



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
January 5, 2021, 4:30 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. DISTRICT COUNSEL’S REPORT
- III. OLD BUSINESS
 - A. Golf Course Renovation Contractor Selection
 - B. Approval of Management Bonuses
- IV. NEW BUSINESS
 - A. Food & Beverage Operations
- V. RESIDENT COMMENTS
- VI. NEXT WORKSHOP/MEETINGS
 - A. Monday, January 18—Long Range Planning—9:30 a.m.—Zoom
 - B. Monday, January 18—Facilities & Amenities Advisory—2:30 p.m.—Zoom
 - C. Thursday, January 21—Golf Renovation Committee—9:00 a.m.—Zoom
 - D. Monday, January 25— Finance Advisory & Board Wksp – Audit Results —9:30 a.m.—CR-C, Zoom
 - E. Monday, January 25—Board Workshop—2:00 p.m.—Card Room C/Zoom
 - F. Thursday, January 28—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom
- VII. ADJOURNMENT

**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
January 5, 2021, 4:30 PM, Card Room C and Online through Zoom
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener	X	GM J.B. Belknap	X
Vice Chair Howard Young	X	Controller Lynn Garcia	N/A
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	8

- I. **CALL TO ORDER** – Chair Don Misener
- II. **ATTENDANCE AND PLEDGE OF ALLEGIANCE** – Chair Misener led the Pledge. Attendees are listed above.
- III. **CHAIR MISENER’S OPENING REMARKS** – Chair Misener welcomed everyone and briefly went over the agenda.
- IV. **DISTRICT COUNSEL’S REPORT**
Counsel Hart started by confirming that the Board Workshop scheduled for 2pm on January 25, 2021 changed to a Special Meeting, the Board agreed. Further, *Counsel Hart confirmed that Resolution 2021-01 would include current meeting schedule with modification for January 25th meeting.*
- *Supervisor Kulkoski moved to approve resolution 2021-01 and Supervisor Polvinen seconded the motion. The motion was approved unanimously.*

Counsel Hart reviewed the DR Horton closing statement with the Board. Chair Misener noted a discrepancy on the closing costs involved in handling of the Bond assessments tax bill. Supervisor Schwarz confirmed the District’s payment of the 2020 tax bill and noted the need for a refund. Counsel Hart will make the correction and forward the updated closing statement to the Board.

- *Resolution 2021-02 was presented authorizing the Board Chairman to sign the closing documents on the DR Horton project. Supervisor Kulkoski moved to approve resolution and Supervisor Polvinen seconded the motion. The motion was approved unanimously.*

V. **OLD BUSINESS**

A. **Golf Course Renovation Contractor Selection**

GCR Committee Chair, Jon Edinger updated the Board on the latest details involving the contractor selection for the golf course renovation. He mentioned that after receiving six bid proposals from golf course contractors and interviewing the top 3, the Golf Course Renovation Committee, after considerable due diligence, made a recommendation to the Board of Supervisors: pursue a contract with Clarke Construction. Jon and members of the committee laid out the rationale for Clarke’s selection, including their local affiliation, government experience, and excellent references. The Board queried the committee on the various bids, specifically Clarke Construction bid.

- *Supervisor Kulkoski made a motion to authorize Tom Hart and the Golf Course Renovation Committee to move forward with Clarke Construction to obtain a contract for the Board’s review to renovate the Herons Glen golf course, Howard Young seconded the motion, the motion passed unanimously.*

A letter of intent will be sent to Clarke memorializing the District’s intent to use them as the contractor. An AIA contract will be crafted and reviewed by both the committee and Tom Hart. In the contract, Chair Jon Edinger told the Board a number of addendums will be inserted by the District, including naming the shaper being used,

defining incentive/disincentives, clarification of their added cart path item in the other category, and requiring a comprehensive job schedule (critical path/Gantt chart). The contract will be sent back to the Board for final authorization. ***Supervisor Schwarz left the meeting.***

B. Approval of Management Bonuses

Due to COVID, the Board implemented a freeze on the bonuses for management with anniversary dates after March 15, 2020. Based on the District's unanticipated fiscal year end surplus J.B. respectfully requested that the Board award the \$10.5K in bonuses that were not paid out during that freeze. The Supervisors agreed that J.B. should ensure that these increases were accrued at fiscal 2020 year end, as services were performed in the fiscal year.

- *Supervisor Polvinen made a motion to approve J.B.'s recommendation for \$10.5K payment to individuals who didn't receive their bonus from March 2020 with money that was sent aside in last year's budget, Supervisor Kulkoski seconded the motion and the motion passed - 3/1 with Chair Misener opposed with Supervisor Schwarz was absent.*

VI. NEW BUSINESS

A. Food & Beverage Operations

Supervisor Kulkoski noted budget concerns from late 2020 and questioned J.B. regarding future losses as we move into 2021. J.B. responded with his concerns regarding COVID's unpredictability. The management team will continue to be creative with offerings; they will mitigate their losses while doing their best to provide good food and good service.

To date, J.B. has not gotten a response from the Lee County Health Department regarding Herons Glen becoming a COVID vaccination site.

VII. RESIDENT COMMENTS

No resident comments were presented.

XI. NEXT WORKSHOP/MEETINGS

- A. Monday, January 18—Long Range Planning—9:30 a.m.—Zoom
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- D. Monday, January 25—Board Workshop—2:00 p.m.—Card Room C/Zoom
- E. Thursday, January 28—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom
- F. Monday, February 15— Finance Advisory & Board Wksp – Audit Results —9:30 a.m.—CR-C, Zoom

XII. ADJOURNMENT – The meeting was adjourned at 5:54 PM.

SUBMITTED BY:

01/28/2021

Date

Karon Bennett

Karon Bennett, Board Secretary

APPROVED BY HGRD BOARD:

01/28/2021

Date

Don Misener

Don Misener, HGRD Board Chair



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
January 25, 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** – First Quarter Financial Operating Results
- VI. **DISTRICT COUNSEL’S REPORT** – Tom Hart, Esq.
- VII. **OLD BUSINESS**
 - A. Golf Course Renovation Contract Update
 - B. Stultz Project Update
 - C. Fitness Pipe Issue
 - D. Asset Study Update
 - E. Golf Reciprocal Agreements
- VIII. **NEW BUSINESS**
 - A. Board “Top Ten” Objectives Discussion
 - B. Pretty in Pink Cocktail Party
- IX. **ANY OTHER BUSINESS TO COME BEFORE THE BOARD**
- X. **RESIDENT COMMENTS**
- XI. **UPCOMING WORKSHOP/MEETINGS**
 - A. Thursday, January 28—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom
 - B. Thursday, February 11—Golf Renovation Committee—9:00 a.m.—Zoom
 - C. Monday, February 15— Finance Advisory & Board Wksp – Audit Results —9:30 a.m.—CR-C/Zoom

- D. Monday, February 15—Facilities & Amenities Advisory—2:30 p.m.—Zoom
- E. Monday, February 22—Long Range Planning—9:30 a.m.— Zoom
- F. Monday, February 22—Board Workshop—2:00 p.m.—Card Room C/Zoom
- G. Thursday, February 25—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom

XII. **ADJOURNMENT**



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

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener	Present	GM J.B. Belknap	Zoom
Vice Chair Howard Young	Zoom	Controller Lynn Garcia	Zoom
Treasurer Jayne Schwarz	Zoom	District Counsel Tom Hart	Zoom
Secretary Mary Ann Polvinen	Zoom	Board Sec. Karon Bennett	Present
Asst Sec/Treas William Kulkoski	Zoom	Residents	14

- 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** – There were no changes made to the minutes for the 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 reviewed the items below:

Golf Course Renovation

- The first draft of Clarke’s contract has been submitted to Tom Hart and Committee Chair, Jon Edinger for review. It will then be submitted to the Board for approval. Once the contract is executed, the HGRD will work with Clarke and the irrigation company to identify what can be started immediately, such as directional boring for the new irrigation system.
- Spot surveying the areas separating the golf course and homeowners will begin as soon as Florida Surveying can come out. They’ve been advised of the areas where there may be confusion and potential challenges. The company will put stakes/paint in the ground to delineate golf course property from homeowner property.
- Bonita Bay’s Hal Akins is scheduled to be here Wednesday afternoon to review and possibly identify any potential change orders to Garl’s plan. A discussion will take place concerning the grass eradication process and communication to residents related to the chemical application. A communication will be sent to address numerous resident concerns regarding the grass kill.

HOA Meeting

On Thursday, J.B. and the HOA Manager Joyce Gillespie met to discuss a variety of topics, including the golf course renovation. Jon Edinger and Tim also attended to explain and discuss items such as the grass kill, directional boring for irrigation, drainage behind #2 green, surveying the course, and possibly connecting the lakes left of #17 fairway if additional dirt is required. As has happened previously, the HOA has jurisdiction over the lake interconnect pipes. The meeting was extremely productive and Joyce indicated her willingness to work with us anyway she could. She did say the collapsed culvert pipe behind #2 would be repaired in February, which will aid drainage on the front 9.

Stultz-Bond Projects

Discussions took place with Rich Small and Jim Ink that left J.B. feeling optimistic that the Champion meetings be scheduled prior to Monday's Board meeting to discuss finalizing design development as well as details for site, drainage, utility, landscape, and irrigation plans. Stultz is still developing a budget for swapping the locations of the bocce and shuffleboard courts to determine if it is financially feasible. Chair Misener asked J.B. to provide the Board with an update about adding the restaurant into the renovation after the meeting on Thursday.

CLIS Project

The CLIS department, in addition to their daily tasks, has been repairing leaks caused by Blue Stream. While Blue Stream has been very good to work with and is timely in their reimbursements to the District, addressing these breaks has delayed our CLIS project. During the HOA meeting, Joyce indicated that the fiber optics is scheduled to be energized by early February enabling us to call "811 no-cuts" to locate the underground environment. This is an underground fiber optic cable locator injects an electrical signal onto the cable being located. It consists of two parts – a transmitter and a receiver. The transmitter puts an electrical signal onto the cable or pipe being traced, while the receiver picks up the signal, allowing the locator operator to trace the signal's path and follow the cable being located. Because there are no "as builts" for the utilities, we will have to rely on the county to locate lines prior to starting a yard. The No Limit agreement will continue to be refined.

Balgas Propane Tank Removal

The Balgas meeting scheduled for early February will center around tank transportation off the property, what type of actions they may take to refill and prep the affected area, and any environmental issues that we may encounter. We will work with the HOA if any Ingress/egress issues arise.

DR Horton Update

The DR Horton Land Development Project Manager has indicated that they are beginning the process of clearing the property to begin development. Their contractor had concerns about existing irrigation at the entrance and along the berm/easement on the West corner. Tim and Ryker will address these questions so we can provide a timely response.

Food & Beverage

This week's Covid notification to the residents didn't seem to diminish participation for the stir fry on Thursday or last night's dinner. Over 90 dinners were served Thursday night and over 100 Sunday night with half of those dinners being take out. According to Jason, Fridays are the most popular nights to take out.

V. FINANCIAL REPORT –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.

VI. DISTRICT COUNSEL'S REPORT

Counsel Hart will present the RESOLUTION 2021-03 at the Regular Board meeting which includes election requirements and dates. He suggested designating February 15 as a Special Board Meeting date for the Board and Finance Committee to review, with the auditors, the 2019-2020 FY Audit. The upcoming election could also be discussed during the meeting.

VII. OLD BUSINESS

Golf Course Renovation Contract Update – A Cart Path Sub-Committee has been established by the golf course renovation committee to identify damaged cart paths as well as developing a budget to repair them. Tim and Jim Ink will also reevaluate the erosion control on the lake banks and prioritize which ones could be included in the renovation. Once identified, a budget can then be established.

Deborah Stephens expressed her concerns about environment effects on the community caused by the use of Round Up and other chemicals used to kill the grass. She asked where the residents can find information on the ingredients. Jon Edinger stated that the use of Round Up is a State approved process to eradicate turfgrass on golf courses. Once it is dry, Round Up does not translocate, therefore, preventing environmental issues. The Golf Course Renovation Committee will send out an announcement on the subject by within the next week.

Fitness Pipe Issue – Chair Misener reopened a Board discussion concerning the broken pipe issue at the fitness center and the possibility of a lawsuit to recover some of the damages. Supervisor Kulkoski added that what concerned the Board the most was that the cost to pursue legal action could out-weigh the return. After further discussion the majority of the Board agreed that no further action be taken.

Asset Study Update - A first draft of the Club Benchmarking reserve study has been given to the LRP committee as well as the Board. The next step will involve Zoom meetings with both the managers and Club Benchmarking to refine the study. We will also ask them to describe a verifiable process of tagging equipment and syncing it to the individual piece of equipment.

Golf Reciprocal Agreements – We have reciprocal agreements in place with Heritage Landing, Magnolia Landing, and Babcock Ranch but we do not have rates established for early April or into November.

VIII. NEW BUSINESS

Board "Top Ten" Objectives - Vice Chair Howard Young began a discussion concerning Strategic Planning and the Board's "Top Ten" Objectives such as safety precautions, COVID impacts, cash reserves. Supervisor Young confirmed that all Board members are willing to work on updating the Strategic Plan. Discussion will take place at the next Board meeting. Supervisor Kulkoski added that the Board needs to step up the monitoring of social distancing.

Pretty in Pink Cocktail Party - A request was made by residents Karen Popp and Sharon Pederson to hold the Pretty in Pink Wine & Beer Tasting Pub Crawl with numerous COVID precautions in place. The Board will vote on Thursday at their next Board meeting whether to allow the Pretty in Pink Pub Crawl.

IX. RESIDENT COMMENTS

Facilities & Amenities Chair Karen Mars recommended several locations for the Conrad Weyer memorial and will forward her suggestions to the Board. The Board asked that ideas in addition to benches be researched.

Cindy Farley questioned how often comment cards are read. Karen Mars stated that Barry Hopper has been assigned to pick up, count and present the completed cards at the F&A Committee meetings. The F&A Sub-committee will work on a comment card that is more relevant to what the committee is doing. J.B. has included information regarding the comment cards in several of his communication pieces.

Vice Chair Young presented resident comments that he received concerning the Hours of Operations for the restaurant on Tuesdays. He also mentioned the numbers of people moving chairs, seating large family member groups and always wearing masks on the range.

Resident Joan Darcy requested an update on the Bond projects. J.B. will send out a letter to the membership on Tuesday to update residents on five (5) projects as priority: restrooms at the driving range; storage building; pickleball additions; sports complex renovations; and pool deck renovations.

Facilities & Amenities Chair Karen Mars noted that Kathleen Dewey turned in her resignation to the Committee, the Committee will wait until new volunteers are requested to serve. The same will apply to the Finance Committee.

X. UPCOMING WORKSHOP/MEETINGS

- A. Thursday, January 28—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom
- B. Thursday, February 11—Golf Renovation Committee—9:00 a.m.—Zoom
- C. Monday, February 15—Special Meeting — 9:30 a.m.—CR-C/Zoom
 - 1. Finance Advisory & Board - Audit Results
 - 2. Board – Election Information
- D. Monday, February 15—Facilities & Amenities Advisory—2:30 p.m.—Zoom
- E. Monday, February 22—Long Range Planning—9:30 a.m.— Zoom
- F. Monday, February 22—Board Workshop—2:00 p.m.—Card Room C/Zoom
- G. Thursday, February 25—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom

XI. ADJOURNMENT took place at 3:56 p.m.

02/25/21
Date

SUBMITTED BY:

Karon Bennett, Board Secretary

02/25/21
Date

APPROVED BY HGRD BOARD:

Don Misener, HGRD Board



GM Weekly Board Report for January 23, 2021

J.B. Belknap

Golf Course Renovation

- The first draft of Clarke's contract has been submitted to Tom and committee chair, Jon Edinger for review. It will then be submitted to you for final approval, hopefully by Thursday's meeting. Once the contract is executed, we will work with Clarke and the irrigation company to identify what can be started immediately, such as directional boring for the new irrigation system.
- Spot surveying the areas separating the golf course and homeowners will begin as soon as Florida Surveying can come out. I've sent them the areas where there may be confusion and potential challenges by the homeowners. The company will put stakes/paint in the ground to delineate golf course property from homeowner property.
- Bonita Bay's Hal Akins is scheduled to be here Wednesday afternoon to review and possibly identify any potential change orders to Garl's plan. We will also discuss the grass eradication process and how Hal handles notification to the BB residents related to the chemical application. A communication will be sent to address numerous resident concerns regarding the grass kill.
- A field trip is planned for Royal Palm CC, the Naples course renovated last year by Garl/Nix. According to Ricky, the green contours at Royal Palm will be very similar to what he designed for our greens.

HOA Meeting

On Thursday, Joyce and I met to discuss a variety of topics, including the golf course renovation. Jon Edinger and Tim joined me to explain and discuss items such as the grass kill, directional boring for irrigation (I provided her with the detailed plans), drainage behind #2 green, surveying the course, and possibly connecting the lakes left of #17 fairway if additional dirt is required. Again, the HOA has jurisdiction over the lake interconnect pipes. The meeting was extremely productive and Joyce indicated her willingness to work with us anyway she could. She did say the collapsed culvert pipe behind #2 would be repaired in February, which will aid drainage on the front 9.

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I've been on the phone with Rich Small and Jim Ink this week discussing the various projects. I'm optimistic that we'll be able schedule champion meetings by Monday's board meeting to discuss finalizing design development as well as details for site, drainage, utility, landscape, and irrigation plans. Stultz is still developing a budget for swapping the locations of the bocce and shuffleboard courts to determine if it is financially feasible.

CLIS Project:

As I've stated in past reports, the CLIS department, in addition to their daily tasks, has been repairing leaks caused by Blue Stream. While Blue Stream has been very good to work with and is timely in their reimbursements to the District, addressing these breaks has delayed our CLIS project. In our meeting with Joyce, she indicated that the fiber optics is scheduled to be energized by early February enabling us to call "811 no-cuts" to locate the underground environment. My understanding is that an underground fiber optic cable locator injects an electrical signal onto the cable being located. It consists of two parts – a transmitter and a receiver. The transmitter puts an electrical signal onto the cable or pipe being traced, while the receiver picks up the signal, allowing the locator operator to trace the signal's path and follow the cable being located. Because there are no "as builts" for the utilities, we will have to rely on the county to locate lines prior to starting a yard. The No Limit agreement will continue to be refined for your review.



GM Weekly Board Report for January 23, 2021 J.B. Belknap

Balgas Propane Tank Removal

The Balgas meeting scheduled for early February will center around tank transportation off the property, what type of actions they may take to refill and prep the affected area, and any environmental issues that we may encounter. I notified Joyce who said she will work with us if any ingress/egress issues arise.

DR Horton Update

Yesterday, I received an email from Ashley Koza, the DR Horton Land Development Project Manager who will be the PM for the Mystic site. She indicated that they are beginning the process of clearing the property to begin development. Their contractor had some concerns about existing irrigation at the entrance and along the berm/easement on the West corner. I'll be speaking with Tim and Val Monday morning to address these questions so we can give her a timely response.

Reserve Study-Club Benchmarking

A first draft of the Club Benchmarking reserve study has been given to the LRP committee as well as the board. The next step will involve Zoom meetings with both the managers and Club Benchmarking to refine the study. We will also ask them to describe a verifiable process of tagging equipment and syncing it to the individual piece of equipment.

Food & Beverage

This week's Covid notification to the residents didn't seem to diminish participation for the stir fry on Thursday or last night's dinner. Jason served over 90 Thursday night and over 100 last night with half of those dinners being take out. According to Jason, Fridays are the most popular nights to take out. The heater we ordered for cooler nights outside on the deck is scheduled to be here on Monday.

Respectfully submitted, J.B.

Hérons Glen Recreation District

FUND BALANCE REPORT

As of Dec 31, 2020

ACCOUNT DESCRIPTION	BANK NAME	GL ACCT#	INT RATE	ACCT TYPE				
OPERATING ACCOUNTS								
	Petty Cash	00-1010	0.00%	Cash, Petty	\$200			
	FineMark - Operating	00-1138	0.03%	Cash, Operating	\$613,636			
	SBA Fund A - Florida Prime - Operating	00-1051	0.18%	Cash, Operating	\$3			
TOTAL OPERATING ACCOUNTS								\$613,839
RESERVES								
DEFERRED MAINTENANCE								
	FineMark Bank - Deferred Maintenance	00-1142	0.03%	Cash, Reserved	\$301			
	SBA Fund A - Florida Prime - Deferred Maintenance	00-1131	0.18%	Cash, Reserved	\$284,721			
TOTAL DEFERRED MAINTENANCE						\$285,023		
CAPITAL RESERVE								
	FineMark Bank - Capital	00-1088	0.02%	Cash, Reserved	\$255			
	SBA Fund A - Florida Prime - Capital	00-1130	0.18%	Cash, Reserved	\$1,690,582			
	SBA Fund A - Florida Prime - Capital (Fitness Center)	00-1143	0.18%	Cash, Reserved	\$0			
	SBA Fund A - Floria Prime - Capital (Intermediate)	00-1132	0.18%	Cash, Reserved	\$828,100			
TOTAL CAPITAL RESERVE						\$2,518,937		
EMERGENCY								
	FineMark - Emergency	00-1134	0.20%	Cash, Reserved	\$0			
	SBA Fund A - Florida Prime - Emergency Fund	00-1141	0.18%	Cash, Reserved	\$350,221			
TOTAL EMERGENCY						\$350,221		
PROJECTS								
	FineMark GCM Special Improvements Fund	00-1128	0.20%	Cash, Reserved	\$757			
	SBA Fund A - Florida Prime - Golf Course Special Improvements Fund	00-1144	0.18%	Cash, Reserved	\$424,825			
TOTAL PROJECTS						\$425,582		
	2020 Bond Funds - 0000 - Revenue Fund	00-1410			\$1,595,564			
	2020 Bond Funds - 0008 - Acquisition & Construction Fund	00-1417			\$12,405,194			
	2020 Bond Funds - 0009 - Cost of Issuance Fund	00-1418			\$3,358			
	2020 Bond Funds - 0004 - Debt Reserve Fund	00-1419			\$444,072			
						\$14,448,188		
TOTAL RESERVE ACCOUNTS								\$18,027,951

Herons Glen Recreation District		
BALANCE SHEET Dec 31, 2020		
ASSETS	as at Dec 31, 2020	Last Fiscal Year End
CASH & CASH EQUIVALENTS		
Cash, petty	200	200
Cash, Operating	613,639	634,629
Cash, Reserved	3,579,763	3,668,309
TOTAL CASH & CASH EQUIVALENTS	\$4,193,602	\$4,303,139
Accounts receivable	885,776	93,025
Accounts Receivable, Other	3,836	2,133
Accounts Receivable, Sub-Associations	-61,364	0
Allowance for Bad Debt	-1,000	-1,000
Inventory, Pro Shop	26,985	33,993
Inventory, Restaurant	36,520	28,890
Inventory, Gas	3,630	2,688
Prepaid	95,410	138,743
PR Benefits Clearing	-49	605
Gratuities Clearing	-3,069	-2,587
Employee Christmas Fund	109	258
TOTAL CURRENT ASSETS	\$5,180,386	\$4,599,885
RESTRICTED ASSETS		
2020 Series Bond Funds - Revenue Fund	1,595,564	170,002
2020 Series Bond Funds - Acquisition & Construction Fund	12,405,194	12,773,267
2020 Series Bond Funds - Cost of Issuance	3,358	5,958
2020 Series Bond Funds - Debt Reserve Fund	444,072	444,072
TOTAL RESTRICTED ASSETS	\$14,448,188	\$13,393,299
WORK IN PROCESS		
WIP - NORTHSTAR WEBSITE	7,040	7,040
WIP - 15 UNPLATTED DR HORTON LOTS	98,911	96,719
WIP - DUMPSTER ENCLOSURE - BOND	10,232	3,795
WIP - GOLF COURSE RENOVATION - BOND	447,063	199,667
WIP - CLIS - BOND	40,640	23,485
WIP - RESTAURANT - BOND	26,300	26,300
WIP - STORAGE BUILDING - BOND	21,735	21,735
WIP - CART/PEDESTRIAN BRIDGE - BOND	500	500
TOTAL WORK IN PROCESS	\$652,422	\$379,241
PROPERTY, PLANT & EQUIPMENT		
Capital Projects, other	2,363,669	2,363,669
Real Property and Improvements	4,617,690	4,617,690
Equipment	2,009,681	2,009,681
Property & Improvements	1,213,836	1,213,836
Golf Course Project	1,240,513	1,240,513
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	981,696
Restaurant Renovation	2,401,176	2,401,176
Accumulated Depreciation	-12,050,187	-11,820,181

Herons Glen Recreation District		
BALANCE SHEET Dec 31, 2020		
TOTAL NET PROPERTY, PLANT & EQUIP	\$7,559,139	\$7,787,830
LAND		
Land Original	11,720,482	11,720,482
Land-WasteWater/Maintenance	538,962	538,962
Land-Pump House-Mystic Way	30,000	30,000
15 Unplatted TM Land	109,329	106,773
TOTAL LAND	\$12,398,773	\$12,396,217
OTHER ASSETS		
Special Assessment Receivable	29,495,000	29,495,000
2020 Series Bond Insurance Premium	257,628	257,628
Deposits, Long Term	4,188	2,900
Hole In One Account	-477	-827
TOTAL OTHER ASSETS	\$29,756,339	\$29,754,701
TOTAL ASSETS	\$69,995,248	\$68,311,173
LIABILITIES & FUND EQUITY		
CURRENT LIABILITIES		
PAYABLE FROM CURRENT ASSETS		
Accounts Payable, Trade	135,835	157,406
Accrued Interest	0	88,518
Accounts payable other	0	20
Sales taxes payable	-4,501	70,515
Accrued expenses	70,546	176,796
Capital Lease - Current	110,689	110,689
Deposits - Ballroom & Locker	700	670
Gift Cards & Groupons	30,258	26,509
Credit Book	24,276	24,384
Hole In One Club	2,400	2,000
2020 Series Bonds Payable - Short Term	875,000	875,000
	\$1,245,204	\$1,532,507
Base assessments	415,622	15,468
Deferred Capital Reserve	87,200	2,647
Deferred assessment, maint. reserv	86,275	2,615
Deferred assmnts, User fees	93,394	64,652
Deferred Golf Annual Dues	894,382	1,038,668
Deferred Annual Range & Handicap	5,147	3,967
TOTAL PAYABLE FROM CURRENT ASSETS	\$2,827,224	\$2,660,523
LONG-TERM LIABILITIES		
2020 Series Bonds Payable	28,620,000	28,620,000
2020 Series Bonds Payable - Premium/Discount	2,091,929	2,091,929
2020 Series Bonds - Deferred Outflow (Inflow) on Refunding	-901,948	-901,948
Capital Lease-Long Term	158,517	158,517
TOTAL LONG-TERM LIABILITIES	\$29,968,498	\$29,968,498
FUND EQUITY		
Contributed Capital	39,627,310	39,627,310
Association Equity (Deficit)	-4,370,670	-4,370,670
Profit/(Loss)	1,092,026	-425,348
Retained Earnings-Reserved	850,861	850,861

Herons Glen Recreation District		
BALANCE SHEET Dec 31, 2020		
TOTAL FUND EQUITY(DEFICIT)	\$37,199,526	\$35,682,152
TOTAL LIABILITIES & FUND EQUITY	\$69,995,248	\$68,311,173

Herons Glen Recreation District						
TOTAL VARIANCE REPORT						
Dec 31, 2020						
DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable / (Unfavorable)			Favorable / (Unfavorable)
ADMINISTRATION						
Operating Revenue	6,087	9,556	(3,470)	23,474	23,843	(368)
Operating Expenses	85,217	71,015	(14,202)	230,014	270,045	40,031
Operating Income	(79,131)	(61,459)	(17,672)	(206,540)	(246,203)	39,663
Assessment	61,459	61,459	0	246,203	246,203	0
Net Income	(17,672)	0	(17,672)	39,663	0	39,663
RESTAURANT						
Operating Revenue	53,617	75,450	(21,833)	156,695	217,957	(61,262)
Operating Expenses	99,726	114,460	14,734	280,584	344,637	64,053
Operating Income	(46,109)	(39,010)	(7,099)	(123,889)	(126,680)	2,791
Assessment	39,010	39,010	0	126,680	126,680	0
Net Income	(7,099)	0	(7,099)	2,791	(0)	2,791
CLUBHOUSE						
Operating Revenue	1,200	0	1,200	11,200	10,000	1,200
Operating Expenses	66,805	61,399	(5,405)	179,232	198,407	19,175
Operating Income	(65,605)	(61,399)	(4,205)	(168,032)	(188,407)	20,375
Assessment	61,399	61,399	0	188,407	188,407	0
Net Income	(4,205)	0	(4,205)	20,375	(0)	20,375
CLIS Dept.						
Operating Revenue	16,344	15,571	773	56,224	54,917	1,307
Operating Expenses	27,361	33,352	5,990	85,759	104,116	18,356
Operating Income	(11,017)	(17,781)	6,763	(29,536)	(49,199)	19,663
Assessment	17,781	17,781	0	49,199	49,199	0
Net Income	6,763	0	6,763	19,663	0	19,663
Fitness Center						
Operating Revenue	0	0	0	0	0	0
Operating Expenses	4,435	4,516	81	13,540	17,318	3,778
Operating Income	(4,435)	(4,516)	81	(13,540)	(17,318)	3,778
Assessment	4,516	4,516	0	17,318	17,318	0
Net Income	81	0	81	3,778	0	3,778
SUBTOTAL						
Total Operating Revenues	77,248	100,577	(23,330)	247,593	306,716	(59,123)
Total Assessments	184,165	184,165	0	627,807	627,807	0
Total Operating Expenses	283,544	284,742	1,198	789,129	934,523	145,393
Net Income	(22,132)	0	(22,132)	86,270	0	86,270

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable / (Unfavorable)			Favorable / (Unfavorable)
GOLF MAINTENANCE						
Operating Revenue	0	0	0	0	0	0
Operating Expenses	83,103	100,070	16,967	319,349	331,640	12,290
Net Income	(83,103)	(100,070)	16,967	(319,349)	(331,640)	12,290
PRO SHOP						
Operating Revenue	136,489	147,271	(10,783)	366,202	414,122	(47,920)
Operating Expenses	40,071	40,082	11	108,407	128,229	19,822
Net Income	96,418	107,190	(10,772)	257,795	285,892	(28,097)
ALL DEPARTMENTS						
Total Operating Revenues	213,736	247,849	(34,112)	613,794	720,838	(107,043)
Total Assessments	184,165	184,165	0	627,807	627,807	0
Total Operating Expenses	406,718	424,894	18,176	1,216,886	1,394,392	177,506
Net Income	(8,817)	7,120	(15,936)	24,716	(45,747)	70,463
<i>From Golf Operations</i>	13,315	7,120	6,196	(61,554)	(45,747)	(15,807)
<i>From Other than Golf Operations</i>	(22,132)	0	(22,132)	86,270	0	86,270

HGRD Variance				
Dec-20				
	Actual	Budget	Variance	Explanation
	This Month	This Month	Favorable / (Unfavorable)	
Administration				
Interest Income	556	2,000	(1,444)	Funds in the FL Prime SBA are earning 0.18% and FineMark only 0.02% in Capital, 0.03% in Deferred Maint & Operating and 0.20% in the Golf Course Special Improvements Fund
Miscellaneous Other Income	3,604	5,694	(2,090)	Only 7 closings in the month of December. YTD \$3,616 favorable to budget.
Payroll	29,206	32,331	3,125	Asst. Controller out on FMLA leave
AED Training & Supplies	1,275	25	(1,250)	Replaced AED from 2006 on hole #13; it stopped working.
Computer Support	4,653	5,663	1,010	New Northstar Website still not active yet
Bank Charges	442	1,500	1,058	Credit card fees for November are significantly lower than anticipated due to the lack of outside sales both in the restaurant and the golf shop
Professional Fees	26,186	6,633	(19,553)	Club Benchmarking Reserve Study was supposed to have been completed and paid in FY20, but due to COVID it was rescheduled and ran into FY21 - balance due paid \$8,975. Timing issue - New auditors sent progress billing for the audit \$10,500. They have billed \$16,800 so far.
Restaurant				
Food & Beverage Sales	53,617	75,450	(21,833)	COVID-19 fears are keeping people away from the restaurant.
COS, Food	18,899	22,110	3,211	Product purchased according to sales volume; 49.91% to a budget of 43.00%
COS, Beverage	4,296	6,008	1,712	Product purchased according to sales volume; 27.28% to a budget of 25.00%
Payroll, Service	14,215	16,461	2,246	Budget based on an average seasonal schedule snapshot. Variances will fluctuate throughout the season, depending on sales.
Payroll Taxes & Fees	6,336	7,872	1,536	Directly related to payroll being better than budget
Linen	440	1,554	1,114	Lack of holiday banquets.
Clubhouse				
Miscellaneous Income	1,200	-	1,200	Tennis Association Outside Members
Payroll	13,971	17,044	3,073	Down one employee
Payroll Benefits	1,119	2,257	1,138	New employee Joe is not eligible for insurance until January and the dept is down 1 employees
Contingency	1,825	-	(1,825)	Air scrubbers and filters
Landscape Plant/Supplies	7,588	2,357	(5,231)	Timing issue - Pinestraw budgeted in November. YTD \$1,357 unfavorable to budget
Maintenance & Repairs	4,769	6,000	1,231	Short staffed
Maintenance Pool	3,756	680	(3,076)	Replaced handicap chair lift batteries, main controller and remotes
Effluent Water	3,553	1,650	(1,903)	Irrigation pipe breaks caused us to use more water than normal.
CLIS				
Payroll	13,527	17,968	4,441	Down two employees for the month and difference between CLIS manager salary and the interim wage we are paying for that position.
Contract Labor - Technical	2,310	-	(2,310)	No Limit Irrigation to fix ongoing issues that had not previously been addressed
Parts & Supplies	2,280	4,500	2,220	The system was off for repairs the entire month.
Fitness Center				
No Significant Variances			-	
Golf Maintenance				
Payroll	36,228	41,308	5,080	Two employees out with COVID-19 and down one other employee for the month
Payroll, COVID-19 FFCRA	1,689	-	(1,689)	Two employees out with COVID-19 - had to be paid under the FFCRA for up to 80 hrs
Payroll Benefits	6,189	7,243	1,054	Full time employees budgeted for the highest cost health insurance plan, but some employees do not take advantage of this benefit and others select lower cost plans.
Chemicals	6,402	12,000	5,598	Timing issue - purchased in bulk in previous months
Fertilizer	9,256	11,000	1,744	Timing issue - purchased in bulk in previous months
Field Supplies	508	2,000	1,492	Because of COVID - did not spend money on ball washers, sand boxes, sand scoops etc..
Maintenance, Equipment	6,151	5,100	(1,051)	R&R Products parts to fix rough mower \$1,185.30
Pro Shop				
Membership Fees	99,376	104,287	(4,911)	508 members to a budget of 531. We had 50 non-resident members to a budget of 59.
Public Play Fees	20	7,991	(7,971)	Not open to public play due to lack of carts.
Resident Non-Member Fees	17,125	14,137	2,988	Canadians who came back and new residents who chose not to join as members
COS, Pro Shop Mdse	7,328	6,116	(1,212)	COS 76% to a budget of 70% due to discounts and clearance items. A lot of merchandise that had been ordered for season is finally starting to come in.
Payroll	16,421	18,669	2,248	Limited outside staff due to lack of daily fee play.
Lease	5,831	2,483	(3,348)	Timing issue - property tax was budgeted in November

Herons Glen Recreation District									
DEPARTMENTAL INCOME STATEMENT Dec 31, 2020									
00 - Administration									
Actual	This Mth	Variance	Actual Same			Actual Year	YTD	Variance	Actual YTD
This Month	Budget	Favorable / (Unfavorable)	Mth Last Yr			To Date	Budget	Favorable / (Unfavorable)	Last Yr
					Income				
61,459	61,459	0	69,081		ASSESSMENTS, BASE	246,203	246,203	0	208,922
1,362	1,362	0	1,323		HOA ACCOUNTING INCOME	4,087	4,087	0	3,968
556	2,000	(1,444)	5,859		INTEREST INCOME	2,156	6,000	(3,844)	16,902
564	500	64	532		LATE FEE/MEMBER INTEREST	1,660	1,800	(141)	1,804
3,604	5,694	(2,090)	4,200		MISCELLANEOUS OTHER INCOME	15,572	11,956	3,616	10,703
67,545	71,015	(3,470)	80,994		TOTAL Income	269,677	270,045	(368)	242,299
67,545	71,015	(3,470)	80,994		Gross Profit Margin	269,677	270,045	(368)	242,299
					Expenses				
29,206	32,331	3,126	36,280		PAYROLL	91,636	130,643	39,007	97,590
154	0	(154)	64		PAYROLL, O.T.	328	0	(328)	259
3,980	4,307	326	4,790		PAYROLL TAXES & FEES	12,475	17,318	4,843	13,367
6,507	5,800	(707)	4,763		PAYROLL BENEFITS	19,165	18,776	(389)	15,599
0	0	0	250		CONCERT SERIES EXPENSES	0	2,150	2,150	932
1,275	25	(1,250)	0		AED TRAINING & SUPPLIES	1,275	75	(1,200)	4,070
117	175	58	75		COMPLIMENTARY MEALS	341	525	184	270
4,653	5,663	1,011	4,474		COMPUTER SUPPORT	14,103	17,093	2,990	13,438
0	0	0	0		Contingency	20,514	18,634	(1,880)	18,634
0	150	150	75		CONTINUING EDUCATION	0	1,965	1,965	1,775
72	450	378	450		DUES & SUBSCRIPTIONS	1,135	1,331	196	935
1,235	1,421	186	1,426		ELECTRIC (ALLOCATION)	3,801	4,145	344	4,083
5,131	5,050	(81)	4,118		EMPLOYEE APPRECIATION	5,236	5,150	(86)	4,881
0	50	50	0		GRATIS FOOD/BEV	77	275	198	200
2,071	2,330	259	2,096		INSURANCE (ALLOCATION)	6,212	6,990	778	6,289
0	0	0	56		LICENSES & TAXES	1,373	1,345	(28)	1,299
442	1,500	1,058	1,482		BANK CHARGES	1,136	3,250	2,114	3,167
2,603	2,638	35	2,668		OFFICE EQUIPMENT	5,121	5,343	222	6,117
725	750	25	772		OFFICE SUPPLIES	2,147	2,250	103	2,591
501	500	(1)	506		POSTAGE	1,506	1,500	(6)	1,511
26,186	6,633	(19,552)	23,736		PROFESSIONAL FEES	41,378	26,735	(14,643)	38,165
0	700	700	520		HGRD SOCIAL EVENTS / MEMBER RELATIONS	0	700	700	520
0	0	0	0		SERVICE CONTRACTS	0	0	0	35
299	400	101	348		TELEPHONE (ALLOCATION)	896	1,200	304	1,061
0	45	45	0		TRAVEL	0	2,090	2,090	1,769
0	0	0	0		UNIFORM	0	300	300	0
60	96	35	94		WATER (ALLOCATION)	159	263	103	259
85,217	71,015	(14,202)	89,042		TOTAL Expenses	230,014	270,045	40,031	238,817
(17,672)	0	(17,672)	(8,048)		Net Income/(Loss)	39,663	0	39,663	3,482

Herons Glen Recreation District									
DEPARTMENTAL INCOME STATEMENT Dec 31, 2020									
10 - Restaurant									
Actual	This Mth	Variance	Actual Same			Actual Year	YTD	Variance	Actual YTD
This Month	Budget	Favorable / (Unfavorable)	Mth Last Yr			To Date	Budget	Favorable / (Unfavorable)	Last Yr
					Income				
39,010	39,010	0	31,135		ASSESSMENTS, BASE	126,680	126,680	0	120,050
20,190	21,473	(1,283)	28,692		FOOD SALES-DINING ROOM	51,309	55,802	(4,493)	81,629
4,530	7,924	(3,395)	7,612		BEVERAGE SALES-DINING ROOM	11,318	16,608	(5,290)	22,266
14,487	19,797	(5,310)	24,205		FOOD SALES - LOUNGE	47,906	62,982	(15,076)	79,167
10,932	14,501	(3,568)	18,519		BEVERAGE REVENUE - LOUNGE	33,734	45,308	(11,573)	60,687
2,745	10,148	(7,402)	12,011		BANQUET FOOD-RESIDENTS	11,033	22,867	(11,834)	34,036
286	1,607	(1,321)	4,825		BANQUET BEVERAGES-RESIDENTS	933	6,253	(5,320)	8,710
447	0	447	8,513		BANQUET FOOD-OUTSIDE	461	3,624	(3,163)	10,985
0	0	0	534		BANQUET BEVERAGE-OUTSIDE	0	1,800	(1,800)	534
0	0	0	625		BANQUET OTHER REVENUE	0	2,713	(2,713)	625
92,627	114,460	(21,833)	136,671		TOTAL Income	283,375	344,637	(61,262)	418,688
					Cost of Revenues				
18,899	22,110	3,211	35,670		COS, FOOD	52,843	62,468	9,625	94,312
4,296	6,008	1,712	8,830		COS, BEVERAGE	13,559	17,492	3,933	25,130
23,196	28,118	4,922	44,499		TOTAL Cost of Revenues	66,402	79,960	13,558	119,442
69,432	86,342	(16,911)	92,172		Gross Profit Margin	216,973	264,676	(47,704)	299,246
					Expenses				
21,541	21,841	300	27,181		PAYROLL, KITCHEN	60,988	65,523	4,534	74,244
454	421	(33)	620		PAYROLL, KITCHEN, OT	1,057	1,543	486	1,951
14,215	16,461	2,245	19,663		PAYROLL, SERVICE	38,104	49,382	11,278	53,829
25	175	150	179		PAYROLL, SERVICE, OT	25	210	185	821
6,336	7,872	1,535	10,272		PAYROLL TAXES & FEES	17,560	23,310	5,750	26,787
4,886	4,745	(141)	4,355		PAYROLL BENEFITS	14,656	14,236	(421)	13,065
10,193	9,440	(753)	13,519		H-2B Additional Expenses	26,679	22,010	(4,669)	29,297
0	100	100	0		ADVERTISING	91	300	209	143
0	300	300	0		CASUAL LABOR	0	700	700	0
561	385	(175)	782		CLEANING SUPPLIES	1,107	1,660	553	2,941
135	350	215	234		COMPLIMENTARY MEALS	306	975	669	614
30	0	(30)	0		CONTINGENCY	93	0	(93)	0
0	25	25	0		CONTINUING EDUCATION	0	500	500	425
0	0	0	0		DISHES & GLASSWARE	0	4,000	4,000	300
2,856	3,286	431	3,296		ELECTRIC (ALLOCATION)	8,790	9,586	796	9,442
362	554	192	545		EMPLOYEE MEALS	1,262	1,621	359	1,595
700	850	150	850		Entertainment-Dining Room	1,500	1,800	300	1,805
300	1,225	925	1,575		ENTERTAINMENT LOUNGE	300	4,250	3,950	4,225
343	1,250	907	650		ENTERTAINMENT/DECORATIONS	543	2,750	2,207	1,352
0	101	101	199		GRATIS FOOD/BEV	0	470	470	485
1,380	1,553	173	1,393		INSURANCE (ALLOCATION)	4,141	4,660	519	4,179
535	526	(9)	513		LEASE	1,605	1,577	(28)	1,577
0	0	0	0		LICENSES & TAXES	357	357	0	357
440	1,554	1,113	2,389		LINEN	1,317	4,031	2,713	6,361
1,158	800	(358)	956		MAINTENANCE & REPAIRS	2,855	2,400	(455)	3,167
3,088	3,416	328	4,442		MEMBER REWARDS-FOOD	8,940	9,832	891	13,850
1,372	2,134	761	2,517		MEMBER REWARDS-BEVERAGE	4,071	5,891	1,820	7,904
78	275	197	277		OFFICE SUPPLIES	78	825	747	598
1,956	1,836	(120)	2,457		PROPANE GAS	5,396	5,504	108	4,895
0	0	0	(379)		Resident Event Decoration/Ent	42	0	(42)	(2,745)

Actual	This Mth	Variance	Actual Same		Actual Year	YTD	Variance	Actual YTD
This Month	Budget	Favorable / (Unfavorable)	Mth Last Yr		To Date	Budget	Favorable / (Unfavorable)	Last Yr
904	909	4	888	REFUSE	2,713	2,726	13	2,665
364	406	42	474	SERVICE CONTRACTS	2,730	4,143	1,412	3,516
0	75	75	0	Small Equipment-Kitchen	0	7,225	7,225	147
1,475	2,080	606	1,735	SUPPLIES	4,148	6,027	1,879	5,789
170	170	0	170	TELEPHONE (ALLOCATION)	760	510	(250)	480
0	25	25	0	TRAVEL	0	275	275	448
70	250	180	53	UNIFORM	373	1,250	877	392
603	953	350	943	WATER (ALLOCATION)	1,594	2,619	1,026	2,592
76,531	86,342	9,812	102,751	TOTAL Expenses	214,182	264,676	50,494	279,494
(7,099)	0	(7,099)	(10,579)	Net Income/(Loss)	2,791	(0)	2,791	19,752

Herons Glen Recreation District								
DEPARTMENTAL INCOME STATEMENT Dec 31, 2020								
30 - Golf Maintenance								
Actual	This Mth	Variance	Actual Same		Actual Year	YTD	Variance	Actual YTD
This Month	Budget	Favorable / (Unfavorable)	Mth Last Yr		To Date	Budget	Favorable / (Unfavorable)	Last Yr
				Expenses				
36,228	41,308	5,081	41,852	PAYROLL	112,973	122,543	9,570	121,967
597	1,139	541	530	PAYROLL, O.T.	2,471	3,416	945	3,629
1,689	0	(1,689)	0	PAYROLL, COVID-19 FFCRA	1,689	0	(1,689)	0
4,890	5,658	769	6,624	PAYROLL TAXES & FEES	15,244	16,795	1,551	17,824
6,189	7,243	1,054	5,670	PAYROLL BENEFITS	17,463	21,729	4,267	16,420
6,402	12,000	5,598	6,290	CHEMICALS	49,054	48,500	(554)	48,019
200	0	(200)	0	CONTINUING EDUCATION	200	0	(200)	0
239	380	141	639	DUES & SUBSCRIPTIONS	814	380	(434)	814
1,192	1,948	756	1,976	ELECTRIC (ALLOCATION)	3,857	5,987	2,130	6,110
9,256	11,000	1,744	11,949	FERTILIZER	31,085	33,000	1,915	43,197
508	2,000	1,492	326	FIELD SUPPLIES	8,624	10,700	2,076	11,264
1,187	1,344	157	1,542	GASOLINE	4,357	5,784	1,427	5,275
2,209	2,485	277	2,229	INSURANCE (ALLOCATION)	6,626	7,456	830	6,687
1,721	1,600	(121)	6,923	IRRIGATION	7,685	4,800	(2,885)	7,421
1,739	2,000	261	2,541	LANDSCAPE PLANT/SUPPLIES	15,086	20,000	4,914	23,299
135	135	0	2,667	LEASE	956	406	(550)	5,884
433	200	(233)	0	MAINTENANCE & REPAIRS	433	600	168	475
6,151	5,100	(1,051)	5,097	MAINTENANCE, EQUIPMENT	24,604	15,300	(9,304)	18,562
0	200	200	534	OFFICE SUPPLIES	57	600	543	1,045
314	634	320	634	REFUSE	1,990	2,953	962	3,018
262	1,186	924	3,722	SEED, SOD, SAND	8,183	3,259	(4,925)	10,781
758	797	39	1,707	SERVICE CONTRACTS	2,532	2,391	(141)	4,271
0	550	550	609	SMALL TOOLS	575	1,650	1,075	1,388
196	196	0	196	TELEPHONE (ALLOCATION)	588	588	0	535
0	30	30	0	TRAVEL	0	90	90	0
277	600	323	541	UNIFORM	1,192	1,800	608	2,807
331	335	4	332	WATER (ALLOCATION)	1,013	913	(100)	904
83,103	100,070	16,967	105,130	TOTAL Expenses	319,349	331,640	12,290	361,595
(83,103)	(100,070)	16,967	(105,130)	Net Income/(Loss)	(319,349)	(331,640)	12,290	(361,595)

