is also considering converting the epoxy flooring in the kitchen to tile.

X. **NEW BUSINESS** - The HOA Community TV Channel Opportunity has been tabled until the next meeting.

XI. **RESIDENT COMMENTS**

The Bocce Association President asked about the bid process, along those lines of the cost to flip the pickle ball and shuffleboard. The permit for the original plan of updating the courts has been submitted but can be change after the permit is received. The projected time in the Stutz study is approximate 10-14 weeks or October 15, 2021.

The Board noted that the pool deck would have to be shut down at some point to repair the entire pool deck. The estimated completion is 90 days.

XII. **UPCOMING MEETINGS**

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- TBD - Friday, June 25 - Special Board Meeting – 2 PM - Card Room C/Zoom
- Monday, June 28 – Regular Board Meeting - 2 PM - Card Room C/Zoom

XIII. Adjournment took place at 4:15 PM.

6/25/2021  
Date

SUBMITTED BY:  
Karon Bennett  
Karon Bennett, Board Secretary

6/25/2021  
Date

APPROVED BY HGRD BOARD:  
Howard Young  
Howard Young, HGRD Board Chair

## ATTENDANCE RECORD

Meeting Type: Board meeting

Date: May 27, 2021 Time: 2 PM

PLEASE PRINT YOUR NAME BELOW

1	Peter Cummings
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