Herons Glen Recreation District								
DEPARTMENTAL INCOME STATEMENT Dec 31, 2020								
60 - Pro Shop								
Actual	This Mth	Variance	Actual Same		Actual Year	YTD	Variance	Actual YTD
This Month	Budget	Favorable / (Unfavorable)	Mth Last Yr		To Date	Budget	Favorable / (Unfavorable)	Last Yr
				Income				
99,376	104,287	(4,912)	118,524	MEMBERSHIP FEES	293,182	306,327	(13,145)	352,779
643	625	18	714	ANNUAL RANGE & HANDICAP MEMBERSHIP	1,578	1,875	(297)	2,137
8,780	9,777	(997)	13,610	Member Guest Fees	16,010	20,049	(4,039)	27,295
20	7,991	(7,971)	9,736	Public Play Fees	645	27,477	(26,832)	29,739
17,125	14,137	2,988	13,153	Resident Non-Member Fees	32,696	35,801	(3,105)	29,879
463	494	(32)	530	RANGE FEES	806	1,159	(353)	977
9,676	8,738	938	8,738	PRO SHOP, MDSE	19,403	17,969	1,434	17,969
50	160	(110)	510	PRO SHOP, LESSONS - GOLF PRO	300	480	(180)	645
0	40	(40)	0	PRO SHOP, LESSONS - ASST. GOLF PRO	0	120	(120)	0
103	244	(142)	244	PRO SHOP, GRIPS	679	1,309	(631)	1,309
179	658	(480)	658	PRO SHOP, FOOD & BEVERAGE	601	1,115	(515)	1,115
40	120	(80)	120	Pro shop, club rental	50	240	(190)	240
35	0	35	(150)	MISCELLANEOUS OTHER INCOME	253	200	53	878
136,489	147,271	(10,783)	166,386	TOTAL Income	366,202	414,122	(47,920)	464,961
				Cost of Revenues				
70	137	66	171	COS, PRO SHOP, GRIPS	707	733	26	714
7,328	6,116	(1,212)	6,764	COS, PRO SHOP, MDSE	14,703	12,578	(2,124)	12,575
289	428	139	181	COS, PRO SHOP, FOOD&BEVERAGE	530	725	195	748
7,688	6,681	(1,007)	7,115	TOTAL Cost of Revenues	15,940	14,036	(1,904)	14,037
128,801	140,591	(11,790)	159,270	Gross Profit Margin	350,262	400,085	(49,824)	450,925
				Expenses				
16,421	18,669	2,248	17,730	PAYROLL	49,019	55,779	6,760	54,226
12	352	339	32	PAYROLL, O.T.	65	1,055	989	457
50	200	150	510	PAYROLL GOLF LESSONS	300	600	300	645
2,286	2,881	595	2,870	PAYROLL TAXES & FEES	6,906	8,614	1,709	7,945
0	0	0	0	VACATION EXP	0	0	0	0
1,095	548	(547)	508	PAYROLL BENEFITS	3,285	1,643	(1,641)	1,523
360	150	(210)	690	DUES & SUBSCRIPTIONS	540	300	(240)	690
1,062	1,217	155	1,223	ELECTRIC (ALLOCATION)	3,285	3,565	280	3,515
887	700	(187)	867	FIELD SUPPLIES	2,841	6,416	3,575	2,712
376	446	71	457	GASOLINE	846	1,287	441	1,355
0	600	600	490	GRATIS / MEMBER RELATIONS	0	600	600	490
2,899	3,262	363	2,945	INSURANCE (ALLOCATION)	8,697	9,786	1,089	8,836
5,831	2,483	(3,348)	2,483	LEASE	12,267	10,968	(1,299)	9,989
134	422	288	422	MAINTENANCE & REPAIRS	1,198	858	(340)	858
141	236	95	236	OFFICE EQUIPMENT	448	542	95	542
7	150	143	0	OFFICE SUPPLIES	184	750	566	176
0	0	0	0	RANGE BALLS & MATS	0	8,200	8,200	8,190
226	227	1	222	REFUSE	678	682	3	666
346	357	11	346	SERVICE CONTRACTS	1,039	1,072	33	1,039
132	132	0	132	TELEPHONE (ALLOCATION)	395	396	1	364
38	250	212	91	UNIFORM	249	750	501	441
79	118	39	117	WATER (ALLOCATION)	227	330	103	326
32,383	33,401	1,018	32,369	TOTAL Expenses	92,467	114,193	21,726	104,984
96,418	107,190	(10,772)	126,901	Net Income/(Loss)	257,795	285,892	(28,097)	345,941

Herons Glen Recreation District								
DEPARTMENTAL INCOME STATEMENT Dec 31, 2020								
70 - Clubhouse,Pool,Spa								
Actual	This Mth	Variance	Actual Same		Actual Year	YTD	Variance	Actual YTD
This Month	Budget	Favorable / (Unfavorable)	Mth Last Yr		To Date	Budget	Favorable / (Unfavorable)	Last Yr
				Income				
61,399	61,399	0	57,317	ASSESSMENTS, BASE	188,407	188,407	0	182,087
1,200	0	1,200	1,400	MISCELLANEOUS INCOME	11,200	10,000	1,200	12,650
62,599	61,399	1,200	58,717	TOTAL Income	199,607	198,407	1,200	194,737
62,599	61,399	1,200	58,717	Gross Profit Margin	199,607	198,407	1,200	194,737
				Expenses				
13,971	17,044	3,073	14,202	PAYROLL	40,969	50,582	9,613	38,018
115	200	85	716	PAYROLL, O.T.	517	600	83	2,503
1,833	2,254	421	2,323	PAYROLL TAXES & FEES	5,644	6,690	1,046	5,707
1,119	2,257	1,138	1,037	PAYROLL BENEFITS	3,336	6,771	3,435	3,111
0	0	0	0	CASUAL LABOR	0	500	500	0
1,707	869	(838)	1,069	CHEMICALS	2,430	2,296	(134)	2,496
1,130	1,000	(130)	808	CLEANING SUPPLIES	3,470	3,000	(470)	3,644
1,825	0	(1,825)	0	CONTINGENCY	4,782	0	(4,782)	0
3,400	3,203	(197)	3,212	ELECTRIC (ALLOCATION)	9,755	9,311	(444)	9,168
540	853	314	875	FOUNTAINS (ELECTRIC)	1,972	2,430	458	2,391
0	208	208	175	FOUNTAIN & BUBBLER MAINTENANCE	350	625	275	525
0	39	39	49	GASOLINE	7	113	107	140
0	275	275	0	SMALL EQUIPMENT SOUND	40	825	785	2,079
3,106	3,495	389	3,144	INSURANCE (ALLOCATION)	9,318	10,485	1,167	9,433
7,588	2,357	(5,231)	12,659	LANDSCAPE PLANT/SUPPLIES	18,308	16,951	(1,357)	29,494
2,184	2,184	0	2,320	LEASE	6,553	6,553	0	6,959
4,769	6,000	1,231	3,653	MAINTENANCE & REPAIRS	10,975	18,000	7,025	16,083
3,756	680	(3,076)	1,097	MAINTENANCE, POOL	4,485	1,813	(2,672)	1,756
103	40	(63)	0	OFFICE SUPPLIES	103	120	17	155
0	50	50	0	PROPANE GAS	0	150	150	0
377	379	2	370	REFUSE	1,130	1,136	6	1,111
1,359	1,359	0	1,320	SECURITY	4,078	4,078	0	3,959
12,794	12,822	28	12,642	SERVICE CONTRACTS	38,565	38,940	375	39,499
25	100	75	0	SMALL TOOLS	273	300	27	0
311	255	(56)	555	TELEPHONE (ALLOCATION)	833	764	(69)	1,280
0	600	600	310	TENNIS COURT MAINTENANCE	1,521	3,600	2,079	521
0	75	75	0	TRAVEL	31	225	194	114
0	0	0	234	UNIFORM	446	1,000	554	307
1,237	1,151	(87)	1,136	WATER (ALLOCATION)	2,663	5,242	2,578	5,176
3,553	1,650	(1,903)	1,017	EFFLUENT WATER	6,678	5,308	(1,371)	3,303
66,805	61,399	(5,405)	64,922	TOTAL Expenses	179,232	198,407	19,175	188,932
(4,205)	0	(4,205)	(6,206)	Net Income/(Loss)	20,375	(0)	20,375	5,805

Herons Glen Recreation District									
DEPARTMENTAL INCOME STATEMENT Dec 31, 2020									
76 - CLIS									
Actual	This Mth	Variance	Actual Same		Actual Year	YTD	Variance	Actual YTD	
This Month	Budget	Favorable / (Unfavorable)	Mth Last Yr		To Date	Budget	Favorable / (Unfavorable)	Last Yr	
				Income					
17,781	17,781	0	18,292	ASSESSMENTS, BASE	49,199	49,199	0	51,779	
15,071	15,071	0	14,632	CLIS Income	53,417	53,417	0	51,861	
1,273	500	773	629	MISCELLANEOUS OTHER INCOME	2,807	1,500	1,307	1,661	
34,125	33,352	773	33,553	TOTAL Income	105,423	104,116	1,307	105,301	
34,125	33,352	773	33,553	Gross Profit Margin	105,423	104,116	1,307	105,301	
				Expenses					
13,527	17,968	4,441	15,587	PAYROLL	42,115	53,445	11,330	44,376	
1,012	576	(435)	670	PAYROLL, O.T.	2,665	1,729	(936)	2,565	
1,990	2,424	434	2,458	PAYROLL TAXES & FEES	6,125	7,211	1,086	6,546	
1,139	1,742	603	1,069	PAYROLL BENEFITS	3,423	5,227	1,804	3,206	
0	0	0	0	CONTINUING EDUCATION	0	290	290	0	
2,310	0	(2,310)	0	Contract Labor - Technical	2,310	0	(2,310)	0	
0	0	0	0	DUES & SUBSCRIPTIONS	0	680	680	406	
2,626	2,941	315	2,888	ELECTRIC (ALLOCATION)	7,500	8,279	779	8,267	
10	135	125	156	GASOLINE	18	438	420	387	
0	0	0	0	SMALL EQUIPMENT	0	2,500	2,500	0	
1,450	1,631	182	1,459	INSURANCE (ALLOCATION)	4,349	4,893	545	4,378	
0	0	0	0	LEASE	0	0	0	5,065	
0	150	150	0	MAINTENANCE & REPAIRS	0	450	450	0	
2,280	4,500	2,220	5,399	PARTS & SUPPLIES	12,394	13,500	1,106	13,509	
0	50	50	0	OFFICE SUPPLIES	186	150	(36)	0	
796	651	(146)	674	PUMP MAINTENANCE	3,399	1,952	(1,447)	2,023	
0	33	33	0	SEED, SOD, SAND	0	816	816	0	
0	125	125	0	SMALL TOOLS	527	375	(152)	168	
78	78	0	78	TELEPHONE (ALLOCATION)	233	234	1	213	
0	25	25	0	TRAVEL	0	575	575	8	
123	300	177	225	UNIFORM	442	1,300	858	46	
19	23	4	22	WATER (ALLOCATION)	74	71	(2)	70	
0	0	0	600	Effluent Water	0	0	0	1,900	
27,361	33,352	5,990	31,286	TOTAL Expenses	85,759	104,116	18,356	93,133	
6,763	0	6,763	2,267	Net Income/(Loss)	19,663	0	19,663	12,168	

Herons Glen Recreation District								
DEPARTMENTAL INCOME STATEMENT Dec 31, 2020								
77 - Fitness Center								
Actual	This Mth	Variance	Actual Same		Actual Year	YTD	Variance	Actual YTD
This Month	Budget	Favorable / (Unfavorable)	Mth Last Yr		To Date	Budget	Favorable / (Unfavorable)	Last Yr
				Income				
4,516	4,516	0	3,214	ASSESSMENTS, BASE	17,318	17,318	0	11,027
4,516	4,516	0	3,214	TOTAL Income	17,318	17,318	0	11,027
4,516	4,516	0	3,214	Gross Profit Margin	17,318	17,318	0	11,027
				Expenses				
390	910	520	593	CLEANING SUPPLIES	1,119	2,730	1,611	1,780
607	673	66	131	ELECTRIC (ALLOCATION)	2,032	2,429	397	393
809	600	(209)	1,759	FITNESS CENTER MAINTENANCE	2,703	3,800	1,097	3,244
690	777	86	329	INSURANCE (ALLOCATION)	2,071	2,330	259	986
184	0	(184)	0	LANDSCAPE PLANT/SUPPLY	688	0	(688)	0
779	520	(259)	260	LEASE	1,818	1,560	(258)	1,040
0	0	0	478	RENTAL	0	0	0	1,434
824	868	44	824	SERVICE CONTRACTS	2,672	3,963	1,291	2,540
19	19	(0)	19	TELEPHONE (ALLOCATION)	58	57	(1)	38
132	150	18	66	WATER (ALLOCATION)	379	450	71	216
4,435	4,516	81	4,459	TOTAL Expenses	13,540	17,318	3,778	11,672
81	0	81	(1,245)	Net Income/(Loss)	3,778	0	3,778	(646)

Herons Glen Recreation District										
DEPARTMENTAL INCOME STATEMENT Dec 31, 2020										
90 - Debt Service										
Actual	This Mth	Variance	Actual Same		Actual Year	YTD	Variance	Actual YTD	Total Yr	
This Month	Budget	Favorable /	Mth Last Yr		To Date	Budget	Favorable /	Last Yr	Budget	
		(Unfavorable)					(Unfavorable)			
					Income					
1,544,174	0	1,544,174	1,285,344		DEBT SERVICE-SPECIAL ASSESSME	1,588,221	0	1,588,221	1,338,576	0
1,544,174	0	1,544,174	1,285,344		TOTAL Income	1,588,221	0	1,588,221	1,338,576	0
1,544,174	0	1,544,174	1,285,344		Gross Profit Margin	1,588,221	0	1,588,221	1,338,576	0
					Other Income(Loss)					
0	0	0	0		2020 BONDS - COST OF ISSUANCE	2,205	0	(2,205)	0	0
0	0	0	0		INTEREST EXPENSE	75,873	0	(75,873)	69,443	0
0	0	0	0		TOTAL Other Income (Loss)	78,078	0	(78,078)	69,443	0
1,544,174	0	1,544,174	1,285,344		Net Income/(Loss)	1,510,143	0	1,510,143	1,269,133	0

Herons Glen Recreation District									
DEPARTMENTAL INCOME STATEMENT Dec 31, 2020									
91 - Acquisition & Construction Fund Income									
Actual	This Mth	Variance	Actual Same		Actual Year	YTD	Variance	Actual YTD	Total Yr
This Month	Budget	Favorable /	Mth Last Yr		To Date	Budget	Favorable /	Last Yr	Budget
		(Unfavorable)					(Unfavorable)		
					Income				
77	0	77	0		INTEREST INCOME	205	0	205	0
77	0	77	0		TOTAL Income	205	0	205	0
77	0	77	0		Gross Profit Margin	205	0	205	0
77	0	77	0		Net Income/(Loss)	205	0	205	0

Herons Glen Recreation District										
DEPARTMENTAL INCOME STATEMENT Dec 31, 2020										
92 - Revenue Fund Income										
Actual	This Mth	Variance	Actual Same			Actual Year	YTD	Variance	Actual YTD	Total Yr
This Month	Budget	Favorable /	Mth Last Yr			To Date	Budget	Favorable /	Last Yr	Budget
		(Unfavorable)						(Unfavorable)		
					Income					
2	0	2	162		INTEREST INCOME	4	0	4	1,629	0
2	0	2	162		TOTAL Income	4	0	4	1,629	0
2	0	2	162		Gross Profit Margin	4	0	4	1,629	0
2	0	2	162		Net Income/(Loss)	4	0	4	1,629	0

Herons Glen Recreation District									
DEPARTMENTAL INCOME STATEMENT Dec 31, 2020									
93- Non-Operating Income									
Actual	This Mth	Variance	Actual Same		Actual Year	YTD	Variance	Actual YTD	Total Yr
This Month	Budget	Favorable /	Mth Last Yr		To Date	Budget	Favorable /	Last Yr	Budget
		(Unfavorable)					(Unfavorable)		
				Income					
29,067	0	29,067	35,552	ASSESSMENTS, CAPITAL RESERVE	87,200	0	87,200	106,655	0
0	0	0	0	ASSESSMENTS, CAPITAL RESERVE - FITNESS CENTER	0	0	0	170,499	0
28,758	0	28,758	28,270	DEFERRED MAINTENANCE REVENUE	86,275	0	86,275	84,810	0
18,600	0	18,600	24,400	NEW OWNER WORKING CAPITAL	83,700	0	83,700	45,750	0
76,425	0	76,425	88,222	TOTAL Income	257,175	0	257,175	407,714	0
76,425	0	76,425	88,222	Gross Profit Margin	257,175	0	257,175	407,714	0
				Expenses					
76,455	0	(76,455)	74,287	DEPRECIATION	230,006	0	(230,006)	223,969	0
465	0	(465)	6,645	MAINTENANCE & REPAIRS	44,871	0	(44,871)	39,080	0
76,921	0	(76,921)	80,932	TOTAL Expenses	274,876	0	(274,876)	263,050	0
(496)	0	(496)	7,289	Net Income/(Loss)	(17,701)	0	(17,701)	144,664	0

Herons Glen Recreation District					
Restaurant Percentages					
As of Dec 31, 2020					
	Month to Date			Year to Date	
Restaurant Variance Report	Actual	Budget		Actual	Budget
Food Dining Room	20,190	21,473		51,309	55,802
Food Lounge	14,487	19,797		47,906	62,982
Banquet Food - Residents	2,745	10,148		11,033	22,867
Banquet Food - Outside	447	0		461	3,624
TOTAL FOOD REVENUE	37,869	51,418		110,709	145,275
COG Food	18,899	22,110		52,843	62,468
Percentage Revenue/COG Food	49.91%	43.00%		47.73%	43.00%
Beverage Dining Room	4,530	7,924		11,318	16,608
Beverage Lounge	10,932	14,501		33,734	45,308
Banquet Beverage - Residents	286	1,607		933	6,253
Banquet Beverage - Outside	0	0		0	1,800
TOTAL BEVERAGE REVENUE	15,748	24,032		45,985	69,969
COG Beverage	4,296	6,008		13,559	17,492
Percentage Revenue/COGS Bev	27.28%	25.00%		29.49%	25.00%
PAYROLL PERCENTAGE					
Banquet, Other Revenue	0	0		0	2,713
Total Operating Revenue	53,617	75,450		156,695	217,957
Total Payroll	47,457	51,514		132,391	154,203
% Payroll/Operating Revenue	88.51%	68.28%		84.49%	70.75%
Member Rewards-Food	3,088	3,416		8,940	9,832
Member Rewards-Beverage	1,372	2,134		4,071	5,891
% of food revenue coming from residents	89.05%	82.77%		90.11%	82.77%
% of bev revenue coming from residents	88.75%	95.14%		90.36%	95.14%
Food Inventory	2,754	0		23,728	0
Beverage Inventory	366	0		12,792	0

ATTENDANCE RECORD

Meeting Type: Special Board Meeting

Date: 1/25/2021

Time: 2pm

PLEASE PRINT YOUR NAME BELOW

1

JOAN DABCY

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Karen Doff

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Sharon Pederson

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**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING with Finance Advisory Committee
February 15, 2021, 9:30 AM., Zoom & Card Room C**

AGENDA

BOARD MEMBERS	PRESENT	FINANCE COMMITTEE	PRESENT
Chair Don Misener		Chair Ron Glasgow	
Vice Chair Howard Young		Tim Gies	ABSENT
Treasurer Jayne Schwarz		Mary Koenig	
Secretary Mary Ann Polvinen		Larry Pedersen	
Asst Sec/Treas William Kulkoski		Dennis Popp	
OTHERS		Douglas Schuler	
GM J.B. Belknap		OTHERS	
Controller Lynn Garcia		Chris Kessler, CPA CLA	
District Counsel Tom Hart		Rob Willems, CPA CLA	
Board Sec. Karon Bennett			
Residents		David Brendsel, Audit Cmte	

- I. **CALL TO ORDER** – Chair Don Misener
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski
- II. **ROLL CALL** - Board and Financial Advisory & Audit Committees – Board Secretary Karon Bennett
- III. **FINANCE ADVISORY COMMITTEE** – Ron Glasgow
 - A. Opening remarks
 - B. Introduction of Board’s Auditors
- IV. **PRESENTATION OF FISCAL YEAR 2020 DISTRICT AUDIT RESULTS**- Chris Kessler, CPA & Rob Willems, CPA of CLA (Clifton Larson Allen)
 - A. Discussion of Financial statements
 - B. Discussion of Audit Results
 - C. Discussion of Recommendations
- V. **FINANCE ADVISORY COMMITTEE**
 - A. Approval of Minutes – October 26, 2020
 - B. Election of Vice Chair
 - C. Open Policy Items and other Recommendations
 - D. Adjourn Finance Advisory Committee Portion of Meeting
- VI. **UPCOMING WORKSHOP/MEETINGS**
 - A. Monday, February 15—Facilities & Amenities—2:30 p.m.— Zoom
 - B. Monday, February 22—Long Range Planning—9:30 a.m.— Zoom
 - C. Monday, February 22—Board Workshop—2:00 p.m.—Card Room C/Zoom
 - D. Thursday, February 25—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom
 - E. Thursday, March 4 – Meet the Candidates – 4:30 p.m. – Ballroom
- VII. **ADJOURNMENT**

**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING with Finance Advisory Committee
February 15, 2021, 9:30 AM., Zoom & Card Room C
MINUTES**

BOARD MEMBERS	PRESENT	FINANCE COMMITTEE	PRESENT
Chair Don Misener	X	Chair Ron Glasgow	X
Vice Chair Howard Young	X	Tim Gies	ABSENT
Treasurer Jayne Schwarz	X	Mary Koenig	X
Secretary Mary Ann Polvinen	X	Larry Pedersen	X
Asst Sec/Treas William Kulkoski	X	Dennis Popp	X
OTHERS		Douglas Schuler	X
GM J.B. Belknap	X	OTHERS	
Controller Lynn Garcia	X	Chris Kessler, CPA CLA	X
District Counsel Tom Hart	X	Rob Willems, CPA CLA	X
Board Sec. Karon Bennett	X		
Residents	1	David Brendsel, Audit Cmte	X

- I. **CALL TO ORDER** - Chair Don Misener called the meeting to order at 9:40 a.m.
 - II. **PLEDGE OF ALLEGIANCE** - Supervisor Kulkoski led the Pledge.
 - II. **ROLL CALL** - Secretary Polvinen called the roll (attendees are listed above).
 - III. **FINANCE ADVISORY COMMITTEE**
Opening Remarks and Introduction of Board's Auditors - Finance Chair Glasgow introduced the audit engagement team of Chris Kessler, CPA/ Principal and Rob Willems, CPA/ Director, from CliftonLarsonAllen (CLA) Wealth Advisors, LLC to the Board, the Finance Advisory Committee and the Audit Committee.
 - IV. **PRESENTATION OF FISCAL YEAR 2020 DISTRICT AUDIT RESULTS** – Mr. Kessler & Mr. Willems of CLA presented the results of the FY2020 audit to the Board of Supervisors, the Finance Advisory Committee and the Audit Committee. The audited financial statements for the year ending September 30, 2020 are in accordance with Government Auditing Standards. (See Attachment A). In addition to the financial statements and audit, three reports, to be issued, and these included: Independent Auditors' report on internal controls, the Management Letter, and the Governance report.
 - **Financial Statements** – An unqualified opinion was issued on the financial statements. The scope and timing of the audit proceeded as planned. Significant accounting policies are in accordance with generally accepted accounting principles and consistent with industry practices and standards.
 - The Auditors noted that the District adopted two new GASB statements in 2020:
 - ◊ GASB No. 88 – *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*
 - ◊ GASB No. 89 – *Accounting for Interest Cost Incurred before the End of a Construction Period*
- CLA found no significant estimates, nor were there any uncorrected misstatements, found within the financial statements. There were no difficulties encountered while performing the audit. There were no disagreements with management at HGRD.

Audit Results

The Auditors' report on Internal Control over Financial reporting and on Compliance in accordance with Government Auditing Standards included two findings to be material weaknesses, one item to be a significant

deficiency and two findings on Compliance. Management provided responses and target completion dates for each finding.

The material weakness was due to the audit firm preparing the financial statements based on the District's records. Management and the Board reviewed them after the fact. The District is working towards improvement in this area. The other material weakness related to depreciation schedules not reconciled to the trial balance and financial statements. Material adjustments were necessary to reconcile the subledger to the financial statements. Mr. Kessler stressed the importance of capital asset tracking in order to better align the records with the financial statements.

The Significant Deficiency in Internal Control related to operating leases which met the required treatment as capital leases.

The District was not in compliance with the law on public deposit forms for two checking accounts as well as the investment policy adopted by the District and updated in May 2008.

Recommendations – Mr. Kessler highly recommended that the management and Board review the Management's Discussion and Analysis on pages 4 through 10 of the Financial Statements and Supplementary Information. CLA will continue to work with the General Manager and Controller at the District to ensure that all District contracts are correct and accounted for.

- **GASB statements Implementation delayed standards by 1 year**
 - GASB 84 – *Fiduciary Activities* now required for 2021
 - GASB 87 – *Leases* now required for 2022

Q&A - Supervisor Schwarz questioned the wording of an investment policy update. Mr. Kessler suggested that the District may not want to have a specific policy, Florida Statutes should be followed as written. Supervisor Schwarz noted that deferred maintenance assessments are recorded as non-operating revenues but the deferred maintenance expenses were included as operating expenses repairs and maintenance. Mr. Kessler agreed that the operating loss presented in the financial statements is in accordance with GAAP and the Board should review and ensure that loss is manageable and aligned with District expectations each year.

Supervisor Young questioned whether or not the auditors would be monitoring the planned corrective actions in place or if the Board would be responsible for monitoring them. Supervisor Schwarz suggested that she plans to ask the Finance Advisory Committee and/or the Audit Committee to do audit follow up and bring any issues to the Board.

Chairs Misener and Glasgow thanked Mr. Kessler and Mr. Willems for the detailed report and explanation. The Auditors exited the meeting. Chair Misener passed the meeting to Ron Glasgow, Chair of the Finance Advisory Committee who conducted his regular committee meeting.

V. FINANCE ADVISORY COMMITTEE

Approval of Minutes – October 26, 2020

- *Motion made by Larry Pedersen to approve the October 26, 2020 Finance Advisory Committee minutes as presented. Douglas Schuler seconded the motion. **The motion was approved unanimously.***

Election of Vice Chair - Douglas Schuler accepted the Vice Chair position on the Finance Advisory Committee. His term, as all committee members' terms, will end April 30, 2021. The Vice Chair responsibilities include, but will not be limited to:

- Overseeing the Finance Advisory sub-committee meetings in the absence of their Chair.

- Leading the Bid Oversight Committee in reviewing contracts and leases.

Open Policy Items and Other Recommendations - (See Attachment B)

At the request of Chair Glasgow, Supervisor Schwarz supplied the committee with a list of open policy items. This included a list of accounts the committee previously considered renaming. The committee agreed to recommend to the Board the changes relating to general ledger account titles, update on the uninsured loss fund, and the investment policy.

- *Mary Koenig moved that the committee adopt 1, 2, 3 and Alternative B giving the Board authority to transfer the long-term capital to the master capital. Dennis Popp seconded the motion. The motion was approved unanimously.*

Chair Glasgow mentioned that to take on the responsibility of being a fiduciary for investing of funds is more responsibility than the Board or committee would like. He suggested that the District use what the Government says are allowable investments.

- *Motion made by Mary Koenig to present to the Board the request to adopt the new investment policy 1.1, the District elects not to adopt a detailed policy. Larry Pedersen seconded the motion. The motion was approved unanimously.*

Supervisor Schwarz noted that the auditors advised her that the asset capitalization amount was not in current policy; however, the controller provided the auditors with workshop minutes showing asset capitalization as \$5,000. She asked the committee consider the asset capitalization limit for the District.

- *Larry Pedersen made a motion to add the capitalization amount of \$5,000 to the policy. Mary Koenig seconded the motion. The motion was approved unanimously.*

Controller Garcia advised the committee that many assets on the balance sheet were for specific projects. In talking with the auditors, they suggested streamlining the listing, mimicking what is shown on the audited financial statements. See page 8 of the financial statement (See Attachment C). For example, there will be one work-in-process account. A detailed listing from the general ledger sub-accounts would be used to create reports for specific projects for the Board or Finance Advisory Committee. She will present more detail at the next meeting.

Ron Glasgow passed the meeting back to Chair Misener who thanked the Finance Committee and continued the final portion of the Special Board Meeting.

- VI. **OLD BUSINESS** – Counsel Hart felt confident that the Board would have two candidates for the supervisor election when the qualifying period ended at 5PM. Therefore, those applicants would fill the two open Board seats, eliminating the election process. The discussion was deferred until Monday, February 22, 2021.
- VII. **NEW BUSINESS** – Supervisor Polvinen requested replacement of the Board laptop immediately. Further, she mentioned two trip hazards, one at the driving range, another in the parking lot. Another concern was directed towards having someone clean the granite countertop and ice machine by the driving range. Lastly, Supervisor Polvinen requested having someone of authority available to change the "Cart Path Only" requirement when appropriate after the course re-opens after a rain closure. She added that a determination must be made to close certain holes but not the entire course as well. J.B. will address these issues immediately.
- VIII. **UPCOMING WORKSHOP/MEETINGS**
 - A. Monday, February 15—Facilities & Amenities—2:30 p.m.— Zoom
 - B. Monday, February 22—Long Range Planning—9:30 a.m.— Zoom
 - C. Monday, February 22—Board Workshop—2:00 p.m.—Card Room C/Zoom

D. Thursday, February 25—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom

IX. **ADJOURNMENT** – Chair Misener adjourned the meeting at 11:27 A.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

Attachment

~A~

HERONS GLEN RECREATION DISTRICT
FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION
YEAR ENDED SEPTEMBER 30, 2020



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**HERONS GLEN RECREATION DISTRICT
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INDEPENDENT AUDITORS' REPORT

**Board of Supervisors
Herons Glen Recreation District
North Fort Myers, Florida**

Report on the Financial Statements

We have audited the accompanying financial statements of Herons Glen Recreation District (the District), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District as of September 30, 2020, and the respective changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Information

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion on pages 4 through 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The budgetary comparison information on page 30 is presented for purposes of additional analysis and are not a required part of the basic financial statements.

The budgetary comparison information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Board of Supervisors
Herons Glen Recreation District

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 15, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP

Fort Myers, Florida
February 15, 2021

**HERONS GLEN RECREATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020**

Herons Glen Recreation District's (the District) Management Discussion and Analysis (MD&A) is designed to offer readers of the District's financial statements a narrative overview and analysis of the financial activities of the District for the fiscal year ended September 30, 2020, with selected comparative information for the years ending September 30, 2020 and 2019. All references to years in this discussion relate to the fiscal year ending September 30.

The information presented in this MD&A should be considered in conjunction with the accompanying financial statements, notes to the financial statements, and required supplemental information in this report. This information taken collectively is designed to provide readers with an understanding of the District's finances. All information is believed to be current and accurate.

DISTRICT'S ACTIVITIES AND HIGHLIGHTS

The District is an independent special district established in 1998, pursuant to Lee County Ordinance Number 98-08 and provisions of Chapter 418, Florida Statutes. The District owns and operates an 18-hole golf course and related practice facilities, a clubhouse, restaurant, pro shop, fitness center, and other recreation facilities located in North Fort Myers, Florida. The District is governed by an elected, five-member Board of Supervisors which establishes the operation, capital and deferred maintenance budgets each year for the estimated expenses for this period. The budget is adopted annually in September for the following fiscal year. The District assesses each homeowner for their portion of the required expenses based on a calculated homeowner base. For the years ending September 30, 2019 and 2020, the base assessment divisor was 1285 due to our acquisition of the unplatted land previously owned by Taylor Morison. The unplatted land represented 15 of the 1300 lots. The annual budgeted fees are as follows:

	<u>2020</u>	<u>2019</u>
Operating Assessment	\$ 2,032,096	\$ 2,027,646
Capital Reserve	426,620	426,620
Capital Reserve - Fitness Center	-	1,285,000
Deferred Maintenance	339,240	221,020

BASIC FINANCIAL STATEMENTS

The basic financial statements are designed to provide readers with an overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and deferred outflows, liabilities and deferred inflows with the difference between them reported as net position. Over time, increases or decreases in net position should serve as a useful indicator of whether the District's position is improving or deteriorating.

The statement of revenues, expenses, and changes in net position presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in other fiscal periods (e.g., unearned revenue).

**HERONS GLEN RECREATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020**

NOTES TO THE BASIC FINANCIAL STATEMENTS

The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements.

FINANCIAL HIGHLIGHTS AND SUMMARY

As noted previously, the change in net position over time should serve as a useful indicator of the District's financial position. For the fiscal year ended September 30, 2020, the assets and deferred outflows of the District exceeded its liabilities and deferred inflows by \$35,682,152 as compared to \$24,124,360 at the close of fiscal year ended September 30, 2019. This increase was primarily due to our Non-Ad Valorem Assessment and Refunding Bonds, Series 2020 Bond Issuance in August in the amount of \$29,495,000.

For fiscal year September 30, 2020 net position consists of \$2,285,983 net investment in capital assets; \$30,026,514 restricted for debt service, \$16,441,577 restricted for capital improvements and maintenance, and (\$13,071,921) (net deficit) of unrestricted net position.

The District's total debt increased by \$13,445,382 for the year ended September 30, 2020 and decreased by \$777,584 during the year ended September 30, 2019.

Heron's Glen Recreation District's Net Position

The schedule presented below shows the District's comparative condensed summary of the District's net position for the years ended September 30:

	2020	2019
Current Assets	\$ 879,883	\$ 1,415,020
Noncurrent Assets	46,814,585	22,044,017
Capital Assets, Net	<u>20,563,288</u>	<u>20,854,769</u>
Total Assets	68,257,756	44,313,806
Deferred Outflows on Refunding Bond	901,948	421,091
Current Liabilities	2,607,106	3,107,498
Noncurrent Liabilities	<u>30,870,446</u>	<u>17,503,039</u>
Total Liabilities	<u>33,477,552</u>	<u>20,610,537</u>
Net Position:		
Net Investment in Capital Assets	2,285,983	2,865,107
Restricted for Debt Service	30,026,514	18,504,951
Restricted for Capital Improvements and Maint.	16,441,577	2,750,037
Unrestricted	<u>(13,071,921)</u>	<u>4,285</u>
Total Net Position	<u>\$ 35,682,152</u>	<u>\$ 24,124,360</u>

Assets

Current assets decreased \$535,137 or 38% from 2019 to 2020 primarily due to a 43% decrease in cash and cash equivalents primarily due to the impact of the pandemic. The District temporarily restricted outside golf play and access to the restaurant from the public. There was also a 23% decrease in prepaid expenses year-over-year due to one of our annual golf course maintenance equipment leases ending, a restructuring of annual to quarterly software payments and the changeover from Hoover Pumping to Rainbird golf course pump equipment.

**HERONS GLEN RECREATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020**

Restricted cash and cash equivalents increased \$13,761,269 or 417%. for the most part due to the Construction and Acquisition Funds held with the Trustee of the 2020 Series Bonds. We collected \$765,860 throughout the year for capital and deferred assessments, \$890,324 interest from special assessments, \$54,556 interest earned from investments and \$228,750 collected from new home purchases for the new owner capital fee. Fiscal 2019 surplus operating funds in the amount of \$358,185 were transferred into restricted funds for long term capital. We spent \$800,370 on capital and deferred maintenance projects throughout the year. Special assessments receivable increased by \$11,983,137 from 2019 as expected with the issuance of the new Series 2020 Bonds.

Net capital assets decreased \$291,481 or 1% due to the amount of depreciation exceeding the amount invested in new capital assets that were put into service. The District currently has \$379,241 invested in a variety of new projects that are expected to be completed over the next few years.

Total assets increased \$23,943,950 or 54%, attributed to the increase in special assessments receivable and the increase in restricted cash and cash equivalents as a result of the 2020 Series Bond issuance.

Deferred Outflows of Resources

Deferred outflows of resources include the unamortized deferred outflows from the 2006 Series Bonds when refunded by the 2020 Series Bonds and additional unamortized discount and unamortized prepaid bond insurance from the 2006 Series Bond issuance. The amount is recorded as a deferred outflow of resources to be recognized as a component of interest expense systematically over the term of the debt.

Liabilities

Current liabilities increased overall by \$500,392 or 16%. Unearned revenue for annual golf memberships and maintenance assessments decreased by \$230,515 or 18%. Accrued expenses increased by \$32,338 or 12%. Due to concerns of a possible fiscal year-end deficit forecasted based on revenue shortfalls from the pandemic, management made a concerted effort to preserve cash due to unknowns about the effects of the pandemic. The final payment for completion of the fitness center was accrued due to last minute negotiations. Accounts payables outstanding at year-end increased \$49,005 or 45% due to holding payments until the due date as part of an effort to preserve cash.

Noncurrent liabilities increased \$13,367,407 or 76% due to issuance of the new Series 2020 Bonds. The Special Assessment Bonds Payable generally decreases annually as principal payments are made and will resume this trend in future fiscal years.

Total liabilities increased \$12,867,015 or 62% primarily due to the Special Assessment Bonds Payable. Excluding the Special Assessment Bonds Payable, total liabilities decreased \$522,758 or 16%.

Net Position

The District's total assets plus deferred outflow of resources exceeded total liabilities by \$35,682,152 at September 30, 2020. Net investment in capital assets decreased by \$579,124 or 20% primarily due to depreciation exceeding additions resulting in a decrease in net capital assets combined with an increase in capital related debt (net of unspent proceeds) related to the Series 2020 Bonds. Unrestricted net position decreased by \$13,076,186 or 306,593%, while restricted for capital improvements and maintenance increased by \$25,213,102 or 119%. The major component of net position is restricted for debt service for the 2020 Special Assessment Bonds.

**HERONS GLEN RECREATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020**

Hérons Glen Recreation District's Changes in Net Position

The District's 2020 operating loss increased \$30,735 from 2019. The following is a summary of revenues, expenses, and changes in net position at September 30:

	2020	2019
Revenues:		
Operating Revenues, Net:		
Operating Assessments	\$ 2,035,284	\$ 2,030,135
Members Fees	1,419,750	1,334,738
Other User Fees	346,369	410,622
Pro Shop Operations	77,814	97,310
Restaurant Operations	840,676	1,055,575
Rental and Other	254,271	290,170
Total Operating Revenues	4,974,144	5,218,550
Nonoperating Revenues:		
Investment Earnings	54,556	85,799
Special Assessments Interest	890,324	930,380
Capital Reserve Assessments and New Owner Capital Fees	655,370	696,618
Capital Reserve Assessment - Fitness Center	170,499	1,114,501
Deferred Maintenance Assessments	339,240	221,024
Miscellaneous Other Nonoperating Income, Net	102,634	86,274
Total Nonoperating Revenues	2,212,623	3,134,596
Total Revenues	7,186,767	8,353,146
Expenses:		
Operating Expenses:		
Salaries and Wages	2,444,711	2,398,247
Cost of Sales	466,134	511,372
Operating Supplies	650,248	613,045
Depreciation	932,600	911,110
General and Administration	329,867	341,169
Utilities	298,402	297,952
Repair and Maintenance	343,022	603,708
Professional Fees	147,770	124,644
Insurance	164,922	158,681
Other Contractual Services	195,377	193,742
Rental and Leases	69,757	98,049
Office Expense and Other Miscellaneous Expenses	45,580	50,342
Total Operating Expenses	6,088,390	6,302,061
Nonoperating Expenses:		
Interest Expense and Fiscal Costs	843,570	960,678
Bond Issuance Costs	683,463	-
Net Gain (Loss) on Disposal of Capital Assets	(3,311)	160,195
Total Nonoperating Expenses	1,523,722	1,120,873
Total Expenses	7,612,112	7,422,934
Capital Contributions	11,983,137	-
Increase (Decrease) in Position	11,557,792	930,212
Beginning Net Position	24,124,360	23,194,148
Ending Net Position	\$ 35,682,152	\$ 24,124,360

**HERONS GLEN RECREATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020**

Total revenues decreased from 2019 results by \$1,166,379. The 14% net decrease is attributed primarily to a 29% decrease in nonoperating revenues, specifically the additional capital assessment collected for the construction of the new fitness center in FY19, as well as a 0% increase in operating assessments and a 1% increase in user fees. This was offset by a 20% decrease in restaurant revenues and a 20% decrease in pro shop revenues. The total number of golf memberships increased from 585 at the end of FY19 to 599, an increase of 2%. Net position increased overall by \$10,627,137 or 1142%. The District's operating plan continues to reflect the economic conditions as well as the need to invest in the maintenance of the community. Each investment in capital assets is reviewed in terms of need and priority before an expenditure is approved. Management continues to review opportunities for non-assessment revenues for the District.

Total expenses decreased from 2019 results by \$189,178. The 3% net decrease is attributed primarily to the 2020 Series Bond issuance costs, offset by a decrease in cost of sales due to a 20% reduction in sales as well as a decrease in repairs and maintenance.

CAPITAL ASSETS

The District's net investment in capital assets as of September 30, 2020 amounts to \$20,563,288 (net of depreciation). Capital assets, such as an 18-hole golf course and related practice facilities, a clubhouse, restaurant, pro shop, and other recreation facilities, utilized by the District for the provision and maintenance of recreational facilities to residents.

HERONS GLEN RECREATION DISTRICT'S CAPITAL ASSETS

	2020	2019
Land and Site Improvements	\$ 13,572,264	\$ 13,930,722
Small Equipment Not Capitalized	-	-
Work In Progress	379,241	1,279,927
Equipment on Capital Lease	715,109	1,705,443
Original Purchase	2,549,232	2,559,934
Equipment	2,887,589	2,430,799
Common Lot Irrigation System	2,382,047	1,895,232
Property and Improvements	9,897,987	8,146,209
Computer Software	-	-
Total Property and Equipment	32,383,469	31,948,266
Less: Accumulated Depreciation	(11,820,181)	(11,093,497)
Total, Net Depreciation	<u>\$ 20,563,288</u>	<u>\$ 20,854,769</u>

Additional information on the District's capital assets can be found in Note 4, of the notes to the financial statements

**HERONS GLEN RECREATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020**

In 2020, the District completed work on several projects in addition to purchasing fixtures and equipment totaling \$178,909 spent during the fiscal year, as follows:

Golf Course Equipment and Golf Carts on Capital Lease	\$ 111,316
Remote Beer System	5,092
Parking Lot Outdoor Post Lights	10,635
CLIS Water Filtration/Injection System	18,589
Green Tilt Skillet / Braising Pan	14,412
Cleveland Range Steamcraft Gemini10	18,865
Total	<u>\$ 178,909</u>

Work in process (WIP) – a number of capital projects were continued from 2019 and new ones started during 2020. The total amount spent on the following projects during 2020 was \$465,501:

Sports Area Restroom Project	\$ 611
Northstar Technologies New Website Design Project	40
DR Horton 15 Unplatted Lots Project	47,921
Restaurant Project	20,350
Fitness Center Construction Project	235,381
Storage Building Construction Project	760
Golf Course Renovation Project	156,143
Dumpster Enclosure	3,795
Cart/Pedestrian Bridge	500
Total	<u>\$ 465,501</u>

**HERONS GLEN RECREATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2020**

SPECIAL ASSESSMENT BONDS

The District levies special assessments to be collected by the Lee County Tax Collector for the payment of the current principal and interest portion of the Series 2020 Bonds. These payments are then remitted by the Tax Collector to the District's trustee who, in turn, pays the bondholder. These payments are made in May and November of each year. As of September 30, 2020, the District had special assessment bonds plus unamortized premium outstanding totaling \$31.6 million. During the year ended September 30, 2020 the District refunded the 2006 Series special assessment bonds with principal balance totaling \$18,255,000 by issuing new 2020 Series special assessment bonds totaling \$29,495,000 at a \$2,091,929 premium. More detailed information on the bonds payable is presented in Note 5 to the financial statements.

ECONOMIC FACTORS AND FUTURE IMPACTS

The economy in Southwest Florida was hit hard by the pandemic contributing to the significant decrease in restaurant and pro shop sales at Herons Glen starting in March. Despite the state of the economy, the housing market continues to remain active in the community, with a total of 83 Herons Glen homes sold during the year. Investment earnings were down significantly with interest rates taking a plunge at the beginning of the pandemic. Interest earned over the fiscal year was down \$29,102 or 37% from 2019. We continue to invest capital and deferred maintenance funds in the Florida Prime SBA Fund to take advantage of higher interest rates. We saw a 20% decrease in food and beverage revenues over 2019. 2020 was the first time the District has seen an increase in the number of golf memberships in many years. We saw an increase in non-resident memberships from 49 in 2019 to 66 in 2020 for a membership total of 599 compared to a total of 585 in 2019, a 2% increase. The increase of \$85,012 year-over-year in membership revenue was due to a combination of the rise in the number of memberships, the mix of membership types and the 1.9% increase in annual membership fees. The value at Herons Glen is evident and continues to be a driving force in the decision-making process for those moving into the area.

With the new owner capital fee in its fifth full year, the District collected \$228,750 from 75 owners new to Herons Glen, a \$41,250 decrease over 2019 with an increase of \$50 each over the previous year. The new owner capital fee goes into our long-term capital reserves for future needs.

The District's delinquent account balance continues to decrease each year and was less than \$2,500 ending the fiscal year. The District currently charges the annual maintenance assessment on the tax roll for any owner who is at least two quarters delinquent in their quarterly maintenance assessments at the time the tax roll is prepared. Management and outside counsel believe the District has an adequate allocation for bad debt.

We carefully watch the District's performance compared with budget and make changes to alleviate potential problems before they arise.

CONTACTING THE DISTRICT'S CONTROLLER

The financial report is designed to provide a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or require additional financial information, please contact the District Controller at 2250 Herons Glen Blvd., N. Ft. Myers, Florida 33917.

**HERONS GLEN RECREATION DISTRICT
STATEMENT OF NET POSITION
SEPTEMBER 30, 2020**

	<u>2020</u>
ASSETS AND DEFERRED OUTFLOWS OR RESOURCES	
CURRENT ASSETS	
Cash and Cash Equivalents	\$ 634,829
Accounts Receivable, Net	40,740
Inventories	65,571
Prepaid Expenses	138,743
Total Current Assets	<u>879,883</u>
NONCURRENT ASSETS	
Restricted Assets	
Cash and Cash Equivalents	3,668,309
Cash Equivalents with Fiscal Agent	13,393,299
Special Assessments Receivable	29,495,000
Total Restricted Assets	<u>46,556,608</u>
Capital Assets, Net	20,563,288
Unamortized Prepaid Bond Insurance Costs, Net	257,628
Deposits, Net	349
Total Noncurrent Assets	<u>67,377,873</u>
Total Assets	68,257,756
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Outflows on Refunding Bond	901,948
Total Deferred Outflows	<u>901,948</u>
LIABILITIES AND NET POSITION	
CURRENT LIABILITIES	
Accounts Payable	157,426
Accrued Expenses	300,874
Unearned Revenue	1,074,599
Accrued Interest	88,518
Obligations Under Capital Lease, Current Portion	110,889
Special Assessment Bonds Payable, Current Portion	875,000
Total Current Liabilities	<u>2,607,106</u>
NONCURRENT LIABILITIES	
Obligations Under Capital Lease, Net of Current Portion	158,517
Special Assessment Bonds Payable, Net of Unamortized Discount	30,711,929
Total Noncurrent Liabilities	<u>30,870,446</u>
Total Liabilities	33,477,552
NET POSITION	
Net Investment in Capital Assets	2,285,983
Restricted for Debt Service	30,026,514
Restricted for Capital Improvements and Maintenance	16,441,577
Unrestricted	(13,071,921)
Total Net Position	<u>\$ 35,682,152</u>

See accompanying Notes to Financial Statements.

**HERONS GLEN RECREATION DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
YEAR ENDED SEPTEMBER 30, 2020**

	<u>2020</u>
OPERATING REVENUES	
Operating Assessments	\$ 2,035,264
Members Fees	1,419,750
Other User Fees	346,369
Pro Shop Operations	77,814
Restaurant Operations	840,676
Rental and Other	254,271
Total Operating Revenues	<u>4,974,144</u>
OPERATING EXPENSES	
Salaries and Wages	2,444,711
Cost of Sales	466,134
Operating Supplies	650,248
Depreciation	932,600
General and Administration	329,867
Utilities	298,402
Repair and Maintenance	343,022
Professional Fees	147,770
Insurance	164,922
Other Contractual Services	195,377
Rental and Leases	69,757
Office Expense and Other Miscellaneous Expenses	45,580
Total Operating Expenses	<u>6,088,390</u>
OPERATING LOSS	(1,114,246)
NONOPERATING REVENUES (EXPENSES)	
Investment Earnings	54,556
Interest Expense and Fiscal Costs	(843,570)
Bond Issuance Costs	(683,463)
Special Assessments Interest	890,324
Capital Reserve Assessments and New Owner Capital Fees	655,370
Capital Reserve Assessment - Fitness Center	170,499
Deferred Maintenance Assessments	339,240
Net Gain (Loss) on Disposal of Capital Assets	3,311
Miscellaneous Other Nonoperating Income, Net	102,634
Total Nonoperating Revenues	<u>688,901</u>
CAPITAL CONTRIBUTIONS	<u>11,983,137</u>
CHANGE IN NET POSITION	11,557,792
Total Net Position - Beginning of Year	<u>24,124,360</u>
TOTAL NET POSITION - END OF YEAR	<u><u>\$ 35,682,152</u></u>

See accompanying Notes to Financial Statements.

**HERONS GLEN RECREATION DISTRICT
STATEMENT OF CASH FLOWS
YEAR ENDED SEPTEMBER 30, 2020**

	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash Received from Operating Assessments	\$ 2,053,481
Cash Received from Members	1,182,523
Cash Received from Other Users	346,369
Cash Received from Pro Shop and Restaurant Operations	918,490
Cash Received from Rents and Contracted Services	254,271
Miscellaneous and Other Cash Receipts	102,634
Cash Payments to Suppliers	(2,974,240)
Cash Payments to Employees for Payroll	(2,413,243)
Net Cash Used by Operating Activities	<u>(529,715)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Collection of Deferred Maintenance Assessments	340,139
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Acquisition of Capital Assets	(436,709)
Proceeds from the Sale of Capital Assets	6,602
Collection of Special Assessment Principal and Interest	1,680,324
Collection of Capital Reserve Assessments	427,098
Collection of New Owner Capital Fees	228,752
Proceeds from Issuance of Special Assessment Bonds	30,996,685
Interest Paid on Special Assessment Bonds	(1,072,886)
Principal Paid on Special Assessment Bonds	(18,255,000)
Interest Paid on Obligations Under Capital Lease	(15,583)
Principal Paid on Obligation Under Capital Lease	(140,708)
Net Cash Provided by Capital and Related Financing Activities	<u>13,418,575</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment Earnings	54,556
Net Cash Provided by Operating Activities	<u>54,556</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	13,283,555
Cash and Cash Equivalents - Beginning of Year	<u>4,412,882</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u><u>\$ 17,696,437</u></u>

See accompanying Notes to Financial Statements.

**HERONS GLEN RECREATION DISTRICT
STATEMENT OF CASH FLOWS (CONTINUED)
YEAR ENDED SEPTEMBER 30, 2020**

	<u>2020</u>
RECONCILIATION OF CASH AND CASH EQUIVALENTS	
Cash Included in Current Assets:	
Cash and Cash Equivalents	\$ 634,829
Cash Included in Noncurrent Assets:	
Restricted Cash:	
Cash and Cash Equivalents	3,668,309
Cash Equivalents with Fiscal Agent	13,393,299
Total Cash and Cash Equivalents	<u>\$ 17,696,437</u>
 SUPPLEMENTAL SCHEDULE OF NONCASH ACTIVITY	
Purchase of Capital Assets Through Capital Leases	<u>\$ 111,316</u>
 RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES:	
Operating Loss	\$ (1,114,246)
Adjustments to Reconcile Operating Loss to Net Cash	
Used by Operating Activities:	
Depreciation	932,600
Miscellaneous Other Nonoperating Income, Net	102,634
Changes in Assets and Liabilities:	
Decrease in Accounts Receivable	12,884
Decrease in Inventories	4,118
Increase in Prepaid Expense	(218,658)
Increase in Deposits, Net	(2,111)
Decrease in Accounts Payable and Accrued Expenses	(15,042)
Decrease in Unearned Revenue	(231,894)
Total Adjustments	<u>584,531</u>
 Net Cash Used by Operating Activities	<u>\$ (529,715)</u>

See accompanying Notes to Financial Statements.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

NOTE 1 REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

Mission Statement: Herons Glen Recreation District (the District) is a Florida Special District, a community that provides quality recreation activities, and programs for all residents. We strive to provide excellent financial value and well-maintained facilities to satisfy residents' varied interests and promote healthy lifestyles.

Vision Statement: Continue to be one of the premier active adult communities in Southwest Florida providing an excellent value for our current and future residents.

The Lee County Board of County Commissioners, pursuant to Lee County Ordinance Number 98-08 and provisions of Chapter 418, Florida Statutes, established the District on April 28, 1998. The District owns and operates an 18-hole golf course and related practice facilities, a clubhouse, restaurant, pro shop, and other recreation facilities located in Lee County, Florida. The District acquired the recreation facilities on June 1, 1999. A five-member Board of Supervisors governs the District. The accounting policies of Herons Glen Recreation District conform with accounting principles generally accepted in the United States of America as applicable to governments.

The financial statements were prepared in accordance with Governmental Accounting Standards Board (GASB) Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District, therefore, the financial statements include only the operations of the District.

Summary of Significant Accounting Policies

The following is a summary of the more significant accounting policies used in the preparation of these financial statements.

Basis of Accounting

Basis of accounting determines when transactions are reported in the financial statements. The basic financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

**NOTE 1 REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)**

Summary of Significant Accounting Policies (Continued)

Measurement Focus

The District is accounted for on the flow of economic resources measurement focus. This means that all assets, all deferred outflows of resources, all liabilities and all deferred inflows of resources (whether current or noncurrent) associated with its activity are included on the statement of net position. The District's operating statement presents increases (revenues) and decreases (expenses) in net total position.

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and delivering goods in connection with an enterprise fund's ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available, restricted resources will be used first for eligible incurred expenses, and then use unrestricted resources, as needed.

Budgetary Process

On September 4, 2019, the Board of Supervisors adopted the annual operating budget for fiscal year 2020 for the District. The budget covers the periods October 1, 2019 through September 30, 2020 and include the estimated operating expenses for the period and the means of financing them. The budget is prepared on a basis, which is consistent with modified accrual basis, not necessarily in accordance with generally accepted accounting principles. The budget amounts presented in the supplementary information are as originally adopted, unless subsequently amended, by the District's Board of Supervisors.

These amounts are reconciled from the modified accrual budget basis to a basis in accordance with generally accepted accounting principles. Budgetary control is established by the District through the appropriated budget.

Cash and Investments

For purposes of the statements of cash flows, the District considers all highly liquid investments (including restricted cash assets) with a maturity of three months or less when purchased to be cash equivalents. In addition, the District's investment in the Local Government Surplus Funds Trust Fund (labeled as Florida PRIME) Investment Pool is considered a cash equivalent and is reported as such on the statement of net position. The investment in the Florida PRIME fund is recorded at a stable net asset value (NAV) per share, which approximates the fair value of the investment.

The District categorizes its fair value measurement within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair values of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

**NOTE 1 REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)**

Summary of Significant Accounting Policies (Continued)

Cash and Investments (Continued)

Investments held by the District at September 30, 2020 in First American Government Obligations Fund is considered a cash equivalent and is reported as such on the statement of net position. Investments in Money market funds and short-term investments in the First American Government Obligation Fund are recorded at the amortized cost.

Restricted Cash and Cash Equivalents

Restricted cash and cash equivalents consist of amounts set aside by the District for debt service, capital improvements, deferred maintenance, emergencies and other projects.

Accounts Receivable

Accounts receivable is carried at the original charge amount less an estimate made for doubtful receivables. An account receivable is considered to be past due if any portion of the receivable balance is outstanding for more than 30 days.

Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience, adjusted for the current economic climate. Accounts receivable are written off when deemed uncollectible.

Inventories

Inventories consist of restaurant food, beverage and pro shop merchandise and are valued at the lower of cost (using the last cost paid or average weighted cost method) or net realizable value.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

**NOTE 1 REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)**

Summary of Significant Accounting Policies (Continued)

Capital Assets

Property, plant, and equipment are recorded at costs or estimated historical cost. The threshold for capitalization is \$5,000. Depreciation is calculated using the straight-line method over the estimated useful lives of the related assets. The ranges of the useful lives are as follows

Assets	Years
Clubhouse	30
Pool and Related Amenities	30
Golf Course	30
Common lot Irrigation System	15 to 30
Tennis and Shuffleboard Courts	30
Fixtures and Equipment	15 to 30

The costs of normal maintenance and repairs which do not add to the value of the asset or materially extend assets lives are not capitalized. The District capitalized major expenditures for additions and improvements. Expenditures for maintenance and repairs are charged to expense as incurred.

Deferred Outflows of Resources Related to Refunding Bonds

The difference between the reacquisition price (new debt) and the net carrying value of the old debt on refunded debt transactions is recorded as a deferred outflow of resources and recognized as a component of expense using the effective interest method over the shorter of the remaining life of the old debt or the new debt.

Bond Premium, Discount and Prepaid Bond Insurance Costs

Bond premium, discount and prepaid bond insurance costs are amortized over the life of the bonds using the effective interest method. Special assessment bonds payable are shown net of unamortized premium or discount whereas prepaid bond insurance costs are recorded as other assets.

Unearned Revenue

Unearned revenue represents payments received by the District prior to September 30, 2020, for amounts to be recognized as revenues during future periods. The unearned revenue consists primarily of prepaid assessments and golf club dues and fees.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

**NOTE 1 REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)**

Summary of Significant Accounting Policies (Continued)

Net Position

Net position is categorized as net investment in capital assets, restricted and unrestricted. Net investment in capital assets represents the difference between the cost of capital assets, less accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Restriction of net position indicates amounts that are limited for a specific purpose. Restricted for debt service indicates that portion which has been set aside for future debt service payments. Restricted for capital improvements and maintenance indicates that portion of net position which has been set aside for future capital improvements. Unrestricted net position indicates that portion which is available for budgeting in future periods.

Revenue and Expenses

Operating Revenues and Expenses

Operating revenues and expenses are those that result from providing and delivering goods and/or services. It also includes all revenue and expenses not related to financing or investing activities.

Nonoperating Revenues and Expenses

Nonoperating revenues and expenses represent revenue and expense items that are not incurred from the normal user activity of the District. This classification primarily includes revenue received from investments, interest, capital reserve assignments, capital assessments and deferred maintenance assessments.

Risk Management

The District is exposed to various risks of loss related to torts; theft, damage, and destruction of assets; errors and omissions; and natural disasters. Insurance coverage for such losses is purchased from third-party carriers. Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. There was no such type of occurrence during fiscal 2020. There have been no significant reductions in insurance coverage from the prior year and the amount of settlements, if any, have not exceeded insurance coverage in any of the past three fiscal years.

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

**NOTE 1 REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)**

Implementation of GASB Statements

As of October 1, 2019, the District adopted GASB Statement No. 88, Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements. The implementation of this standard is to improve the information that is disclosed on the notes to the financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. As of September 30, 2020 the District did not have any direct borrowings and direct placement debt.

GASB Statement No. 89, Accounting for Interest Cost Incurred before the End of a Construction Period, is effective for reporting periods beginning after December 15, 2020. The District has decided to implement this statement early on October 1, 2019 and provisions will be applied going forward. The statement establishes accounting requirements for interest costs incurred before the end of a construction period. This statement requires that such interest costs will be recognized as an expense in the period in which the cost is incurred. As a result, the interest cost incurred before the end of the construction period will not be included in the historical cost of capital assets reported. The changes in this statement will improve financial reporting. The resulting information will enhance the comparability of information about capital assets and the cost of borrowing for reporting periods.

NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS

As of September 30, the District's cash and investments were as follows:

	2020
Deposits with Financial Institutions	\$ 648,161
Investments Considered as Cash Equivalents	17,048,076
Cash on Hand	200
Total	<u>\$ 17,696,437</u>
 Cash and Cash Equivalents	 \$ 634,829
Restricted Cash and Cash Equivalents	3,868,309
Restricted Cash Equivalents with Fiscal Agent	13,393,299
Total	<u>\$ 17,696,437</u>

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS (CONTINUED)

Deposits

Custodial credit risk is the risk that, in the event of a bank failure, the District's deposits may not be returned to it. In accordance with its policy, all District depositories are banks designated by the Florida State Treasurer as qualified public depositories. Chapter 280 of the Florida Statutes, "Florida Security for Public Deposits Act," provides procedures for public depositories to ensure public monies in banks and saving and loans are collateralized with the Treasurer as agent for the public entities. Chapter 280 defines deposits as demand accounts, time deposit accounts, and nonnegotiable certificates of deposit.

Financial institutions qualifying as public depositories shall deposit with the Florida State Treasurer eligible collateral pursuant to the specific requirements provided in Chapter 280. The Public Deposit Security Trust Fund has a procedure to allocate and recover losses in the event of a default or insolvency. When public deposits are made in accordance with Chapter 280, no public depositor shall be liable for any loss thereof, and therefore the District is not exposed to custodial credit risk.

The amounts covered under Chapter 280 for the fiscal year ended September 30, 2020 was \$624,301 and amount not covered was \$31,850.

Investments

In accordance with its policy, the District is authorized to make investments in: direct obligations of the U.S. Treasury; interest-bearing time deposits or savings accounts in qualified public depositories; Certificate of Deposit Account Registry Service (CDARS); Securities and Exchange Commission registered money market funds with the Local Government Surplus Funds Trust Fund administered by the Florida State Board of Administration; and obligations of U.S. government agencies such as Federal Home Loan Banks, GNMA securities and Federal Land Banks. The District's bond resolutions provide similar limitations on authorized investment securities.

The Florida State Board of Administration Local Government Surplus Funds Trust Fund (Florida Prime) is not a registrant with the Securities and Exchange Commission (SEC); however, it meets all of the necessary criteria to elect to measure all of the investments at amortized cost. In accordance with these requirements, the method used to determine the participants' shares sold and redeemed is the amortized cost method. Amortized cost includes accrued income and is a method of calculating an investment's value by adjusting its acquisition cost for the amortization of discount or premium over the period from purchase to maturity. Florida Prime is governed by Chapter 19-7 of the Florida Administrative Code. These rules provide guidance and establish the general operating procedures for the administration of Florida Prime. Additionally, the Office of the Auditor General of the State of Florida performs the operational audit of the activities and investment of Florida Prime.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS (CONTINUED)

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District's investment policy limits investment maturities to 18 months as a means of managing its exposure to fair value losses arising from increasing interest rates.

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations of its debt type investments using the segmented time distribution model is as follows:

As of September 30, 2020:

<u>Investment Type</u>	<u>Amortized Cost</u>	<u>Investment Maturities</u>	
		<u>Less Than One Year</u>	<u>More Than One Year</u>
First American Government Obligation			
Fund CI D	\$ 13,393,299	\$ 13,393,299	\$ -
Florida Prime	3,654,777	3,654,777	-
Total	<u>\$ 17,048,076</u>	<u>\$ 17,048,076</u>	<u>\$ -</u>

Credit Risk

Generally, credit risk is the risk that an insurer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. State law limits investments in commercial paper to the top two ratings used by nationally recognized statistical rating organizations (NRSROs). The District's policy would not further limit its investment choices.

As of September 30, 2020 investments were rated as follows:

<u>Investment Type</u>	<u>Moody's Investor's Services</u>	<u>Standard & Poor's</u>
First American Government Obligation		
Fund CI Y	Aaa-mf	AAAm
Florida Prime	N/A	AAAm

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The District's investment policy does not limit investments in any one issuer.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS (CONTINUED)

Custodial Credit Risk

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The District's investment policy does not limit investment with any one counterparty.

In accordance with GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, Florida PRIME currently meets all of the necessary criteria to elect to measure all of the investments in Florida PRIME at amortized cost. Therefore, the District's participant account balance should also be considered the fair value of its investment and exempt from the GASB Statement No. 72, *Fair Value Measurement and Application*.

With regard to redemption gates, Chapter 218.409(8)(a), Florida Statutes, states that "The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days."

With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made. As of September 30, 2019, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100% of their account value.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

NOTE 3 RESTRICTED ASSETS

Assets were restricted for the following purposes at September 30:

	2020
Debt Service - Special Assessments Receivable	\$ 29,495,000
Restricted for Interest and Principal	620,031
Capital Improvements	14,465,993
Intermediate Capital Fund	753,662
Golf Course Special Improvement	424,577
Deferred Maintenance	365,136
Emergency Fund	431,452
Projects and Other	757
Total Restricted Assets	46,556,608
Less: Accrued Interest	(88,518)
Total Restricted Net Position	<u>\$ 46,468,090</u>

NOTE 4 CAPITAL ASSETS, NET

Capital asset activity for the year ended September 30 was as follows:

	Balance September 30, 2019	Additions	Deletions and Transfers	Balance September 30, 2020
Capital Assets, Not Being Depreciated:				
Land and Site Improvements	\$ 13,930,722	\$ -	\$ (359,458)	\$ 13,572,264
Work in Progress	1,279,927	465,501	(1,366,187)	379,241
Total Capital Assets, Not Being Depreciated	15,210,649	465,501	(1,724,645)	13,951,505
Capital Assets, Being Depreciated:				
Equipment on Capital Lease	1,705,443	111,318	(1,101,650)	715,109
Original Purchase	2,559,934	-	(10,702)	2,549,232
Equipment	2,430,799	38,369	418,421	2,887,589
Common Lot Irrigation System	1,895,232	18,589	468,226	2,382,047
Property and Improvements	8,146,209	10,635	1,741,143	9,897,987
Total Capital Assets Being Depreciated	16,737,617	178,909	1,515,436	18,431,984
Less Accumulated Depreciation for:				
Equipment on Capital Lease	1,336,062	130,034	(1,084,877)	373,219
Original Purchase	1,803,448	78,614	(9,959)	1,872,103
Equipment	1,467,930	117,565	689,108	2,274,603
Common Lot Irrigation System	1,144,280	110,514	202,981	1,457,755
Property and Improvements	5,339,797	495,673	6,831	5,842,501
Total Accumulated Depreciation	11,093,497	932,600	(205,916)	11,820,181
Total Capital Assets, Being Depreciated, Net	<u>5,844,120</u>	<u>(753,691)</u>	<u>1,721,354</u>	<u>6,811,783</u>
Total Capital Assets, Net	<u>\$ 20,854,769</u>	<u>\$ (288,190)</u>	<u>\$ (3,291)</u>	<u>\$ 20,563,288</u>

Work in progress totaling \$379,241 as of September 30, 2020 primarily included spending for the District's golf course renovation, 15 unplatted land development project and restaurant project.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

NOTE 5 SPECIAL ASSESSMENT BONDS

Bonds payable consisted of the following at September 30, 2020:

Description

Special Assessment Bonds

\$29,495,000 Series 2020 bonds, maturing serially through 2050, interest at 2.50% to 3.00%, collateralized by the pledged revenues of special assessments levied against benefited property owners, payable November 1 and May 1, respectively.

\$ 29,495,000

The following is a summary of changes in bond payable for the fiscal year ended September 30, 2020:

Bonds Payable at October 1, 2019	\$ 18,255,000
Principal Retired	(18,255,000)
Debt Issues	<u>29,495,000</u>
Bonds Payable at September 30, 2020	29,495,000
Add: Unamortized Premium	<u>2,091,929</u>
Bonds Payable at September 30, 2020, Net	31,586,929
Less: Amount Recorded as Current Liability	<u>(875,000)</u>
Total	<u>\$ 30,711,929</u>

At September 30, 2020, the scheduled future debt service requirements on the District's outstanding Bonds are as follows:

<u>Year Ending September 30,</u>	<u>Bonds</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 875,000	\$ 619,829	\$ 1,494,829
2022	895,000	888,800	1,783,800
2023	920,000	866,225	1,786,225
2024	940,000	843,225	1,783,225
2025	965,000	819,725	1,784,725
2026-2030	5,210,000	3,724,125	8,934,125
2031-2035	5,980,000	3,002,150	8,982,150
2036-2040	4,235,000	2,197,125	6,432,125
2041-2045	4,280,000	1,570,200	5,850,200
2046-2050	5,215,000	642,800	5,857,800
Total	<u>29,495,000</u>	<u>\$ 15,173,804</u>	<u>\$ 44,668,804</u>
Less: Unamortized Premium	2,091,929		
Total	<u>\$ 31,586,929</u>		

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

NOTE 5 SPECIAL ASSESSMENT BONDS (CONTINUED)

Significant Bond Provisions

The District is to levy special assessments, pursuant to Section 197.3632 of the Florida Statutes, to the assessment rolls approved by resolutions of the District. The collections of such assessments are to be accounted for and applied to the debt service of the bond series for which they were levied. The District covenants permit it to levy special assessments in annual amounts adequate to provide for payment of principal and interest on the bonds. However, payment of principal and interest on the bonds is dependent on the money available in the Debt Service Accounts and the District's ability to collect special assessments levied.

The Bonds are subject to mandatory redemption at par on a schedule of annual redemptions. The District may redeem the Bonds at par prior to scheduled maturity from the proceeds of any assessments prepaid in full or monies received as a result of condemnation or destruction of the project. The Indenture provides for a Bond Revenue Fund, which shall be held by the Trustee, separate and apart from all other funds for the purpose of depositing special assessment collections.

NOTE 6 CURRENT-YEAR REFUNDING OF DEBT

In August 2020, the District issued \$29,495,000 in Series 2020 Special Assessment Bonds with fixed interest rates of 2.50% - 3.00%. The proceeds were used to provide additional funding for several new projects and refund the outstanding principal amount of the Series 2006 Special Assessment Bonds that were issued to refund the Series 1999 Special Assessment Bonds and complete several projects. The maturity date of the issued debt was extended from 2036 to 2050. The refunding portion provided a net present value savings of \$2.2 million to the District's taxpayers over the lifetime of the debt issue. Issuance costs of \$683,463 were paid from accumulated debt service funds and proceeds.

NOTE 7 SPECIAL ASSESSMENTS

The District levied an operating special assessment for the fiscal year ended September 30, 2020. The assessment levied upon the taxable property for the fiscal year ended September 30, 2020 was \$1,294 per unit.

In August 2006, the District levied debt service special assessments in the amount of \$26,040,000, relating to the Series 2006 Bonds. The Series 2006 Bond special assessments became part of the Series 2020 Bonds when the Series 2006 Bonds were refunded in August 2020.

In August 2020, the District levied debt service special assessments in the amount of \$29,495,000, relating to the Series 2020 Bonds. The Series 2020 Bond special assessments outstanding as of September 30, 2020 totaled \$29,495,000.

The annual installment of special assessment for debt service are levied on October 1 of each year, after formal adoption of the District's budget, and are due and payable upon receipt of the notice of levy. The Lee County, Florida Tax Collector's office bills and collects debt service special assessments on behalf of the District.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

NOTE 8 LEASES

The District has entered into lease agreements as lessee for the financing the acquisition of various equipment. The lease agreements qualify as capital leases for accounting purposes and have been recorded at the present values of the future minimum lease payments as of the date of their inception. Equipment capitalized under such leases had an original cost of \$715,109 and accumulated depreciation of \$373,219 at September 30, 2020. The minimum annual lease payments for these capital leases are as follows:

<u>Year Ending September 30.</u>	<u>Amount</u>
2021	\$ 122,524
2022	93,539
2023	51,229
2024	23,749
Total Minimum Lease Payments	291,041
Less: Amount Representing Interest	(21,835)
Present Value of Future Lease Payments	<u>\$ 269,206</u>

The District leases equipment under noncancelable operating leases, which expire through December 2024. Total expenses for these operating leases were approximately \$67,000 for the year ended September 30, 2020. The minimum rental commitment for these leases is as follows:

<u>Year Ending September 30.</u>	<u>Amount</u>
2021	\$ 75,153
2022	51,242
2023	37,224
2024	19,367
2025	1,286
Total	<u>\$ 184,272</u>

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

NOTE 9 EMPLOYEE BENEFIT PLAN

Effective October 1, 2004 the District implemented a 401(k) retirement plan, the Herons Glen Recreation District Retirement Savings Plan, a defined contribution pension plan, for the benefit of its employees. The plan is for all employees who meet certain eligibility provisions and is administered through the Professional Employment Organization. District contributions to the plan are discretionary. The employer contributions to the Plan for the fiscal year ended September 30, 2020 were \$28,409. Employee contributions were \$64,159 for the fiscal year ended September 30, 2020. The District has reserved the right to establish and amend all plan provisions. The contribution requirements of plan members and the District are established and may be amended by the District.

NOTE 10 CONSTRUCTION COMMITMENTS

The District's outstanding construction commitments as of September 30, 2020, are as follows:

<u>Project</u>	<u>Total Contract</u>	<u>Spent to Date</u>	<u>Remaining</u>
15 Unplatted DR Horton Lots Project #4	\$ 110,000	\$ 96,719	\$ 13,281
Storage Building Bond Project #2	44,285	21,735	22,550
CLIS Bond Project #3	46,339	42,074	4,265
Clubhouse Improvements Bond Project #9	7,500	3,795	3,705
Golf Course Renovation Bond Project #5	592,428	199,667	392,761
	<u>\$ 800,552</u>	<u>\$ 363,990</u>	<u>\$ 436,562</u>

NOTE 11 OTHER POSTEMPLOYMENT BENEFITS

In accordance with Section 112.0801, Florida Statutes, if the District provides insurance plans to employees of the District and their eligible dependents, the District is also required to provide retirees the opportunity to participate in the group employee health plan. For purposes of Section 112.0801, "retiree" means any officer or employee who retires under a state retirement system or a state optional annuity or retirement program or is placed on disability retirement and who begins receiving retirement benefits immediately after retirement from employment. The District does not offer a retirement plan under a state retirement system or a state optional annuity or retirement program. Therefore, the District is not required to allow retired employees to continue to participate in the District's insurance plans upon retirement. Consequently, there is no OPEB liability for the District at September 30, 2020.

**HERONS GLEN RECREATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020**

NOTE 12 SUBSEQUENT EVENT

In January 2021 the District sold the 15 unplatted lots within the District to a developer for \$10. As of September 30, 2020 the 15 unplatted lots were included as capital assets under the classification of land with a value of \$106,773. In addition, there was \$99,719 included as work in progress for land development associated with the 15 unplatted lots. The work in progress amounts were related to cost to obtain the required approvals needed prior to the sale.

NOTE 13 CONTINGENCY

During the fiscal year, the World Health Organization declared the spread of Coronavirus Disease (COVID-19) a worldwide pandemic. The COVID-19 pandemic is having significant effects on global markets, supply chains, businesses, and communities. Specific to the District, COVID-19 may impact various parts of its 2021 operations and financial results. Management believes the District is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 is unknown and cannot be reasonably estimated as events associated with the pandemic continue to develop.

**HERONS GLEN RECREATION DISTRICT
SCHEDULE OF REVENUES AND EXPENSES
NON-GAAP BUDGETARY BASIS AND ACTUAL
YEAR ENDED SEPTEMBER 30, 2020**

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
REVENUES				
Operating Revenues:				
Operating Assessments	\$ 2,032,088	\$ 2,032,088	\$ 2,035,284	\$ 3,188
Members Fees	1,338,502	1,338,502	1,419,750	81,248
Other users Fees	403,680	403,680	348,389	(57,291)
Other	1,502,764	1,502,784	1,172,781	(330,003)
Net Operating Revenues	5,277,022	5,277,022	4,974,144	(302,878)
Nonoperating Revenues:				
Investment Earnings	43,400	43,400	54,556	11,156
Capital Reserve Assessment and New Owner Capital Fees	426,820	426,820	655,370	228,750
Special Capital Reserve Assessment - Fitness Center	-	-	170,499	170,499
Deferred Maintenance Assessment	339,240	339,240	339,240	-
Capital Contributions	-	13,897,085	11,983,137	(1,913,958)
Total Nonoperating Revenues	809,260	14,706,355	13,202,802	(1,503,553)
Total Revenues	6,086,282	19,983,377	18,176,946	(1,806,431)
EXPENSES				
Operating Expenses:				
Salaries and Wages	2,643,255	2,643,255	2,444,711	(198,544)
Operating Supplies	841,489	841,489	850,248	8,759
Cost of Sales	543,948	543,948	488,134	(77,814)
General and Administrative	308,807	308,807	285,309	(43,498)
Utilities	321,038	321,038	298,402	(22,636)
Repair and Maintenance	483,150	483,150	343,022	(140,128)
Professional Fees	122,889	122,889	147,770	25,081
Insurance	170,586	170,586	164,922	(5,664)
Other Contractual Services	195,848	195,848	195,377	(271)
Rentals and Leases	209,528	209,528	69,757	(139,771)
Office Expense and Other Miscellaneous	51,037	51,037	45,580	(5,457)
Total Operating Expenses	5,891,155	5,891,155	5,091,232	(599,923)
Capital Outlay	178,395	581,430	844,410	62,980
Bond Issuance Costs	-	942,251	683,483	(258,768)
Total Expenses	5,869,550	7,214,836	6,419,105	(795,731)
CHANGE IN NET POSITION	\$ 216,732	\$ 12,768,541	\$ 11,757,841	\$ (1,010,700)
RECONCILIATION OF BUDGETARY BASIS TO GAAP				
Change in Net Position - Budgetary Basis	\$ 11,757,841			
Add: Capital Expenditures	844,410			
Special Assessment Interest	890,324			
Miscellaneous Other Nonoperating Income	102,634			
Less: Depreciation	(932,600)			
Interest Expense and Bond Related Amortization	(843,570)			
Loss on Disposal of Capital Assets	3,311			
Tax Collector Commissions and Discounts	(84,558)			
CHANGE IN NET POSITION - GAAP	\$ 11,557,792			



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Supervisors
Herons Glen Recreation District
North Fort Myers, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Herons Glen Recreation District (the District), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 15, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described below, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in *internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and responses as items 2020-001 and 2020-005 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described schedule of findings and responses as item 2020-002 to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as items 2020-003 and 2020-004.

The District's Responses to Findings

The District's responses to the findings identified in our audit are described in the accompanying letter of management responses. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

Fort Myers, Florida
February 15, 2021

**HERONS GLEN RECREATION DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED SEPTEMBER 30, 2020**

2020-001 Annual Financial Reporting Under Generally Accepted Accounting Principles

Type of Finding: Material Weakness in Internal Control over Financial Reporting

Criteria

Management is responsible for establishing and maintaining internal controls and for the fair presentation of the financial statements including the related disclosures, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Condition

The District does not have an internal control policy in place over annual financial reporting that would enable management to ensure its annual financial statements and related note disclosures are complete and presented in accordance with U.S. GAAP.

Cause

The District has contracted with the audit firm to prepare the annual financial statements and related note disclosures. However, they have reviewed and approved the annual financial statements and the related note disclosures.

Effect

The potential exists that a material misstatement of the annual financial statements could occur and not be prevented or detected by the entity's internal controls.

Repeat Finding

No.

Recommendation

Management should continue to evaluate their internal staff capacity to determine if an internal control policy over the annual financial reporting is beneficial.

Views of Responsible Officials and Planned Corrective Actions

Internal controls remain a challenge due to our current staffing. However, our intention is to fill our currently open Assistant Controller position with someone, preferable with government experience, who will prepare the general ledger reconciliations and payroll accrual and have the Controller review and sign off as more of a top-level position. Currently, the Controller prepares the bank reconciliations and creates and posts month end manual journal entries and the Board Treasurer reviews and signs off. We have plans to update our Internal Controls Policy during the summer months, possibly enlisting an outside firm to assist with this process.

The Controller will be researching the Government Finance Officers Association (GFOA) and plans to take advantage of the continuing education available from both the GFOA and the CLA Website.

Target date: September 30, 2021

**HERONS GLEN RECREATION DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED SEPTEMBER 30, 2020**

2020-002 – Accounting for Leases

Type of Finding: Significant Deficiency In Internal Control over Financial Reporting

Criteria

When a lease is a capital lease, GASBS No. 62, paragraph 216, requires the transaction to be treated as if the government purchased the asset and is financing it over the term of the lease. Capital lease treatment is required if the lease has at least one of the following characteristics described in GASBS No. 62, paragraph 213:

1. It passes title to the lessee by the end of the lease term.
2. It contains a bargain purchase option.
3. The lease term is at least 75% of the asset's estimated economic life.
4. The present value of the minimum lease payments at the beginning of the lease term is at least 90% of the asset's fair value.

Condition

During our review of the operating lease schedule provided we noticed ice machine leases that met the requirement for treatment as a capital lease due to the present value of minimum lease payments exceeding 90% of the assets fair value.

Cause

The District has not been assessing all new leases for proper treatment as capital vs. operating.

Effect

Balances of capital assets are understated; liabilities are understated, and expenses are overstated.

Repeat Finding

No.

Recommendation

We recommend the District assign an employee to review all new leases to determine if the lease meets the criteria to be recorded as a capital lease.

Views of Responsible Officials and Planned Corrective Actions

The Finance Advisory Committee Charter was amended last year to include the review of new leases prior to Board approval. As part of this process, the Controller compiles information regarding the requested lease to provide to the Finance Advisory Committee to review. In the future, the Controller will include with this information an analysis based on GASB No. 62, paragraph 213 to determine whether the lease meets the criteria of a capital lease or if it can be considered an operating lease.

The Clubhouse Maintenance Manager is in the process of analyzing the benefits of the current ice machine leases versus purchasing the equipment. He is working with the vendor to determine the cost of the actual lease portion of the equipment separate from the repairs and maintenance portion.

Target date: May 31, 2021

**HERONS GLEN RECREATION DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED SEPTEMBER 30, 2020**

2020-003 Florida Statute Chapter 280

Type of Finding: Compliance and Other Matters

Criteria

Florida Statute Chapter 280.17(2)(b): Execute a form prescribed by the Chief Financial Officer for identification of each public deposit account and obtain acknowledgment of receipt on the form from the qualified public depository at the time of opening the account. Such public deposit identification and acknowledgment form shall be replaced with a current form as required in Subsection (3). A public deposit account existing before July 1, 1998, must have a form completed before September 30, 1998.

Florida Statute Chapter 280.17(2)(c): Maintain the current public deposit identification and acknowledgment form as a valuable record. Such form is mandatory for filing a claim with the Chief Financial Officer upon default or insolvency of a qualified public depository.

Condition

The FineMark Capital Checking and the FineMark Deferred Checking accounts did not have DFS-J1-1295 forms obtained when the accounts were opened and as of September 30, 2020 no DFS-J1-1295 had been obtained for these accounts.

Cause

Management was not aware that each account must have a separate DFS-J1-1295 form.

Effect

The deposit accounts are not covered under Florida Statute 280 in the event the bank fails.

Repeat Finding

No.

Recommendation

The District should obtain the required DFS-J1-1295 forms.

Views of Responsible Officials and Planned Corrective Actions

The District has obtained the required DFS-J2 1295 forms for all accounts currently held at qualified public depositories. This process will be included in the updated Internal Controls Policy for any future new accounts.

Target Date: September 30, 2021

**HERONS GLEN RECREATION DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED SEPTEMBER 30, 2020**

2020-004 Florida Statute Chapter 218.415

Type of Finding: Compliance and Other Matters

Criteria

When the District elects to adopt a written investment policy, the policy is required to follow Florida Statute Chapter 218.415(1)-(16)

Condition

The adopted investment policy of the District does not address Sections 218.415(2)-(4) and 218.415(7)-(15).

Cause

The investment policy has not been updated since May 28, 2008 and has not been compared to the requirement of Florida Statute Chapter 218.415.

Effect

The District is not in compliance with Florida Statute Chapter 218.415.

Repeat Finding

No.

Recommendation

We recommend the District update the investment policy to include the necessary section required by Florida Statute Chapter 218.415.

In the event the District finds adopting an investment policy this detailed is not appropriate, Florida Statute Chapter 218.415 Section (17) does allow for the District to elect not to adopt a written investment policy. For a unit of local government who elects not to adopt a written investment policy Florida Statute Chapter 218.415 Section (17) lists those investments that are allowable.

Views of Responsible Officials and Planned Corrective Actions

Management will request the Finance Advisory Committee to review the Investment Policy and make recommendations to the Board to update the policy accordingly. Any recommended change will be included in the District's policy published on our Website.

Target Date: March 31, 2021

**HERONS GLEN RECREATION DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED SEPTEMBER 30, 2020**

2020-005 Capital Asset Depreciation Schedule

Type of Finding: Material Weakness in Internal Control over Financial Reporting

Criteria

The depreciation schedules should be reconciled to the trial balance amounts at least annually. In addition, the depreciation schedule and trial balance should agree to the financial statement note disclosures.

Condition

During our procedures over capital assets we could not agree the financial statement note disclosure category balances to the trial balance accounts or the depreciation schedule asset classifications. Material adjustments were necessary to reconcile the subledger to the financial statements.

Cause

Through the years new trial balance accounts have been added that relate to certain projects and include more than one asset class. There has not been a schedule maintained to break out the trial balance amounts by class in order to agree them to the depreciation schedule. The depreciation schedule has also not been reviewed and reconciled to the financial statement disclosures.

Effect

Without accurate capital asset information by asset class, the balances, additions and disposals in the notes to the financial statements could be misstated.

Repeat Finding

No.

Recommendation

After the difficulty reconciling capital asset amounts, the District worked with the auditors at year-end to develop a reconciliation based on the depreciation schedule and discussed what changes need to be made in fiscal 2021 in the depreciation software to include assets in the correct class. We recommend the District update the depreciation software as discussed. In addition, the District should review the trial balance accounts and make the necessary adjustments to the accounts and account balances so they can be reconciled to the depreciation schedule assets. Going forward the district should reconcile the trial balance amounts with the depreciation schedule to verify additions and disposal are properly recorded to the correct class of asset.

**HERONS GLEN RECREATION DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED SEPTEMBER 30, 2020**

2020-005 Capital Asset Depreciation Schedule (Continued)

Views of Responsible Officials and Planned Corrective Actions

The District is in the process of obtaining the service of an outside consultant to aid in the conversion of our fixed assets software from the Jonas Management System to Thompson Reuter CS Professional Suite fixed assets program. The District has already purchased the new software.

The Controller intends to bring before the Board a plan to combine the fixed asset accounts in the general ledger to match the depreciation schedule and the audited financial statements using the reconciliation the auditors provided.

A detailed listing of fixed assets categories will be included in the Internal Controls Policy to insure the addition of future fixed assets are recorded properly.

Target Date: August 31, 2021



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MANAGEMENT LETTER

**Board of Supervisors
Herons Glen Recreation District
North Fort Myers, Florida**

Report on the Financial Statements

We have audited the financial statements of the Herons Glen Recreation District (the District) as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated February 15, 2021.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated February 15, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no recommendations made in the preceding financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The District discloses this information in the notes to the financial statements.

Financial Condition and Management

Section 10.554(1)(l)5.a. and 10.556(7), Rules of the Auditor General, require that we apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(l)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(l)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we noted several indicators that were unfavorable. Most of these indicators relate to the net operating loss of the District and the negative unrestricted net position balance. While this is not necessarily an indicator of deteriorating financial condition, it is of concern. We recommend the District monitor this situation and take corrective action if it is anticipated that unrestricted cash balances and operating revenues will not cover operating expenditures.

Special District Component Units

Section 10.554(1)(l)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. The District does not have any special district component units.

Additional Matters

Section 10.554(1)(l)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the board of supervisors, and applicable management, and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Fort Myers, Florida
February 15, 2021



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INDEPENDENT ACCOUNTANTS' REPORT

**Board of Supervisors
Herons Glen Recreation District
North Fort Myers, Florida**

We have examined the Herons Glen Recreation District's (the District) compliance with Section 218.415, Florida Statutes, regarding the investment of public funds during the year ended September 30, 2020. Management is responsible for the District's compliance with the specified requirements. Our responsibility is to express an opinion on the District's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the District's compliance with specified requirements.

Our examination disclosed instances of material noncompliance with Section 218.415, Florida Statutes, regarding the investment of public funds during the year ended September 30, 2020. The instances of material noncompliance are detailed in the attached Schedule of Findings.

In our opinion, except for the material noncompliance described in the preceding paragraph, the District complied, in all material respects, with Section 218.415, Florida Statutes, regarding the investment of public funds during the year ended September 30, 2020.

This report is intended solely for the information and use of the District and the Auditor General, State of Florida and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

**Fort Myers, Florida
February 15, 2021**

**HERONS GLEN RECREATION DISTRICT
SCHEDULE OF FINDINGS
YEAR ENDED SEPTEMBER 30, 2020**

Finding 2020-004 Florida Statute Chapter 218.415

We reviewed the District's investment policy during the fiscal year ended September 30, 2020, to determine it contained all the required elements under Florida Statute Chapter 218.415. We noted the District's investment policy did not contain the required sections as noted below.

- 218.415(2) – The investment policy shall describe the investment objectives of the unit of local government. Investment objectives shall include safety of capital, liquidity of funds, and investment income, in that order.
- 218.415(3) – The investment policy shall specify performance measures as are appropriate for the nature and size of the public funds within the custody of the unit of local government.
- 218.415(4) – The investment policy shall describe the level of prudence and ethical standards to be followed by the unit of local government in carrying out its investment activities with respect to funds described in this section. The unit of local government shall adopt the Prudent Person Rule, which states that: "Investments should be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment."
- 218.415(7) – The investment policy shall establish guidelines for investments and limits on security issues, issuers, and maturities. Such guidelines shall be commensurate with the nature and size of the public funds within the custody of the unit of local government.
- 218.415(8) – The investment policy shall provide for appropriate diversification of the investment portfolio. Investments held should be diversified to the extent practicable to control the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which financial instruments are bought and sold. Diversification strategies within the established guidelines shall be reviewed and revised periodically, as deemed necessary by the appropriate management staff.
- 218.415(9) – The investment policy should specify the authorized securities dealers, issuers, and banks from whom the unit of local government may purchase securities.
- 218.415(10) – The investment policy shall provide appropriate arrangements for the holding of assets of the unit of local government. Securities should be held with a third party; and all securities purchased by, and all collateral obtained by, the unit of local government should be properly designated as an asset of the unit of local government. No withdrawal of securities, in whole or in part, shall be made from safekeeping, except by an authorized staff member of the unit of local government. Securities transactions between a broker-dealer and the custodian involving purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction.

**HERONS GLEN RECREATION DISTRICT
SCHEDULE OF FINDINGS
YEAR ENDED SEPTEMBER 30, 2020**

- 218.415(11) – The investment policy shall require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the Master Repurchase Agreement. All repurchase agreement transactions shall adhere to the requirements of the Master Repurchase Agreement.
- 218.415(12) – The investment policy shall require that the unit of local government's staff determine the approximate maturity date based on cash-flow needs and market conditions, analyze and select one or more optimal types of investment, and competitively bid the security in question when feasible and appropriate. Except as otherwise required by law, the bid deemed to best meet the investment objectives specified in Subsection (2) must be selected.
- 218.415(13) – The investment policy shall provide for a system of internal controls and operational procedures. The unit of local government's officials responsible for making investment decisions or chief financial officer shall establish a system of internal controls which shall be in writing and made a part of the governmental entity's operational procedures. The investment policy shall provide for review of such controls by independent auditors as part of any financial audit periodically required of the unit of local government. The internal controls should be designed to prevent losses of funds which might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the unit of local government.
- 218.415(14) – The investment policy shall provide for the continuing education of the unit of local government's officials responsible for making investment decisions or chief financial officer. Such officials must annually complete 8 hours of continuing education in subjects or courses of study related to investment practices and products.
- 218.415(15) – The investment policy shall provide for appropriate annual or more frequent reporting of investment activities. To that end, the governmental entity's officials responsible for making investment decisions or chief financial officer shall prepare periodic reports for submission to the legislative and governing body of the unit of local government, which shall include securities in the portfolio by class or type, book value, income earned, and market value as of the report date. Such reports shall be available to the public.

Recommendation

We recommend the District update the investment policy to include the necessary section required by Florida Statute Chapter 218.415.

In the event the District finds adopting an investment policy this detailed is not appropriate, Florida Statute Chapter 218.415 Section (17) does allow for the District to elect not to adopt a written investment policy. For a unit of local government who elects not to adopt a written investment policy Florida Statute Chapter 218.415 Section (17) lists those investments that are allowable.

Views of Responsible Officials:

Management will request the Finance Advisory Committee to review the Investment Policy and make recommendations to the Board to update the policy accordingly. Any recommended change will be included in the District's policy published on our Website.

Target Date: March 31, 2021

Attachment

~B~

HGRD Finance Advisory Committee

Recommendations

February 15, 2021

1. Emergency Fund. Change to "Uninsured Losses Reserve Fund".

a. Change name on Fund Balance Sheet

b. Change HGRD Policy. VI. Financial Policies C.4, Delete phrase emergency reserves and name Uninsured Losses Reserve.

2. Intermediate Capital Fund. Change to Long Term Capital Reserve Fund.

3. Investment Policy. Delete detailed written investment policy. Change title to Investments.

1. Investments

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

4. Capitalization Policy. Add the following to D. Capital Projects/Asset Policy.

D. Capital Projects/Asset Policy

1. All tangible personal property with a value of \$5,000 or more and having a projected useful life of ~~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.~~

Deleted: one year or more

Deleted: Attractive I

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5. V. Financial Policies. Section C should be rewritten as follows

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, management shall adjust the account and advise the Board of Supervisors of the adjustment.

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.

8. 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. ~~For capital~~ assets that need to be replaced before their useful life has been completed.

~~Deleted: expenses f~~

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.

Attachment

~C~

Hérons Glen Recreation District
DEPARTMENTAL INCOME STATEMENT Jan 31, 2021
00 - Administration

Actual	This Mth	Variance	Actual Same		Actual Year	YTD	Variance	Actual YTD
This Month	Budget	Favorable / (Unfavorable)	Mth Last Yr		To Date	Budget	Favorable / (Unfavorable)	Last Yr
				Income				
68,746	68,746	0	57,808	ASSESSMENTS, BASE	314,948	314,948	0	266,730
0	21,640	(21,640)	23,154	CONCERT SERIES REVENUE	0	21,640	(21,640)	23,154
1,362	1,362	0	1,323	HOA ACCOUNTING INCOME	5,449	5,449	0	5,290
538	2,000	(1,462)	5,474	INTEREST INCOME	2,694	8,000	(5,306)	22,376
786	1,000	(214)	938	LATE FEE/MEMBER INTEREST	2,445	2,800	(355)	2,742
2,993	8,746	(5,753)	3,597	MISCELLANEOUS OTHER INCOME	18,565	20,702	(2,136)	14,301
74,425	103,493	(29,069)	92,294	TOTAL Income	344,102	373,539	(29,437)	334,593
74,425	103,493	(29,069)	92,294	Gross Profit Margin	344,102	373,539	(29,437)	334,593
				Expenses				
25,579	32,331	6,752	31,753	PAYROLL	117,215	162,974	45,759	129,343
130	0	(130)	118	PAYROLL, O.T.	458	0	(458)	377
5,068	5,510	442	5,776	PAYROLL TAXES & FEES	17,543	22,828	5,285	19,143
5,455	5,800	346	6,296	PAYROLL BENEFITS	24,620	24,577	(43)	21,895
0	21,590	21,590	21,152	CONCERT SERIES EXPENSES	0	23,740	23,740	22,085
0	350	350	141	AED TRAINING & SUPPLIES	1,275	425	(850)	4,211
145	175	30	131	COMPLIMENTARY MEALS	486	700	214	402
4,653	5,663	1,011	4,474	COMPUTER SUPPORT	18,756	22,756	4,000	17,911
(10,504)	0	10,504	0	Contingency	10,010	18,634	8,624	18,634
0	90	90	170	CONTINUING EDUCATION	0	2,055	2,055	1,945
415	35	(380)	135	DUES & SUBSCRIPTIONS	1,550	1,366	(184)	1,070
1,298	1,518	220	1,379	ELECTRIC (ALLOCATION)	5,099	5,663	565	5,462
110	50	(60)	0	EMPLOYEE APPRECIATION	5,346	5,200	(146)	4,881
0	175	175	11	GRATIS FOOD/BEV	77	450	373	211
2,071	2,330	259	2,096	INSURANCE (ALLOCATION)	8,283	9,320	1,037	8,385
0	0	0	0	LICENSES & TAXES	1,373	1,345	(28)	1,299
902	1,500	598	2,101	BANK CHARGES	2,039	4,750	2,711	5,269
1,261	1,202	(59)	1,195	OFFICE EQUIPMENT	6,382	6,545	163	7,311
279	750	471	732	OFFICE SUPPLIES	2,425	3,000	575	3,323
(15)	500	515	500	POSTAGE	1,491	2,000	509	2,011
6,866	22,665	15,799	10,420	PROFESSIONAL FEES	48,244	49,400	1,156	48,585
0	0	0	0	HGRD SOCIAL EVENTS / MEMBER RELATIONS	0	700	700	520
0	0	0	0	SERVICE CONTRACTS	0	0	0	35
299	400	101	348	TELEPHONE (ALLOCATION)	1,195	1,600	405	1,409
0	445	445	71	TRAVEL	0	2,535	2,535	1,840
0	300	300	0	UNIFORM	0	600	600	0
77	113	36	111	WATER (ALLOCATION)	236	375	139	370
44,089	103,493	59,405	89,111	TOTAL Expenses	274,103	373,539	99,435	327,927
30,336	0	30,336	3,184	Net Income/(Loss)	69,998	0	69,998	6,666

**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
March 5, 2021, 9:00 AM., 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. **UPDATE ON BOND PROJECTS**
 - 1. Bathroom at Driving Range
 - 2. Storage Building
 - 3. Bocce and Sports Complex
 - 4. Pool Deck Expansion & Partial Awning
 - 5. Golf Course Renovation
 - 6. Residential Irrigation, CLIS Update
- IV. **ANY OTHER BUSINESS TO COME BEFORE THE BOARD**
- V. **RESIDENT COMMENTS**
- VI. **UPCOMING WORKSHOP/MEETINGS**
 - A. Monday, March 15 - Long Range Planning Committee - 9:30 a.m. - Zoom
 - B. Monday, March 15 - Facilities & Amenities Committee - 2:30 p.m. - Zoom
 - C. Monday, March 22 - Board Workshop - 2:00 p.m. - Card Room C/Zoom
 - D. Thursday, March 25 - Golf Course Renovation Committee - 9:00 a.m. - Zoom
 - E. Thursday, March 25 - Board of Supervisors Meeting - 2:00 p.m. - Card Room C/Zoom
- VII. **ADJOURNMENT**

**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
March 5, 2021, 9:00 AM., Zoom & Card Room C
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener	X	Jim Ink, Engineer	X
Vice Chair Howard Young	X	Rich Small, Stultz	X
Treasurer Jayne Schwarz	X	GM J.B. Belknap	X
Secretary Mary Ann Polvinen	X	Controller Lynn Garcia	Absent
Asst Sec/Treas William Kulkoski	X	District Counsel Tom Hart	X
		Building Maint. Dan Parker	X
Residents	7	Board Sec. Karon Bennett	X

- I. **CALL TO ORDER** – Chair Don Misener opened the meeting at 9AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge of Allegiance.
- II. **ROLL CALL** - Board Secretary Karon Bennett called the roll (attendees are listed above).
- III. **UPDATE ON BOND PROJECTS** – The purpose of this meeting was to review preliminary layouts/designs for the Bond Projects. Jim Ink explained that the development orders have been submitted to the county in order to do the site work. He further explained that we will have two separate Limited Development Orders issued for our projects. The Golf Course will run on its own timeline and the other 5 projects will have one issue date with multiple completion dates for each of the 5 projects can be placed in service separately when complete. The next step is to obtain architectural drawings that allow building permits to be applied for. The Board may vote for next steps if there are significant changes

Restrooms at Driving Range – An architect is needed to lay out the plans of the restrooms at the driving range. Rich Small stated that the RFP's will go out next week to 3 or more architects. Jim Ink confirmed that two sides of the building would contain a restroom with 3 toilets, two sinks and 1 ADA sink. The air hose piping needs to be repaired and golf cart cleaning area will remain in place.

Storage Building – The next step on the 5,100 sq. ft. steel storage building is to finalize the drawings from Sheeley Architects and submit for permitting. Dan will address an elevated area for records storage from HGRD and HOA after completion.

Bocce and Sports Complex – Currently the facility has bocce ball courts on the east and shuffleboard courts on the west. After review, Jim Ink and the Champions decided to flip the courts in order to improve easement and sidewalk issues. The permit is being pursued under this scenario while knowing that if the costs are too great, the plan will revert to the original plan.

Rich Small mentioned that one of the biggest cost drivers in this configuration would be the cost of the shade structures. The look of the shade structure and pattern needs to be decided due to the fact that it runs through the entire project. Rich Small suggested on deciding the design concept before he provides the Board with the locations of examples of the canopies and awnings in the local area. He will set a meeting for next week to narrow the scope of options for structures.

Pool Deck Expansion & Partial Awning – Jim Ink reviewed plans for the pool deck expansion with what he described as a Mediterranean resort style pool and deck. The Board discussed the size of outside dining space and tables versus the pool chair space. Dan Parker advised that the pool needs a minimum of 75 deck chairs. He also noted that proper lighting on the pool desk is of significance for safety reasons. Due to capacity restraints the Board needs to see a table and chair layout before moving forward.

Pickleball – The addition of 2 regulation-sized pickleball courts and a shade structure was discussed. Lighting is not included in the plan at this time; although electrical is on site. Concerns of excessive heat after dusk and unnecessary lighting directed towards the homes along the courts arose; further discussion ensued. The Board agreed to move forward with lighting on two of the pickleball courts. Rich Small will explore the costs for the pickleball courts. Jim Ink will have a site plan in place by next week for the pool and pickleball courts, allowing Rich to get a landscaping budget out to bid.

Rich Small exited the meeting.

Golf Course Renovation – Chair Edinger advised the Board of a meeting concerning the addition of erosion control work on hole #6 into the renovation contract. The projected cost is between \$60K to \$70K. Whether the Board approves the additional lakeshore or not, the committee and management agreed to complete at least the 200 ft of the lakeshore work, the area adjacent to the green. Doing so would allow the lakeshore work to be done in the future without closing the golf course. An answer by April 1st would not impact completion of the golf course renovation. The surveyor will be out this week to re-stake property boundaries on the golf course.

Chair Edinger is confident that interactions between pickleball and the golf course renovation contracts will align well.

Jim Ink exited the meeting.

Chair Edinger continued updating the Board on several recent meetings with the committee, management, and contactors. He went through the following budget with the Board:

**Heron's Glen Golf Course Renovation-Summer 2021
Budget**

Clarke Construction	\$4,013,075
Ron Garl Golf Design	\$322,073
Waldrop Engineering (inc. permits)	\$34,500
RTS Irrigation Design & Mgt.	\$45,900
GeoGolf Topo	\$24,168
Rhodes Surveying	\$13,000
Alan Neal Boundary Surveying	\$10,000
Pumphouse Repair Upgrades	\$150,000
King Ranch-Grass Deposit	\$25,000
Post-course closing internal labor, fertilizer, chems, etc.	\$483,212
Cart Path work to date (not in Clarke contract)	\$14,083
Misc. (tee signs, tee markers, ball washers, flags, etc.)	\$50,000
Sub Total	\$5,185,011
Contingency (10% of Clarke contract)	\$401,307
Total w/Contingency	<u>\$5,586,318</u>
Potential Adds:	
Cart Path improvements	\$160,000
Lake Bank Erosion: #6	\$67,500
Range improvements: Pavers, PS to Range cart path, mats, etc.	\$75,000
Total w/ adds:	<u>\$5,888,818</u>
<i>Estimated sales tax savings on materials</i>	<i>\$100,000</i>

Supervisor Polvinen exited the meeting.

- *Motion made by Supervisor Young to allow expenditures for the golf course renovation not to exceed \$303K to include the cart path improvements, lake bank erosion and range improvements. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***

Residential Irrigation, CLIS Update – J.B. and Counsel Hart are reviewing a contract with No Limit Irrigation for the CLIS project. Based on the surveyor's findings, the District is dealing with a few challenges including CLIS sprinklers as well as Blue Stream fiber optics on golf course property. J.B. explained that 811 No Cuts will be called prior to yards being reconfigured. Blue Stream has placed traceable wiring with the fiber optics to reduce the chance of damage.

- IV. **ANY OTHER BUSINESS TO COME BEFORE THE BOARD** – Supervisor Schwarz confirmed that the HGRD will not extend the golf credit book another year, except for international members. Residents must use their credits in the golf shop by April 30, 2021.
- V. **RESIDENT COMMENTS** – No comments were made.
- VI. **UPCOMING WORKSHOP/MEETINGS**
- A. Monday, March 15 - Long Range Planning Committee - 9:30 a.m. - Zoom
 - B. Monday, March 15 - Facilities & Amenities Committee - 2:30 p.m. - Zoom
 - C. Monday, March 22 - Board Workshop - 2:00 p.m. - Card Room C/Zoom
 - D. Thursday, March 25 - Golf Course Renovation Committee - 9:00 a.m. - Zoom
 - E. Thursday, March 25 - Board of Supervisors Meeting - 2:00 p.m. - Card Room C/Zoom
- VII. **ADJOURNMENT** took place at 11:38 AM.

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

ATTENDANCE RECORD

Meeting Type: Special Board Meeting
Date: 3/5/21 Time: 9am

PLEASE PRINT YOUR NAME BELOW

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**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD WORKSHOP
March 22, 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. **ANY PROPOSED CHANGES TO MINUTES** – Board Workshop 02/22/21, Regular Board Meeting 02/25/21 and Special Board Workshop 03/05/21.
- III. **GENERAL MANAGER’S REPORT** GM J.B. Belknap
- IV. **FINANCIAL REPORT- February 2021** Controller Lynn Garcia
- V. **DISTRICT COUNSEL’S REPORT** Thomas Hart, Esq.
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Problem-Solving Task Force– No Meeting Chair Peter Overs
 - B. Long Range Planning, Monday, March 15 Chair Fred Gignac
 - C. Facilities & Amenities, Monday, March 15 Chair Karen Mars
 - D. Golf Course Renovation, Thursday, March 18 Chair John Edinger
 - A. Finance Advisory – No Meeting Chair Ron Glasgow
- VII. **OLD BUSINESS**
 - A. Status of Bond Projects
 - B. Realtor Fee/DR Horton
 - C. Board “Top Ten” Objectives - TBD
- VIII. **NEW BUSINESS**
 - A. Lighting on the Pickleball Courts
 - B. Employee Living in the Glen Policy
- IX. **RESIDENT COMMENTS**
- X. **NEXT WORKSHOP/MEETINGS**
 - Thursday, March 25 - Board Meeting - 2:00 p.m. - Card Room C/Zoom
 - Thursday, April 1 – Board Election/Organization - 2:00 p.m. - Card Room C/Zoom
 - Thursday, April 1 – Golf Course Renovation Committee - 11:00 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
SPECIAL BOARD MEETING
March 22, 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	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	16

- I. **CALL TO ORDER** – Chair Don Misener
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Kulkoski
- III. **ROLL CALL** – Board Secretary Karon Bennett called roll (attendees are listed above).
- IV. **ANY PROPOSED CHANGES TO MINUTES**
 - Board/Finance Meeting 02/15/21 – **Changes Required**
 - Board Workshop 02/22/21 – No Changes
 - Regular Board Meeting 02/25/21 – No Changes
 - Special Board Workshop 03/05/21 – No Changes
- V. **GENERAL MANAGER’S REPORT** - GM J.B. Belknap updated the Board on the following items:

Golf Course Renovation – In preparation for the course closure, the irrigation department has staged mini mobiles and piping on the driving range. The safety of residents and guests in the community remains the District’s top concern. Therefore, thirty-six signs golf course closure signs will be placed along the entry points of the course to keep people off of the property. Only authorized golf and construction personnel will be permitted on the golf course during its closure.

GC Engineer Jim Ink had a Zoom meeting with the County on Friday morning and went through all the comments with the Director and each staff reviewer. He will provide the revised resubmittal on Monday. Highlights were:

1. Remove the 4:1 slope with turf mat and going with all 6:1 slope banks as originally permitted;
2. Submit a narrative on how we are consistent with the SFWMD ERP for water quality, not an issue as we are not changing anything.
3. Include a county template lake maintenance agreement which will be a recorded document stating HGRDD is the responsible party to maintain the lakes and general framework on what that entails.
4. Develop a long-term lake maintenance plan for slope restoration and littoral nurturing. This will be a stipulation that has to be done by final inspection of the GC renovations.
5. The review should be on the fast track once it’s been uploaded.

Ricky Nix and Clarke Construction met with Jon Edinger and other committee members on Tuesday to measure the additional cart path work. Clarke is scheduled to begin green to tee directional boring for the new irrigation system soon and plans on having a crew here next week to begin some of the rough area drainage. The surveyor will return this week to complete the back 9 boundaries. Once he completes his survey, the GC Reno committee will recommend to the Board where the out of bound stakes should be located in relation to the property lines.

J.B. has been in contact with Joyce from the HOA regarding golf course access on #16 & #17 from Wheelock. The HOA will consider granting access at its April board meeting or, if Clarke requires it prior to the meeting,

potentially sooner. J.B. was informed that the pipe repair behind #2 green is delayed due to the contractor being on a major project elsewhere.

Bond Projects - Two separate Limited Development Orders will be issued for our projects. One for the Golf Course and the other for the 5 projects which will have one issue date with multiple project completion dates. Jim Ink checked the review status and Legal and BMP is approved all others are in review, due March 29, 2021.

A representative from Fishman & Associates made a complementary site visit last Tuesday to provide the District with insight regarding the restaurant/lounge renovation. Although hopeful that they could have provided a complimentary sketch of the area, yesterday they came back with a Phase I \$2K proposal to design, lay out, and specify a schematic for the bar, dining and related areas. The design would show equipment locations, traffic, and flow patterns as each area relates to the other. Supervisor Polvinen will review and provide further comments.

Resident Concerns - Based on the vaccination numbers, several residents have requested that J.B. approach the Board about lessening COVID restrictions at the District to allow events with live music and dancing in the ballroom. After discussion concerning J.B.'s involvement with presenting these types of requests to the Board, the Board agreed that any requester needs to present requests directly to the Board. They must include their own plan to be in compliance with CDC guidelines regarding COVID. This includes specific details regarding gathering size, social distancing and wearing masks.

J.B. notified the Board of an injury sustained by a resident. Mary Boss was injured on March 20, 2021 at the Herons Glen swimming pool. A signage board used to advise residents of Covid pool policies blew over in a gust of wind and struck Mrs. Boss in the leg causing multiple cuts. J.B. spoke with Mrs. Boss who informed him that she went to the ER in Punta Gorda that afternoon. She stated the doctor had trouble stitching her up but they were able to bandage the area. As of this morning, she was awaiting a phone call from the doctor as to next steps. As common practice in such events, the District's insurance agent was notified and a claim will be submitted to the carrier.

VI. **FINANCIAL REPORT** - Controller Lynn Garcia advised the Board of the updated account names in the fund balance report. The February 2021 financials were presented as follows:

Administration - \$ 4,117 favorable to budget. YTD \$74,116 favorable to budget.

Restaurant - \$ 9,071 unfavorable to budget. YTD \$22,066 unfavorable to budget.

Clubhouse - \$1,412 favorable to budget. YTD \$27,735 favorable to budget.

CLIS - \$3,305 favorable to budget. YTD \$25,065 favorable to budget.

Fitness Center - \$ 101 unfavorable to budget. YTD \$4,202 favorable to budget.

Golf Maintenance - \$11,417 favorable to budget. YTD \$26,005 favorable to budget.

Pro Shop - \$ 37,700 unfavorable to budget. YTD \$88,272 unfavorable to budget.

All Departments - \$26,620 unfavorable to budget. YTD \$46,784 favorable to budget.

Golf Operations - \$26,283 unfavorable to budget. YTD \$62,267 unfavorable to budget.

From Other than Golf Operations - \$337 unfavorable to budget. YTD \$109,051 favorable to budget.

Lynn and J.B. are in the process of looking at cash flows through the end of the year; next month starts the mid-year review. Lynn will go over each line item with Department Managers and GM to create a mid-year budget to forecast to the end of the year. Rather than the scheduled 6-month forecasting, Chair Misener proposed month forecasting and cash flows through the year.

DISTRICT COUNSEL'S REPORT - Thomas Hart, Esq. updated the Board on the status of the DR Horton contract. Fairly minor issues with the County are delaying the closing, as result, a contract modification may be necessary if the contract is not finalized by March 31, 2021. Counsel Hart will follow up on an Extension for DR Horton contract on Thursday.

Counsel Hart tabled the Realtor fee discussion until a later date when the DR Horton contract is closed.

VII. COMMITTEE REPORTS & RECOMMENDATIONS

Problem-Solving Task Force - No Meeting

Long Range Planning - Chair Fred Gignac mentioned that the committee is waiting on further information with Club Benchmarking. They are working towards the budget period. J.B. will have Department Managers dive into reviewing fixed assets in April so that everything is ready for the budget meetings in June.

Facilities & Amenities - Chair Karen Mars reminded the Board that they asked the committee to review a second option for the Weyer Memorial near hole # 10 behind the fitness center. The committee has agreed not to change their original location recommendation in the back of the community.

Finance Advisory - On behalf of Finance Advisory Chair Ron Glasgow, Chair Douglas Schuler reviewed the Cart Lease Golf Carts and asked the Board to approve the recommended Yamaha's golf cart lease proposal based on the following quotation from Ron Glasgow, Finance Committee Chair:

"Immediately following this meeting, a Finance Committee meeting was called to order and Ron Glasgow requested a motion to approve the Bid Over-Site Committee's recommendation for submission to the Board. A Motion was made and Seconded. The meeting was adjourned."

- *Supervisor Kulkoski moved to approved the proposal so the golf cart lease could be drafted. Supervisor Young seconded the motion. **The motion was approved unanimously.***

Golf Course Renovation - Chair Jon Edinger went over the progress of permitting. One issue of concern is the county's requirement to change the slopes to the lakes where shore protection work is being done. From 1 on 4, every foot the course rises it moves over 4 feet, to 1 on 6 every foot the course rises it moves over 6 feet. Secondly, the county has asked for a comprehensive lake management plan. That plan is in progress; however, it will affect maintenance and shoreline practices. According to the County, maintenance can begin. Anything that is not moving dirt is considered maintenance, i.e. irrigation work, directional boring, etc. however moving #10 green is not maintenance.

Out-of-bound - The survey of the property lines on the front 9 holes of the course is complete and the back 9 is almost complete. Chair Edinger proposed to go onto the critical areas that come into play to put in 200 white stakes on our property lines. Tom Kortanek will establish a cutline; this will be where his mowers can mow. Comcast boxes that are not in use must be removed from the property.

Lighting on the Pickleball Courts – Pickleball Chair Tim Kerns expressed concerns from residents who participate in his Pickleball league regarding lighting at the Pickleball Courts and its inclusion during Bond proposals. He also shared the results of a survey from residents who participate in his Pickleball league. The presentation is attached. After a detail's discussion, the Board agreed to look into the options of lighting two Pickleball courts.

VIII. **OLD BUSINESS**

Board "Top Ten" Objectives – Tabled until the Board Organizational Meeting on April 1, 2021.

IX. **NEW BUSINESS**

Employee Living in the Glen Policy – Supervisor Young will provide Counsel Hart with the wording to use within a resolution concerning an Employee Living in the Glen Policy. This will be presented at Thursday's meeting.

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

XI. **NEXT WORKSHOP/MEETINGS**

- Thursday, March 25 - Board Meeting - 2:00 p.m. - Card Room C/Zoom
- 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** took place at 4:45PM.

Draft Approved by Chair Don Misner on 03.25.21

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



GM Weekly Board Report for March 20, 2021

J.B. Belknap

Golf Course Renovation

GC Engineer Jim Ink had a zoom meeting with the County on Friday morning and went through all the comments with the director and each staff reviewer. He will upload the revised resubmittal on Monday. Highlights were:

1. Remove the 4:1 slope with turf mat and going with all 6:1 slope banks as originally permitted;
 2. Submit a narrative on how we are consistent with the SFWMD ERP for water quality, not an issue as we are not changing anything;
 3. Include a county template lake maintenance agreement which will be a recorded document stating HGRDD is the responsible party to maintain the lakes and general framework on what that entails.
 4. Develop a long-term lake maintenance plan for slope restoration and littoral nurturing. This will be a stipulation that has to be done by final inspection of the GC renovations.
 5. According to Jim, Jessica from Lee Co. will fast track the review once it's been uploaded. Luckily, he built her house so we'll hope for best.
- According to the County, anything that is not moving dirt is considered maintenance, i.e. irrigation work, directional boring, etc. however moving #10 green is not maintenance.
 - Ricky Nix and Clarke Construction met with Jon and other committee members on Tuesday to measure the additional cart path work. Clarke is scheduled to begin green to tee directional boring for the new irrigation system soon and plans on having a crew here next week to begin some of the rough area drainage.
 - The surveyor will return this week to complete the back 9 boundaries. Once he completes his survey, the GC Reno committee will recommend to the Board where the out of bound stakes should be located in relation to the property lines.
 - Joyce and I have been in contact with regard to golf course access on #16 & #17 from Wheelock. The HOA will consider granting access at its April board meeting or, if Clarke requires it prior to the meeting, potentially sooner. Joyce also said the pipe repair behind #2 green is delayed due to the contractor being on a major project elsewhere. She's attempting to get a confirmation this week if they can fit it in or not so she can move on and get someone else. I did let her know that Clarke also does this type of work and can give her a quote if the other company backs out.

Bond Projects

- As I stated last week, two separate Limited Development Orders will be issued for our projects. One for the Golf Course and the other for the 5 projects which will have one issue date with multiple project completion dates.
- I'll be speaking with Rich Small from Stultz on Monday so that I can provide additional project updates at Monday's meeting.
- Karon attached the pickleball PowerPoint presentation to Monday's agenda email and also has copies in your mail boxes.
- Mary Ann can expand on this Monday, but a representative from Fishman & Associates made a complementary site visit last Tuesday to provide us with insight regarding our restaurant/lounge. Although we were hopeful that they could have provided us a complimentary sketch of the area, yesterday they came back with a Phase I \$2K proposal to design, lay out, and specify a schematic for the bar, dining and related areas. The design would show equipment locations, traffic, and flow patterns as each area relates to the other. I've sent the proposal to Mary Ann for her review and comments.

ATTENDANCE RECORD

Meeting Type: Special Board Meeting

Date: 2/20/21

Time: 2pm

PLEASE PRINT YOUR NAME BELOW

1	Dhane Parkinson
2	Tim Kerns
3	Steve Simpson
4	Rita Kattenhorn.
5	Dor Lynch
6	Chad Lowe VP-HOA
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GM Weekly Board Report for March 20, 2021

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GM Weekly Board Report for March 20, 2021

J.B. Belknap

Golf Carts: As I stated last week, the Bid Oversight committee, led by Doug Schuler and the Finance committee, chaired by Ron Glasgow met on Monday, March 8th and unanimously recommended Yamaha's golf cart lease proposal. I will ask Karon to amend Monday's agenda to include the Finance committee's recommendation to the Board.

Resident Comments: Below are a few comments I received this week for your consideration.

- “Current members paid something like double the value of a year's golf and the Board received millions more than expected with the bond issue, why would the Board not support the members by offering Magnolia a substantial lump sum to open the back gate so HG could use their own carts and also pay a small greens fee. I know the Board cannot use the bond money for this purpose but other sources of revenue could be found. I know nothing about golf course finances but I would think a substantial lump sum plus some additional revenue during the summer months from HG would be attractive enough to make the negotiation worth their attention.”
- Based on the vaccination numbers, several residents have inquired about having live music in the ballroom with dancing.

Respectfully submitted,

J.B.



Hérons Glen Pickleball

LIGHTING THE COURTS

Pickleball - Court Lighting Support



\$18K in Pickleball (PB) Court lighting cost included in original Bond proposal that was approved by the Herons Glen residents



Hérons Glen Pickleball Association (HGPA) recent survey to membership concludes lights are a priority to the expansion project



Hérons Glen amenities like Tennis & Bocce have lighted courts for night play



Demand for PB is growing and lighted night play increases available court time while providing safe playing conditions to escape extremes from UV/heat



PB is a desired amenity and is driving new residents to the Herons Glen community

"We never would have moved to HG had not been for the PB"! - Recent quote and sentiment of many residents

HGPA – Being a Good Neighbor



Recent sound study concludes noise level below the **nighttime** decibel limits. Keane Acoustics Noise study dated 7/10/2019 to the HGRD concluded the following regarding the PB noise levels:

Noise Ordinance

As shown from the table above, noise emissions from the pickleball courts fall far below the more stringent nighttime decibel limits stated in the Lee County Noise Ordinance (55 dBA).

Conclusion

In conclusion, the activities associated with pickleball currently have a negligible noise impact to the residences to the south and west of the pickleball courts and are in compliance with the Lee Noise ordinance, even without the noise barrier material installed.








HGPA has implemented member and non-member compliance to use only Paddles that are approved based on the following:

In addition to the sound study, Pickleball clubs throughout the country have tested the most commonly used paddles which has allowed us to assemble a chart of APPROVED paddles so those playing the game or thinking of playing the game would know what paddles are allowed on the HGRD Pickleball Courts. The paddles on the approved list have proven to reduce the noise on our courts significantly which is an important element of our community's desire to diminish the court noise.



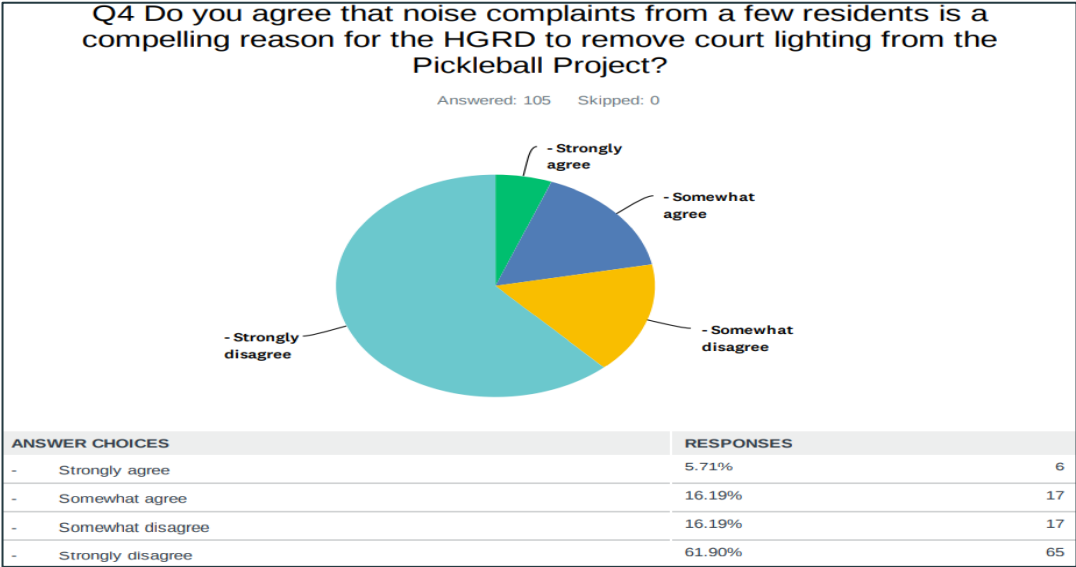
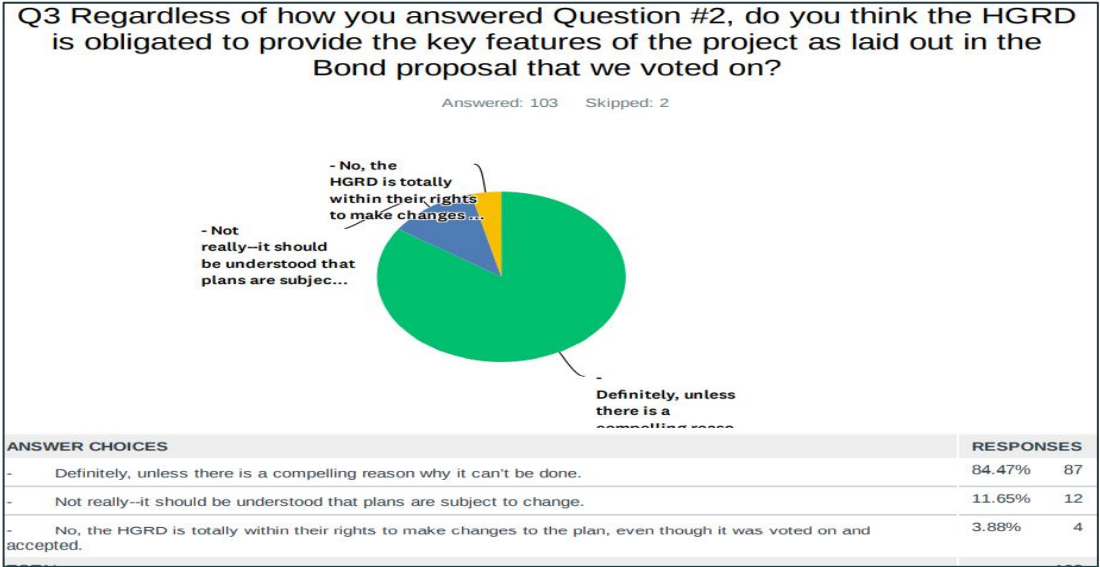
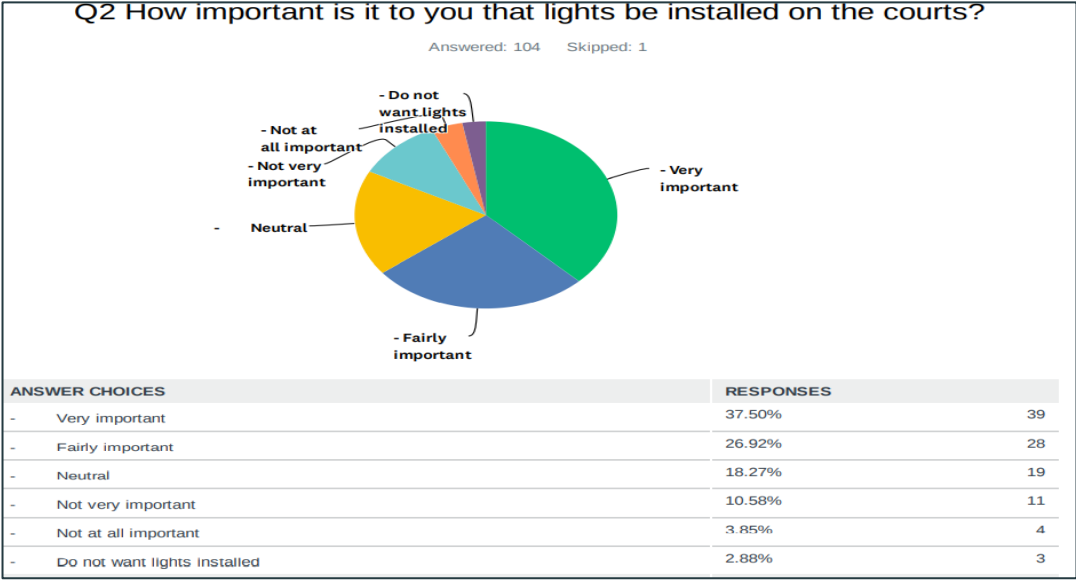
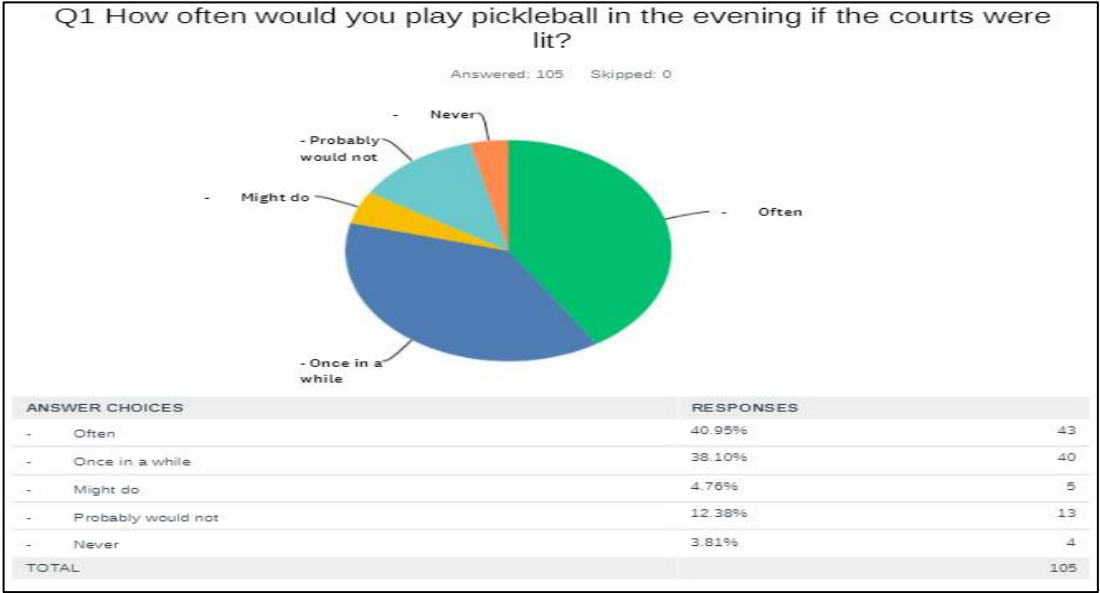
Sound mitigation is included in the PB Court renovation plans as an earthen berm with vegetation. Sound barriers are currently being used at the courts

Pickleball - Court Lighting Conclusion

-
-  Lighting the courts is desired by the HG residents based on the bond approval
 -  Herons Glen Pickleball Association (HGPA) recent survey to membership concludes lights are a priority to the expansion project
 -  Sound study supports that the Herons Glen Pickleball play is “FAR” below **nighttime** decibel limits for Lee County
 -  HGPA is a “Good Neighbor” and will continue to work with the players to reduce paddle noise
 -  **Don't keep the pickleball players in the dark and let the HGPA know why the lights are not in the current development plans**

Appendix and Support

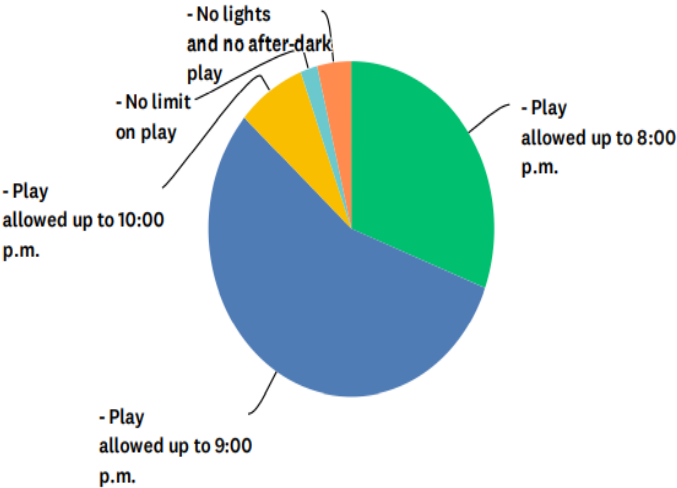
HGPA Lighting Survey Results



HGPA Lighting Survey Results

Q5 If the courts were lit, what restrictions do you think there should be on night-time play?

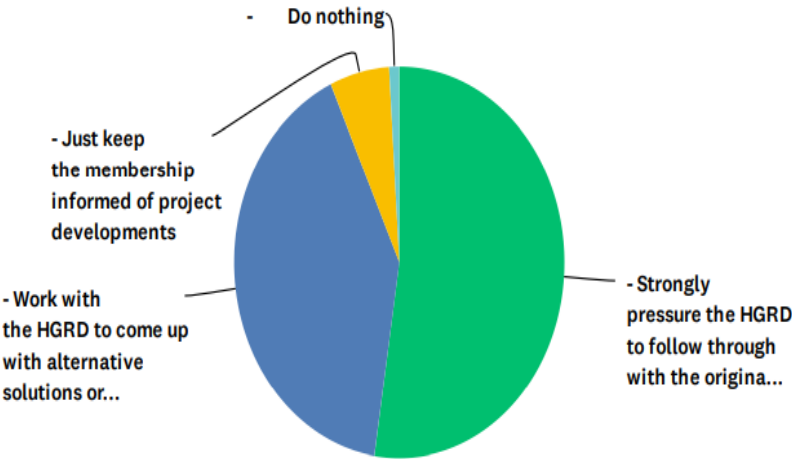
Answered: 104 Skipped: 1



ANSWER CHOICES	RESPONSES	
- Play allowed up to 8:00 p.m.	30.77%	32
- Play allowed up to 9:00 p.m.	55.77%	58
- Play allowed up to 10:00 p.m.	7.69%	8
- No limit on play	1.92%	2

Q6 How would you like the HGPA Board to deal with this issue?

Answered: 103 Skipped: 2

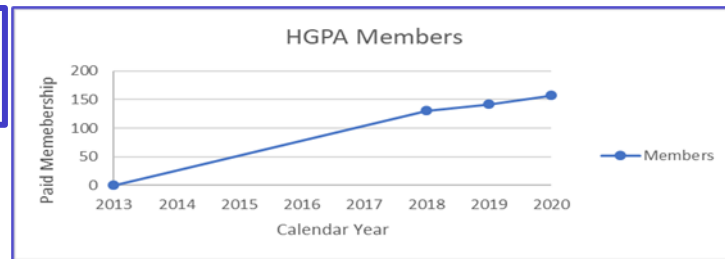


ANSWER CHOICES	RESPONSES	
- Strongly pressure the HGRD to follow through with the original plan to provide lighting on all 6 courts.	52.43%	54
- Work with the HGRD to come up with alternative solutions or compromises.	40.78%	42
- Just keep the membership informed of project developments	5.83%	6
- Do nothing	0.97%	1

Pickleball Growth Stats

by picklemaster | Sep 2, 2018 | General News

3/17/21- Current HGPA Members = 158
(57 of these are new members - 36%)



The entire industry of pickleball continues to experience steady expansion and growth. Take a look at these stats and your eyes will open to the enormous impact this game is and will have on people around the world.

- **50 million** – the estimated number of people that watched the Pickleball Championship Finals held in the USA
- **2.8 million** – number of pickleball players in the USA alone in 2017
- **3 million** – expected number of players by year end 2018
- **385% percent:** Increase in numbers of places to play pickleball since 2010 (A place to play is defined as just that – a place to play. It can be anything from a gymnasium with pickleball lines to a facility designed specifically for pickleball)
- **64 percent:** Increase in membership in the USA Pickleball Association (USAPA) since 2010



Pickleball has steadily moved out of retiree-centric communities. Across the U.S. the demographic is starting to lean toward a younger crowd which is a thankful thing as this is essential for widespread adoption as a “go to” game for all ages. Gym classes in elementary, middle and high schools has definitely impacted this shift toward a younger demographic. Yet the sport is still primarily popular among baby boomers (particularly former tennis players who still love court sports.)



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING - BOARD ORIENTATION
April 1, 2021, 2 P.M., Card Room C
AGENDA**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
William Kulkoski		GM J.B. Belknap	
Peter Overs		Controller Lynn Garcia	
Mary Ann Polvinen		District Counsel Tom Hart	
Jayne Schwarz		Board Sec. Karon Bennett	
Howard Young		Residents	

- I. **CALL TO ORDER** – Counsel Hart
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Howard Young
- III. **SWEARING IN OF THE NEW BOARD MEMBERS** - Counsel Hart
- IV. **ROLL CALL** – Board Secretary Karon Bennett
- V. **ORGANIZATION OF THE BOARD** - Counsel Hart
 - Chair
 - Vice Chair
 - Treasurer
 - Secretary
 - Assistant Treasurer/Assistant Secretary
- IX. **DISTRICT COUNSEL'S REPORT**
- X. **NEW BUSINESS**
- XI. **OLD BUSINESS**
- VI. **RESIDENT COMMENTS**
- VII. **NEXT WORKSHOP/MEETINGS**
 - 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



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING - BOARD ORIENTATION**

April 1, 2021, 2 P.M., 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 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	7

- I. **CALL TO ORDER** – Counsel Hart called the meeting to order at 2:00 PM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Howard Young led the Pledge of Allegiance.
- III. **SWEARING IN OF THE NEW BOARD MEMBERS** - Counsel Hart swore in Supervisor Peter Overs.
- IV. **ROLL CALL** – Board Secretary Karon Bennett
- V. **ORGANIZATION OF THE BOARD** - *Counsel Hart called for the organization of the Board. Supervisor Kulkoski made a motion, seconded by Supervisor Polvinen, to define this term's Board positions as follows:*
 - *Chair Howard Young*
 - *Vice Chair Peter Overs*
 - *Jayne Schwarz Treasurer*
 - *Secretary Mary Ann Polvinen*
 - *Assistant Treasurer/Assistant Secretary William Kulkoski*

The motion was approved.
- IX. **DISTRICT COUNSEL'S REPORT** – The Board changed the Board schedule for the months of April – August as follows:

2021 HGRD BOARD WORKSHOPS, MEETINGS & OTHER EVENTS

SPECIAL MEETINGS TBD – Zoom/CD RM C*	REGULAR MEETINGS TBD – Zoom/CD RM C*	OTHER EVENTS TBD – Zoom/CD RM C*
Mon, Apr 26 @ 2PM	Thurs, Apr 1, Board Org Mtg Wed, April 14 @ 9AM Thurs, Apr 29, Board Mtg Canceled	April 26 Joint Meeting w/Finance Committee at 9:30AM <i>Mid-Year Review</i>
Wed, May 12 @ 9AM	Thurs, May 27 @ 2PM	
Fri, June 25 @ 2PM	Wed, June 9 @ 9AM Mon, Jun 28 @ 2PM	Budget Workshops, June 21- June 25 24
Mon, Jul 26 @ 2PM	Thurs, Jul 29 @ 2PM	

The purpose of changing the schedule was to move to meetings that would be spread two weeks apart while the Bond projects are underway. Chair Young confirmed with Counsel Hart that three Supervisors need to be physically on property during meetings. Chair Young also confirmed with counsel Hart that when Chair Young is not on property, he can delegate the leadership of the meeting to another Board Members. The Board had a discussion regarding the use of the currently defined HOA Conference Room. The Board agreed to establish a monthly meeting between a representative of the HGRD Board and a representative of the HOA to discuss common concerns and needs. Supervisor Overs will be the HGRD representative.

XI. OLD BUSINESS

Pool Deck Expansion – Discussion continued concerning the incorporation of the casual dining renovation along with pool deck renovation. The Board agreed to dedicate the next Board meeting on April 14, 2021. J.B. will make the arrangements for Stultz to join the meeting.

- Stultz Identify savings.
- J.B. will provide the lifecycle of the air handlers and flat roof.
- John Cowgill will join the pool deck presentation.

Lobby - J.B. will reach out to residents in search of volunteers with design and architectural backgrounds within the community to consult with the Board on the future renovations of the front lobby.

Lighting of the Pickleball Courts - The Board agreed that if the budget were available to add electric to all courts, light courts 1 & 2 and to include lighting on the pathway to and from the courts.

- VI. NEW BUSINESS** – Golf Course Renovation Chair Jon Edinger defined the difference between a Golf Committee and a Green Committee. He will draft his perception of what each committee's responsibilities would be for Herons Glen. J.B. followed up with more specific details, he will work with Edinger to present to the Board.

Committee Liaisons were decided as follows:

- Howard Young, Long-Range Planning Committee Liaison
- Peter Overs, Golf Course Renovation Committee Liaison
- Jayne Schwarz, Finance Committee & Audit Committee Liaison
- Mary Ann Polvinen, Problem-Solving Task Force Liaison
- William Kulkoski, Facilities & Amenities Committee Liaison

- VII. RESIDENT COMMENTS** – Don Misner questioned Counsel Hart about the ownership of the lake.

VIII. NEXT WORKSHOP/MEETINGS

- Friday, April 2 – Golf Course Renovation Committee - 9:00 a.m. – Zoom
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- IX. ADJOURNMENT** took place at 4:05 p.m.

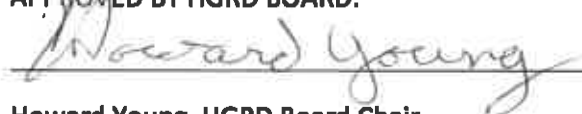
5/12/2021
Date

SUBMITTED BY:


Karon Bennett, Board Secretary

5/12/2021
Date

APPROVED BY HGRD BOARD:


Howard Young, HGRD Board Chair

ATTENDANCE RECORD

Meeting Type: Special Bd meeting - Orientation

Date: 4/01/21 Time: 2pm

PLEASE PRINT YOUR NAME BELOW

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2	Don Museum
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HERONS GLEN RECREATION DISTRICT

SPECIAL BOARD MEETING

April 14, 2021, 9 A.M., Card Room C and 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	
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- I. **CALL TO ORDER** - Chair Young
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Overs
- III. **ROLL CALL** – Karon Bennett
- IV. **GM REPORT** – J.B. Belknap
- V. **DISTRICT COUNSEL’S REPORT** - Tom Hart
- VI. **MAIN DISCUSSION ITEMS**
 - Pool Deck Renovation
 - Outside Dining Potential (Space, Seating Needs, Environmental Needs)
 - Pool Lounging Area Definition
 - Special Features (Fountain (s), Fire Pit (s))
 - Bar / Pool Access and Service
 - Potential Savings by Combining Pool Deck and Restaurant renovation
 - Roof / Air Handler Replacement Timing
 - Time Required for Completed Drawing, Quotes and Review (s)
 - Required Time for Permitting and Project(s)
 - Determination When Pool / Restaurant Renovation Should Proceed
- VII. **NEW BUSINESS**
 - Opening of the Card Rooms
 - Palmettos on the Golf Course - Supervisor Overs
- VIII. **OLD BUSINESS**
- IX. **RESIDENT COMMENTS**

X. NEXT WORKSHOP/MEETINGS

- 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 - Canceled~~

XI. ADJOURNMENT



HERONS GLEN RECREATION DISTRICT

SPECIAL BOARD MEETING

April 14, 2021, 9 A.M., Card Room C and 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	X
Secretary Mary Ann Polvinen	X	Executive Chef Jason Miller	X
Asst Sec/Treas William Kulkoski	X	Rich Small, Stultz Construction	X
Residents	5	Board Sec. Karon Bennett	X

- I. **CALL TO ORDER** - Chair Young opened the meeting at 9:00 AM. He mentioned that the meeting was set up specifically to discuss the pool deck.
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Overs led the Pledge.
- III. **ROLL CALL** – Karon Bennett called the roll (attendees are listed above).
- IV. **GM REPORT** – J.B. Belknap followed up on his GM Report from the weekend. JB has talked extensively with Jim Ink, they are still waiting on the environmental portion of the permit. J.B. will set up a face-to-face to go over the permit with the environmental/natural resources area of Lee County.
- V. **DISTRICT COUNSEL’S REPORT** - Tom Hart, Esq. informed the Board that the State of Florida passed the law protecting Districts from liabilities associated with Covid when CDC guidelines are followed. This was positive for the District since they have abided by those guidelines. The covid emergency order is expected to expire on May 26, 2021, the Governor of Florida is not expected to extend the order.
- VI. **POOL DECK RENOVATION**

Outside Dining Potential (Space, Seating Needs, Environmental Needs) – J.B. provided the 100% drawing of the pool deck received from the architect. Chair Young began the meeting by asking about seating capacities in the existing foot print of the building by permit, specifically in the restaurant and on the pool deck. Parking would be based on the expected use of the building as a whole. The District needs 14 parking spaces per 1,000 sq feet including the kitchen. Jason confirmed that the seating capacity is 535 people. Herons Glen is one of the few venues that can house 280-300 in the Ballroom. The Ballroom is based on assembly occupancy. The new bar configuration needs to be considered as well. An architect will be needed to define the space. Counsel Hart suggested reviewing the permit and LDO from the restaurant remodel in 2007 to find the information needed to move forward. J.B., Rich Small, Counsel Hart and Jim Ink will confirm the capacity number on the facility permit.

Pool Lounging Area Definition - The intention of the original project was to expand the pool deck area. Rich Small stated that several thousand square feet would be added with the intimate seating area and raised deck, they decided that the surface net gain with raised dining would be approximately 1,500sq ft. The Board

reviewed the drawings and determined that the raised deck across the entire pool deck area was not the vision they had in mind.

Special Features (Fountain (s), Fire Pit (s)) – Chair Young addressed the proposal made by the Facilities and Amenities Committee concerning water features. Supervisor Polvinen stated that there has not been a place finalized for firepits however they definitely would like to include a water feature. Fire features can be added down the road by including small propane tanks. The Board agreed unanimously not to support a fire feature but will consider the water feature.

Bar / Pool Access and Service

- **Potential Savings by Combining Pool Deck and Restaurant Renovation**
 - The Board discussed a kiosk versus a service window for sales at the pool. It was agreed that the kiosk would not be considered and the service window would remain for pool service. Jason added that the bartenders and staff are aware that the pool deck requires service and is included in his staffing plans.
 - Time Required for Completed Drawing, Quotes and Review (s) – Rich Small explained that the \$50-60k in savings implied by Stultz Construction lies in the overhead. The actual work is straight costs. It's the savings of the overhead by combining the time between the projects.
 - Roof / Air Handler Replacement Timing – Facility Manager Dan Parker will compare what he feels is the useful life and replacement dates of the roof and air handlers against the capital list and asset study. He will bring this information to the Board.
 - Determination When Pool / Restaurant Renovation Should Proceed – Chair Young questioned whether at this juncture do we have estimates or drawings suitable for the quote? Rich Small confirmed that we do not. The pool deck is relatively simple. The restaurant is in basic stages. With the expansion of the deck dining are we within the 480K designated for the pool deck expansion with the raised deck dining? Rich Small expects those numbers to be in next week. Rich Small was asked realistically if the restaurant and pool projects were combined how long would it take to get designs, drawings, and permitting to do both? In his opinion the earliest would be September or October 2021.

It was determined that the Board would review the conceptual layout drawings concerning the restaurant only, which are not construction drawings.

Rich Small advised the Board that running the pool deck and the restaurant side by side was not an achievable goal based on timing issues.

The service window should be done at the restaurant renovation.

The Board decided to table the decision on a location and possibilities of outdoor dining until the Problem-Solving Taskforce has an opportunity to evaluate and propose a new location.

VII. NEW BUSINESS

Opening of the Card Rooms - The card rooms, including the libraries, re-opened this week with the stipulation that masks would be required unless everyone in the room is fully vaccinated. The same provisions will now apply to the Activities and Billiards rooms. Room capacities will return to normal occupancy levels.

Palmettos on the Golf Course - Supervisor Overs reported that all the palmettos deemed in play had been removed. He stated that the Golf Course Renovation Committee would be presenting a proposed plan to the Board with regard to the placement of permanent boundary markers and current encroachments.

VIII. OLD BUSINESS

IX. RESIDENT COMMENTS

Tabled - HG Calendar, Thursday night entertainment in the Lounge starting June – September.

X. NEXT WORKSHOP/MEETINGS

- 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-Canceled~~

XI. ADJOURNMENT – Chair Young adjourned the meeting at 12PM.

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

ATTENDANCE RECORD

Meeting Type: Spaial Board Meeting

Date: 4/14/21 Time: 9am

PLEASE PRINT YOUR NAME BELOW

1	Tim Kerns
2	John Cowgill
3	Karen Mars
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**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING**

April 26, 2021, 2 P.M., Card Room C

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** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- III. **ROLL CALL** – Board Secretary Karon Bennett
- IV. **APPROVAL OF MINUTES** – Special Board Meeting 03/22/2021, Board Meeting 03/25/2021, Special Board Meeting 04/01/2021 and Special Board Meeting 04/14/2021.
- V. **GM REPORT** – General Manager J.B. Belknap
- VI. **FINANCIAL REPORT** – Controller Lynn Garcia
- VII. **DISTRICT COUNSEL’S REPORT** - Tom Hart, Esq.
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Golf Course Renovation, April 2 & April 15
 - Golf Renovation Budget
 - B. Long Range Planning, April 19
 - C. Facilities & Amenities, April 19
 - D. Problem-Solving Taskforce, April 21

Chair John Edinger
Supervisor Overs
Chair Fred Gignac
Chair Karen Mars
Char Cowgill
- IX. **NEW BUSINESS**
 - A. HG Calendar, Thursday night entertainment in the Lounge starting June – September
 - B. Current COVID Guidelines guidance (Masks, capacity, etc.)
 - C. Committee Selection
- X. **OLD BUSINESS**
 - A. Board Top 10
- XI. **RESIDENT COMMENTS**

XII. NEXT WORKSHOP/MEETINGS

- Wednesday, April 28 – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- ~~Thursday, April 29 – Board Meeting Canceled~~
- Monday, May 3 – Finance Committee - 9:00 a.m. - Zoom
- Monday, May 3 – Facilities & Amenities Committee - 2:00 p.m. - Zoom
- TBD – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- Monday, May 10 – Audit Committee – 9 a.m. - Card Room C/Zoom
- Wednesday, May 12 - Special Board Meeting – 9 a.m. - Card Room C/Zoom
- Monday, May 17 – Long-Range Planning Committee - 9:30 a.m. - Zoom
- ~~Monday, May 24 – Board Workshop Canceled~~
- Thursday, May 27 - Board Meeting - 2:00 p.m. - Card Room C/Zoom

XIII. ADJOURNMENT

HERONS GLEN RECREATION DISTRICT

**BOARD OF SUPERVISORS WORKSHOP
AND FINANCE ADVISORY COMMITTEE**

(Mid-Year Review)

**Monday, April 26, 2021 – Agenda
Card Room C/Zoom**

Board of Supervisors	Present	Finance Advisory & Management	Present
Howard Young, Chair		Douglas Schuler, Vice Chair	
Peter Overs, Vice Chair		Tim Gies	
Jayne Schwarz, Treasurer		Mary Koenig	
Mary Ann Polvinen, Secty		Larry Pedersen	
William Kulkoski, Asst. Treasurer & Asst. Sec.		Dennis Popp	
		J.B. Belknap, General Manager	
Residents:		Lynn Garcia, Controller	

- | | | |
|------|--|------------------------------|
| I | CALL TO ORDER | Howard Young |
| | FINANCE COMMITTEE ATTENDANCE | Douglas Schuler |
| II | MANAGEMENT REPORT | J.B. Belknap |
| | MARCH 2021 FINANCIAL RESULTS | Lynn Garcia |
| | MID YEAR FINANCIAL REVIEW OF OPERATIONS | J.B. Belknap/
Lynn Garcia |
| III. | FINANCE ADVISORY COMMITTEE CLOSING COMMENTS | Douglas Schuler |
| IV | RESIDENT COMMENTS | |
| V | NEXT FINANCE COMMITTEE MEETING – Monday, May 3, 2021
(New Committee Orientation) 9:00 a.m. – Zoom | |
| VI | NEXT SPECIAL BOARD MEETING-Monday, April 26, 2021 2:00 PM CR-C/ZOOM | |
| VII | ADJOURNMENT | |



**HERONS GLEN RECREATION DISTRICT
MID-YEAR REVIEW WITH THE BOARD AND FINANCE COMMITTEE
& SPECIAL BOARD MEETING**

April 26, 2021, 9:30 A.M., Card Room C and Zoom

MINUTES

BOARD MEMBERS	PRESENT	FINANCE COMMITTEE	PRESENT
Chair Howard Young	X	Vice-Chair Douglas Schuler	Absent
Vice-Chair Peter Overs	X	Tim Gies	X
Treasurer Jayne Schwarz	X	Mary Koenig	X
Secretary Mary Ann Polvinen	X	Larry Pedersen	X
Asst Sec/Treas William Kulkoski	X	Dennis Popp	X
STAFF			
GM J.B. Belknap	X		
Controller Lynn Garcia	X		
District Counsel Tom Hart	X		
Board Sec. Karon Bennett	X	Residents	10

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:30 AM. He announced that the Mid-Year Review with the Finance Committee would be combined with the Special Board Meeting scheduled for 2 P.M.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge.
- III. **ROLL CALL** – Board Secretary Karon Bennett called the roll for the Board and Staff (attendees are listed above). Supervisor Schwarz called the roll for the Finance Committee (attendees are listed above).

The meeting was turned over to management for the March financial report and the mid-year review of operations.

- IV. **MANAGEMENT REPORT** – General Manager J.B. Belknap reviewed the reserve study. Supervisor Schwarz is working with J.B. and Lynn to compare what Club Benchmarking has provided versus what the District has in their reserves to create a useable list. Supervisor Schwarz gave some examples of discrepancies on the Club Benchmarking study.

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

Administration - \$ 13,391 favorable to budget. YTD \$87,506 favorable to budget. FY Projected \$90,520 favorable to budget.

Restaurant - \$18,509 unfavorable to budget. YTD \$40,575 unfavorable to budget. FY Projected \$28,545 favorable to budget.

Clubhouse - \$661 favorable to budget. YTD \$28,396 favorable to budget. FY Projected \$33,990 favorable to budget.

CLIS - \$390 favorable to budget. YTD \$25,455 favorable to budget. FY Projected \$19,483 favorable to budget.

Fitness Center - \$1,019 favorable to budget. YTD \$5,221 favorable to budget. FY Projected \$5,482 favorable to budget.

Golf Maintenance - \$7,420 favorable to budget. YTD \$33,425 favorable to budget. FY Projected \$179,033 favorable to budget.

Pro Shop - \$40,120 unfavorable to budget. YTD \$128,393 unfavorable to budget. FY Projected \$179,035 unfavorable to budget.

All Departments - \$35,749 unfavorable to budget. YTD \$11,035 favorable to budget. FY Projected \$120,929 favorable to budget.

Golf Operations - \$32,700 unfavorable to budget. YTD \$94,968 unfavorable to budget. FY Projected \$2 unfavorable to budget.

From Other than Golf Operations - \$3,048 unfavorable to budget. YTD \$106,003 favorable to budget. FY Projected \$120,931 favorable to budget.

Based on comments from the mid-year review, Supervisor Schwarz requested that management pull a month-to-date sales report from the restaurant for April. She wanted all to see sales for the period and if progress in increasing sales over budget was being achieved. Supervisor Schwarz pulled actual sales for the last 6 months of the year for both FY2020 and 2019. Management's current year projected sales for the balance of the year needed to be almost 50% higher than last year and only approximately 20% lower than the prior year.

- VI. **MID-YEAR REVIEW** – Controller Lynn Garcia and GM J.B. Belknap led an extensive discussion about the mid-year review with the Board - (See Attachment A). The forecast was not based on the possibility of a restaurant renovation. It was determined by Stultz that there was not enough time to renovate the restaurant this year. Further discussion on a restaurant renovation took place. For purposes of understanding the worst-case scenario, Chair Young requested that the numbers be run at a 20% sales reduction until July 1st. After July 1st put the forecasted budget back to Covid numbers for the remainder of the Fiscal year. Lynn will make changes to the restaurant portion of the review and share them at the May 12, 2021 Special Board meeting.

Supervisor Schwarz thanked the Finance committee and closed their portion of the meeting. The Board moved into the committee portion of the meeting.

- VII. **COMMITTEE SELECTION** – Chair Young reviewed the HGRD Policies and Procedures, IV. Committee Documents. He noted that all committees were advisory. The first comment was in regards to committee assignments, particularly in both the Facilities & Amenities and the Finance Committee, noting that they are defined as "Advisory" Committees, which causes confusion as they are more importantly, "Standing" Committees. Secondly, he recommended for ex-officio members the words person(s) and member(s) be plural. Chair Young's third proposal was to designate Long-Range Committee as a Standing Committee and review committee membership annually, along with the other two Standing Committees. Furthermore, Chair Young recommended that some of the Standing Committee members to be designated Ex-Officio members as well as adding new members going forward. Supervisor Schwarz suggested to look at moving the Audit Committee to a Standing Committee in 2022 as well as eliminating the restriction that committee members may only serve on one standing committee at a time. Establishment of the Green Committee will remain on hold until further notice.

- *Chair Kulkoski moved to approve changes to the HGRD Policies and Procedures, IV. Committee Documents, B. Standing Committees, changing the designation of "Advisory" Committees to "Standing" Committees in the following committees: Facilities & Amenities, Finance and Long-Range Planning. Secondly, making persons and members plural related to ex-officio, create a Section D for Continuing Committees including the Library, Residents and Media continuing membership with Board naming replacements as vacancies arise. Lastly, removing the sentence "Committee members may only serve on one standing committee at a time". Supervisor Overs seconded the motion. **The motion was approved unanimously.***

See Attachment B - HGRD Policies and Procedures, IV. Committee Documents, Standing Committees.

The Board agreed to appoint an Ex-Officio member(s) to each Standing Committee and will continue to do so annually. The Board agreed to three changes to committee types:

1. The three Standing Committees require committee members to reapply for committee membership each year in April. Standing Committee terms last one year. Current HGRD Standing Committees are Facilities & Amenities, Finance and Long-Range Planning.
2. Ad Hoc Committees are set up for specific purposes and filled as needed. Once the committee completes their purpose the committee dissolves. Current HGRD Ad Hoc Committees are Audit, Golf Course Renovation and Problem-Solving Taskforce and Concert Series.
3. Continuing Committees allow their members to stay as long as they would like. Vacancies may be filled at any time. Current HGRD Continuing Committees are, Media Resources, Library and Media Resources.

Standing Committees:

- *Chair Young made a motion to approve the following members that volunteered prior to April 15, 2021 for the Facilities & Amenities Standing Committee: Ex-Officio Barry Hopper, Ex-Officio Robert Stewart, Sandra Dresch, Andrea Edmunds, Tiff Lauzau, Karen Mars, Elaine Sawyer, Bernadette Schirra, and Mary Ann Simpson. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***
- *Supervisor Schwarz made a motion to approve the following members that volunteered prior to April 15, 2021 for the Finance Standing Committee: Ex-Officio Tom DeLache, Jeffrey Buxton, Mary Koenig, Rita Lehman, Larry Pedersen, Dennis Popp, Douglas Schuler, and Linda Spicer. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***
- *Supervisor Kulkoski made a motion to approve the following members that volunteered prior to April 15, 2021 for the Long-Range Planning Standing Committee: Ex-Officio Beth Brucker, Ex-Officio Bruce Weyne, Jim Burnett, Jeffrey Buxton, Fred Gignac, Jerry Hentges, Bob Herbstritt and Chuck Miller. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***
- The Green Committee will remain on hold. J.B. will research Green Committee Charter.

Ad Hoc Committees:

- *Supervisor Overs made a motion to approve the following additions to the Golf Course Renovation Ad Hoc Committee: Bruce Johnson and Donald Misener. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***
- *Chair Young made a motion to approve the following additions to the Audit Ad Hoc Committee: Tim Gies, David Brendsel, Don Misener and Nicole Wilkins. Supervisor Overs seconded the motion. **The motion was approved unanimously.***
- *Chair Young made a motion to approve the following additions to the Problem-Solving Taskforce: John Michel and Beth Brucker. Supervisor Overs seconded the motion. **The motion was approved unanimously.***

Continuing Committees:

- *Supervisor Kulkoski made a motion to approve the following additional people to the Resident Events Continuing Committee: Debbie DeFazio, Pat Crytser, John DiTusa and Denise Fell. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***
- *Supervisor Schwarz made the motion to add Bruce Weyne to the Media Resources continuing committee. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

The Board Secretary will compile the list of volunteers and notify the new committee members. The Board Liaison will follow up and advise the new committee member of their first committee meeting.

The Board announced a continuance of the meeting for a one-hour break.

VIII. **SPECIAL MEETING**, continued. The Board reconvened at 1PM.

IX. **MINUTES TO BE REVISED** – Changes were requested for the April Board minutes. The following minutes will be submitted for approval on May 12, 2021:

- Special Board Meeting 03/22/2021
- Board Meeting 03/25/2021
- **REVISED** Special Board Meeting 04/01/2021
- **REVISED** Special Board Meeting 04/14/2021

X. **GM REPORT** – The GM Report was covered in other agenda items and their discussions.

XI. **DISTRICT COUNSEL'S REPORT** - Tom Hart, Esq. presented the following Resolution 2021-07: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR IRRIGATION SYSTEM EFFLUENT POND LINER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

- *Supervisor Overs made a motion to expend from 2020 Bond Funds as not to exceed amount of \$57,000.00 for New Liner for irrigation system effluent pond. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***

XII. **COMMITTEE REPORTS & RECOMMENDATIONS**

A. Golf Course Renovation – John Edinger advised the Board that the Golf Renovation Committee overlooked the cost of the Rain Bird sprinkler heads in the irrigation bid. This caused 300K shortage in the total cost of the construction contract. The committee worked on a proposal for a considerable savings

The combination of recording project changes and savings on the committee's part may leave the contingency fund in good shape. Many things covered by the contingency will not be known until the end of the renovation. Chair Young asserted that the reason for the item being overlooked needs to be defined by either the Golf Renovation Committee or the Problem-Solving Committee.

B. Problem-Solving Taskforce - Chair Cowgill shared the thoughts of the Problem-Solving Taskforce concerning the Bond Projects. Discussion of the various architects recommended by Stultz ensued.

- *Supervisor Overs made a motion to approve the recommendations of the Problem-Solving Taskforce to advise Stultz Construction to work with MK Engineering on the pool and outside dining projects. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

C. Facilities & Amenities - Karen Mars stated that at the April meeting the Facilities & Amenities the committee agreed unanimously to using the 2/3 fenced off area by the pool for outdoor dining by raising it 14 inches to the level of the dining room. The Problem-Solving Taskforce is continuing to investigate the proper location for outdoor dining and at its conclusion a decision will be made.

D. Long Range Planning - Fred Gignac advised the Board that the committee was continuing to work on the reserve study/Club Benchmarking.

XIII. NEW BUSINESS

- A. HG Calendar, Thursday night entertainment in the Lounge starting June – September
- B. Current COVID Guidelines guidance (Masks, capacity, etc.)

XIV. OLD BUSINESS

- A. Board Top 10 – This agenda item will remain on each agenda until work is started.

XV. RESIDENT COMMENTS – None.

XVI. NEXT WORKSHOP/MEETINGS

- Wednesday, April 28 – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- ~~Thursday, April 29 – Board Meeting Canceled~~
- Monday, May 3 – Finance Committee - 9:00 a.m. - Zoom
- Monday, May 3 – Facilities & Amenities Committee - 2:00 p.m. - Zoom
- TBD – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- Monday, May 10 – Audit Committee – 9 a.m. - Card Room C/Zoom
- Wednesday, May 12 - Special Board Meeting – 9 a.m. - Card Room C/Zoom
- Monday, May 17 – Long-Range Planning Committee - 9:30 a.m. - Zoom
- ~~Monday, May 24 – Board Workshop Canceled~~
- Thursday, May 27 - Board Meeting - 2:00 p.m. - Card Room C/Zoom

XVII. ADJOURNMENT – Chair Young adjourned the meeting at 2:40 PM.

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

Attachment

~A~



**Heron's Glen
Recreation District**

2020-21

Mid-Year Review

Herons Glen Recreation District
 Mid-Year Review Summary
 Actuals 10/01/20 - 03/31/21
 Forecast 04/01/21 - 09/30/21

	REVENUE			EXPENSES			NET INCOME		
	Revenue - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance	Expenses - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance	Net Income - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance
00-Admin	885,472	895,072	(9,600)	794,953	807,566	12,613	90,520	87,506	3,013
10-Restaurant	1,052,032	1,054,170	(2,138)	1,080,577	1,094,745	14,168	(28,545)	(40,575)	12,030
70-Clubhse	757,184	757,184	-	723,194	729,063	5,869	33,991	28,121	5,869
76-CLIS	394,544	394,544	-	375,060	369,088	(5,972)	19,483	25,455	(5,972)
77-Fitness	61,396	61,396	-	55,914	56,175	261	5,482	5,221	261
Other Than Golf Subtotals	\$ 3,150,629	\$ 3,162,366	\$ (11,738)	\$ 3,029,698	\$ 3,056,638	\$ 26,940	\$ 120,931	\$ 105,728	\$ 15,203
30-GCM	-	-	-	1,083,102	1,228,436	145,334	(1,083,102)	(1,228,436)	145,334
60-Pro Shop	1,431,353	1,483,462	(52,110)	348,250	349,300	1,049	1,083,102	1,134,163	(51,060)
Golf Operations Subtotal	\$ 1,431,353	\$ 1,483,462	\$ (52,110)	\$ 1,431,353	\$ 1,577,736	\$ 146,383	\$ 0	\$ (94,273)	\$ 94,273
All Departments	\$ 4,581,982	\$ 4,645,829	\$ (63,847)	\$ 4,461,051	\$ 4,634,374	\$ 173,323	\$ 120,931	\$ 11,455	\$ 109,476

2020-21 Mid-Yr Review Notes

Dept 00 - Administration

- Interest Income - Based on current interest rates
- Payroll – New Assistant Controller started 04/15/2021. Annual salary is less than budget
- Benefits – New Assistant Controller will not be eligible for benefits until July 2021
- Computer Support – Website will not be live until June 2021
- Continuing Education -HFTP Club Summit in May to replace HFTP Annual Conference in October that was cancelled
- Bank Charges – Credit card fees have been significantly down due to less outside sales and the golf course will be closed for the remainder of the fiscal year
- Office Supplies – New docking station for GM
- HGRD Social Events/Member Relations – Volunteer Appreciation cancelled
- Travel - HFTP Club Summit in May to replace HFTP Annual Conference in October that was cancelled

Dept 10 – Food & Beverage

- Banquet Food, Residents –Two lunch events scheduled for the remainder of April and nothing else on the books. The level of revenue budgeted for the remainder of the fiscal year should be attainable based on the current rate of resident vaccinations
- Cost of Sales - Recalculated accordingly
- Payroll, Kitchen & Service OT – No banquets or Monday events scheduled that would cause OT
- Payroll Taxes & Fees - Recalculated accordingly
- H-2B Additional Expenses – Expected savings of \$1,700 since all H-2B employees are going to another club up north and the travel expenses will be covered by the other club
- Advertising – Lobby not renovated and restaurant renovation time frame has not yet been determined. Wedding promotions are being put on hold until October 2021 at the earliest
- Complimentary Meals - Trending down
- Entertainment Dining Room – No entertainment for Sundays, Easter or Mother's Day
- Entertainment Lounge – No entertainment in April. Waiting on board approval for future months
- Entertainment/Decorations –Annual Jamaican Night cancelled due to COVID
- Gratis Food/Bev – No popcorn due to COVID
- Linen – Based on lack of banquet business
- Member Rewards Food & Beverage - Based on current average percentage of outside sales vs. member sales (Food 88.40% and Beverage 86.39%).
- Travel - National Restaurant Association Food Show cancelled due to COVID
- Uniforms – Turnover is down
- Small Equipment, Kitchen - \$7k was budgeted in October, but not used. Estimated to use \$5k for small equipment replacements under capital threshold

Dept 30 – Golf Course Maintenance

- Payroll & Payroll, OT – Closed the golf course down for renovation earlier than anticipated
- Contingency – Amount to subsidize prorated golf memberships had to be reduced from \$391,749 to \$258,057 by the deficit caused almost entirely by not allowing Public Play
- Fertilizer – Closed for the renovation earlier than anticipated
- Gasoline – Closed for the renovation earlier than anticipated

Dept 60 – Pro Shop

- Membership Fees – monthly revenue recognition adjusted based on current number of members paid for the fiscal year of 506
- Member Guest Fees – Actual for April (course closed)
- Public Play Fees – Not allowing Public Play due to requiring one cart per player, lack of Yamaha seasonal carts and COVID
- Resident Non-Member Fees – Actual for April (course closed)
- Lease - 10 Cart Lease only \$735/month – other two leases all carts returned and leases terminated early

Dept 70 – Clubhouse Maintenance

- Cleaning Supplies – Based on average usage over first six-month period
- Fountains (Electric) – Based on average usage over first six-month period
- Fountain & Bubbler Maintenance – Based on usage over first six-month period
- Lease – Pool ice machine upgraded to a dispenser lease
- Tennis Court Maintenance – Based on average usage over first six-month period
- Effluent Water – Turned off due to golf course grass kill and breach in the liner

Dept 76 - CLIS

- Payroll & Payroll Taxes and Fees – Originally budgeted 70% of the CLIS Manager's salary to the CLIS Bond Project. The start of this project is yet to be determined

Dept 77 – Fitness Center

- Cleaning Supplies – Based on average usage over first six-month period
- Fitness Center Maintenance – Based on average usage over first six-month period
- Landscape Plants/Supplies – Original budget line items not calculated into total

Herons Glen Recreation District FY21 Mid-Year Review						
00 - Admin - Fiscal Year End Projections				6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget	
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
00	4110	Assessments, base 1285 units	801,325	801,325	-	0.00%
00	4945	HOA accounting income	16,346	16,346	-	0.00%
00	4986	Interest Income	5,946	15,546	(9,600)	-61.75%
00	4988	Late fee/Member Interest	6,551	6,551	-	0.00%
00	4990	Miscellaneous other income	55,304	55,304	-	0.00%
TOTAL Income			885,472	895,072	(9,600)	-1.07%
00	6100	PAYROLL	358,619	361,499	(2,880)	-0.80%
00	6125	PAYROLL, O.T.	768	768	-	0.00%
00	6200	PAYROLL TAXES & FEES	50,811	50,811	-	0.00%
00	6202	PAYROLL BENEFITS	69,947	71,507	(1,560)	-2.18%
00	6300	ADVERTISING	309	309	-	0.00%
00	6325	AED TRAINING & SUPPLIES	2,050	2,050	-	0.00%
00	6610	COMPLIMENTARY MEALS	1,646	1,646	-	0.00%
00	6625	COMPUTER SUPPORT	61,645	64,055	(2,410)	-3.76%
00	6630	Contingency	10,010	10,010	-	0.00%
00	6650	CONTINUING EDUCATION	5,910	5,350	560	10.47%
00	6850	DUES & SUBSCRIPTIONS	3,777	3,777	-	0.00%
00	6900	ELECTRIC*	16,439	16,439	-	0.00%
00	6902	EMPLOYEE APPRECIATION	6,846	6,846	-	0.00%
00	7225	Gratis / Member Relations	602	602	-	0.00%
00	7300	INSURANCE	26,405	26,405	-	0.00%

00 - Admin - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
00	7500	LICENSES & TAXES	1,482	1,482	-	0.00%
00	7755	BANK CHARGES	8,446	15,204	(6,758)	-44.45%
00	7825	OFFICE EQUIPMENT	19,408	19,408	-	0.00%
00	7850	OFFICE SUPPLIES	10,397	8,942	1,454	16.26%
00	7870	POSTAGE	5,491	5,491	-	0.00%
00	7900	PROFESSIONAL FEES	126,670	126,670	-	0.00%
00	8125	HGRD Social Events / Member Relations	613	2,613	(2,000)	-76.54%
00	8450	TELEPHONE*	4,193	4,193	-	0.00%
00	8500	TRAVEL	1,510	530	980	184.91%
00	8700	WATER & SEWER*	960	960	-	0.00%
TOTAL Expenses			794,953	807,566	(12,613)	-1.56%
Net Income/(Loss)			90,520	87,506	3,013	3.44%

Herons Glen Recreation District FY21 Mid-Year Review						
10 - Restaurant - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
10	4110	Assessments, base 1285 units	379,785	379,785	-	0.00%
10	4410	Food sales-Dining Room	216,849	216,849	-	0.00%
10	4430	Beverage sales-Dining Room	52,030	52,030	-	0.00%
10	4433	Food Revenue-Lounge	215,678	215,678	-	0.00%
10	4434	Beverage Revenue-Lounge	146,064	146,064	-	0.00%
10	4550	Banquet food-residents (Club Events)	34,818	36,955	(2,138)	-5.78%
10	4552	Banquets beverages- residents	4,518	4,518	-	0.00%
10	4570	Banquets food - outside	1,940	1,940	-	0.00%
10	4572	Banquets beverage- outside	351	351	-	0.00%
TOTAL Income			1,052,032	1,054,170	(2,138)	-0.20%
10	5420	COS, food	216,313	217,232	(919)	-0.42%
10	5430	COS, beverage	54,200	54,200	-	0.00%
TOTAL Cost of Revenues			270,513	271,432	(919)	-0.34%
Gross Profit Margin			781,519	782,738	(1,218)	-0.16%
10	6150	PAYROLL KITCHEN	234,646	234,646	-	0.00%
10	6155	PAYROLL, KITCHEN, OT	2,071	3,118	(1,047)	-33.58%
10	6180	PAYROLL, SERVICE	159,663	159,663	-	0.00%
10	6185	PAYROLL, SERVICE, OT	350	560	(210)	-37.49%
10	6200	PAYROLL TAXES & FEES	81,108	81,354	(246)	-0.30%
10	6202	PAYROLL BENEFITS	57,785	57,785	-	0.00%
10	6250	H-2B Additional Expenses	28,393	30,093	(1,700)	-5.65%

10 - Restaurant - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
10	6300	ADVERTISING	181	4,781	(4,600)	-96.22%
10	6600	CLEANING SUPPLIES	6,167	6,167	-	0.00%
10	6610	COMPLIMENTARY MEALS	1,429	1,979	(550)	-27.79%
10	6630	Contingency	172	172	-	0.00%
10	6650	CONTINUING EDUCATION	270	270	-	0.00%
10	6850	DUES & SUBSCRIPTIONS	775	775	-	0.00%
10	6900	ELECTRIC*	38,510	38,510	-	0.00%
10	6901	EMPLOYEE MEALS	3,616	3,616	-	0.00%
10	6948	Entertainment-Dining Room	2,550	3,770	(1,220)	-32.36%
10	6949	ENTERTAINMENT LOUNGE	8,225	9,925	(1,700)	-17.13%
10	6950	ENTERTAINMENT/DECORATIONS	1,518	3,093	(1,575)	-50.92%
10	7225	GRATIS FOOD/BEV - BAR SNACKS, FREEBIES	-	954	(954)	-100.00%
10	7300	INSURANCE	17,603	17,603	-	0.00%
10	7450	LEASE	6,389	6,389	-	0.00%
10	7500	LICENSES & TAXES	5,259	5,259	-	0.00%
10	7550	LINEN	5,489	8,270	(2,781)	-33.62%
10	7600	MAINTENANCE & REPAIRS	8,706	8,706	-	0.00%
10	7751	MEMBER REWARDS-FOOD	38,236	37,213	1,023	2.75%
10	7752	MEMBER REWARDS-BEVERAGE	17,114	17,878	(764)	-4.27%
10	7850	OFFICE SUPPLIES	2,832	2,832	-	0.00%
10	7950	PROPANE GAS	24,700	24,700	-	0.00%

10 - Restaurant - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
10	8130	Resident Event Decoration/Entertain	42	42	-	0.00%
10	8150	REFUSE	11,097	11,097	-	0.00%
10	8300	SERVICE CONTRACTS	11,365	11,365	-	0.00%
10	8351	SMALL EQUIPMENT-KITCHEN	5,478	478	5,000	1046.07%
10	8400	SUPPLIES	16,878	16,878	-	0.00%
10	8450	TELEPHONE*	2,290	2,290	-	0.00%
10	8500	TRAVEL	150	1,325	(1,175)	-88.68%
10	8550	UNIFORMS	1,385	2,135	(750)	-35.13%
10	8700	WATER & SEWER*	7,623	7,623	-	0.00%
TOTAL Expenses			810,064	823,313	(13,249)	-1.61%
Net Income/(Loss)			(28,545)	(40,575)	12,030	-29.65%

Herons Glen Recreation District FY21 Mid-Year Review						
70 - Clubhouse,Pool,Spa - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
70	4110	Assessments, base 1285 units	745,984	745,984	-	0.00%
70	4990	Miscellaneous other income	11,200	11,200	-	0.00%
TOTAL Income			757,184	757,184	-	0.00%
70	6100	PAYROLL	185,947	185,947	-	0.00%
70	6125	PAYROLL, O.T.	4,129	4,129	-	0.00%
70	6200	PAYROLL TAXES & FEES	27,251	27,251	-	0.00%
70	6202	PAYROLL BENEFITS	20,264	20,264	-	0.00%
70	6550	CHEMICALS	8,955	8,955	-	0.00%
70	6600	CLEANING SUPPLIES	10,274	11,474	(1,200)	-10.46%
70	6630	Contingency	5,538	5,538	-	0.00%
70	6650	CONTINUING EDUCATION	389	389	-	0.00%
70	6900	ELECTRIC*	40,417	40,417	-	0.00%
70	7185	FOUNTAINS (ELECTRIC)	6,970	8,717	(1,748)	-20.05%
70	7190	Fountain & Bubbler Maintenance	2,275	2,475	(200)	-8.08%
70	7200	GASOLINE	415	415	-	0.00%
70	7251	SMALL EQUIPMENT SOUND	2,994	2,994	-	0.00%
70	7300	INSURANCE	39,607	39,607	-	0.00%
70	7400	LANDSCAPE PLANT/SUPPLIES	47,262	47,262	-	0.00%
70	7450	LEASE	26,660	26,637	22	0.08%
70	7500	LICENSES & TAXES	375	375	-	0.00%
70	7600	MAINTENANCE & REPAIRS	66,578	66,578	-	0.00%

70 - Clubhouse,Pool,Spa - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
70	7610	Plumbing	415	415	-	0.00%
70	7630	Painting	1,164	1,164	-	0.00%
70	7640	Lighting	296	296	-	0.00%
70	7670	Sports Court Areas	189	189	-	0.00%
70	7685	MAINTENANCE, POOL & SPA	9,679	9,679	-	0.00%
70	7850	Office Supplies	466	466	-	0.00%
70	7950	PROPANE GAS	371	371	-	0.00%
70	8150	REFUSE	5,024	5,024	-	0.00%
70	8225	SECURITY	16,312	16,312	-	0.00%
70	8300	SERVICE CONTRACTS	151,762	151,762	-	0.00%
70	8350	SMALL TOOLS	1,402	1,402	-	0.00%
70	8450	Telephone	3,257	3,257	-	0.00%
70	8475	TENNIS COURT MAINTENANCE	4,890	6,090	(1,200)	-19.70%
70	8500	TRAVEL	481	481	-	0.00%
70	8550	UNIFORMS	1,648	1,648	-	0.00%
70	8700	WATER & SEWER*	16,023	16,023	-	0.00%
70	8701	Effluent Water	13,517	15,061	(1,544)	-10.25%
TOTAL Expenses			723,194	729,063	(5,869)	-0.81%
Net Income/(Loss)			33,991	28,121	5,869	20.87%

Herons Glen Recreation District FY21 Mid-Year Review						
76 - CLIS - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
76	4110	Assessments, base 1285units	198,458	198,458	-	0.00%
76	4917	CLIS Income	184,988	184,988	-	0.00%
76	4990	Miscellaneous other income	11,098	11,098	-	0.00%
TOTAL Income			394,544	394,544	-	0.00%
76	6100	PAYROLL	182,783	177,783	5,000	2.81%
76	6125	PAYROLL, O.T.	10,373	10,373	-	0.00%
76	6200	PAYROLL TAXES & FEES	28,379	27,407	972	3.55%
76	6202	PAYROLL BENEFITS	17,733	17,733	-	0.00%
76	6625	COMPUTER SUPPORT	1,750	1,750	-	0.00%
76	6650	CONTINUING EDUCATION	200	200	-	0.00%
76	6652	Contract Labor - Technical	2,310	2,310	-	0.00%
76	6850	DUES & SUBSCRIPTIONS	594	594	-	0.00%
76	6900	ELECTRIC*	32,310	32,310	-	0.00%
76	7200	GASOLINE	1,119	1,119	-	0.00%
76	7300	INSURANCE	18,483	18,483	-	0.00%
76	7450	LEASE	3,030	3,030	-	0.00%
76	7600	MAINTENANCE & REPAIRS	931	931	-	0.00%
76	7676	PARTS & SUPPLIES	56,501	56,501	-	0.00%
76	7850	OFFICE SUPPLIES	501	501	-	0.00%
76	7852	PUMP MAINTENANCE	11,293	11,293	-	0.00%
76	8250	SEED, SOD, SAND	198	198	-	0.00%

76 - CLIS - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
76	8350	SMALL TOOLS	1,469	1,469	-	0.00%
76	8450	TELEPHONE*	1,035	1,035	-	0.00%
76	8500	TRAVEL	150	150	-	0.00%
76	8550	UNIFORMS	3,634	3,634	-	0.00%
76	8700	WATER & SEWER*	285	285	-	0.00%
TOTAL Expenses			375,060	369,088	5,972	1.62%
Net Income/(Loss)			19,483	25,455	(5,972)	-23.46%

Herons Glen Recreation District FY21 Mid-Year Review						
77 - Fitness Center - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
77	4110	Assessments, base 1285 units	61,349	61,349	-	0.00%
77	4990	Miscellaneous other income	47	47	-	0.00%
TOTAL Income			61,396	61,396	-	0.00%
77	6600	CLEANING SUPPLIES	4,940	6,290	(1,350)	-21.46%
77	6900	ELECTRIC*	8,437	8,437	-	0.00%
77	7175	FITNESS CENTER MAINTENANCE	6,591	7,841	(1,250)	-15.94%
77	7300	INSURANCE	8,802	8,802	-	0.00%
77	7400	LANDSCAPE PLANT/SUPPLIES	5,811	3,472	2,339	67.36%
77	7450	LEASE	6,497	6,497	-	0.00%
77	8300	SERVICE CONTRACTS	13,215	13,215	-	0.00%
77	8450	TELEPHONE*	229	229	-	0.00%
77	8700	WATER & SEWER*	1,392	1,392	-	0.00%
TOTAL Expenses			55,914	56,175	(261)	-0.47%
Net Income/(Loss)			5,482	5,221	261	5.00%

Herons Glen Recreation District FY21 Mid-Year Review							
30 - Golf Maint. - Fiscal Year End Projections				6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ	
30	6100	PAYROLL	298,977	305,120	(6,142)	-2.01%	
30	6125	PAYROLL, O.T.	4,585	5,224	(639)	-12.22%	
30	6195	PAYROLL, COVID-19 FFCRA WAGES	1,689	1,689	-	0.00%	
30	6200	PAYROLL TAXES & FEES	46,912	46,912	-	0.00%	
30	6202	PAYROLL BENEFITS	44,527	44,527	-	0.00%	
30	6550	CHEMICALS	72,656	72,656	-	0.00%	
30	6630	Contingency	260,356	394,048	(133,692)	-33.93%	
30	6650	CONTINUING EDUCATION	1,385	1,385	-	0.00%	
30	6850	DUES & SUBSCRIPTIONS	2,347	2,347	-	0.00%	
30	6900	ELECTRIC*	21,352	21,352	-	0.00%	
30	7100	FERTILIZER	40,635	44,635	(4,000)	-8.96%	
30	7150	FIELD SUPPLIES	10,913	10,913	-	0.00%	
30	7200	GASOLINE	8,239	9,374	(1,135)	-12.11%	
30	7300	INSURANCE	28,165	28,165	-	0.00%	
30	7350	IRRIGATION	9,071	9,071	-	0.00%	
30	7400	LANDSCAPE PLANT/SUPPLIES	18,907	18,907	-	0.00%	
30	7450	LEASE	115,902	115,628	275	0.24%	
30	7600	MAINTENANCE & REPAIRS	3,683	3,683	-	0.00%	
30	7655	MAINTENANCE, EQUIPMENT	44,640	44,640	-	0.00%	
30	7850	OFFICE SUPPLIES	2,799	2,799	-	0.00%	
30	8150	REFUSE	4,684	4,684	-	0.00%	

30 - Golf Maint. - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
30	8250	SEED, SOD, SAND	10,766	10,766	-	0.00%
30	8300	SERVICE CONTRACTS	9,379	9,379	-	0.00%
30	8350	SMALL TOOLS	5,319	5,319	-	0.00%
30	8450	TELEPHONE*	2,351	2,351	-	0.00%
30	8500	TRAVEL	847	847	-	0.00%
30	8550	UNIFORMS	7,677	7,677	-	0.00%
30	8700	WATER & SEWER*	4,337	4,337	-	0.00%
TOTAL Expenses			1,083,102	1,228,436	(145,334)	-11.83%
Net Income/(Loss)			(1,083,102)	(1,228,436)	145,334	-11.83%

Herons Glen Recreation District FY21 Mid-Year Review						
60 - Pro Shop - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
60	4210	Membership fees	1,179,916	1,223,653	(43,737)	-3.57%
60	4230	Annual Range & Handicap Membership	7,265	7,265	-	0.00%
60	4231	Member Guest Fees	54,588	58,978	(4,390)	-7.44%
60	4260	Public Play Fees	995	5,120	(4,125)	-80.57%
60	4270	Resident Non-Member Fees	116,557	122,772	(6,215)	-5.06%
60	4280	Range fees	3,954	3,954	-	0.00%
60	4310	Pro shop, mdse	62,162	55,804	6,358	11.39%
60	4315	Pro Shop, Lessons - Golf Pro	1,785	1,785	-	0.00%
60	4320	Pro Shop, Lessons - Asst. Golf Pro	620	620	-	0.00%
60	4325	Pro Shop, Grips	1,500	1,500	-	0.00%
60	4370	Pro shop, food & beverage	1,577	1,577	-	0.00%
60	4380	Pro shop, club rental	160	160	-	0.00%
60	4990	Miscellaneous other income	275	275	-	0.00%
TOTAL Income			1,431,353	1,483,462	(52,110)	-3.51%
60	5280	COS, Pro Shop, Grips	1,456	1,456	-	0.00%
60	5310	COS, pro shop, mdse	43,045	38,594	4,450	11.53%
60	5360	COS, pro shop, food & beverage	1,326	1,326	-	0.00%
TOTAL Cost of Revenues			45,826	41,376	4,450	10.76%
Gross Profit Margin			1,385,527	1,442,087	(56,560)	-3.92%
60	6100	PAYROLL	154,271	154,271	-	0.00%
60	6125	PAYROLL, O.T.	363	715	(352)	-49.20%

60 - Pro Shop - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
60	6175	PAYROLL GOLF LESSONS	2,165	2,165	-	0.00%
60	6200	PAYROLL TAXES & FEES	24,735	24,735	-	0.00%
60	6202	PAYROLL BENEFITS	9,857	9,857	-	0.00%
60	6850	DUES & SUBSCRIPTIONS	10,028	10,028	-	0.00%
60	6900	ELECTRIC*	14,334	14,334	-	0.00%
60	7150	FIELD SUPPLIES	4,330	4,330	-	0.00%
60	7200	GASOLINE	2,819	2,819	-	0.00%
60	7300	INSURANCE	36,967	36,967	-	0.00%
60	7450	LEASE	26,331	31,479	(5,148)	-16.35%
60	7600	MAINTENANCE & REPAIRS	2,357	2,357	-	0.00%
60	7825	OFFICE EQUIPMENT	1,728	1,728	-	0.00%
60	7850	OFFICE SUPPLIES	619	619	-	0.00%
60	8150	REFUSE	2,774	2,774	-	0.00%
60	8300	SERVICE CONTRACTS	4,223	4,223	-	0.00%
60	8450	TELEPHONE*	1,582	1,582	-	0.00%
60	8550	UNIFORMS	1,662	1,662	-	0.00%
60	8700	WATER & SEWER*	1,280	1,280	-	0.00%
TOTAL Expenses			302,424	307,924	(5,500)	-1.79%
Net Income/(Loss)			1,083,102	1,134,163	(51,060)	-4.50%

<u>2020-21 Capital Budget Vs Actual Review</u>					
Capital Carryover from 2019-20 Budget Yr				\$ 1,474,688	
To Be Collected in this FY				348,840	
Series 2020 Bond Funds Rec'd via Requisition				118,530	
Long Term Capital Funds used to pay DR Horton expenditures per Board				101,206	
Portion of FY19 budget surplus to reduce FY21 collection requirement				123,360	
Accumulated Interest on Capital Funds				1,613	
				\$ 2,168,238	
	Carryfwd from 19-20	2021 Budget	Spent through 03/31/21	Planned expenditures before FYE	Details
Pump Replacement in GCM Pumphouse	\$ -	\$ 93,636	\$ -	\$ 93,636	
Turbidity Barrier - driving range south side	13,000	-	-	13,000	
Ballroom Stage Curtains	12,240	-	-	12,240	
Curtains & Shades	5,000	-	-	5,000	
Coolers - Lounge	7,500	-	-	7,500	
Pizza Oven	22,500	-	-	22,500	
40 Qt Mixer	6,000	-	-	6,000	
Heavy Duty 36" Gas Range (2 @ \$4500 per)	9,000	-	-	9,000	
Gas 36" Salamander Broiler (2 @ \$2600 per)	5,200	-	-	5,200	
Solstice Fryer (70-90 lbs)	6,800	-	-	6,800	
83" Refrigerated Prep Table-Pantry	6,500	-	-	6,500	
Remote Beer System	408	-	-	408	
Oven-Dutch Alto Sham	5,300	-	-	5,300	
Hot Box for Banquet Dinner	6,120	-	-	6,120	
Dining Room Furniture (296 chairs; 60 tables; 7 high tops)	65,000	-	-	65,000	
Kitchen Service Bar	11,000	-	-	11,000	
Refrigeration for Freezer	25,000	-	-	25,000	
Umbrellas w/stands	5,100	-	-	5,100	
Air Handler Pro Shop - (2) Large	25,500	-	-	25,500	
Air Handler Admin - Large	14,280	-	-	14,280	
Tables (20 total tables between CR A, B & C)	5,000	-	-	5,000	
Lobby Refurbishment	25,500	-	-	25,500	
Website Redesign	13,360	-	600	12,760	
Tennis Court Lights	-	7,500	-	7,500	
Acoustifence replacement for existing four courts	-	6,242	-	6,242	
Costing Allowance (Do Not Carry Over)	-	50,000	-	50,000	
	\$ 295,308	\$ 157,378			
<u>Items not in original budget but approved by Board:</u>					
DR Horton Development			4,748		
Fitness Center			1,315		
			6,663	\$ 452,086	
Variance between budget (including bal carried fwd from previous yr) & FY end expenditures				(6,063)	
Calculated carryforward into 2021-2022 Budget Yr				\$ 1,366,393	
<u>Reconciliation with GL Bank Accounts</u>					
(Amount Including 0 qtrly transfers from operating only)			\$ 1,812,735		
Trident Elite Imaging Inv# 0000246 Ck# 1172 04/09/21			\$ 600	Outstanding AP	
			\$ 1,813,335		
00-1088 FineMark - Capital Checking			1,145		
00-1130 FL Prime State Board Admin-Capital			1,812,187		
			\$ 1,813,332		

<u>2020-21 Def Maint Budget Vs Actual Review</u>					
<i>Def Maint Carryover from 2019-20 Budget Yr</i>	\$ 329,705				
<i>To Be Collected in this FY</i>	345,100				
<i>Accumulated Interest on Deferred Funds</i>	289				
	\$ 675,093				
	<i>Carryfwd from 19-20</i>	<i>2021 Budget</i>	<i>Spent through 03/31/21</i>	<i>Planned expenditures before FYE</i>	<i>Details</i>
Tree trimming throughout property & golf course	17,111	\$ 31,212	\$ 7,500	\$ 40,823	
Landscape (All Rec Dist facilities)	2,022	2,081	-	4,103	
Trees throughout property (replacement/removal)	-	2,081	1,500	581	
Seal Parking lot (clubhouse -main & pro shop)	-	13,525	-	13,525	
Seal Parking lot (club rear, W lot, lot @ Palo Duro)	-	7,283	-	7,283	
Seal Parking lot (fitness area)	-	3,121	-	3,121	
Seal Parking lot (tennis & shuffle)	-	2,081	-	2,081	
Seal Parking lot (GCM/CLIS) building asphalt	-	10,404	-	10,404	
Cart/Multi Use Path (asphalt Via La Quinta to Kaidon Ln)	15,060	3,121	-	18,181	
Bridge	-	520	-	520	
Cart Path- Golf Course (concrete)	-	5,202	-	5,202	
Maintain Seawalls (#1, #4 & #7)	-	3,121	-	3,121	
Clean Clubhouse Roof - Wet it and forget it	7,885	8,323	-	16,208	
Clubhouse Roof Checkup & Cracked Tile Repair	8,147	13,005	-	21,152	
Conservation Easement Maintenance (exotic removal)	7,140	7,283	4,500	9,923	
Palmetto Trimming (includes pinestraw & disposal)	22,600	31,212	22,358	31,454	
Aesthetic Clubhouse Facility Improvements	972	10,404	1,236	10,140	
Replace fire sprinkler heads (outdated)	-	2,705	-	2,705	
5 yr Sprinkler Obstruction Inspection	-	1,873	-	1,873	
Thorguard maintenance	-	1,561	703	858	
Clean, Repair & Seal all clubhouse pavers	-	2,601	-	2,601	
Pool area restroom update and refurbish	15,300		-	15,300	
Pro Shop Restroom update and refurbish	5,000		-	5,000	
Flat roof over restaurant - maintenance	3,060	3,121	-	6,181	
Ballroom Divider	5,000		-	5,000	
Lake erosion: property	9,265	52,020	6,650	54,635	
Replace bubblers (\$2500 we own 2)	1,775	2,601	-	4,376	
Replace fountains (\$3k) we own 4	3,060	3,121	-	6,181	
Clean, Repair & Seal all pool area pavers	5,800		-	5,800	
Pool deck Furniture - replace loungers & chairs with brown	-	2,081	-	2,081	
Pool pipe/leak maintenance/pump replacement	-	10,404	-	10,404	
Chiller Repair (warrantee expired)	-	10,404	-	10,404	
Card rooms carpet/flooring	10,200		-	10,200	
Board Room/F&B office Carpet/flooring	4,080		-	4,080	
Main Lobby Carpet/Floor	15,300		-	15,300	
Ballroom Dance Floor -Wood	17,000		-	17,000	
Ballroom paint	4,080		-	4,080	
Restaurant carpet replacement	15,300		-	15,300	
Lounge Hardwood floor	14,903		-	14,903	
Irrigation Pump Repairs	3,028	10,404	5,950	7,482	
Drainage	1,566	3,121	1,920	2,767	
Paint pumphouses	1,364		465	899	
Pumphouse building maintenance	2,020	1,040	210	2,850	
Fitness Roof Maintenance/cleaning	-	2,601	-	2,601	
Wind screen	2,054	1,040	-	3,094	
Nets (6)	2,718		299	2,419	

	<i>Carryfwd from 19-20</i>	2021 Budget	Spent through 03/31/21	Planned expenditures before FYE	Details
Har-Tru 3rd & 6th Year Maintenance	-	26,667	25,050	1,617	
Pickleball Court Maintenance	-	2,081	-	2,081	
Shuffleboard Resurfacing of Courts	15,300	-	-	15,300	
Shuffleboard Overhead shelter - refurbish/repair	5,100	-	-	5,100	
	\$ 243,210	\$ 293,425			
Items not in original budget but approved by Board:					
Pool Remarcite			268		
Total Deferred Expenditures			\$ 78,611	\$ 458,293	
Variance between budget & FY end expenditures				(268)	
Calculated carryforward into 2021-22 Budget Yr				\$ 134,960	
Resident Small Requests - \$7500 Carried Fwd from FY19 Surplus		7,500	4,271	\$ 3,229	
Total Deferred & RSR Expenditures			\$ 82,882	GL 93-7600	
Reconciliation with GL Bank Accounts					
(Amount Including 0 qtly transfers from operating only)			\$ 247,112		
Lake & Wetland Inv# 9252-WC Ck# 1146 04/12/21			4,500	AP Outstanding	
Home Depot Inv# 0023950			210		
			\$ 251,822	GL Bank Reconciliation	
00-1131 FL Prime State Board - Deferred			\$ 251,822		
00-1142 FineMark Deferred			0		
			\$ 251,822		

Attachment

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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 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 30th of each year. All standing committees are advisory only and will meet minimally once per calendar quarter. In addition, an organizational meeting may be held during May to select the Chair and review the charter. Regular quarterly meetings will be held in June or July, October, January, and April. The Board Liaison will establish meeting times, dates and locations. Special 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 member(s). In the absence of a regular member at any meeting the ex-officio 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 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 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 secretary for the committee 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. The ad hoc committees are the Audit Advisory, Golf Course Renovation, and Problem-Solving Task Force.

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

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.

Amended at the April 26, 2021 HGRD Special Board Meeting

ATTENDANCE RECORD

Meeting Type: Finance/Special Board Mtg.
Date: 4/26/21 Time: 9:30am

PLEASE PRINT YOUR NAME BELOW

1	<u>Bill Conklin</u>
2	<u>Tim Kerns</u>
3	<u>Nancy Parsons</u>
4	<u>Frank Layton</u>
5	<u>Barry Jones</u>
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**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
May 12, 2021, 9:00 A.M., 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** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski
- III. **ROLL CALL** – Board Secretary Karon Bennett
- IV. **APPROVAL OF MINUTES** – Special Board Meeting 03/22/2021, Board Meeting 03/25/2021, REVISED Special Board Meeting 04/01/2021, REVISED Special Board Meeting 04/14/2021 and Special Board Meeting and Mid-Year Review with the Finance Committee 04/26/2021.
- V. **HGRD EMPLOYEE INPUT** – CLIS Update – Ryker Johnson and Tim Kortanek
- VI. **MID-YEAR REPORT** – General Manager J.B. Belknap and Controller Lynn Garcia Update of Restaurant Projections based on mid-year discussion.
- VII. **DISTRICT COUNSEL’S REPORT** - Tom Hart, Esq.
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Golf Course Ad Hoc Renovation, April 28 Chair John Edinger
 - B. Standing Long Range Planning, No Meeting Chair or Board Liaison
 - C. Standing Finance, May 3 Chair Doug Schuler
 - D. Standing Facilities & Amenities, May 10 Chair Karen Mars
 - The Increase of Voting Members for the Facilities & Amenities Committee
 - E. Audit Ad Hoc, May 10 Chair Jayne Schwarz
 - F. Problem-Solving Taskforce, No Meeting Chair Cowgill
- IX. **NEW BUSINESS**
 - A. Compensation Review Committee – Supervisor Polvinen
 - B. COVID Restrictions - Supervisor Kulkoski
 - C. Charter Update and Missions for the Facilities & Amenities Committee - Supervisor Kulkoski

X. **OLD BUSINESS**

- A. Status of Bocce and Pickle Ball Drawings, Quotes and Timing - J.B. Belknap
- B. Policies and Procedures Change Confirmation related to Committees- Chair Young
- C. Club Benchmark Update – Supervisor Schwarz

XI. **RESIDENT COMMENTS**

XII. **NEXT WORKSHOP/MEETINGS**

- Thursday, May 13 – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- Monday, May 17 – Long-Range Planning Committee - 9:30 a.m. - Zoom
- ~~Monday, May 24 – Board Workshop~~ Canceled
- Thursday, May 27 - Board Meeting - 2:00 p.m. - Card Room C/Zoom
- TBD – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- Wednesday, June 9 - Special Board Meeting – 9 a.m. - Card Room C/Zoom

XIII. **ADJOURNMENT**

**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
May 12, 2021, 9:00 A.M., 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	8

- I. **CALL TO ORDER** – Chair Howard Young called the meeting to order at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Kulkoski led the Pledge of Allegiance.
- III. **ROLL CALL** – Board Secretary Karon Bennett called roll (attendees are listed above).
- I. **APPROVAL OF MINUTES**
- *Motion made by Supervisor Polvinen to approve the minutes from the Special Board Meeting 03/22/2021, Board Meeting 03/25/2021, REVISED Special Board Meeting 04/01/2021, REVISED Special Board Meeting 04/14/2021 and Special Board Meeting and Mid-Year Review with the Finance Committee 04/26/2021. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***
- IV. **HGRD EMPLOYEE INPUT** – Tim Kortanek and Ryker Johnson provided an update on the CLIS update and Rain Bird System for irrigation. Approximately six weeks ago Tucor updated their cloud-based communication software. That update did not synchronize very well with the current system. The issue lies with the valves which allow water to flow through to the sprinkler heads then to the yards. This led Tim to bring in Rain Bird to assist. He also had Tucor move back to the old software. The two companies are working well together to diagnose the issue and establish better communication. Rainbird is in the process of testing their radio frequencies to communicate with Tucor central controls as a short-term solution to get the system up and running again until we can get a long-term fix. Tucor is expected onsite next week to establish communication between maintenance boxes to HGRD's four major locations. The Board had further discussion on the life expectancy of the control boxes in the community. The irrigation team will continue to manually water as needed. Tim stated the importance of residents reading updates in the newsletter provided by email.
- V. **MID-YEAR REPORT** – General Manager J.B. Belknap and Controller Lynn Garcia led a presentation (Attachment A) of Restaurant Projections based on mid-year discussion. The report was positive. Lynn addressed the concerns about the 2 specific material weakness from the audit. The first, was the addition of the Assistant Controller with government experience who will take over journal entries. Lynn will take over the reviewing so that the internal controls is being done properly. The second is in regards to the capital depreciation schedule that is being worked on now.
- VI. **GENERAL MANAGER'S REPORT** - GM J.B. Belknap updated the Board on the following items:
- Stutz Construction** – J.B. stressed the importance of getting back on point with the construction of bocce, shuffle and pickleball areas to stay on completion of the two projects. Stultz has stated that enough time is not available to complete a restaurant renovation.

Rich Stultz will provide the costs of flipping the location of the shuffleboard courts to the bocce courts by Monday, May 10, 2021. As well as, the reconfiguration costs of the driving range restroom. The sense of urgency was noted.

Outside Dining - The Problem-Solving Taskforce will present the Board with several different options for outside dining at their Board meeting on Thursday, May 27, 2021. John Cowgill noted that there is a significant difference cost between updating the pool deck with the raised deck and installing a dining area on the Southside of the restaurant. He is confident that the Problem-Solving Taskforce will provide the Board with enough input to make an informed decision by the end of the month of May.

- VII. **DISTRICT COUNSEL'S REPORT** – J.B. Belknap gave the District Counsel's report in place of Tom Hart, Esq. who has been in contact with D.R. Horton concerning the plat approval. Tom Hart has no doubt that the plat approval will be signed soon.

VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

Golf Course Renovation – Supervisor Overs and J.B. gave the committee report in Chair Edinger's absence. J.B. stated that Ricky Nix is happy with the progress taking place on the golf course renovation. A third video of the progress will be presented to the residents this week. Supervisor Overs mentioned that they are starting to look at items that can be postponed, such as differing some of the cart path reconstruction to next year. Further discussion ensued regarding the restrooms on the driving range. The committee recommended that the driving range restroom orientation be changed to a "L" shape design rather than side by side with the existing cart barn. The Board agreed and further stated that, if budget allowed, an extension of the roofline for weather protection to the driving range restroom would be a good addition.

Finance – Supervisor Schwarz presented the Finance Committee report. The committee met last week and elected Doug Schuler as Chair and Dennis Popp as Vice-Chair. They will be working with management on audit follow up. This will include follow up on the five findings from the last year's audit to confirm that corrective actions are in place.

Audit – Supervisor Schwarz presented the Audit Committee report. This was the kickoff to the FY2021 financial statement audit. At that meeting the auditors stressed the vulnerability of being hit by ransom ware. They are concerned about what plan out IT has against attacks. The auditors from CLA will be on site at the next meeting on August 9th.

Long Range Planning – J.B. commented on behalf of Chair Fred Gignac. He advised the Board that the committee will make its' Chair and Vice-Chair selections at the next meeting.

Facilities & Amenities - Supervisor Kulkoski gave the committee report in the absence Chair Karen Mars. Karen Mars was re-elected as Chair, Tiff Lauzau was elected as Vice-Chair. The committee unanimously requested that all nine members become regular members for this year. Supervisor Kulkoski also suggested extending the charter of the committee to be more proactive. The Board voted to stay with 5-7 members on the committee. Supervisor Kulkoski abstained from the vote.

No charter updates took place at this time.

Problem-Solving Task Force – Chair Cowgill included a large part of his update in the discussion above concerning the different concepts for outdoor dining. Stultz will provide budget numbers and will provide that information to the Board by Monday, May 17th.

IX. NEW BUSINESS

Compensation Review Committee – Supervisor Polvinen introduced the other committee members Karen Jessop, Val McCarter, Lynn Garcia and J.B. Belknap. The presentation had been delayed due to Covid. Karen Jessop, who was significantly involved in the compensation reviews that took place in 2004, 2007 and 2010, went through the history and process. In 2020 the committee reviewed all salary ranges & adjustments, performance bonuses, job descriptions for District employees based on local information included in 2019 Beekman Reports and the 2018 HFTP Hospitality Financial & Technology Professionals) and had issues gathering local information. A discussion of geographical improvement areas and market competitiveness took place. The methodology was based on the previous three reviews. There is a 33% range between low and high. Valerie McCarter discussed foregoing performance bonuses and wrapping them into base salaries for eligible employees. The committee recommended that salary reviews be done on a three-year cycle. They also suggested the implementation of exit interviews in order to determine why employees leave the District. Suggested moving the wage increase to the beginning of the fiscal year, this makes more sense on the overall impact of the budget. In light of that the committee wants to pay based on performance. This requires performance reviews to take place between July and August allowing one month to make a good salary recommendation to be in effect October 1st. Lump sum payments for employees who are at maximum ranges may be provided. Further discussion ensued. The final proposal is needed prior to the budget meeting June. Resource turnover rates by function and budget impact numbers if this proposal were to be adopted were requested for the May 27 Board meeting.

X. OLD BUSINESS

A. Club Benchmark Update – Supervisor Schwarz gave the Board an update on the Club Benchmarking/Reserve Study grouping. The large targets are roof, acoustical tiling, flooring and pumps.

XI. RESIDENT COMMENTS – None

XII. NEXT WORKSHOP/MEETINGS

- Thursday, May 13 – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- Monday, May 17 – Long-Range Planning Committee - 9:30 a.m. - Zoom
- ~~Monday, May 24 – Board Workshop Canceled~~
- Thursday, May 27 - Board Meeting - 2:00 p.m. - Card Room C/Zoom
- TBD – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- Wednesday, June 9 - Special Board Meeting – 9 a.m. - Card Room C/Zoom

XIII. ADJOURNMENT took place at 11:40 AM.

5/27/2021
Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Board Secretary

APPROVED BY HGRD BOARD:

5/27/2021
Date

Peter Over

Peter Over, HGRD Board Vice-Chair

ATTENDANCE RECORD

Meeting Type: Board meeting
Date: May 27, 2021 Time: 2 PM

PLEASE PRINT YOUR NAME BELOW

1	Peter Cummings
2	Rick Schaefer
3	Mary Wright
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Attachment

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Herons Glen Recreation District
Mid-Year Review Summary
Actuals 10/01/20 - 03/31/21
Forecast 04/01/21 - 09/30/21

	REVENUE			EXPENSES			NET INCOME		
	Revenue - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance	Expenses - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance	Net Income - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance
00-Admin	885,472	895,072	(9,600)	794,953	807,566	12,613	90,520	87,506	3,013
10-Restaurant	965,257	1,054,170	(88,913)	1,037,969	1,094,745	56,776	(72,712)	(40,575)	(32,137)
70-Clubhse	757,184	757,184	-	723,194	729,063	5,869	33,991	28,121	5,869
76-CLIS	394,544	394,544	-	375,060	369,088	(5,972)	19,483	25,455	(5,972)
77-Fitness	61,396	61,396	-	55,914	56,175	261	5,482	5,221	261
Other Than Golf Subtotals	\$ 3,063,853	\$ 3,162,366	\$ (98,513)	\$ 2,987,090	\$ 3,056,638	\$ 69,548	\$ 76,763	\$ 105,728	\$ (28,965)
30-GCM	-	-	-	825,045	1,228,436	403,391	(825,045)	(1,228,436)	403,391
60-Pro Shop	1,431,351	1,483,462	(52,111)	348,250	349,300	1,049	1,083,100	1,134,163	(51,062)
Golf Operations Subtotal	\$ 1,431,351	\$ 1,483,462	\$ (52,111)	\$ 1,173,296	\$ 1,577,736	\$ 404,440	\$ 258,055	\$ (94,273)	\$ 352,328
All Departments	\$ 4,495,204	\$ 4,645,829	\$ (150,625)	\$ 4,160,385	\$ 4,634,374	\$ 473,988	\$ 334,819	\$ 11,455	\$ 323,363



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
June 9, 2021, 9 AM, 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 Polvinen
- III. **ROLL CALL** – Board Secretary Karon Bennett
- IV. **APPROVAL OF MINUTES** –Board Meeting minutes for May will be presented on 06.28.21.
- V. **GENERAL MANAGER’S REPORT** - GM J.B. Belknap and Rich Small (Stultz)
 - A. Update of Bond Projects – Including Financials
 - Pool Deck
 - Bocce
 - Pickleball
 - Restaurant
 - CLIS
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**

A. Audit Committee, No Meeting	Supervisor Schwarz
B. Finance Committee, No Meeting	Chair Schuler
C. Facilities & Amenities, No Meeting	Chair Karen Mars
D. Golf Course Renovation, No Meeting	GM J.B. Belknap
E. Long Range Planning, No Meeting	Chair Fred Gignac
F. Problem-Solving Taskforce, No Meeting	Chair Cowgill
- VIII. **OLD BUSINESS**
 - A. Project Priority Review
- IX. **NEW BUSINESS**
- X. **RESIDENT COMMENTS**

XI. UPCOMING MEETINGS

- 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

XII. ADJOURNMENT



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
June 9, 2021, 9 AM, Card Room C/Zoom
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice Chair Peter Overs	X	Controller Lynn 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	5

- I. **CALL TO ORDER** – Vice Chair Overs led the meeting; Chair Young attended via Zoom.
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Polvinen led the Pledge of Allegiance.
- III. **ROLL CALL** – Board Secretary Karon Bennett called the roll (attendees are listed above).
- IV. **APPROVAL OF MINUTES** – Due to internet issues involved in the transfer from Broadstar to Bluestream the Board Meeting minutes for May will be presented on 06.28.21.

HGRD EMPLOYEE INPUT - CLIS Update – Tim Kortanek and Ryker Johnson provided an update on the CLIS system. Our IT company is collaborating with Bluestream to provide fiber to the irrigation controllers. Once fiber is connected to the controllers, the Tucor engineers will take over and reprogram the irrigation system. The clubhouse server and point of sale system also experienced connectivity and networking issues related to the Blue Stream cutover which the IT company is working on as well. The community is still being hand watered in various locations with sporadic sprinklers functioning. Tim has set out catch cans to determine which ones are running, which ones are not. Tucor will use this information to create a timeline to use during repairs. The management team is currently investigating how can they improve the irrigation system and how much will it cost.

- V. **GENERAL MANAGER'S REPORT** - GM J.B. Belknap announced that due to a business emergency Rich Small from Stultz Construction was unable to attend the Board meeting. J.B. stated that Stultz is aware of the District's need to complete at least three projects this summer: Bocce/Shuffleboard (Sports Complex), Pickleball and the Pool Deck. They understand our urgency and are attempting to get hard quotes from recreational and paving companies with lead times so they, and we, can evaluate and get them into contracts. Many companies are facing headwinds due to the current economic climate. Increases in material costs, particularly concrete, lack of truck drivers, staffing shortages, etc. may affect the timing of these projects. Once Stultz gets someone under contract we intend to move quickly in order to complete the projects by the end of the summer.

Some specialty permits are involved with pickleball. J.B. has been in touch with Mor-Sports in hopes to get one company to do bocce, pickleball and shuffleboard courts. According to Clarke pickleball is scheduled for completion when the golf course is finished, assuming that we have materials and workers. The development order for the sports complex has been submitted and will allow the location of the bocce and shuffleboard courts to be flipped. If it is not started by October 15, it will be delayed until next April 2022.

Further discussion took place concerning the pool deck and materials such as landscaping, fencing, pavers, etc. J.B. will follow up with Jim Ink.

Rich Small has been in contact with Mike Shelley to notify him of the desire of the Board to bring him in as the Architect on the restaurant. Once plans are decided on by the Board, they will present them to Mike Sheeley.

Chair Young provided a project priority review as follows:

1. The CLIS is separate from the Stultz pieces and is by far the most important project as it needs to be completed before dry season
2. Although it is not the ideal situation, the pickleball courts can be completed after the golf course. If Clarke Construction can do the grading and the cart paths that will minimize any damage to the golf course in that area.
3. Both bocce and shuffleboard can be postponed for another year.
4. The pool deck is a simple project; however, it is in need of a contractor. This also becomes a timing issue for its completion by the end of the calendar year.

J.B. will keep pressing to get contractors confirmed and projects completed. Supervisor Schwarz advised the Board that before going to budget meetings a priority needs to be established because it that affects the budget. Lynn and J.B. are continuing to meet with the department managers to review budgets in anticipation of the upcoming meetings. JB will give the community an update on Bond Projects, this will include details on the concerns that the Board has about attaining contractors and limitations on supplies.

- VI. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq. suggested that an executive session take place concerning the current CLIS irrigation issue. The Board agreed to go into executive session following the Board Meeting.

Counsel Hart informed the Board that the Mystic plat had been finalized and the realtor had been compensated.

Dan Parker has been in touch with the Project Manager at DR Horton regarding bubblers, lighting or electric according Ashley's discussion to pond. Dan will run electric to the pond. Counsel Hart will research requirements from Lee County. Once the infrastructure is complete on the two parcels and the lake in the Mystic location the area will be deeded back to the District.

Counsel Hart was impressed with the new HGRD website. The website is scheduled to be announced to the residents in July.

VII. **COMMITTEE REPORTS & RECOMMENDATIONS**

- A. Audit Committee, Supervisor Schwarz - No Meeting, no comments.
- B. Finance Committee, Supervisor Schwarz - No Meeting. The Chair of the Finance Committee Doug Schuler has resigned. This leaves the alternate to become a regular member.
- C. Facilities & Amenities, Chair Karen Mars - No Meeting, no comments.
- D. Golf Course Renovation, GM J.B. Belknap - No Meeting – J.B. gave the report in place of Jon Edinger. The start of sprigging the greens has taken place on the front 9 with the exception of #4 and #7. Next week some fairways will be sprigged. Due to some rain days, Clarke will ask for a formal extension on their contract. Their end date is July 31st, after that date we will have responsibility of the golf course. The committee approved.
- E. Long Range Planning, Chair Fred Gignac - No Meeting
- F. Problem-Solving Taskforce, Chair Cowgill - No Meeting – Chair Cowgill recently issued a message to the Board requesting that the Board look at inflation factors based on construction costs. Concluding that 3% is a

realistic inflation factor. However, construction can be 25%. Some problems or shortages with suppliers, manufactures, available of workforce, with many plants shutdown by Covid. This could cause an escalation clause to be included on all bids. He questioned whether contractors would lock in on a fixed cost for projects until the stabilization of construction costs. Chair Cowgill suggested that the use of 3% inflation factor is fair then should be review very three months. Consider a negation with contractors and verifiable increases from time-to-time. The Board thanked the committee for the excellent report. The District has made a good faith effort to start all projects. The Board continues to move forward the best they can within the scheduled three-year period for the bonds.

- VIII. **OLD BUSINESS** – Discussion took place regarding the tribute to Conrad Weyer for his significant contributions to Herons Glen. Chair Young suggested that the driveway in front of the clubhouse be named “Conrad Weyer Way”. The Board will table the business until Counsel Hart confirms the legality of changing the name of the drive way currently posted as “Clubhouse”.
- IX. **NEW BUSINESS** - Supervisor Kulkoski will write a statement that will be issued by the Board to address the current situation with the bond projects.
- X. **RESIDENT COMMENTS** - Karen Mars expressed concerns about the decision to delay addressing the outdoor dining venue. Mars suggested that she and Supervisor Polvinen work together on informational sheet that includes recent feedback resulting from a resident survey. They would like to determine if the residents use the restaurant, would residents support casual dining and where its’ location should be. The Board agreed to Supervisor Polvinen and Mars working together on the project; they also requested that the previous survey on the subject from 2018 be forwarded to the Board.

Vice Chair confirmed that the plans for pickleball would remain, as proposed and accepted, keeping the courts closer to the fitness center.

XI. **UPCOMING MEETINGS**

- 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

- XII. **ADJOURNMENT** - Chair Young adjourned the meeting at 3:50 PM and an executive session followed.

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: Special Board meeting

Date: June 9, 2021 Time: 9Am

PLEASE PRINT YOUR NAME BELOW

1	Kenny Jessop
2	Charles Lowe
3	Mary Wright
4	Karen Mars
5	Bob Sheehan
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**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
June 25, 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** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Kulkoski
- III. **ROLL CALL** – Board Secretary Karon Bennett
- IV. **APPROVAL OF MINUTES** – Regular Board Meeting 05/27/21 and Special Board Meeting 06/09/21.
- V. **BUDGET MEETINGS** - Follow-Up on the Budget and Potential Review of Letter to Residents.
- VI. **GENERAL MANAGER’S REPORT** - GM J.B. Belknap
- VII. **FINANCIAL REPORT** – Controller Lynn Brew
- VIII. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- IX. **COMMITTEE REPORTS & RECOMMENDATIONS**

A. Audit Committee, No Meeting	Supervisor Schwarz
B. Finance Committee, No Meeting	Supervisor Schwarz
C. Facilities & Amenities, No Meeting	Chair Karen Mars
D. Golf Course Renovation, No Meeting	Chair Edinger
E. Long Range Planning, No Meeting	Chair Fred Gignac
F. Problem-Solving Taskforce, No Meeting	Chair Cowgill
- X. **OLD BUSINESS**
 - A. Review Board Schedule
 - B. Introduction of New HGRD Website to the Residents
- XI. **NEW BUSINESS**
- XII. **RESIDENT COMMENTS**
- XIII. **UPCOMING MEETINGS**
 - Monday, June 28 – **CANCELED** Regular Board Meeting
 - Thursday, July 8 – Golf Course Renovation Committee - 9:00 AM – Zoom Only
 - Monday, July 26 – Long-Range Planning Committee – 9:30 AM - Card Room C/Zoom
 - Thursday, July 28 – Regular Board Meeting - 2 PM - Card Room C/Zoom
- XIV. **ADJOURNMENT**

**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
June 25, 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 Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Board Asst. Karon Bennett	X
Asst Sec/Treas William Kulkoski	X	Residents	4

- 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** – Board Secretary called the roll (attendees are listed above).
- IV. **APPROVAL OF MINUTES** – Supervisor Kulkoski made a motion to approve the minutes from the Special Board meeting on May 27, 2021 and June 9, 2021. Supervisor Polvinen seconded the motion. ***The motion was approved unanimously.***
- V. **FOLLOW UP ON BUDGET MEETINGS and Review of Letter to Residents** – J.B. reviewed the attached top-level sheet of the FY2021-22 Operating Budget draft and the FY2021-22 Consolidated Budget Summary. Estimate to spend \$7.5M by end of FY2021 leaving \$5.4M of bond proceeds.

Counsel Hart presented Resolution 2021-07 to the Board. *Supervisor Kulkoski moved to approve Resolution 2021-07, Supervisor Polvinen seconded the motion and the Resolution was approved as follows:*

- A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING A SPECIAL ASSESSMENT BUDGET REPORT RELATING TO SPECIAL ASSESSMENTS TO BE LEVIED IN THE DISTRICT TO OPERATE AND MAINTAIN THE RECREATIONAL FACILITIES; STATING THE INTENTION TO USE CHAPTER 170 OR CHAPTER 197, FLORIDA STATUTES AS METHODS OF COLLECTING SUCH ASSESSMENTS; CALLING FOR A PUBLIC HEARING TO BE HELD AT WHICH THE DISTRICT SHALL CONSIDER THE ADOPTION OF A NON AD VALOREM ASSESSMENT ROLL IN CONNECTION WITH SUCH ASSESSMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The Board reviewed their proposed letter to the golf members concerning 2021-2022 dues and agreed on its content. Further discussion on golf dues will take place at the next Board meeting to be held on July 29, 2021.

- VI. **GENERAL MANAGER'S REPORT** - GM J.B. Belknap mentioned that the golf course renovation project is moving along well. He mentioned a few things concerning the bond projects.
- J.B. has been in continuous contact from Rich Small from Shultz Construction. He joined J.B. this week to meet with Mor-Sports Group who will submit proposal for the shuffleboard, bocce and pickleball. This proposal will include the demo, the build and the timeline.
 - Work is being done on the Rainbird irrigation heads to optimize water coverage on the golf course.
 - The golf course greens are being mowed at a quarter inch to in order to promote lateral growth.
 - The concrete is complete on holes 1, 2, 4, 5, 6, and 8.
 - The path between the Pro Shop and the Cart Barn will begin this week.
 - The search for the next Head Golf Professional continues.

VII. **FINANCIAL REPORT** – Controller Lynn Brew reported on the May financials:

Administration - \$1,047 unfavorable to budget. YTD \$94,451 favorable to budget.

Restaurant - \$8,394 favorable to budget. YTD \$28,991 unfavorable to budget.

Clubhouse - \$531 favorable to budget. YTD \$33,060 favorable to budget.

CLIS - \$3,763 unfavorable to budget. YTD \$15,152 favorable to budget.

Fitness Center - \$1,431 favorable to budget. YTD \$5,899 favorable to budget.

Golf Maintenance - \$3,775 unfavorable to budget. YTD \$73,093 favorable to budget.

Pro Shop - \$12,335 unfavorable to budget. YTD \$154,260 unfavorable to budget.

Golf Operations - \$16,110 unfavorable to budget. YTD \$81,167 unfavorable to budget.

From Other than Golf Operations - \$5,545 favorable to budget. YTD \$119,570 favorable to budget

ALL DEPARTMENTS - \$10,565 unfavorable to budget. YTD \$38,404 favorable to budget.

VIII. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. discussed the Yamaha golf cart lease and presented Resolution 2021-08 to the Board. *Supervisor Kulkoski moved to approve Resolution 2021-09, Supervisor Polvinen seconded the motion and the resolution was approved as follows:*

- A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURE FROM GOLF OPERATIONS BUDGET FOR GOLF CART EQUIPMENT LEASE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Counsel Hart presented Resolution 2021-09 to the Board. *Supervisor Polvinen moved to approve Resolution 2021-09, Supervisor Kulkoski seconded the motion and the Resolution was approved as follows:*

- A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURE FROM 2021/2022 OPERATIONS BUDGET FOR PREPARATION OF DISTRICT’S TAX ROLL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Counsel Hart reminded the Board of the timeline for notifying the public of the annual Budget Meetings in August. The Board agreed to leave the schedule where it is as Sept 15 deadline is in FL statutes.

The 2022 Budget Workshops were scheduled for June 20 - June 22, 2022 allowing three days to go over the budget then a Special Board meeting to follow on June 23, 2022. The Board also adjusted their schedule through August 2021.

The Declaration of Covenants is being reviewed by the HOA. Counsel Hart will review the changes provided by the Board and present a final draft to the Board at the next Board meeting on July 29, 2021.

On the subject of Mystic property, the construction is progressing well. Counsel Hart shared a copy of the development order with J.B.. Assessments on the lots cannot begin until FY2022.

IX. **COMMITTEE REPORTS & RECOMMENDATIONS**

- A. Audit Committee – No report given.
- B. Finance Committee, there was not a meeting however, Supervisor Schwarz mentioned that due to Doug Schuler’s resignation, Dennis Popp is now Chair. Larry Pendersen has accepted the acting Vice Chair position. At a later date a notice will be send out seeking volunteers with financial backgrounds.
- C. Facilities & Amenities – No report given.
- D. Golf Course Renovation – No report given.
- E. Long Range Planning – No report given.
- F. Problem-Solving Taskforce – No report given.

X. **OLD BUSINESS**

- A. The new Herons Glen Recreation District website and mobile app were presented to the Board. While the website is live, it hasn't been announced to the residents. Chair Young requested that the Board review the website for errors and suggestions. The launch date of the website will be determined at the Board meeting on July 29, 2021.

XI. **NEW BUSINESS** – No further business was presented.

XII. **RESIDENT COMMENTS** – A comment was made concerning the removal of water on the bocce courts during rainy season. The resident was advised that this was a part of a maintenance procedure.

XIII. **UPCOMING MEETINGS**

- Thursday, June 28th – **CANCELED** Regular Board Meeting
- Thursday, July 8th – Golf Course Renovation Committee - 9:00 AM – Zoom Only
- Monday, July 26th – Long-Range Planning Committee – 9:30 AM - Card Room C/Zoom
- Thursday, July 29th – Regular Board Meeting – 9:00 AM - Card Room C/Zoom

XIV. **ADJOURNMENT** – Chair Young adjourned the meeting at 4:20 PM.

8/19/2021

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant to the GM & Board

8/19/2021

Date

APPROVED BY HGRD BOARD:

Peter Overs

Peter Overs, HGRD Board Vice Chair

ATTENDANCE RECORD

Meeting Type: Special Board Meeting
Date: 6/25/21 Time: 2pm

PLEASE PRINT YOUR NAME BELOW

1	Bob Sheehan	10775 Tisbury Ln
2	Karen Jessop	
3	Many Knight	
4	Ann Cummings	
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**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
July 29, 2021, 9 AM, 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 Peter Overs, Chair Young available via Zoom
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Schwarz
- III. **ROLL CALL** – Board Secretary Karon Bennett
- IV. **APPROVAL OF MINUTES** – Budget Workshop Minutes July 21-23, 2021 and Regular Board Meeting July 25, 2021.
- V. **GENERAL MANAGER’S REPORT** - GM J.B. Belknap
- VI. **FINANCIAL REPORT** – Controller Lynn Brew
- VII. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

A. Audit Committee, No Meeting	Supervisor Schwarz
B. Finance Committee, No Meeting	Chair Dennis Popp
C. Facilities & Amenities, No Meeting	Chair Karen Mars
D. Golf Course Renovation, July 8 th	Chair Jon Edinger
E. Long Range Planning, Meeting Canceled	Chair Fred Gignac
F. Problem-Solving Taskforce, No Meeting	Chair John Cowgill
- IX. **OLD BUSINESS**
 - A. Non-Resident Golf Memberships
 - B. Asset Study Update
 - C. Member Survey for Casual Dining
 - D. Release of the New HGRD Website
- X. **NEW BUSINESS**
 - A. Masking Requirements Review
 - B. SWFL Drainage Study
 - C. Potential Change of the November Board Meeting Date
- XI. **RESIDENT COMMENTS**
- XII. **UPCOMING MEETINGS**
 - Thursday, August 5th – Golf Course Renovation Committee - 9:00 AM – Zoom Only
 - Monday, August 9th – Audit Committee – 8:30 AM – Zoom Only
 - Thursday, August 19th – Special Board Meeting – 9 AM - Card Room C/Zoom
 - Monday, August 23rd – Finance Committee – 9:30 AM - Card Room C/Zoom
- XIII. **ADJOURNMENT**



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
July 29, 2021, 9 AM, Card Room C/Zoom**

MINUTES

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice Chair Peter Overs	X	Controller Lynn Garcia	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Exec. Asst. Karon Bennett	X
Asst. Sec./Treas William Kulkoski	X	Residents	8

- I. **CALL TO ORDER** – Vice Chair Overs led the meeting; Chair Young was available via Zoom.
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Schwarz led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett called roll (attendees are listed above).
- IV. **APPROVAL OF MINUTES** – Chair Young moved forward the approval the minutes from the Budget Workshop on June 21-23, 2021 and the Regular Board Meeting until August 19, 2021.
- V. **GENERAL MANAGER’S REPORT** - GM J.B. Belknap followed up from his weekly report to the Board. He reviewed the Stultz budget summary for the 3 projects that are being targeting to complete this summer: Sports Complex (Bocce, Shuffleboard & Tennis), the Pool Deck, and the Pickleball courts with Mor Sports (Outdoor Recreation Company) and Accurate (Paving) and Dragon (Shade structures):

Stultz Projected Budget Summary (as of July 28th)

	<u>2021 Budget</u>	<u>2020 Budget</u>	
Pool Deck	\$380,000	\$480,000	
Sports Complex	\$795,000	\$500,000	*No swap
Pickleball	\$227,000	\$255,000	
	<u>\$1,402,000</u>	<u>\$1,235,000</u>	
	Delta	-\$167,000	
Pool Deck			
Construction		\$269,000	
Engineering/Permitting		\$22,000	
CM Fee, Gen Conditions, etc.		\$62,000	
10% Contingency		<u>\$27,000</u>	
Total		<u><u>\$380,000</u></u>	
Sports Complex			
Construction		\$534,000	
Engineering/Permitting		\$26,000	
CM Fee, Gen Conditions, etc.		\$62,000	
10% Contingency		\$53,000	
Survey		<u>\$10,000</u>	
Stultz Costs		<u>\$685,000</u>	
Tennis Adds (HG)		<u>\$110,000</u>	
Total		<u><u>\$795,000</u></u>	
Pickleball			
Construction		\$122,000	
Engineering/Permitting		\$25,000	
CM Fee, Gen Conditions, etc.		\$62,000	
10% Contingency		\$13,000	
Survey		<u>\$5,000</u>	
Total		<u><u>\$227,000</u></u>	*Note does not inc. #10 Berm/Landscape \$112K

The Shultz summary budget does not include swapping the shuffleboard and bocce courts. Although currently facing some challenges, there are quite a few savings opportunities. For example, pickleball courts can be completed at the end of September 2021.

- *Chair Young made a motion to accept the quote from Stultz not to exceed \$1.52M to proceed with the pool deck, pickleball courts, sports complex and driving range berm. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

Proposed fees for the current membership plan will remain unchanged, in addition to waiving the October and November dues for the current members. Rates apply to 2019-20 Canadian members affected by Covid restrictions. Renewal letters will be sent by August 9th.

Ron Garl was here on Tuesday. They are finishing up Bimini grassing, holes #4 and #7 will be last. They are focused on getting grass on ground for three months of growing season.

The kitchen prepped for nonslip porcelain tile; this will begin August 3rd. The restaurant will remain closed until August 19.

- VI. **FINANCIAL REPORT** – General Manager J.B. Belknap led the financial portion of the meeting. Month over month budgets, in the golf budget is \$4,400 unfavorably close to budget month. Due to the loss of outside play we are down \$35k net favorability \$126k from other than golf operations, still favorable to budget. A couple of variances with food were the rise in the cost of sales with food and inventory errors. Supervisor Schwarz expressed concerns on the process of taking the new inventory. J.B. will get with Chef Jason to determine the cause of extension errors.
- VII. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. discussed the budget mail-out notices for the Budget Approval Meeting on September 2nd. Notices including the Special Board Meeting changes have been published.

The PFM group is finalizing the tax roll and it will be posted after the September 2nd Budget Approval Meeting.

Counsel Hart presented Resolution 2021-10 to the Board.

- *Supervisor Kulkoski moved to approve Resolution 2021-10, Chair Young seconded the motion. **The resolution was approved as follows:** A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR IMPROVED KITCHEN FLOOR; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.*

Counsel Hart updated the Board on the changes to the Declaration of Conveyance as shared with the HOA. The changes will be sent to the HOA to be incorporated in their simplified final document concerning irrigation.

The Board discussed the renaming the entry road to clubhouse “Conrad Weyer Circle”. The road is now called “Clubhouse” and it is not included in emergency systems. Counsel Hart will draft a resolution that will be presented at the next meeting to share with community, the Board will include a frame for Conrad’s widow.

VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

- | | |
|---|---|
| A. Audit Committee, No Meeting | Supervisor Schwarz |
| B. Finance Committee, No Meeting | Chair Dennis Popp |
| C. Facilities & Amenities, No Meeting | Chair Karen Mars |
| D. Golf Course Renovation, July 8 th | Chair Jon Edinger – Addressed in the GM Report above. |
| E. Long Range Planning, Meeting Canceled | Chair Fred Gignac |
| F. Problem-Solving Taskforce, No Meeting | Chair John Cowgill |

IX. OLD BUSINESS

- A. Non-Resident Golf Memberships – An intelligent decision cannot be made on membership details until after the golf course is opened for one season. These items will be addressed next year after careful review.
- B. Supervisors Schwarz reviewed the asset study update with the Board. An outside company will be in to evaluate remaining useful life of items in the kitchen once kitchen back that company will review. The goal of the report is to give the District a place to start, apply what we know, get the timing right and take next step to see the delta. Supervisor Schwarz intends to identify items that were \$100k or more. Lynn will make changes to the asset study. Club Benchmarking will be notified of several items missing such as pump houses, roofing, etc and they will be asked to provide the standard pricing.

A short break took place. The meeting reconvened at 10:30 AM.

- C. The Casual Dining Options survey was presented by the Supervisor Polvinen. Supervisor Kulkoski asked that the survey mention the 750 sq ft of the deck space to be removed to be transparent with the residents. Chair Young disagreed with the content of the survey. He referred to the 2014 casual dining survey that was used as a reference for the proposed survey for outdoor dining. He noted that there is a distinct difference between casual dining and outdoor dining. Chair Young suggested putting the pool deck in at base level and seeking more up-to-date feedback from community including ranking significance of amenities. He would also like the Board to look at the dollar value versus utilization of the space. It was also noted that the residents have turned over by 40% since the 2014 survey. Discussion ensued on the subject between the Board and residents. The Board agreed to postpone sharing the survey with the residents, identify the gray areas of the survey results and get a sense of where the community currently stands on outdoor dining.
- D. Release of the New HGRD Website – The Board requested a beta test of the new HGRD website involving 100 residents. Karon Bennett will put that test together and gather the results. Becky Gignac has offered to write an article for the Herons Glen newspaper. A conflict was revealed involving the gratuity section and service charges. A service level agreement will be provided to management by Northstar to confirm who is authorized changes on the website.

X. NEW BUSINESS

- A. The Board agreed to the following statement to the residents concerning masking requirements: In accordance with CDC guidelines, it is recommended to wear face masks while inside public spaces.
- B. SWFL Drainage Study - A stormwater study would cost \$15k-\$20k but be an incremental 4-step process, meaning if Waldrop comes to a point where they realize HGRD has no hope of obtaining a new Environment Resource Permit, they'll stop. If SFWMUD does determine that we can modify our system, we would be responsible for any costs associated with, for example, altering our existing weir or any other changes/additions to the system. The HOA would have to be in agreement since they ultimately control the storm water system in HG.
- C. Potential Change of the November Board Meeting Date – Follow up at the next Special Board meeting on August 9th.

- XI. RESIDENT COMMENTS** – Richard Misener and Patty Cummings brought up the subject of irrigation problems in the community. J.B. confirmed that the HOA management would be included in the resolution of the issues. The infrastructure itself is old and isn't working as intended due to large amounts of drainage and its flow from the community.

XII. UPCOMING MEETINGS

- Thursday, August 5th – Golf Course Renovation Committee - 9:00 AM – Zoom Only
- Monday, August 9th – Audit Committee – 8:30 AM – Zoom Only
- Thursday, August 19th – Special Board Meeting – 9 AM - Card Room C/Zoom
- Monday, August 23rd – Finance Committee – 9:30 AM - Card Room C/Zoom

XIII. ADJOURNMENT took place at 12PM.

HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING
July 29, 2021 MINUTES

8/19/2021
Date

SUBMITTED BY:

Karon Bennett
Karon Bennett, Executive Assistant to the GM & Board

8/19/2021
Date

APPROVED BY HGRD BOARD:

Peter Overs
Peter Overs, Vice Chair

ATTENDANCE RECORD

Meeting Type: Regular Board meeting
Date: 7/27/21 Time: 9am

PLEASE PRINT YOUR NAME BELOW

1	<u>Baren Jassup</u>
2	<u>RICHARD MISENER</u>
3	<u>RICK SCHARF</u>
4	<u>Mary Wright</u>
5	<u>TAMI CUMMINGS</u>
6	<u>MARCIANNE PARLURICK</u>
7	<u>Joy Venker</u>
8	<u>Karen Mars</u>
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**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
August 19, 2021, 9 AM, 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 Polvinen
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – Budget Workshop Minutes June 21-23, 2021, Special Board Meeting June 25, 2021 and Regular Board Meeting July 29, 2021.
- V. **GENERAL MANAGER'S REPORT** - GM J.B. Belknap
- VI. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq.
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit Committee, No Meeting Supervisor Schwarz
 - B. Finance Committee, No Meeting Chair Dennis Popp
 - C. Facilities & Amenities, No Meeting Chair Karen Mars
 - D. Golf Course Renovation, August 5, 2021 Chair Jon Edinger
 - E. Long Range Planning, No Meeting Chair Fred Gignac
 - F. Problem-Solving Taskforce, No Meeting Chair John Cowgill
- VIII. **OLD BUSINESS**
 - A. Draft - Green Committee Charter
 - B. Masking Requirements Review
 - C. Potential Change of the November Board Meeting Date
 - D. Pool Deck Discussion – Chair Young
- IX. **NEW BUSINESS**
 - A. Addition to the Finance Committee – Chair Schwarz

X. RESIDENT COMMENTS

XI. UPCOMING MEETINGS

- Monday, August 23 – Finance Committee – 9:30 AM - Card Room C/Zoom
- Thursday, September 2 – Budget Approval – 5:00 PM - TBD
- Thursday, September 2 – Golf Course Renovation Committee - 9:00 AM – Zoom
- Monday, September 27 - Special Board Meeting – 2 PM - Card Room C/Zoom
- Thursday, September 30 – Regular Board Meeting - 2 PM - Card Room C/Zoom

XII. ADJOURNMENT



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
August 19, 2021, 9 AM, Card Room C/Zoom
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice Chair Peter Overs	X	Controller Lynn 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	11

- I. **CALL TO ORDER** – Vice Chair Overs led the meeting; Chair Young was available via Zoom.
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Polvinen led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett took roll call (attendees are listed above).
- IV. **APPROVAL OF MINUTES**

*Motion made by Supervisor Polvinen to approve the minutes from the Budget Workshop Minutes June 21, 2021 and June 23, 2021 (Revised), Special Board Meeting June 25, 2021 and Regular Board Meeting July 29, 2021. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***

Chair Young requested that changes be made to the June 22, 2021 Budget Workshop Minutes. The corrections will be made and resubmitted to the Board at the Board meeting on September 27, 2021.

- V. **GENERAL MANAGER'S REPORT** - GM J.B. Belknap updated the Board on the following items:

Mark Grenert from Tucor was on site, Mark was involved when the original irrigation system was installed in the 1990's. He determined that the project has wiring issues and suggested their replacement. Once the system is in working order the system it will be audited and presented to the Board for approval in order to get the system running accurately as quickly as possible.

Jim Ink is scheduled to have a face-to-face with reviewers from Lee County. We are at the mercy of the county, hopefully that meeting will get us closer to the start of the three major projects that we need to get underway. Supervisor Polvinen suggested that the Board start to pick out pavers and other features in hopes that once the LDO is received the project is ready to go. J.B. will gather the samples for the Board's review.

The kitchen floors have been tiled. The equipment from the kitchen has been removed and pressure cleaned. The equipment will be moved back in time for Wednesday's opening.

The Herons Glen Golf & Country Club Recreation District website opened August 16, 2021. It can be found at heronsglenc.com. The website provides access to the member directory, accounts, billing and a mobile app as well as many other features.

The renewing golf members will be paying the same dues as the last two years. New members will pay an 8% premium over what the renewing golf members will pay. A question was presented whether we will get to a level par of one dues structure rather than two. The Board was asked how they reached the 8% increase for golf members. Golf maintenance costs were discussed. The Board will address the question concerning golf dues should it arise at the Public Hearing for the Budget Approval on September 2, 2021.

VI. **FINANCIAL REPORT** – Controller Lynn Brew reported on the July financials:

Administration - \$3,252 unfavorable to budget. YTD \$102,327 favorable to budget.

Restaurant - \$3,917 favorable to budget. YTD \$33,508 unfavorable to budget.

Clubhouse - \$7,596 favorable to budget. YTD \$44,773 favorable to budget.

CLIS - \$5,635 favorable to budget. YTD \$20,662 favorable to budget.

Fitness Center - \$325 unfavorable to budget. YTD \$5,920 favorable to budget.

Golf Maintenance - \$4,222 favorable to budget. YTD \$72,844 favorable to budget.

Pro Shop - \$46 favorable to budget. YTD \$154,211 unfavorable to budget.

Golf Operations - \$4,268 unfavorable to budget. YTD \$81,367 unfavorable to budget.

From Other than Golf Operations - \$13,571 favorable to budget. YTD \$140,173 favorable to budget

ALL DEPARTMENTS - \$10,565 unfavorable to budget. YTD \$38,404 favorable to budget.

VII. **DISTRICT COUNSEL'S REPORT** - Tom Hart, Esq. advised the Board that everything is in place for the September 2, 2021 Public Hearing. He advised that he has proposed to Fishtine that all 15 DR Horton lots will be placed on the tax roll including their O&M plus Bond repayment.

Counsel Hart will put together a resolution for the street sign Conrad Weyer Circle. The sign would be singular and raised above the stop sign where the clubhouse sign is at this time with Conrad Weyer Circle directly below the word clubhouse. J.B. will see to it that the sign is created to match other Herons Glen signs.

Counsel Hart presented the following Resolution 2021-11. A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING RE-ALLOCATION OF WORKING CAPITAL FUNDS TO LONG-TERM CAPITAL AND CORRESPONDING ADMENDMENT TO DISTRICT'S BUDGET FOR THE 2020-2021 FISCAL YEAR; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

- *Supervisor Kulkoski made a motion to approve Resolution 2021-11. Supervisor Polvinen seconded the motion. The motion was approved unanimously.*

VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

A. Audit Committee, No Meeting, No Report.

B. Finance Committee, No Meeting, No Report.

C. Facilities & Amenities, No Meeting, No Report.

D. Golf Course Renovation, Chair Jon Edinger updated the Board on the golf course renovation. Most of the work remaining is on the critical path list. Jim Ink will be submitting the Lake Management Proposal to the Golf Renovation Committee in the next couple of weeks. This plan expresses how the HGRD and HOA agree to treat the lakes over the next few years. All the lakes have been numbered, given dollar values and added a timeline. Jim Ink is putting together the final set of plans, he is confident that he can have everything submitted to the county by October 1, 2021, allowing for all paperwork to be completed by early November 2021.

Irrigation is about 99% done, there are a few minor connectivity issues, some leaky heads but everything is in good shape.

Earthwork is nearly complete. The Golf Course Renovation Committee has enjoyed working with Clark Construction.

A comprehensive drainage plan is being put into place.

Grassing is two weeks later than hoped for but now is entering punch list time.

The committee is working on 236 out of bounds stakes that will be installed after rainy season. They will work with new golf pro on a few things such as landscaping concerns, particularly holes 10 & 18. The committee will make suggestions using seven points of color. They are concentrating on getting the grass done, course open then landscaping.

Nix, Garl, Kevin, Atkin advised the committee of the treatment of the new course. Chair Edinger has collected data from 27 golf courses, continuous cart path, member owned, number of rounds in order to determine treatment of the course. The Golf Course Renovation Committee will recommend to the Board the number of rounds to be played over the next two years. Coupled with that a campaign will be put in place on creating good habits on how the golfers should treat the golf course and allowing time for golf maintenance.

- E. Long Range Planning, No Meeting, No Report
- F. Problem-Solving Taskforce, No Meeting, No Report

IX. OLD BUSINESS

- A. Green Committee Charter – Golf Course Renovation Committee Chair Jon Edinger recommended that the Green Committee Charter be approved. The correct people need to be on the committee to make it effective. Don Misener suggested that committee be golf course members as well as members of Men's or Ladies' golf leagues. Furthermore, he stressed the importance of selecting people who have the right lifetime experience and background. Chair Young expressed concerns involving the portion of the charter draft where it states that the Superintendent address complaints from members in a timely manner. This should be tapered as the Board welcomes data from committee members. Secondly, the Board cannot give the committee permission to seek advice or spend money, he asked that this portion of the charter draft be removed entirely. The Board will consider the proposal to make this a permanent committee under the District's policies.
- B. Masking Requirements Review –
 - *Supervisor Kulkoski moved to mandate that all people must wear face coverings inside all District buildings regardless of vaccination status. This policy includes, but is not limited to, the restaurant, card/activity/billiards rooms, offices, Pro Shop, fitness center, restrooms, etc. Supervisor Polvinen seconded the motion. Supervisor Schwarz was opposed to the motion. **The motion was approved.***
- C. Potential Change of the November Board Meeting Date – The Board agreed to cancel the November 15th and November 18th Board meetings. The November meeting dates will be a Board Special Meeting on November 8th at 2PM and a Board Special Meeting November 11th at 9AM.
- D. Pool Deck Discussion – Chair Young led a discussion concerning the timeline for the Pool Deck and Restaurant projects:

Current Status of Pool Deck & Restaurant Projects:

- The Pool Deck LDO not signed
- The Pool Deck layout, materials or additions, water feature, chairs/tables, etc. are not defined
- The Restaurant design and layout need further refinement

- Drawings for both the Pool Deck and Restaurant is not complete
- The best-case scenario for potential start of the Pool Deck is October or November 2021
- Resident input with data is lacking in order to move forward

Alternative Agreement:

- Both the Pool Deck and Restaurant will be bundled as a single project.
- The Problem-Solving Taskforce was assigned to assist in both projects with the MK Architecture or other identified resources when necessary. The Taskforce and the Board will be sent the last iteration of the latest design from MK Architecture.
- Both projects will commence in April of 2022.
- An environment will be created ASAP on the pool deck that is as close as possible for residents to evaluate potential changes that are being considered such as:
 - Pool Deck fence to be relocated to the Clubhouse side of the existing shell surface area next to the walkway.
 - Determine the color scheme with the designers and the PSTF, then order loungers to be installed in the newly open area after the fence is relocated.
 - Determine with Stultz Construction if the planter/fountain at the entry of the pool can be removed, further, they will assist in selecting a new water feature.
 - Install a planter that separates the outdoor dining from the pool.
 - Install lighting for outdoor dining area and pool deck that allows usage of the space until 9 PM. This would assist in the accuracy of survey responses by providing a visual example of seating for the people who use the pool and for the people dining. J.B. will inquire if the permit can be issued without the LDO.
- Conduct a user-based survey no sooner than December 1, 2021, to confirm residents desired needs and wants for both the Pool Deck and Restaurant. Management will provide club trends and information regarding club usage for both new and future projections.

Timing:

- In December 2021 conduct and review data from survey
- In January or February 2022 obtain data to be provided and discussed with MK Architecture
- In February or March 2022 obtain the final drawing and permits/quotes
- In April or May 2022 commence Restaurant and Pool Deck renovation

Chair Young suggested that the Board reconsider replacing the pavers around the pool. Supervisor Polvinen stated that Stultz Construction suggested removing all pavers. Further, Supervisor Polvinen stated that she and Facilities & Amenities Chair Karen Mars would like to proceed with the architects and present their material selections and drawings to the Board. Supervisor Kulkoski was in agreement. Chair Young was opposed, reminding the Board of the importance of utilizing the time available to determine the appropriate type of expansion and materials to be used in the project. Supervisor Overs suggested that the pavers be in sync with the Sports Complex.

X. NEW BUSINESS

- A. Finance Chair Schwarz informed the Board of Betty Ward's background and suggested that she join the Finance Committees.
 - *Supervisor Kulkoski moved to approve the addition of Betty Ward to the Finance Committee. Chair Young seconded the motion. **The motion was approved unanimously.***

XI. **RESIDENT COMMENTS** – Karen Jessop asked about the communication plan for the Conrad Weyer memorial. The Board agreed that the sign will be created and presented at a formal ceremony; details will follow at a later date.

XII. **UPCOMING MEETINGS**

- Thursday, September 2 – Golf Course Renovation Committee - 9:00 AM – Zoom
- Thursday, September 2 – Budget Approval – 5:00 PM – Ballroom/Zoom
- Monday, September 27 - Special Board Meeting – 9 AM - Card Room C/Zoom
- Thursday, September 30 – Special Board Meeting - 9 AM - Card Room C/Zoom

XIII. **ADJOURNMENT** took place at 1:03 PM.

10/11/2021

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant

10/11/2021

Date

APPROVED BY HGRD BOARD:

Peter Overs

Peter Overs, HGRD Board



GM Board Report for August 19, 2021

J.B. Belknap

CLIS Update: Mark Grenert from Tucor has been on site since Monday working with Ryker on our controllers. He was here back in the 90's when Tucor system was installed and has intimate knowledge of the property but was on personal leave this Spring when we encountered all of our problems. Mark, Tim, Ryker and I met yesterday to discuss our current situation as well as a game plan moving forward. Mark brought all of the Servlinks, extra decoders, and wire tracing equipment and is providing Ryker, Tim & Eric full training on the Servlinks. In his investigation the last several days, Mark has noticed an abundance of 30-year-old CLIS wires that have been cut because of Bluestream and golf course irrigation work. He suggests we engage a company to track these wires and replace the existing wire in order to make sure the controllers are working as intended. Once the system is in working order, he suggested a full audit of the system. All of us feel more comfortable with Mark's direct involvement and are confident that we can make lasting improvements to CLIS.

Golf Course Renovation Update:

- All greens on the golf course have been sprigged along with the major areas, including fairways. Hand sprigging will be done on the perimeter of the course.
- Ricky Nix and Clarke have developed a punch list which will be modified as needed.
- Clarke is in the process of renovating the practice area including the range tee expansion, putting green and short game area.
- I am in contact with Clarke along with the driving range mat and ball containment system companies so we can synchronize opening the driving range. The last thing we want to do is open it up too quickly or while Clarke is still working on the practice putting and chipping greens, but I believe we want to open up when the time is right. Peter and I will discuss and craft a common-sense approach to opening.
- Based on the Board's approval, the hole signs will be ordered in time for the opening.
- The latest progress video was posted yesterday and will be sent out to the residents.

Project Update from Stultz: Unfortunately, there hasn't been a lot of movement since last week regarding the LDO from the County. I spoke with Jim Ink yesterday and he's set up a face-to-face meeting with two of the County reviewers that have come back to him seeking additional comments. According to Jim, these two have been "problematic" when it comes to their reviews and comments, not just with us but with his other clients. Timelines and construction commitments can't be made until we receive a green light from the County. Stultz still needs to provide us with samples for pavers, shade structures, fencing, water features, etc.

Kitchen Floor: As I stated in Tuesday's newsletter, the restaurant will re-open Wednesday, August 25th rather than the 20th. The new floor is coming along nicely and will be a major improvement to the operation. The carpet in the restaurant, lounge and PDR were all cleaned Friday.

Website: Northstar, our point of sale and accounting system, notified us yesterday that they will be performing a required upgrade on Monday prior to our staff training sessions Monday & Tuesday. Because we are only able to keep one website active on Northstar, residents will no longer be able to access the old member portal on the Mars' website which is not compatible with the newest version of Northstar. Karon has contacted Karen Mars suggesting she pull all the HOA docs off the member portal and store them somewhere temporarily until she can figure out where she will make them available to the residents. Karon Bennett has put together a very informative video for the residents- Click on->[Website tutorial](#)- outlining instructions for the new website. She will send a notification out to the residents today. Although Northstar forced our hand to make this cut over, I'm confident Karon can address any of the concerns our residents may have. Our URL <https://heronsglencc.com/> is now live and access to the member directory, accounts and billing will be available on the new website through the log in page here: <https://heronsglencc.com/web/pages/login>

DR Horton: I am meeting with Ashley from Horton at noon today to discuss lot transitions towards the course as well as sod selections. The below picture captures some of the landscape that has been installed on the property that will be deeded back to the District.

Golf Fees: I will address in the meeting.

ATTENDANCE RECORD

Meeting Type: Board Meeting

Date: 8/19/21 Time: 9:00am

PLEASE PRINT YOUR NAME BELOW

1	Mary Wright
2	Karen Jussop
3	Karen Mars
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**HERONS GLEN RECREATION DISTRICT
PUBLIC HEARING
APPROVAL OF THE FY2021-22 BUDGET AND SPECIAL O&M ASSESSMENT
September 2, 2021, 5 P.M., Ballroom and 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	X
Secretary Mary Ann Polvinen	X	Executive Asst. Karon Bennett	X
Asst Sec/Treas William Kulkoski	X	Residents	9

- I. **CALL TO ORDER** – Vice Chair Overs called the meeting to order at 5 PM with the purpose of adopting the FY2021-22 Budget and Special O&M Assessment. Chair Young was available via Zoom.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge of Allegiance.
- III. **ROLL CALL** – Executive Assistant Karon Bennett took roll call (attendees are listed above).
- V. **APPROVAL OF 2021/22 HGRD BUDGET AND ASSESSMENTS**

Counsel Hart noted that the public notice and assessment for this budget meeting were advertised in the Cape Coral Breeze (Attachment A) and mailed out to the residents. Counsel Hart presented the following resolutions:

Resolution 2021-12 - A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING A FINAL BUDGET FOR THE 2021-2022 FISCAL YEAR; PROVIDING FINDINGS; PROVIDING CONFIRMATION OF ANNUAL BUDGET; PROVIDING FOR ANNUAL ASSESSMENTS AND QUARTERLY INSTALLMENTS; PROVIDING FOR SEVERABILITY; AND PROMOTING AN EFFECTIVE DATE.

Counsel Hart invited anyone who was interested to read the findings (Exhibit B) defining how the District reached this point in the budget process and the law that gives the District the authority to adopt the budget. Counsel Hart mentioned Section 4, Payments of Special Assessments, described in 2021 annual assessment are payable annually in quarterly installments or periodic installments paid monthly as the Board from time-to-time may determine. Counsel Hart noted that any delinquent assessments will need to have their annual assessment placed on their tax roll, this is a standard procedure. The District Controller handles such issues.

Vice Chair Overs asked if there was any public input. Don Misner pointed out that the restaurant was \$100k over budget and questioned how the budget ended up with such a large increase over projected budget. General Manager Belknap replied by reminding everyone of the negative effects that Covid-19 closures and/or 50% capacity had on revenue. The District used cost cutting strategies to make up for the loss of revenue where applicable. Overall, the District ended up under budget for the year.

Don Misner asked if the golf membership would be set up in two tiers rate increase. Chair Young stated that the decision has not been made; the subject will be reviewed at the next 2022 Budget workshop.

- *Supervisor Kulkoski made a motion to approve Resolution 2021-12 and Supervisor Polvinen seconded the motion. **The motion passed unanimously, and the resolution was adopted.***

Resolution 2021-13 - A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT FINDING SPECIAL BENEFITS; APPROVING METHODOLOGY FOR ASSESSMENT AND COLLECTION AND FINAL 2021-2022 ASSESSMENT ROLL; PROVIDING FOR PAYMENT, PROVIDING FOR SEVERABILITY, AND PROVIDING EFFECTIVE DATE.

Counsel Hart stated that this resolution that is used to adopt the assessments, some of which go on the tax roll, most of which go to developed homes as quarterly direct billing by the District. A copy of the budget is attached as Exhibit B to this resolution. Section 3 is the approval and confirmation of the assessment methodology that the District uses relying on the report by PFM Financial Advisors (Fishkind) that shows the facilities and operations of the facilities is a special benefit of the homes in the community. Section 4 is speaking to the kinds of assessments. Section 5 calls for the payment of those special assessments.

- *Supervisor Kulkoski made a motion to approve Resolution 2021-13 and Supervisor Polvinen seconded the motion. **The motion passed unanimously, and the resolution was adopted.***

VII. **RESIDENT COMMENTS** - There were no other resident comments.

VIII. **NEXT SPECIAL MEETINGS**

- A. Special Board Meeting Monday, September 27, 9 a.m., Zoom/Cd Rm C
- B. Special Board Meeting, Thursday, September 30, 9 a.m., Zoom/Cd Rm C

IX. **ADJOURNMENT**- The meeting was adjourned at 5:18 pm.

10/11/2021
Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant

10/11/2021
Date

APPROVED BY HGRD BOARD:

Peter Overs

Peter Overs, HGRD Board

Exhibit

~A~

RESOLUTION NO. 2021-07

A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING A SPECIAL ASSESSMENT BUDGET REPORT RELATING TO SPECIAL ASSESSMENTS TO BE LEVIED IN THE DISTRICT TO OPERATE AND MAINTAIN THE RECREATIONAL FACILITIES; STATING THE INTENTION TO USE CHAPTER 170 OR CHAPTER 197, FLORIDA STATUTES AS METHODS OF COLLECTING SUCH ASSESSMENTS; CALLING FOR A PUBLIC HEARING TO BE HELD AT WHICH THE DISTRICT SHALL CONSIDER THE ADOPTION OF A NON AD VALOREM ASSESSMENT ROLL IN CONNECTION WITH SUCH ASSESSMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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, Florida Statutes, as amended, its Charter (Ordinance No. 98-08 adopted by Lee County, Florida on April 28, 1998, as amended), Chapter 189, Florida Statutes, Chapter 170, Florida Statutes and Chapter 197, Florida Statutes and other applicable provisions of law (collectively, the "Act").

SECTION 2. FINDINGS. The Board of Supervisors expressly finds as follows:

A. The District is a local unit of special purpose government organized and existing under and pursuant to Chapter 418 Florida Statutes. The District was established for the purpose of acquiring and operating the Recreational Facilities (hereinafter defined).

B. "Recreational Facilities" shall collectively refer to the land and any and all buildings and other improvements that are owned, or acquired subsequently, by the District including, without limitation, clubhouse, maintenance buildings, cart storage area, outbuildings, supports, foundations, structures, golf course, practice facilities, ranges, pitching and putting greens, tennis courts, shuffleboard courts, swimming pools, bocce courts, pickle ball courts, fitness center, the former property a portion of which is under contract to D.R. Horton, storage areas and storage buildings, lakes, landscaping, signs, paths, sidewalks, curbs, driveways, parking lots, bridges, lighting, water systems, drainage systems, waste water facilities, maintenance facilities and irrigation water storage and distribution facilities (CLIS), machinery, fixtures and equipment, including all substitutions for, replacements of and additions to the same located within or without the Herons Glen Development of Regional Impact in North Fort Myers, Lee County, Florida, and any such other facilities as the District may acquire from time to time. The Recreational Facilities may also be referred to herein as the "Improvements."

C. The Board has annually since their acquisition, and has again, this date, considered and does now determine that the operation, maintenance and improvement of said Recreational Facilities serves a proper, essential and valid public purpose which specially benefits each lot and each potential ("anticipated") lot in the District.

D. The District is empowered by the Act to provide facilities such as the Recreational Facilities to the residents of the District and others.

E. Management has submitted a **Preliminary Budget Report ("Budget Report")** for operation and management of the Recreational Facilities during the District's **2021-2022** Fiscal Year, which Budget Report supports the special benefit to the properties in the District as a result of the operation, maintenance and improvement of the Recreational Facilities and allocates such benefit to the properties in the District. The Budget Report provides a method, based upon the 1999 report of Fishkind & Associates, Ltd., entitled "Preliminary Special Assessment Methodology" as amended in 2006 (the "Fishkind Report") for levying non ad valorem special assessments on the specially benefitted properties in the District in order to provide all funds necessary (the "Special Assessments") to operate, maintain, replace, improve and manage the District and its Facilities and which Report anticipates no general tax revenue for the District. The Fishkind Report in conjunction with the Budget Report, is the basis for the methodology used for determining the District's Preliminary Assessment Roll.

F. The District now desires to approve and adopt the Budget Report and the Preliminary Assessment Roll, evidence its intent to collect the Special Assessments by the Methods authorized by Chapter 170 and Chapter 197, Florida Statutes and to call a public hearing for the purpose of hearing evidence from assessed owners and for adopting a final non ad valorem assessment roll with respect to such Special Assessments, all as required by Florida Statutes.

G. The Board finds that all lots and parcels, existing and anticipated to be developed, as well as the residents, existing and anticipated, of the District will be specially benefitted by the Special Assessments through fulfillment of the operation and management of the District and the operation, maintenance and replacement of its Recreational Facilities, because the Recreation Facilities were purchased or otherwise acquired on the basis that they had been determined to be a special benefit to all property within the District and the District having acquired them for the benefit of the property and property owners in the District, finds that those facilities must be properly operated, maintained, replaced, improved, increased and managed in order for them to continually provide the special benefit to such property and to the property owners of the District, in accord with the original intent for formation of the District and as was contemplated at the time of initial acquisition of the Recreational Facilities.

H. The Board finds that the Budget Report provides a fair and equitable apportionment of the Special Assessments for the next fiscal year of the District.

SECTION 3. APPROVAL OF BUDGET REPORT AND PRELIMINARY ASSESSMENT ROLL. The Budget Report, substantially in the form submitted at the **June 25, 2021** Board meeting, including the preliminary assessment roll included therein, i.e. the per lot annual operation and maintenance assessments, attached hereto as **Exhibit A**, as well as the annual debt service on the District's Bonds, is hereby approved and adopted. The proposed per lot assessments as stated therein are for the existing and the lots and parcels anticipated-to-be developed as lots, located within the Herons Glen DRI, Phases 1A and 1B, and within the District's jurisdictional boundaries.

SECTION 4. INTENT TO ASSESS AND COLLECT SPECIAL ASSESSMENTS.

The Findings have been considered by the Board and found to be true and correct. The District hereby states its intent to use the method of collecting the Special Assessments as permitted by Section 189.4065, Florida Statutes, and, primarily, Chapter 170, Florida Statutes as to developed lots and property owned by a Homeowner Associations and primarily, Chapter 197, Florida Statutes, as to the debt service assessments and annual operation and maintenance assessments on vacant lots and on lots owned by owners who are, or were recently, delinquent in paying prior District assessments. The levy of the Special Assessments is required to provide funds to pay debt service and to operate, maintain, replace, improve and manage the District and its Facilities during its fiscal year **2021-2022** in the amounts set forth in the Report. The assessments shall be made on all lots and lands adjoining and contiguous or bounding upon such improvements or otherwise specially benefited thereby and as further designated by the assessment roll hereinafter provided for. The assessments shall be made on a platted (developed and vacant) and on an anticipated-to-be-platted, per lot basis; they shall be in the amount described in the Report per Lot (or anticipated Lot), unless modified at the final hearing described herein; they shall be imposed on an annual or a monthly basis, collected quarterly for developed lots, or, as determined by the Board at the Public Hearing, on an annual basis, either collected by the District directly or collected by the County Tax Collector on the tax roll, for each platted lot, each anticipated to be platted lot and each platted Lot the owner of which is two or more quarters delinquent in paying prior assessments as of the effective date of this Resolution, in accord with the Report; and further, they shall be paid by each owner of developed lots in quarterly installments as billed by the District during the District's **2021-2022 Fiscal Year**, and further, the assessments shall be the personal obligation of each owner, whether collected by direct billing or by the uniform method of Section 197.3632, Florida Statutes, i.e. on the County tax bill. The legal description of the lands within the District which shall be subject to the levy of the Special Assessments is attached hereto as **Exhibit B**.

SECTION 5. PUBLIC HEARING TO ADOPT SPECIAL ASSESSMENT ROLL.

The District hereby calls and sets a final public hearing for on **September 2, 2021 at 5:00 p.m.** to be held in the Clubhouse of the Herons Glen Golf & Country Club, 2250 Herons Glen Boulevard, North Fort Myers, Lee County, Florida (the "**Final Adoption Hearing**") for the purpose of receiving testimony and objections from affected property owners, adopting a final Budget and final non ad valorem assessment roll (the "Assessment Roll") with respect to the Special Assessments. At the Final Adoption Hearing, the Board will sit as an equalizing board, will hear objections of all interested persons to the final Assessment Roll and will finally confirm and adopt an Assessment Roll and allocate such assessments as appropriate among any property, or take such action relative thereto as it deems just and right.

SECTION 6. NOTICE AND PUBLICATION. As required by Section 170.07, Florida Statutes and Section 197.3632, Florida Statutes, at least thirty (30) days prior to the Adoption Hearing, notice thereof shall be given by first-class United States mail. The notice shall be in substantially the form attached hereto as **Exhibit C (the "Notice")**. The Notice to be given by mail shall be sent to each person shown by the Lee County Property Appraiser as owning property subject to the Special Assessments on the effective date of this Resolution. The Notice shall include the information required by Florida Statutes. This Resolution shall be published once a week for a period of two (2) weeks in a newspaper of general circulation published in Lee County. Further, the Notice of the time and place of the Final Adoption Hearing shall be published two times, one week apart in a newspaper of general circulation published in Lee County such that the final publication is at least one week prior to the Final Public Hearing.

SECTION 7. GOLF AND TENNIS ANNUAL FEES. The preliminary Golf Membership and Tennis Membership fees and charges, which are also shown on the attached Exhibit "A," are hereby approved for the 2021-2022 fiscal year, subject to final adoption of the Budget.

SECTION 8. MISCELLANEOUS. The Chairman, and other officers of the Board of Supervisors, the District Management and the District Legal Counsel are authorized and directed to execute and deliver all documents, contracts, instruments and certificates and to take all actions and steps on behalf of the District that are necessary or desirable in connection with the effectuation of this Resolution and which are not inconsistent with the terms and provisions herein.

SECTION 9. SEVERABILITY. Should any sentence, section, clause, part or provision of this Resolution 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 10. EFFECTIVE DATE. This Resolution shall be effective immediately upon its adoption.

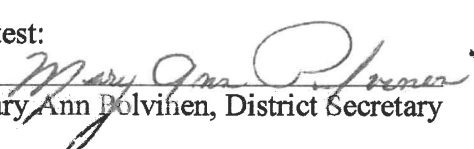
PASSED AND ADOPTED at a meeting of the Board of Supervisors of the Herons Glen Recreation District this 25th day of June, 2021.

HERONS GLEN RECREATION DISTRICT



Peter Overs, Vice Chair

Attest:



Mary Ann Polvinen, District Secretary

**CAPE CORAL BREEZE
PUBLISHED CAPE CORAL, FLA**

Affidavit of Publication

State of Florida

County of Lee

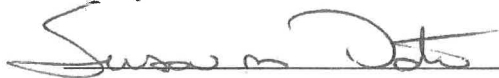
Before the undersigned authority personally appeared Cecilia Yndart, who on oath says that he/she is the ADVERTISING REPRESENTATIVE of the Cape Coral Breeze newspaper, published at Cape Coral, Lee County, Florida that the attached copy of advertisement, being a Display Ad 3x15, in the matter of Notice of Public Hearing to Adopt Non-Ad Valorem Assessment Roll, as published in said newspaper in the issues of July 7, 2021. Affiant further says that the Cape Coral Breeze is a newspaper published at Cape Coral, said Lee County, Florida and that the said newspaper has heretofore been continuously published in said Lee County, Florida, and has been entered as a second class periodicals matter at the post office in Fort Myers in said Lee County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said Newspaper.

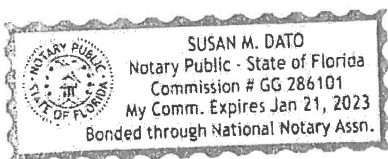


SWORN TO AND SUBSCRIBED before me this

July 7, 2021

Notary Public





**CAPE CORAL BREEZE
PUBLISHED CAPE CORAL, FLA**

Affidavit of Publication

State of Florida

County of Lee

Before the undersigned authority personally appeared Cecilia Yndart, who on oath says that he/she is the ADVERTISING REPRESENTATIVE of the Cape Coral Breeze newspaper, published at Cape Coral, Lee County, Florida that the attached copy of advertisement, being a Display Ad 3x15, in the matter of Notice of Public Hearing to Adopt Non-Ad Valorem Assessment Roll, as published in said newspaper in the issues of July 21, 2021. Affiant further says that the Cape Coral Breeze is a newspaper published at Cape Coral, said Lee County, Florida and that the said newspaper has heretofore been continuously published in said Lee County, Florida, and has been entered as a second class periodicals matter at the post office in Fort Myers in said Lee County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said Newspaper.

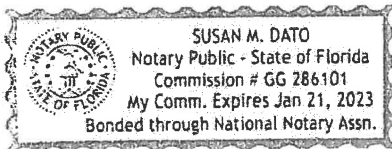


SWORN TO AND SUBSCRIBED before me this

July 21, 2021

Notary Public





**NOTICE OF PUBLIC HEARING
TO ADOPT NON-AD VALOREM ASSESSMENT ROLL**

NOTICE IS HEREBY GIVEN that the Herons Glen Recreation District (the "District") has called for a public hearing to be held on **Thursday, September 2, 2021 at 5:00 p.m.** in the Clubhouse of the Herons Glen Golf & Country Club, 2250 Herons Glen Boulevard, North Fort Myers, Lee County, Florida, for the purpose of adopting its Annual Budget and a non-ad valorem assessment roll in the form of special assessments to defray the cost of debt service and operating and maintaining the District's Recreational Facilities and to fund capital replacement and deferred maintenance reserve accounts during its upcoming fiscal year, 2021/2022. (These annual assessments are here referred to as the "Special Assessments" and the September 2, 2021, public hearing is here referred to as the "Public Hearing").

The total amount of the proposed Operation and Maintenance ("O&M") Special Assessment per lot is **\$2,304.00** for developed lots (lots with homes on them) and **\$2,128.00** for undeveloped (vacant) lots. The debt service ("Bond") assessment is \$1,424.58 per lot.

For developed lots, the Operation and Maintenance assessments are proposed to be billed directly by the District in quarterly installments of **\$576.00**. For undeveloped lots and lots owned by owners who are two or more quarters delinquent, the O&M amounts stated above are proposed to be collected either directly by the District or by the County Tax Collector, as determined from time to time. The actual final assessment amount for each lot will be determined by the Board of Supervisors at the Public Hearing.

The District proposes to levy these non-ad valorem Special Assessments against the specially benefitted property (lots and anticipated-to-be-platted lots) within the boundaries of the District and within the Herons Glen, Del Vera and Mystic subdivisions, North Fort Myers, Lee County, Florida, for the purposes of operation, maintenance, replacement and management of the District's Recreation Facilities, all as more fully described in Resolution No. 2021-07.

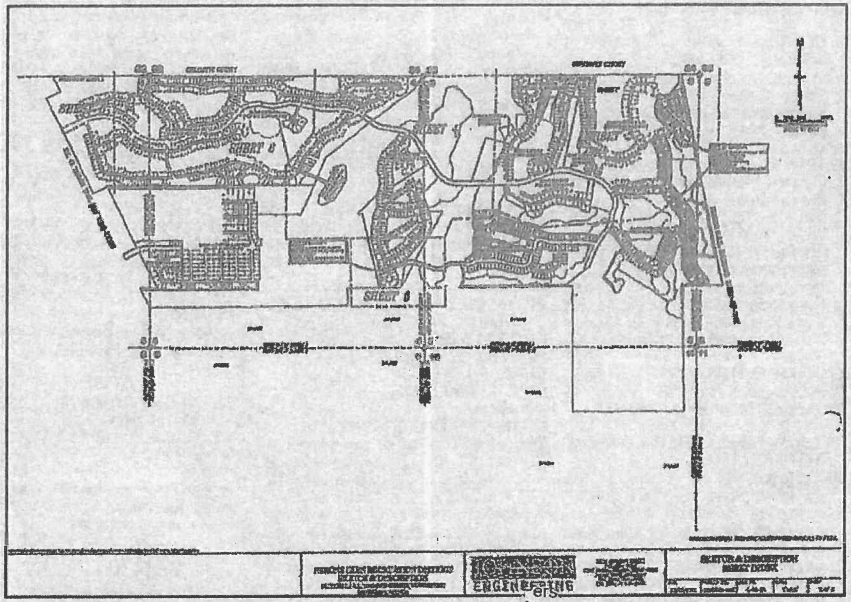
Pursuant to Resolution No. 2021-07, the District has stated its intent to use methods of collecting the Special Assessments authorized by Chapters 170 and/or 197, Florida Statutes. Failure of a property owner in the District to pay the Special Assessments levied on such owner's property when due will cause a tax certificate to be issued if the assessment is placed on the tax roll, or a lien to be filed upon such property if the assessment is not placed on the tax roll, either of which may result in loss of title to the property. The total amount of all proposed assessments is \$2,992,384.00.

All affected property owners have the right to appear at the Public Hearing and the right to file written objections with the District within twenty (20) days from the date of this notice. If a person decides to appeal any decisions made by the Board of the District with respect to any matters considered at the Public Hearing, that person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Any person requiring special accommodations at any of the meetings because of a disability or physical impairment should contact Herons Glen at 239-731-4501 at least five (5) calendar days prior to the meeting.

HERONS GLEN RECREATION DISTRICT

Dated: June 25, 2021



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**CAPE CORAL BREEZE
PUBLISHED CAPE CORAL, FLA**

Affidavit of Publication

State of Florida

County of Lee

Before the undersigned authority personally appeared Cecilia Yndart, who on oath says that he/she is the ADVERTISING REPRESENTATIVE of the Cape Coral Breeze newspaper, published at Cape Coral, Lee County, Florida that the attached copy of advertisement, being a Display Ad 12x21.5, in the matter of Resolution No. 2021-07, as published in said newspaper in the issues of July 14, 28, 2021. Affiant further says that the Cape Coral Breeze is a newspaper published at Cape Coral, said Lee County, Florida and that the said newspaper has heretofore been continuously published in said Lee County, Florida, and has been entered as a second class periodicals matter at the post office in Fort Myers in said Lee County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said Newspaper.

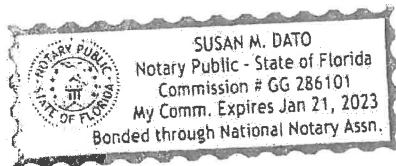


SWORN TO AND SUBSCRIBED before me this

July 28, 2021

Notary Public





Exhibit

~B~



HGRD BOARD OF
SUPERVISORS:

Howard Young
Chair

Peter Overs
Vice Chair

Jayne Schwarz
Treasurer

Mary Ann Polvinen
Secretary

William Kulkoski
Assistant
Treasurer/Secretary

J.B. Belknap
General Manager

July 6, 2021

Dear Herons Glen Recreation District Property Owner:

Since we wrote you with our fiscal 2020-2021 proposed budget almost one year ago, much in Herons Glen Recreation District, as well as the country, has changed.

First of all, we sincerely thank you for your support and patience as we emerge from restrictions implemented due to the pandemic. We are seeking to return to "business as usual" as quickly and safely as possible. Also, with your support, last summer we issued bonds with very favorable rates and began working projects in the plan you approved. We are fortunate that the golf course renovation is progressing well, and anticipate opening -weather permitting - by December 2021. We hope you are on our email distribution list and enjoying our golf course renovation progress videos that we are sharing via email and online.

We have not been as successful, however, with several of the other projects we planned to start this year. County permitting has been much slower than anticipated due to the pandemic and staffing shortages. Additionally, although we are in almost daily communications with our construction management and multiple suppliers, labor and supply chain shortages still exist. We are not alone in this quandary, as you too have probably read about the spikes in pricing and the labor issues in all areas of the country. Contractors simply aren't willing to make project commitments with firm pricing and completion dates. Since we don't want to disrupt our amenities during the height of season, several of our planned projects will need to be delayed until the Spring of 2022. Please continue to watch for project updates in our emails or on our website.

The Board identified several objectives for management in developing the proposed budget for 2021-2022. Working together, we wanted the annual assessment increase to be at, or below, the rate of inflation forecast to be 3%. We expect significant increases in health benefits, the state unemployment tax, liability insurance and utilities.

The budget needed to fund employee wages considering the new minimum wage in Florida, the Compensation Committee's recommendations, and a performance merit pool. Jointly we also targeted staffing enhancements for service in restaurant operations as well as the Pro Shop.

Vitality important to the Board and a promise during bond discussions is updating our capital reserves, both the capital asset replacement reserves and our longer-term reserves. We have had tremendous assistance of our community subject matter experts, committees, and management in identifying and updating our capital replacement plans and opportunities for the future. The Board and Management identified approximately \$900,000 being transferred to the long-term capital reserves. We will continue working on our capital reserve study and making necessary changes to plans while increasing the long-term reserves to maintain and improve our community.

We are pleased to inform you, that with the hard work of our General Manager and his team, we addressed our identified budget goals and will provide the necessary funds for operations and maintenance of the District with a 2.8% assessment increase, below the anticipated inflation factor:

Attached to this letter is the "Official Notice" of the planned assessment for next year beginning October 1, 2021. This assessment provides the cash flow to run District operations successfully. Assuming the budget is adopted without change, each lot owner will be assessed \$2,304 per year in quarterly installments of \$576. This represents a 2.8% increase in assessments.

GOLF MEMBERSHIPS: The renovated golf course is expected to open by December 2021. As previously promised, golf membership fee *renewals (returning members from 2020-2021)* will not increase for current members. These members will receive their membership renewal billing statements in August and membership renewal fees are due in the Administrative Office or Pro Shop no later than 5:00 PM on Thursday, September 30, 2021.

Dues for residents who were not golf members in 2020-2021 (last year) increases 8% plus sales tax. The Household membership will be \$4,505 (\$4,797.83 with sales tax) and the Single membership will be \$2,703 (\$2,878.70 with sales tax).

New outside memberships (nonresident) are available at the following rates, including sales tax: The total fees will be \$7,460.30 for Household memberships of two or \$4,747.45 for Single memberships. These amounts include a one-time administrative/set up fee of \$1,000 plus ongoing membership fees of \$6,460.30 for Household memberships and \$3,747.45 for Single memberships.

TENNIS FEE: The annual assessment for the Tennis Association is \$10,000. This assessment is due in the Administrative Office no later than 5:00 PM on Thursday, September 30, 2021.

NEW RESIDENT WORKING CAPITAL ASSESSMENT: The assessment for new property owners closing on property on October 1, 2021 or later will be \$3,200.

The public hearing for adopting the Fiscal Year 2021-2022 annual budget and assessment will be on Thursday, September 2, 2021 at 5:00 PM if you have any questions or comments. We welcome you to attend our Board Workshops and Board Meetings.

Thank you for your support.

Heron's Glen Board of Supervisors:

<i>Howard Young</i>	HGRD Board Chair
<i>Peter Cuers</i>	HGRD Board Vice-Chair
<i>Jayne Schwarz</i>	HGRD Board Treasurer
<i>Mary Ann Palvinen</i>	HGRD Board Secretary
<i>William Kulhoshi</i>	HGRD Board Assistant Treasurer/Secretary

**NOTICE OF PUBLIC HEARING
TO ADOPT NON-AD VALOREM ASSESSMENT ROLL**

NOTICE IS HEREBY GIVEN that the Herons Glen Recreation District (the "District") has called for a public hearing to be held on **Thursday, September 2, 2021 at 5:00 p.m.** in the Clubhouse of the Herons Glen Golf & Country Club, 2250 Herons Glen Boulevard, North Fort Myers, Lee County, Florida, for the purpose of adopting its Annual Budget and a non-ad valorem assessment roll in the form of special assessments to defray the cost of debt service and operating and maintaining the District's Recreational Facilities and to fund capital replacement and deferred maintenance reserve accounts during its upcoming fiscal year, 2021/2022. (These annual assessments are here referred to as the "Special Assessments" and the September 2, 2021, public hearing is here referred to as the "Public Hearing").

The total amount of the proposed Operation and Maintenance ("O&M") Special Assessment per lot is **\$2,304.00** for developed lots (lots with homes on them) and **\$2,128.00** for undeveloped (vacant) lots. The debt service ("Bond") assessment is \$1,424.58 per lot.

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The District proposes to levy these non-ad valorem Special Assessments against the specially benefitted property (lots and anticipated-to-be-platted lots) within the boundaries of the District and within the Herons Glen, Del Vera and Mystic subdivisions, North Fort Myers, Lee County, Florida, for the purposes of operation, maintenance, replacement and management of the District's Recreation Facilities, all as more fully described in Resolution No. 2021-07.

Pursuant to Resolution No. 2021-07, the District has stated its intent to use methods of collecting the Special Assessments authorized by Chapters 170 and/or 197, Florida Statutes. Failure of a property owner in the District to pay the Special Assessments levied on such owner's property when due will cause a tax certificate to be issued if the assessment is placed on the tax roll, or a lien to be filed upon such property if the assessment is not placed on the tax roll, either of which may result in loss of title to the property. The total amount of all proposed assessments is \$2,992,384.00.

All affected property owners have the right to appear at the Public Hearing and the right to file written objections with the District within twenty (20) days from the date of this notice. If a person decides to appeal any decisions made by the Board of the District with respect to any matters considered at the Public Hearing, that person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Any person requiring special accommodations at any of the meetings because of a disability or physical impairment should contact Herons Glen at 239-731-4501 at least five (5) calendar days prior to the meeting.

HERONS GLEN RECREATION DISTRICT
Dated: June 25, 2021

HERONS GLEN RECREATION DISTRICT 2021-2022 OPERATING BUDGET

DEPARTMENTS (1285 lots FY20, FY21 & 1300 lots FY22)	2019-20		2020-21		2021-22	+/- over	% Δ
	BUDGET	ACTUALS	BUDGET	YR END PROJ	BUDGET	20-21 budget	
Administration	(\$733,317)	(\$723,693)	(\$801,325)	(\$707,217)	(\$802,357)	\$1,031	0.1%
Restaurant	(\$322,769)	(\$396,659)	(\$379,785)	(\$479,469)	(\$410,176)	\$30,390	8.0%
Clubhouse	(\$709,684)	(\$691,295)	(\$745,984)	(\$710,071)	(\$790,812)	\$44,828	6.0%
Fitness Center	(\$42,454)	(\$44,419)	(\$61,349)	(\$56,936)	(\$68,526)	\$7,177	11.7%
TOTAL (1300 lots assessed FY22):	(\$1,808,223)	(\$1,856,066)	(\$1,988,444)	(\$1,953,694)	(\$2,071,871)	\$83,427	4.2%
CLIS (1284 lots assessed Oct-Dec 2021) (1299 lots assessed Jan-Sep 2022)	(\$223,872)	(\$182,932)	(\$198,458)	(\$185,393)	(\$229,164)	\$30,706	15.5%
CAPITAL AND DEFERRED MAINTENANCE							
Capital (1285 lots FY20, FY21 & 1300 lots FY22)			(\$348,235)	(\$348,235)	(\$364,000)	\$15,765	4.5%
Deferred Maint. (1285 lots FY20, FY21 & 1300 lots FY22)			(\$344,380)	(\$344,380)	(\$332,800)	(\$11,580)	-3.4%
TOTAL ANNUAL ASSESSMENT			(\$2,879,517)		(\$2,997,835)	\$118,318	4.1%
GOLF OPERATIONS							***
Pro Shop	\$1,365,642	\$1,430,943	\$1,262,135	\$1,088,051	\$1,405,913	\$143,777	11.4%
Golf Course Maint	(\$1,365,642)	(\$1,233,235)	(\$1,262,136)	(\$1,193,644)	(\$1,405,914)	\$143,778	11.4%
NET GOLF OPERATIONS:	\$0		(\$1)		(\$1)	(\$1)	

2020-21	2021-22	2021-22	% Δ
Quarterly	Quarterly	Annual	

O&M (1300 lots FY22)
 Irrigation (1284 lots thru Dec21 1299 lots Jan-Sep22)
 Capital Replacement Reserve (1300 lots FY22) *
 Deferred Maint Reserve (1300 lots FY22) **

Total O&M Assessment per lot (1300 lots FY22):

\$386.86	\$398.00	\$1,592.00	2.9%	Household
\$38.64	\$44.00	\$176.00	13.9%	Single
\$67.86	\$70.00	\$280.00	3.1%	
\$67.14	\$64.00	\$256.00	-4.7%	
\$560.50	\$576.00	\$2,304.00	2.8%	***

* Capital Replacement amounts were calculated based on a 20-yr average of annual needs according to the Long Range Plan
 ** Deferred Maint Reserve amounts were calculated on the 10-yr average of annual needs according to the Long Range Plan
 *** 4.1% increase in total annual assessment vs 2.8% increase in individual annual assessment is due to the divisor increasing from 1285 in FY21 to 1300 for FY22

Debt service (bond payments) are an amount of \$1,424.58 per year, which will appear on your Lee County Property Tax bill.

GOLF & TENNIS ASSOC. FEES			
2020-21	2021-22	2020-21	2021-22
Golf Members	Golf Members	Golf Members	% Δ
\$4,171	\$4,505	\$4,505	8.0%
\$2,503	\$2,703	\$2,703	8.0%
2020-21	2021-22	2020-21	2021-22
Tennis Assoc	Tennis Assoc	Tennis Assoc	
\$10,000	\$10,000	\$10,000	

HERONS GLEN RECREATION DISTRICT

FY2021-22 CONSOLIDATED BUDGET SUMMARY

	<u>REVENUES</u>			<u>EXPENDITURES</u>		
	<u>Fwd/Rsv TO FY22</u>	<u>Assessment Revenue</u>	<u>Other Revenue</u>	<u>Appropriated Expenditures</u>	<u>Other Adjustments</u>	<u>Fwd/Rsv TO FY23</u>
Operations						
Administration		\$ 802,357	\$ 138,214	\$ 940,571		
Food & Beverage		\$ 410,176	\$ 1,120,425	\$ 1,530,601		
Clubhouse		\$ 790,812	\$ 11,200	\$ 802,012		
Fitness		\$ 68,526	\$ 1,800	\$ 70,326		
CLIS		\$ 229,164	\$ 196,538	\$ 425,702		
Pro Shop		\$ -	\$ 1,953,723	\$ 547,809		
Golf Maintenance		\$ -	\$ -	\$ 1,405,914		
subtotal		\$ 2,301,035	\$ 3,421,900	\$ 5,722,935		
Deferred Maint Acct	\$ 135,008	\$ 332,800		\$ 249,827		\$ 217,981
Capital Acct						
Working Capital	\$ 528,819	\$ 364,000		\$ 308,274		\$ 584,545
Long Term Cap Reserves	\$ 1,900,522	\$ -				\$ 1,900,522
Golf Course Improvements	\$ 425,825			\$ 425,825		\$ -
Uninsured Losses Reserves	\$ 350,420	\$ -				\$ 350,420
Series 2020 Bond Construction & Acquisition Fund	\$ 5,051,809			\$ 3,051,809		\$ 2,000,000
total	\$ 8,392,402	\$ 2,997,835	\$ 3,421,900	\$ 9,758,670	\$ -	\$ 5,053,468
Total Available						
	\$		14,812,137		14,812,137	

RESOLUTION NO. 2021-12
A RESOLUTION OF THE HERONS GLEN RECREATION
DISTRICT APPROVING A FINAL BUDGET FOR THE
2021-2022 FISCAL YEAR; PROVIDING FINDINGS;
PROVIDING CONFIRMATION OF ANNUAL BUDGET;
PROVIDING FOR ANNUAL ASSESSMENTS AND
QUARTERLY INSTALLMENTS; 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, Florida Statutes, as amended, its Charter (Ordinance No. 98-08 adopted by Lee County, Florida on April 28, 1998, as amended), Chapter 189, Florida Statutes, Chapter 170, Florida Statutes, and Chapter 197, Florida Statutes and other applicable provisions of law (collectively, the "Act").

SECTION 2. FINDINGS. The Board of Supervisors hereby finds and determines as follows:

A The District is a local unit of special purpose government organized and existing under and pursuant to Chapter 418, Florida Statutes. The District was established for the purpose of acquiring recreational facilities (hereinafter defined). The District is authorized, pursuant to the Act, to acquire recreational facilities, to equip and improve such facilities, to operate and maintain such facilities and to enter into arrangements with others to accomplish such purposes, and to levy non ad-valorem special assessments, among other purposes. In furtherance thereof, the District acquired the Recreational Facilities. For purposes hereof, the term "Recreational Facilities" shall mean the recreational and related facilities comprised of land, improvements, and equipment owned or controlled by the District.

B The District has heretofore determined that the acquisition of the Recreational Facilities, the operation, improvement and maintenance of them, and the levying of the Special Assessments for such purposes serves a proper, essential and valid public purpose.

C On June 25, 2021, the District held a first public meeting wherein, the District, among other matters, considered a preliminary Budget for the District's 2021-2022 fiscal year which Budget was intended to serve the need to operate and maintain the District's Recreational Facilities and the District for the period October 1, 2021 to September 30, 2022.

D On the date of this Resolution the District held a second meeting and conducted a Public Hearing. At that meeting, the District, among other matters, considered the adoption of a final Budget for the District's 2021-2022 fiscal year which Budget is intended to serve the need to operate and maintain the District and its Recreational Facilities for the period October 1, 2021 to September 30, 2022.

SECTION 3. APPROVAL AND CONFIRMATION OF 2021-2022 ANNUAL BUDGET. The 2021-2022 Budget, attached hereto as **Exhibit A**, including the final per unit annual assessments stated therein, is hereby approved, confirmed and adopted.

SECTION 4. PAYMENT OF SPECIAL ASSESSMENTS. The per unit Special Assessments described in the final approved 2021-2022 Annual Budget shall be payable annually in quarterly installments, or in such other periodic installments, including monthly, as the Board may from time to time determine; except that such assessments on undeveloped lots and including lots the owners of which are two or more quarters delinquent in paying past assessments, may be collected on the County Tax Roll.

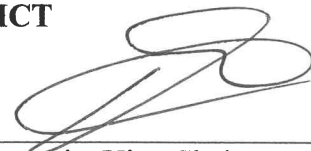
SECTION 5. SEVERABILITY. Should any sentence, section, clause, part or provision of this Resolution be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this Resolution as a whole, or any part thereof, other than the part declared invalid.

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

PASSED AND ADOPTED at a Special Meeting of the Board of Supervisor of the Herons Glen Recreation District this 2nd day of September 2021.

**HERONS GLEN RECREATION
DISTRICT**

[SEAL]



Peter Overs, its Vice Chair

ATTEST:



District Secretary

RESOLUTION NO. 2021-13

A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT FINDING SPECIAL BENEFITS; APPROVING METHODOLOGY FOR ASSESSMENT AND COLLECTION AND FINAL 2021-2022 ASSESSMENT ROLL; PROVIDING FOR PAYMENT; 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, Florida Statutes, as amended, its Charter (Ordinance No. 98-08 adopted by Lee County, Florida on April 28, 1998, as amended), Chapters 189, 170 and 197, Florida Statutes and other applicable provisions of law (collectively, the “Act”).

SECTION 2. FINDINGS. The Board of Supervisors (“Board”) hereby finds and determines as follows:

A The District is a local unit of special purpose government organized and existing under and pursuant to Chapter 418, Florida Statutes. The District was established for the purpose of acquiring recreational facilities (hereinafter defined) for the benefit of residents of the Herons Glen community. The District was authorized, pursuant to the Act, to acquire recreational facilities, to levy non ad-valorem special assessments (the “Special Assessments”) and to issue Special Assessment Bonds, which it did as Series 1999 and Series 2006 and Series 2020 (the “Bond”), payable from such Special Assessments to pay the costs and expenses of such acquisition, among other purposes. In furtherance thereof, the District acquired and is acquiring the Recreational Facilities. For purposes hereof, the term “Recreational Facilities” shall mean the recreational facilities comprised of land, improvements, facilities and equipment located within or without the District which facilities are owned or operated by the District.

B The District has heretofore determined, and had validated by Judicial decree, that the acquisition of said Recreational Facilities, the issuance of the Bonds and the levying of the Special Assessments to repay the Bonds serves a proper, essential and valid public purpose.

C Pursuant to Resolutions No. 99-02, No. 2006-10, and 2020-33, among others, the District approved Special Assessment Methodologies prepared by Fishkind & Associates and PFM Financial which methodology determined that all residential property in the Herons Glen District is specially benefitted by the District’s acquisition and operation of the Recreational Facilities, all as is more particularly set forth in Resolution 2020-40.

D. Pursuant to Resolutions 2006-11 and 2006-24, and 2020-33 the District has previously imposed Special Assessments for Bond refunding which assessments are collected by the Uniform Method described in Sections 197.3632 and 197.3635, Florida Statutes (the “bond debt service”).

E. The District hereby finds and determines that the continued payment of bond debt service, the operation, improvement and maintenance of the Recreational Facilities and the operation of the District to carry out such purposes will specially benefit all real property within the Herons Glen community by enhancing the aesthetic qualities and the actual, as well as potential, recreational opportunities of the property owners and their guests and, thereby, will enhance the property values of all real property located within the Herons Glen District.

F. On June 25, 2021 the District adopted, Resolution 2021-07, approving a preliminary budget report for the operation, improvement and maintenance of the Recreational Facilities and the District for the District's 2021-2022 fiscal year and expressing therein its intent to fund the same by the levy of special assessments on all platted lots and all parcels with anticipated-to-be-developed lots within the District.

G. On September 2, 2021, the District adopted its Final Budget for the year 2020-2021, pursuant to Resolution 2021-12.

H. As required by Chapters 170 and 197, Florida Statutes, Resolution No. 2021-12 evidenced the District's intent to adopt a non-ad valorem assessment roll levying the Special Assessments and called for a public hearing to be held on September 2, 2021 ("Public Hearing") for the Board to consider the adoption of a final assessment roll. In accordance with Chapter 170 and Section 197.3632, Florida Statutes, at least twenty (20) days prior to the Public Hearing, notice thereof (the "Public Hearing Notice") was given by first-class United States mail and by appropriate publication in a newspaper generally circulated within Lee County, Florida.

I. On this date, at the time and place specified in the September 2, 2021 Public Hearing Notice, the Board met as an equalizing board, conducted a public hearing and heard and considered all comments and complaints as to: (i) the propriety and advisability of operating and maintaining the recreation facilities and District and of the District's related facilities, (ii) the cost thereof, (iii) the manner of payment therefor: (iv) the amount thereof to be assessed against each parcel of specially benefitted property, and (v) the special benefit to each existing and each potential residential lot within the District; and based thereon, has made such modifications in the preliminary assessment roll as it deems just and proper, commensurate with special benefit and fair apportionment.

J. Having considered the bond debt service requirements, the costs of the operation, improvement and maintenance of the Recreational Facilities and all complaints and evidence presented at such public hearing, the Board finds that: (i) each of the platted lots in the Recreation District will derive special benefits as a result of the operation and maintenance of the Recreational Facilities and the District; (ii) the estimated costs are reasonable; (iii) the Special Assessments are an appropriate and reasonable method of paying for those costs; (iv) all of the residential property within the District and the Herons Glen community benefit equally from the operation and maintenance of the Recreational Facilities and the District, with the exception that undeveloped lots are entitled to a discount for the costs of the Common Lot Irrigation System (CLIS) service; (v) the allocation of such expenses on a per lot basis is a fair and reasonable method of allocation; (vi) the payment of the Special Assessments in not more than twelve (12) monthly installments or four quarterly installments, or in the case of the bond debt service assessments and of lots, the

owners of which are two or more quarters delinquent, on the property tax bill as permitted by the "uniform method" under Florida Statutes, and with interest at the rates established by law, is appropriate; and (vii) the methods established for collecting the Special Assessments, including by direct bill and pursuant to Sections 197.3632 and 197.3635 for bond debt service and lots whose owners are delinquent in paying assessments, are authorized and are appropriate.

K. Pursuant to the Public Hearing and Resolutions 2020-33, 2021-07 and 2021-12, the Special Assessments, all as specified in the **Budget, Exhibit "A"** attached hereto, and bond debt service assessments previously approved, were equalized, approved, confirmed, fairly apportioned and levied and may be reported as the District's Assessment Roll for the designated year.

SECTION 3. APPROVAL AND CONFIRMATION OF ASSESSMENT METHODOLOGY. The 2021-2022 Budget attached hereto as Exhibit "A", including the final per unit assessment, approved pursuant to Resolution 2021-12, is hereby confirmed and ratified. The Special Assessments against each parcel, and interest and penalties thereon, as set forth by law shall be and shall remain a legal, valid and binding obligation of the property owners and a first lien on such parcel until paid; such lien shall be co-equal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims.

SECTION 4. OPERATION AND MAINTENANCE ASSESSMENT RECORD. The Special Assessments described in Resolutions 2020-33, 2021-07, 2021-12, and this Resolution are hereby confirmed and imposed.

SECTION 5. PAYMENT OF SPECIAL ASSESSMENTS. The Special Assessments on developed lots shall be payable in quarterly installments, or in such other manner as the District shall from time to time determine. Unless later revised by the District's Board, collection of the Special Assessments on lots the owners of which are two or more quarters delinquent in paying past assessments, shall be payable on the property tax bill pursuant to the Uniform Method set forth in Section 197.3632, Florida Statutes and said Special Assessment shall be included on each such bill along with the District's bond debt service special assessments as set forth in Resolutions 2020-33 and 2020-37.

SECTION 6. MISCELLANEOUS. The Chairman, Vice Chairman, Treasurer and Secretary of the Board, the General Manager and the District's legal counsel are authorized and directed to execute and deliver all documents, contracts, instruments and certificates and to take all actions and steps on behalf of the District that are necessary or desirable in connection with the levy and collection of the Special Assessments which actions are not inconsistent with the terms and provisions of this Resolution.

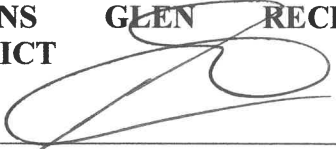
SECTION 7. SEVERABILITY. Should any sentence, section, clause, provision or part of this Resolution, or the Special Assessments imposed hereby, be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this Resolution as a whole, or any part thereof, other than the part declared invalid.

SECTION 8. EFFECTIVE DATE. This Resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED at a Special Meeting of the Board of Supervisors of the Herons Glen Recreation District this 2nd day of September, 2021.

[SEAL]

**HERONS GLEN RECREATION
DISTRICT**



Peter Overs, its Vice Chair

ATTEST:



District Secretary

ATTENDANCE RECORD

Meeting Type: Public Hearing

Date: 9/02/2021 Time: 5 PM

PLEASE PRINT YOUR NAME BELOW

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**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
September 27, 2021, 9 AM, 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		Board Sec. Karon Bennett	
Asst Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Young will lead the meeting via Zoom.
- II. **ROLL CALL** – Executive Assistant Karon Bennett
- III. **REVIEW OF MINUTES** – Budget Workshop Minutes June 22, 2021 (Revised), Special Board Meeting August 19, 2021, and Public Hearing September 2, 2021.
- IV. **GENERAL MANAGER’S REPORT** - GM J.B. Belknap
A. CLIS Update
- V. **FINANCIAL REPORT** – Controller Lynn Brew
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
A. Conrad Weyer Circle Memorial Sign Resolution
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
A. Finance Committee, Aug. 2, Aug. 30 and Sept. 20 Supervisor Schwarz
 o HVAC Recommendation and Resolution
 o Tennis Lights Recommendation
 o Golf Equipment Lease
 o Check Signing Authorization Policy
B. Golf Course Renovation, September 2 Chair Jon Edinger
C. Problem-Solving Taskforce, September 8 Chair John Cowgill
 o Restaurant/Pool Deck Plan Recommendation
D. Facilities & Amenities, September 15 Chair Karen Mars
E. Audit Committee, No Meeting Supervisor Schwarz
F. Long Range Planning, No Meeting Chair Fred Gignac
- VIII. **OLD BUSINESS**
A. Green Committee Charter
B. Casual Dining – Lexington & Colonial Visit – Supervisor Polvinen
C. Potential Changes to Board Meeting Dates/Titles – Chair Young

IX. NEW BUSINESS

- A. Golf Pro/Merchandise – GM J.B. Belknap

X. RESIDENT COMMENTS

XI. UPCOMING MEETINGS

- Wednesday, September 29 – Golf Course Renovation Committee - 9:00 AM – Zoom
- Thursday, September 30 – Special Board Meeting – 9 AM - Card Room C/Zoom
- Monday, October 11 – Audit Committee – 9 AM – Zoom Only
- Monday, October 11 – Facilities & Amenities Committee – 2 PM - Card Room C/Zoom
- Monday, October 18 – Long-Range Planning Committee – 9:30 AM – Zoom Only
- Monday, October 25 - Special Board Meeting – 9 AM - Card Room C/Zoom
- Thursday, October 28 - Special Board Meeting – 9 AM - Card Room C/Zoom

XII. ADJOURNMENT



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
September 27, 2021, 9 AM, Card Room C/Zoom
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Board Sec. Karon Bennett	X
Asst Sec/Treas William Kulkoski	X	Residents	11

- I. **CALL TO ORDER** – Supervisor Schwarz led the meeting. Chair Young was available via Zoom. The meeting called to order at 9:00 AM.
- II. **ROLL CALL** – Board Secretary Karon Bennett called roll (attendees are listed above).
- III. **REVIEW OF MINUTES** – The following minutes were reviewed:
- Budget Workshop Minutes June 22, 2021 (Revised)
 - Special Board Meeting August 19, 2021
 - Public Hearing September 2, 2021
- IV. **EMPLOYEE INPUT** – Head Golf Professional Chris Ewing

Proposal of Outsourcing Pro Shop Merchandise – Chris explained the process of working with The Golf Guys from Bonita Springs. The Golf Guys would buy out our inventory, assign of goods will be at our discretion, there is no timeframe or contract obligation, we will have access to many vendors for special orders, etc. The Golf Guys determine initial pricing, however we will have some price changing ability. There will be a representative that check the golf shop weekly, Chris will work with a representative from The Golf Guys to report quarterly inventory accounts. The Board agreed that they would like to give Chris' proposal a try.

- V. **GENERAL MANAGER'S REPORT** - GM J.B. Belknap led a discussion of the following subjects:

Golf Memberships – J.B. responded to several inquiries received recently from nonrenewing members who feel they are being treated unfairly by having to pay 8% more in dues in addition to not receiving 2-months of credit this year. In his statement J.B. referred to communication pieces from the Board. He further mentioned that in order to entice members to join last year, the Board felt it was necessary to offer incentives to members paying for a full year but only able to play six months. Many members re-joined based on these incentives. The District was able to raise enough money to operate the golf course/pro shop and return the surplus back to the renewing members for October and November dues this year.

Based on the expansive golf course renovation project, the Board felt an 8% increase in golf rates for non-renewing members this coming year was justified. It was not viewed as a "penalty", rather a promise of static dues for those

who joined last year. Having said that, the Board is committed in the future to returning to a rate structure where all resident golfing members pay the same amount.

CLIS Update – The company Mainscape is looking at wire paths to establish solid communication so we can run our irrigation system to the homes as consistently as possible. Controllers 5,6, and 7 will be repaired today, this will allow watering to all yards. We are looking at the infrastructure of the CLIS system before moving forward.

Projects Update – Communication continues with Jim Ink on a daily basis, however there is nothing new on to report on the LDO. There will be a review with Ink and Shultz over projects that can be completed.

Food & Beverage – Hiring issues continue with attracting and retaining new staff. We will get 2 H2B's in October and 2 in November. The H2B's have all been vaccinated.

Summer Projects - Shultz Construction has suggested that the following projects will not interfere with residents during the winter months: The Paulo Duro restrooms, 2 Pickleball courts, and the storage building.

VI. **FINANCIAL REPORT** – GM J.B. Belknap withdrew the August Financials due to errors that need to be corrected.

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

- A. Working on B&I contractors HVAC agreement, the resolution will be presented at the next Board meeting.
- B. Counsel Hart will review The Golf Guys contract.
- C. Revisions to the Declaration of Covenants, one minor issue is concerning liability for the Recreation District regarding CLIS failure. The current program consists of the homeowners signing a contract with the developers that states that under no circumstances will the CLIS owner be responsible for any failure of the CLIS. Counsel Hart is putting all elements into the Declaration of Covenants. In response to the unconditional waiver of liability, Counsel Hart proposed that the limitation on liability for the CLIS owner be 100% so long as District acts in reasonably good faith to fulfill its' obligations.
- D. The Conrad Weyer Way Memorial Sign Resolution will be presented at the next Board meeting.

VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**

- A. Finance Committee and Bid Oversight Committee, Supervisor Schwarz
 - August 2 - The Finance Committee recommends the approval of the F&B HVAC project to be funded through the bond and not to exceed \$160k. This resolution will be presented at the next Board meeting.

The Finance committee had an informational meeting on health benefits. Management made the recommendation and the proposal fit within the proposed FY2022 budget therefore it was determined that further action from the committee was not warranted.

The Finance Committee also reviewed the liability insurance. Due to timing issues and the fact that the proposal fit within the proposed FY2022 budget management approved the liability insurance. According to policy the \$350 uninsured loss insurance needs to be evaluated in light of the change in the hurricane deductible. The Finance Committee will move forward with that when the Committee Chair returns. Further discussion took place concerning liability exposure with additional golf and assessment revenue.

- August 30 - The Finance Committee reviewed management findings from the 2020 Financial Statement Audit. Two management items have been completed out of the 5. One item is completed in an ongoing operation. The other two consist of putting together a plan. When the Finance Committee Chair returns next week, he will assign a member to follow up on an internal control issue.

The Bid Oversight reviewed the bid process of the lighting on the tennis court. In the Bond plan itself there was an estimated for tennis was \$100k. In the Bond plan itself the estimated cost for lights on the tennis courts was \$12k but the bid came in as \$39k. Therefore, the Finance Committee accepted the bid process but requested the Board to find alternate solutions for lighting. Supervisor Kulkoski and Supervisor Polvinen suggested that if the tennis light existing light poles are in good condition and operational to go forward with the project. J.B. will follow up with Southwest to confirm that the light poles can be used, and he will also reach out to other vendors for a quote. Residents Gayle Kloosterman and Dan Liebner spoke further on the need for lighting on the tennis courts. Resident Tom DeLache stated that there are major problems with the old lights; the new lights are self-maintaining. The Board agreed that the tennis courts need new lights, they hope to proceed as quickly as possible this Fall.

- September 20 – Supervisor Schwarz reported for the Bid Oversight and Finance Committee on the Municipal Asset Management Plan for the 5-year capital lease of golf maintenance equipment with a quarterly payment. The Finance Committee recommend to the Board that management followed the process, and the leases were included in the approved budget. Therefore, no further action is needed.

It was noted that the current Check Signing Authorization Policy only lists the General Manager as a signer for \$5k or less. Checks over \$5k are signed by the General Manager and the Treasurer. The Finance Committee recommended the modification of the Herons Glen Policies and Procedures section under Part C “Check Signing Authorization” to state that for operating accounts under \$5k they can be signed by the General Manager, Treasure or another Board member approved for signing on the account.

- Chair Young requested that the financials be received by the 15th of the month.

B. Golf Course Renovation, Chair Jon Edinger

- September 2 - Clarke Construction continues to focus on the punch list. The Golf Course Renovation Committee approved a change order last week to address 6 drainage issues on the course, total of \$28k which included 2,000 drainpipe and 30 catch basins. The amount of rain has been troublesome; however the next 10 days look dry. One small change order for a drainage inlet with no drainage outlet. Additional drainage will be completed once the water table recedes. Herons Glen have accepted 3/4 of the golf course holes. Rip rap rock has been installed on #13 lake bank.
- Chair Edinger mentioned that Tim will be focused on maximizing the grow in of sprigs and continued repair work on the course. He will address a couple of minor drainage issues with his crew. Out-of-bound markers are in progress. Bluestream will be removing Comcast domes. Signage is being installed.
- The Clark, Garl, Regan and Waldrop contracts needs to be finalized. Ink and Clark will provide record plans of the course. Most important is lake management plan being developed by Waldrop. It is due this week to Herons Glen and will cover the next 15 years of lake standards for the control agency. The timeframe for the plan is to get it through both Boards within the next week, have it approved by late October, back in Jim Ink’s hands who will get it to the county, allowing us to open the course in December.
- Chair Edinger stated that they are almost done as far as construction goes, the committee will work on an opening event in December. The committee is also working with Tim on a landscape plan and a maintenance plan for the residents.

C. Problem-Solving Taskforce, Chair John Cowgill

- September 8 – After the Problem-Solving Task force reviewed the Restaurant/Pool Deck project; the recommend that the Board approve the modified 1.29.2020, revised 9.15.2021 for development by MK Architecture. The committee has the fee proposal of preliminary design phase which includes revisions to previous preliminary and site plan to meet owner design approval, revisions to the design presentation (3 alternatives to consider), preliminary code review with Lee County Code Officials and 3D renderings. The committee requests the Board for consideration to authorize MK Architects to prepare the plan to present to the Board in October for approval to move ahead with construction plans beginning next May or June. The plan needs to be submitting for county permitting around March 2022 therefore MK would need authorization by November 1, 2021.
- Further discussion took place concerning design elements.
- Further discussion took place concerning the replacement of the pool pavers.

D. Facilities & Amenities, Chair Karen Mars

- September 15 – The committee recommends that, the Board approve the subcommittee progress to the next things to get to scale drawings of the renovations for the interior of the restaurant to include: permanent salad bar, lower bar and expand the bar seating, adding a passthrough, and opening the hallway. The Problem-Solving Taskforce will lead the charge on this portion of the renovation. The Board may reach back to the Facilities & Amenities Committee for assistance on with aesthetics on the Restaurant/Pool Deck project.
- A subcommittee will be presented to the Board for the interior of the restaurant at their October 26th meeting.
- Supervisor Kulkoski mentioned that he will present to the Board at the next Board meeting that Exofficios be allowed to vote for this year only, going forward members would be designated alternatives and would not vote unless filling in as an alternative member.

E. Audit Committee, No Meeting, No Report

Supervisor Schwarz

F. Long Range Planning, No Meeting, No Report

Chair Fred Gignac

IX. **OLD BUSINESS**

A. Green Committee Charter – Chair Young led a discussion on the Green Committee Charter. Supervisor Schwarz proposed a yearend report to the Board in April rather than September so that outstanding projects or issues can be considered in the proposed budget. The Board agreed. The following 7 people were suggested for the HGRD Green Ad Hoc Committee:

- John Edinger
- Jack Birecree
- Becky Gignac
- Bob Herbsttritt
- Bruce Johnson
- Mary Koenig
- Tom Lambeseder

B. Casual Dining – Supervisor Polvinen presented pictures from her visit to Lexington CC & Colonial CC and the Board discussed how it relates to the Outside Dining/Restaurant/Pool Deck project.

C. The Board agreed to the October Board meeting dates as follows:

- Monday, October 11 at 2:00 PM

- Tuesday, October 26 at 9:00 AM
- Thursday, October 28 at 9:00 AM

X. NEW BUSINESS

A. Head Golf Pro Chris Ewing presented his merchandise plan in the Employee Input section above.

XI. RESIDENT COMMENTS

A. No further resident comments were presented.

XII. UPCOMING MEETINGS

- Wednesday, September 29 – Golf Course Renovation Committee - 9:00 AM – Zoom
- Monday, October 11 – Audit Committee – 9:00 AM – Zoom Only
- Monday, October 11 – Special Board Meeting – 2:00 PM - Card Room C/Zoom
- Monday, October 13 – Facilities & Amenities Committee – 2:00 PM - Card Room C/Zoom
- Monday, October 18 – Long-Range Planning Committee – 9:30 AM – Zoom Only
- Tuesday, October 26 - Special Board Meeting – 9:00 AM - Card Room C/Zoom
- Thursday, October 28 - Special Board Meeting – 9:00 AM - Card Room C/Zoom

XIII. ADJOURNMENT – Supervisor Schwarz closed the meeting at 12:59 PM.

SUBMITTED BY:

10/11/2021
Date

Karon Bennett
Karon Bennett, Executive Assistant

10/11/2021
Date

APPROVED BY HGRD BOARD:

Peter Overs
Peter Overs, HGRD Board

ATTENDANCE RECORD

Meeting Type: Board Workshop

Date: 9/27/21

Time: 9:00am

73	Karen Jussop
74	Karen J. Mars
75	Joy Venker
76	Guy Kosterman
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**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING**

October 11, 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 Brew	
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.
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Kulkoski
- I. **ROLL CALL** – Executive Assistant Karon Bennett
- II. **APPROVAL OF MINUTES** – Budget Workshop Minutes June 22, 2021 (Revised), Special Board Meeting August 19, 2021, Public Hearing September 2, 2021 and Special Workshop on September 27, 2021.
- III. **GENERAL MANAGER’S REPORT** - GM J.B. Belknap
- IV. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
 - A. Resolution for the Conrad Weyer Way Memorial Sign
 - B. Resolution for the HVAC
 - C. Resolution for the HGRD Server
 - D. Resolution to Change Policy and Procedures on Check Authorization
- V. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Finance Committee, No meeting Supervisor Schwarz
 - o Tennis Lights Recommendation
 - o Golf Equipment Lease
 - B. Golf Course Renovation, October 29 Chair Jon Edinger
 - C. Problem-Solving Taskforce, No meeting Chair John Cowgill
 - o Restaurant/Pool Deck Plan Recommendation
 - D. Facilities & Amenities, No meeting Chair Karen Mars
 - E. Audit Committee, No meeting Supervisor Schwarz
 - F. Long Range Planning, No meeting Chair Fred Gignac
- VI. **OLD BUSINESS**
 - A. Green Committee Charter
 - B. Facilities & Amenities Voting Rights
 - C. Concert Series Selection
 - D. Potential Changes to Board Meeting Dates/Titles for 2022 – Chair Young

VII. NEW BUSINESS

VIII. RESIDENT COMMENTS

IX. UPCOMING MEETINGS

- Monday, October 11 – Audit Committee – 9 AM – Zoom Only
- Monday, October 11 – Special Board Meeting – 2 PM - Card Room C/Zoom
- Wednesday, October 13 – Facilities & Amenities Committee – 2 PM - Card Room C/Zoom
- Monday, October 18 – Long-Range Planning Committee – 9:30 AM – Zoom Only
- Tuesday, October 26 - Special Board Meeting – 9 AM - Card Room C/Zoom
- Thursday, October 28 - Special Board Meeting – 9 AM - Card Room C/Zoom
- Friday, October 29 – Golf Course Renovation Committee - 9:00 AM – Zoom

X. ADJOURNMENT



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
October 11, 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 Brew	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	15

- I. **CALL TO ORDER** – Vice Chair Overs led the meeting; Chair Young was available via Zoom.
- II. **PLEDGE OF ALLEGIANCE** - Supervisor Schwarz led the Pledge of Allegiance.
- I. **ROLL CALL** – Executive Assistant Karon Bennett called roll (attendees are listed above).
- II. **COVID GUIDELINES** – A discussion took place concerning mandating a masking policy inside District property.
- *Motion made by Supervisor Kulkoski to remain in accordance with CDC guidance, the District Board recommends vaccinated people wear face coverings indoors on District property. Unvaccinated should continue to follow the CDC guidelines by wearing masks indoors. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

The subject will be reviewed at the next Board meeting.

III. **APPROVAL OF MINUTES –**

- *Motion made by Supervisor Kulkoski approve the following:*
 - *Budget Workshop Minutes June 22, 2021 (Revised)*
 - *Special Board Meeting August 19, 2021*
 - *Public Hearing September 2, 2021*
 - *Special Workshop on September 27, 2021.**Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

III. **GENERAL MANAGER’S REPORT** - GM J.B. Belknap followed up from his weekly report to the Board as follows:

Golf Course Renovation Update: Clarke Construction has demobilized but will support the District as we take back control of the course. With our grand reopening two months away, J.B. met with Tim and Eric late last week and asked them what they needed to get the golf course ready.

- Clarke will supply 4 to 5 men to aid in the cleanup, including installing St. Augustine sod to repair areas damaged during the renovation.

- Tim will be ordering a truck load of Bimini grass to augment the grass that has already been installed. He is in the process of marking areas with red paint that need sod, pine straw, annual flowers, and screening (waste area) material.
- Because of shipping uncertainties, Tim will order pine straw delivered sooner than mid-November. Although the plan was to receive the pine straw just prior to the opening date, because it looks the best when its first installed, we can't chance not getting our allotment.
- As the project winds down, we continue to work with Clarke to resolve any budget items including change orders and direct purchase orders.
- The Lake Management Plan from engineer Jim Ink, has not been forthcoming as of this writing. J.B. be in contact with Jim to establish a due date.

Golf Membership: As of yesterday, we have 510 members. Non-renewing members can delay payment until we open without incurring late fees so this may be contributing to the lower than expected numbers. This week J.B. will review international members, late arriving payments, those who we thought would renew but didn't, etc.

CLIS: This past Thursday was the day that directional boring was to be done to provide new electrical wiring to the remaining 3 controllers (5, 6 & 7). The directional boring company was delayed, but was on-site today, and should complete the boring tomorrow barring any unforeseen circumstances. The electric company will then run new wire to the controllers on Wednesday. Once that is completed, all the controllers should be up and running so we can run water to every yard through the system from the CLIS computer and Wi-Fi phone apps.

Projects Update: There has not been any news from Jim Ink concerning the LDO which was applied for on March 3, 2021. Jim Ink explained the delay we are experiencing is similar to what others in the construction industry are going through. He reiterates that we are not in jeopardy of not receiving the LDO, the County is just backlogged.

Starter Shack Improvements: With the new golf course coming online, one eyesore that we felt needed upgrading was the starter shack. Bruce Johnson spearheaded getting quotes from licensed contractors to improve the building. Bruce worked with Dan Parker interviewing three prospective contractors who came onsite to look at the project. The scope includes removing existing sheathing on the ceiling, running electrical for new ceiling lights, installing new siding which consists of wood strands and fibers that are treated with zinc borate to resist damage from termites and fungal decay, installing new sliding windows/shelves and painting the interior. Bruce and Dan identified Habar Inc. as the best candidate to perform the work. The total price is \$6,800. In speaking with Treasurer Schwarz today, she felt the capital expenditure should come out of the Golf Course Special Improvements fund which currently has \$425K in reserves. The quote was sent to you last Saturday.

- *Motion made by Supervisor Polvinen to approve the \$6,800 from the golf improvement fund to upgrade the starter shack. Chair Young seconded the motion. **The motion was approved unanimously.***

Golf Pro Shop Merchandise: Counsel Hart drafted an agreement for a partnership with the Golf Guys for their review.

F&B Service: Chef Jason was in contact with new dining room manager, Nicole Louis this weekend. She expects to be able to start, at least on light duty this week. Kim has decided that she will stay on as Lead Server.

- On the H2B front, once we coordinate moving furniture into the new apartment complex, F&B Manager Jason Miller will purchase plane tickets for at least 4 of the staff to fly in and start, hopefully prior to November 1st. The recruitment of new staff continues. Dishwashers and part-time servers remain a priority.
- With the ever-changing supply chain challenges, Jason is now facing liquor distribution issues along with glass shortages related to the manufacturing of the bottles.

- Depending on staffing requirements, Jason may have to close the restaurant or the main dining room during large ballroom events. Consideration is being taken on adjusting the weekly a la carte offerings along with our hours of operation.
- The cost of goods and supplies continues to rise. Jason is trying to maintain the current pricing structure for our residents, but pricing continues to be fluid.

V. DISTRICT COUNSEL'S REPORT - Thomas Hart, Esq.

- Counsel Hart presented Resolution 2021-14 to the Board. *Chair Young moved to approve Resolution 2021-14, Supervisor Schwarz seconded the motion, and the Resolution was approved as follows: RESOLUTION OF BOARD OF SUPERVISORS OF HERONS GLEN RECREATION DISTRICT IN HONOR OF CONRAD E. WEYER. **The motion was approved unanimously.***
- Counsel Hart presented Resolution 2021-15 to the Board. *Supervisor Kulkoski moved to approve Resolution 2021-15, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2021/2022 GOLF COURSE SPECIAL IMPROVEMENT FUND FOR GOLF COURSE STARTER SHACK IMPROVEMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. **The motion was approved unanimously.***
- Counsel Hart presented Resolution 2021-16 to the Board. *Supervisor Kulkoski moved to approve Resolution 2021-16, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020/2021 CAPITAL ACCOUNT FOR SERVER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. **The motion was approved unanimously.***
- Counsel Hart presented Resolution 2021-17 to the Board. *Supervisor Kulkoski moved to approve Resolution 2021-17, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR DINING ROOM/KITICEN HVAC PROJECT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. **The motion was approved unanimously.***
- Counsel Hart presented Resolution 2021-18 to the Board. *Supervisor Kulkoski moved to approve Resolution 2021-17, Supervisor Polvinen seconded the motion, and the Resolution was approved as follows: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT AMENDING THE DISTRICT'S POLICIES AND PROCEDURES REGARDING CHECK SIGNING; PROVIDING FOR GENERAL AUTHORITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. **The motion was approved unanimously.***

VI. COMMITTEE REPORTS & RECOMMENDATIONS

Golf Course Renovation Committee – The proposed charter for the Ad hoc Green Committee was discussed. Chairman Edinger confirmed his agreement with the charter.

- *Vice Chair Overs made a motion to approve the Ad hoc Green Charter. Chair Young seconded the motion. **The motion was approved unanimously.***

Upon recommendation of Chair Young, Vice Chair Overs was designated as Board Liaison to the Ad hoc Green Committee.

Vice Chair Overs suggested that since the members of the Golf Course Renovation Committee were so familiar with the recently completed renovations, that most of the Committee be transitioned to the Ad hoc Green Committee. He proposed the following members: Jack Birecree, Jon Edinger, Becky Gignac, Bob Herbstritt, Bruce Johnson, Mary Koenig, and Tom Lambeseder.

- *Motion made by Supervisor Polvinen to accept the Green Committee members. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***

Finance Committee - Supervisor Schwarz stated that there was no meeting, therefore no report.

Problem-Solving Taskforce - Chair John Cowgill expressed concerns about the restaurant/pool deck project. Jeff Stultz seems to be at an impasse with MK Architecture. Stultz is looking for a task based proposal rather than a percentage of construction proposal which is what MK has provided us. Jeff is recommending that, if Mike Sheeley cannot revise his proposal, we look for another architect. Further conversation took place on the subject.

Facilities & Amenities - Chair Karen Mars stated that there was no meeting, therefore no report.

Audit Committee – Supervisor Schwarz reported that management still has open findings for the FY2020 financial statement audit and, this will impact audit work for FY2021. Such findings will consider repeat findings that get reported to the State. Management received an extension until September 30, 2021, on financial data required by CLA Auditors. As of today, this is not complete and may impact the timing of year end audit work. Information from the general ledger and the trial balance need to be to the auditors by November 1, 2021, so they can complete work scheduled, this impacts CLA's staffing and could impact year end. J.B. is now aware and monitoring his staff's progress. Effective fiscal 2022 Florida will require additional data. CLA will review this requirement with the Board and management in February at the audit closeout meeting.

Long Range Planning - Chair Fred Gignac stated that there was no meeting, therefore no report.

VII. OLD BUSINESS

Facilities & Amenities Voting Rights – Supervisor Kulkoski mentioned that under Robert's Rules of Order ex-officio members have voting rights. He proposed that for the rest of this year, for a one year period all committee members get a vote on the Facilities & Amenities Committee. Next year members appointed above the seven core members will be named as alternatives. The alternative members do not have rights unless they are standing in for someone. The Board agreed to the proposal.

Concert Series Selection Concert – It was recommended that in future years, in order to continue adding new member, there be a limited number of sequential years that residents can serve on this committee. The goal is to improve involvement from people moving into the community. The following committee members were presented to the Board: Dennis DeLuca, Karen Jessop, Mary Koenig, Trish Perry, and Shirley Thomas.

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

Potential Changes to Board Meeting Dates/Titles for 2022 – Chair Young suggested that all meetings be posted as Special meetings and that the Board meet twice a month until April or until the projects enter to the execution phase. The Board agreed to the following changes to their schedule through 2021:

- CANCELED – October 25th
- Tuesday, October 26 @ 9 AM
- Monday, November 8th @ 2 PM
- CANCELED - November 11th
- Monday, November 22nd @ 9 AM
- Monday, December 13th @ 2 PM

VIII. **NEW BUSINESS** – None was presented.

IX. **RESIDENT COMMENTS**

Resident and Finance Committee member Mary Koenig mentioned the resident account billing change made several years back due to a change in software. This resulted in the change of the due date that the HGRD receives assessment fees.

Chair Young mentioned that cash flow discussions have taken place to move the due date back to the first of the month. He asked management and the Treasure to inform the Board of what changes would need to take place to implement this change next fiscal year. Once that feedback is received, the Board will further discuss. Management will report results and options to the Finance Committee.

Several residents mentioned the confusion to residents caused by the due dates of bills. The due dates for quarterly assessments for the HGRD and HOA differ.

Notary Services: Due to the high demand and time required for notary services in the HGRD office there is now a \$10 fee for all notaries. A response to complaints regarding charging a fee for notary services stated: “I understand your disappointment about our new policy. As a small office, we are trying to remain focused on our residents, events, accounting, human resources, and other office duties. Many of the notary requests involve power of attorney, wills, and real estate title transactions with multiple signers and pages that require two witnesses from the office. Once the notary is completed, many residents ask us to fax or email the sheets to their desired party which we do as part of our service. Over the past year, the office has executed nearly 350 notaries. While we will continue to offer the service, we feel the \$10 fee is justified.”

The Board was asked about the HOA assisting with notaries. The residents were informed that while the HOA does have a notary on staff, they do not provide notaries for residents. Residents are directed to the HGRD Office for notaries by the HOA staff. The General Manager will follow up to see if alternatives can be provided.

Resident Tom Stephens asked where the Board meeting schedule, minutes and resolutions could be found by the residents. The residents were shown that the information was on the heronsglencc.com website under the Governance tab.

X. **UPCOMING MEETINGS**

- Wednesday, October 13 – Facilities & Amenities Committee – 2:00 PM - Card Room C/Zoom
- Monday, October 18 – Long-Range Planning Committee – 9:30 AM – Card Room C/Zoom
- Monday, October 18 – Green Committee – 2:00 PM – Zoom Only
- Tuesday, October 26 - Special Board Meeting – 9 AM - Card Room C/Zoom
- CANCELED: October 28 - Special Board Meeting

XI. **ADJOURNMENT** took place at 4:15 PM.

SUBMITTED BY:

11/08/2021
Date

Karon Bennett
Karon Bennett, Executive Assistant

APPROVED BY HGRD BOARD:

11/08/2021
Date

Howard Young
Howard Young, Chair

ATTENDANCE RECORD

Meeting Type: Special Board Meeting

Date: 10/11/21 Time: 2pm

PLEASE PRINT YOUR NAME BELOW

1	Many Wright
2	Rick Schaeff
3	Karen Messer
4	Tom Brown
5	James Brown
6	Tom Edgington
7	TOM STEPHENS
8	DEB STEPHENS
9	DICK MULLER
10	John Cumming
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**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
October 26, 2021, 9 AM, 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		Board Sec. Karon Bennett	
Asst Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- I. **ROLL CALL** – Executive Assistant Karon Bennett
- II. **APPROVAL OF MINUTES** – Special Board Meeting October 11, 2021
- III. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- IV. **FINANCIAL REPORT** – Controller, Lynn Brew
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
Resolution to Revise the Policies & Procedures to include the Green Committee
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit, October 11 Supervisor Schwarz
 - B. Facilities & Amenities, October 13 Chair Karen Mars
 - C. Long-Range Planning, October 18 Chair Fred Gignac
 - D. Green, October 29 Chair Jon Edinger
 - E. Finance, No meeting Chair Dennis Popp
 - F. Problem-Solving Taskforce, No meeting Chair John Cowgill
- VII. **OLD BUSINESS**
 - A. Tennis Court Lighting
 - B. Review Covid Policy
 - C. Restaurant and Pool Deck Design
- VIII. **NEW BUSINESS**
 - A. Space Allocation in the Lobby, Card Room C and Libraries
 - B. New Resident Working Capital Assessment
 - C. Bridge Piling Inspection
- IX. **RESIDENT COMMENTS**

X. UPCOMING MEETINGS

- Thursday, November 4 – Green Committee - 9:00 AM – Zoom ONLY
- Monday, November 8 – Long-Range Planning Committee – 9:30 AM – Card Room C/Zoom
- Monday, November 8 – Special Board Meeting – 2 PM - Card Room C/Zoom
- Monday, November 15 – Finance Committee – 9 AM - Card Room C/Zoom
- Wednesday, November 17 – Facilities & Amenities – 2 PM - Card Room C/Zoom
- Thursday, November 18 – Green Committee - 9:00 AM – Zoom ONLY
- Monday, November 22 - Special Board Meeting – 9 AM - Card Room C/Zoom

XI. ADJOURNMENT



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
October 26, 2021, 9:00 AM, Card Room C/Zoom**

MINUTES

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	Absent
Secretary Mary Ann Polvinen	X	Board Sec. Karon Bennett	X
Asst Sec/Treas William Kulkoski	X	Residents	4

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:00 AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge of Allegiance.
- I. **ROLL CALL** – Executive Assistant Karon Bennett called roll (attendees are listed above).
- II. **APPROVAL OF MINUTES** – With edits being needed, Chair Young moved the minutes from the Special Board Meeting October 11, 2021 to the Special Board Meeting on November 8, 2021.
- III. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap reported on the following items:

CLIS: Directional boring was completed last week and new electrical wiring has been installed to power 3 controllers (5, 6 & 7). Wiring issues remain and we’ve called Mainscape again to work on multi-strand wire paths from the super decoders to the valves powered by controllers 10, 11 & 14. The entire system is under inventory before moving further.

Projects Update: The LDO has not been received. J.B. reached out to Matt Spielman, the Executive Assistant to Commissioner Brian Hamman, our District 4 County Commissioner to make him aware that our engineering firm submitted the LDO information in early March for the 5 projects. Mr. Spielman confirmed that the County permitting department is backlogged.

Pro Shop Merchandise: The Head Golf Pro is now ordering new merchandise which will hopefully arrive without undue delay. After evaluating our merchandise this past week, The Golf Guys will provide us with an offer to purchase our current inventory.

F&B Service: Securing living arrangements for the H2-B staff has been elusive for Chef Jason this year as many apartment complexes are no longer offering 7-8 month leases, only 12 months. This week, he finally found a complex that will do a short-term lease and he’ll be talking with them on move-in dates. Dan and his team have to set up movers to transport the furniture from storage to the apartments. Chef Jason will also be coordinating the purchase of plane tickets for the staff.

HOA Meeting: J.B. will speak at Monday’s HOA meeting on the new Community Covenants as they relate to CLIS.

Staffing & Wages: Discussion ensued concerning the retention of employees and proper wage recommendations. Chair Young reminded the Board that the money for such things was set aside in the budget meetings which is to be used at J.B.'s discretion; the Board unanimously agreed.

IV. **FINANCIAL REPORT** – Controller, Lynn Brew provided preliminary draft financial statements for September as seen below:

Administration - \$ 3,623 unfavorable to budget. YTD \$92,492 favorable to budget.

Restaurant - \$2,890 unfavorable to budget. YTD \$45,456 unfavorable to budget.

Clubhouse - \$5,584 unfavorable to budget. YTD \$40,829 favorable to budget.

CLIS - \$181 favorable to budget. YTD \$23,606 favorable to budget.

Fitness Center - \$474 unfavorable to budget. YTD \$6,525 favorable to budget.

Golf Maintenance - \$387,856 favorable to budget. YTD \$455,740 favorable to budget.

Pro Shop - \$3,051 unfavorable to budget. YTD \$156,776 unfavorable to budget.

All Departments - \$372,415 favorable to budget. YTD \$416,960 favorable to budget.

Golf Operations - \$384,805 favorable to budget. YTD \$298,964 unfavorable to budget.

From Other than Golf Operations - \$12,391 unfavorable to budget. YTD \$117,996 favorable to budget

The Finance Committee, Controller and General Manager will look at the income statement to make it more user friendly.

V. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq. was excused from the meeting.

VI. **COMMITTEE REPORTS & RECOMMENDATIONS**

Audit - Supervisor Schwarz reported that the Auditors requested to interview Governance prior to starting fieldwork. This will take place on Wednesday, November 3, 2021.

Facilities & Amenities –Supervisor Kulkoski reported on the October 13th meeting.

Long-Range Planning - Chair Fred Gignac stated that there was no meeting, therefore no report.

Green - Chair Jon Edinger's report was included in the GM Report.

Finance – Supervisor Jayne Schwarz stated that there was no meeting, therefore no report.

Problem-Solving Taskforce - Chair John Cowgill provided his provided below.

VII. **OLD BUSINESS**

- A. Tennis Court Lighting - Based on the Board's request, Dan Parker was able to procure another bid for tennis lights. The new price includes lighting all 6 courts in LED's. We still need to clarify the bid to make sure we are getting what we think we're getting, but Dan Liebner and John Avigliano have been in contact with the light supplier and even visited a tennis club who has similar lights from the company. They were very impressed and confident the proposed lights will be more than adequate for night play at Herons Glen.
- B. Review Covid Policy – The Board agreed to modify the mask mandate inside District property for the residents. The mask mandate for the employees will be reviewed at the next Board meeting. The recommendation is as follows: *The CDC guidelines: Recommend that vaccinated people wear face coverings indoors. Unvaccinated must continue to follow the CDC guidelines by wearing masks indoors.*
- C. Restaurant and Pool Deck Design - Jeff Stultz is waiting for a task based proposal from another architectural firm who completed recent clubhouse renovations for Spring Run Golf Club, Pelican Sound Golf & River Club and Shell Point Golf Club. This was the result of not providing the type of proposal that the District was looking for from the previous architect. Supply chain issues remained a serious point of discussion.

VIII. **NEW BUSINESS**

- A. Space Allocation in the Lobby, Card Room C and Libraries – Postponed until a later date.
- B. New Resident Working Capital Assessment – Discussion ensued regarding current homeowners that are under contract to build a new home with DR Horton. The Board will consider on a case-by case-basis not charging a current homeowner the \$3,500 if occupancy exceeds 90 days as described in our current policy because of supply and/or workforce issues.
- C. Bridge Piling Inspection – This item was moved to the November 8, 2021 Special Board Meeting.

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

X. **UPCOMING MEETINGS**

- Thursday, November 4 – Green Committee - 9:00 AM – Card Room C/Zoom
- Monday, November 8 – CANCELED - Long-Range Planning Committee – 9:30 AM – Card Room C/Zoom
- Monday, November 8 – Special Board Meeting – 2 PM - Card Room C/Zoom
- Monday, November 15 – Finance Committee – 9 AM - Card Room C/Zoom
- Wednesday, November 17 – Facilities & Amenities – 2 PM - Card Room C/Zoom
- Thursday, November 18 – Green Committee - 9:00 AM – Zoom ONLY
- Monday, November 22 - Special Board Meeting – 9 AM - Card Room C/Zoom

XI. **ADJOURNMENT** took place at 11:50 AM.

SUBMITTED BY:

11/08/2021

Date

Karon Bennett

Karon Bennett, Executive Assistant

APPROVED BY HGRD BOARD:

11/08/2021

Date

Howard Young

Howard Young, Chair

ATTENDANCE RECORD

Meeting Type: Special Board Meeting

Date: 10/24/2021 Time: 9 Am

PLEASE PRINT YOUR NAME BELOW

1	<u>Karen Jussup</u>
2	<u>Mary Wright</u>
3	<u>Tim Kerns</u>
4	<u>WON EDINGER</u>
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**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
November 8, 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 Brew	
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 Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski
- I. **ROLL CALL** – Executive Assistant Karon Bennett
- II. **APPROVAL OF MINUTES** – Special Board Meeting minutes from October 11, 2021 and October 26, 2021.
- III. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- IV. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- V. **COMMITTEE REPORTS & RECOMMENDATIONS**
- | | |
|------------------------------|------------------------------------|
| A. Audit | Supervisor Schwarz |
| B. Facilities & Amenities | Chair Karen Mars |
| C. Long-Range Planning | Chair Fred Gignac |
| D. Green | Chair Jon Edinger – Golf Tee Boxes |
| E. Finance | Chair Dennis Popp |
| F. Problem-Solving Taskforce | Chair John Cowgill |
- VI. **OLD BUSINESS**
- | |
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| A. Pool Deck & Restaurant – Supervisor Kulkoski |
| B. Restaurant Cost vs Restaurant Progress – Supervisor Kulkoski |
| C. Bridge Piling Inspection – Supervisor Kulkoski |
| D. Tennis Court Lighting |
- VII. **NEW BUSINESS**
- | |
|---|
| A. Meeting Frequency and Coverage - Chair Young |
|---|
- VIII. **RESIDENT COMMENTS**
- IX. **UPCOMING MEETINGS**
- CANCELED - Monday, November 8 – Long-Range Planning
 - Monday, November 8 – Special Board Meeting – 2 PM - Card Room C/Zoom
 - Monday, November 15 – Finance Committee – 9 AM - Card Room C/Zoom
 - Wednesday, November 17 – Facilities & Amenities – 2 PM - Card Room C/Zoom
 - Thursday, November 18 – Green Committee - 9:00 AM – Zoom ONLY
 - Monday, November 22 - Special Board Meeting – 9 AM - Card Room C/Zoom
- X. **ADJOURNMENT**



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
November 8, 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 Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Executive Asst. Karon Bennett	X
Asst. Sec/Treas William Kulkoski	X	Residents	9

- I. **CALL TO ORDER** – Chair Young opened the meeting at 2PM.
 - II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski led the Pledge of Allegiance.
 - I. **ROLL CALL** – Executive Assistant Karon Bennett called roll (attendees are listed above).
 - II. **APPROVAL OF MINUTES**
 - o *Motion made by Supervisor Kulkoski to approve the minutes from the Special Board Meeting October 11, 2021, and October 26, 2021. Supervisor Overs seconded the motion. **The motion was approved unanimously.***
 - III. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap reported on the following items:

Bond Projects – J.B. solicited the assistance of Brian Hamman, Lee County Government District 4 Commissioner’s office and got a call back from the permitting department. J.B. will be involved in any other communications and the next round of reviews between Jim Ink and the permitting office to determine what the holdup is on the permitting of the 5 bond projects. Counsel Hart gave his opinion on the submission of the LDO, detailed questions, the responses, the hold-up with Lee County, etc. Furthermore, Counsel Hart confirmed that we are meeting deadlines on all the responses required by Lee County.

Restaurant and Pool Deck – J.B. talked with Stultz, Inc staff, who is working with RG Architecture. They have all the information they need for a proposal to be received within the next 2 weeks. Stultz is interested in seeing what interior designers that RG Architecture will work with. Supervisor Polvinen and John Cowgill, Chair Problem Solving Task Force, requested the board’s concurrence for them to talk with Rich Stultz and MK Architecture about reconsidering a fee based rather than a task-based proposal for the restaurant renovation. The Board concurred, noting that moving forward requires the approval from the Board.
 - IV. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq. did not have a report specifically, but he mentioned that he will research the liquor license issue and report at the next meeting. Laws have not changed in regards to selling alcohol.
- Counsel Hart also advised the Board that in the HOA rewrite of the Declaration of Covenants several points that are important to the Recreation District are missing. Counsel Hart will follow up with the HOA Attorney

V. COMMITTEE REPORTS & RECOMMENDATIONS

Audit - Supervisor Schwarz reported that the auditors requested to have private meetings with HGRD governance. The Supervisors who chose to participate have done so. Chair Young, who attended one of those private meetings, said that the meeting was very informative and that the time was well spent.

Facilities & Amenities - Chair Karen Mars was not in attendance. Chair Young mentioned that at the last Facilities & Amenities Committee meeting there was a lot of consternation and negativity taking place revolving around the restaurant's service and food. Chair Young referenced a fact sheet that includes data from local country clubs. Within Herons Glen there is a subsidy of less than .90¢ a day per house to have a full service restaurant and ballroom for dining, weddings, and parties. The restaurant is subsidized less than any of the 20 local clubs of equal size to Herons Glen. He proposed that the Facilities & Amenities Committee complete the fact sheet and publish facts for the community. The data should include suggestions to privatize the dining facilities; a discussion continued on the negative impact that this could have on the Recreation District. Supervisor Kulkoski agreed to move forward with the committee and the fact sheet.

Long-Range Planning – No meeting, no report.

Green - Chair Jon Edinger reported on an excellent meeting last Thursday, which was opened with a 16 minute video of the course that JB operated while Tim went over the entire course. The presentation was followed by a Q&A session.

Edinger reviewed the following recommendations to the Board with the intent of protecting the new grasses on the course while allowing the maximum number of rounds for our members. It was noted that the major problem the golf course faces is with golf carts and their tires which contribute most of the damage to the course from a round of golf.

- **Recommendation #1, Opening Date**

After discussion at the meeting on 11/4, the committee is targeting 12/8 or 12/15 for the golf course opening date. The committee is touring the golf course 11/17, meeting on 11/18 and will deliver their recommendation to the Board at their meeting on 11/22. This recommendation will be based on the tour, a review of work remaining, Tim's advice as well as that of our other professional advisors. Focus is on two areas, course conditions- tees, fairways, greens, etc. as well as course completion- landscaping, pine straw, cleanup, and general completed appearance.

- **Recommendation #2, Course Use Guide**

The Green Committee unanimously agreed to start with cart path only, this will be again reviewed after the 11/17 tour. The plan is to continually review and hopefully in a few weeks begin to open holes to cart path use. Final recommendation on 11/22.

- **Recommendation #3, Opening Celebration Recommendations**

Proposed Opening Day – 12/15/2021

- 12:00 - 12:30 PM Ceremony at driving range, open to anyone, ribbon cutting etc.
- 12:30 - 5:00 PM Shotgun which includes Board members, Committee members, League Presidents, and spouses, this totals about 30, the remaining 100 slots filled via lottery.

Thursday - 12/16/2021

- 7:30 AM Shotgun- lottery selects players, short remarks, etc. prior to play.
- 1:00 PM Shotgun- lottery selects players, short remarks, etc. prior to play

The three shotguns will accommodate about 400 golfers. The size of the shotguns can be adjusted if necessary. The committee suggested that members get priority, if spots remain open, they can go to resident non-members. As this event will probably be cart path only, some members may not elect to play and since it is still in early season some members are not here yet.

Finance - There was no meeting, therefore, no report to give.

Problem-Solving Taskforce - There was no meeting, therefore, no report to give.

VI. OLD BUSINESS

Bridge Piling Inspection – Rich Stultz will bring in a forensic engineer to inspect the bridge. J.B. will follow up to confirmation the integrity of the structure.

Tennis Court Lighting – The Board reviewed the letter from Dan Liebner concerning tennis court lighting. J.B. sent out latest Bond project proposal. Jayne reminded everyone of the process. Any project other than the golf course and those under the management of Stultz, that are under bond reimbursement had to go through finance committee. For the tennis lights, there were three suppliers and not all provided timely submissions. The proposal submitted to the finance committee was to install tennis LED lights, for only three courts of the existing courts for \$40k. The Finance Committee reviewed, noting that the process was proper, however due to pricing this became the Board's decision. The Board asked J.B. to identify and obtain another proposal. Kirkwood Electric provided bids for replacing the three courts as well as all six courts. Work would Replace halogen bulbs on all six courts, three would have higher definition lumens, the other three lower lumens. in the District's FY2021 budget plan was to replace the existing halogen bulbs with lower lumens bulbs on the courts, but the work was not done intentionally so that a decision on all court lighting could be made.

- *Supervisor Schwarz made a motion to do consistent lights for entire tennis lighting project, \$50k identical with a five year warranty on the lights. Supervisor Schwarz will work with the association to get priorities so that the bond project budget would not be exceeded. **The motion was approved unanimously.** Counsel Hart will provide a resolution at the next Board meeting.*

VII. NEW BUSINESS

- A. Meeting Frequency and Coverage - Chair Young suggested that the Board look at the meetings into the new year concerning new residents in the community who are still working. The Board agreed to host one evening Board meeting in the first quarter of the year starting at 6:00 PM, ending at 8:00 PM. Board meeting dates will be confirmed during the December Board meeting.
- B. AED (automated external defibrillator) Shortcomings – The District is having trouble with the company that oversees filling first aide kits and checking the AED machines and paddles. Dan Parker will do an inventory on all of the equipment and bring in a new vendor immediately.

RESIDENT COMMENTS – Discussion took place about the Board's decision to maintain the restaurant in terms of renovation rather than trying ideas for improvement being made by the Herons Glen residents on the Google Group. While the Google Group can be a positive form of communication for residents, it is provided by a resident, not by the Recreation District. The group represents a very small number of Herons Glen residents, many who rarely use the restaurant. It was suggested that if someone has a bad experience, give the staff the opportunity to address the problem immediately rather than post negative comments on Google.

Concerns were expressed about the antiquated CLIS irrigation system. J.B. has Tucor Inc. Irrigation coming in during late November to provide a game plan for updating the irrigation system. Further discussion took place about the maintenance of the bridge.

VIII. **UPCOMING MEETINGS**

- Monday, November 15 – Finance Committee – 9 AM - Card Room C/Zoom
- Canceled – ~~Wednesday, November 17 – Facilities & Amenities~~
- Thursday, November 18 – Green Committee - 9:00 AM – Card Room C/Zoom
- Monday, November 22 - Special Board Meeting – 9 AM - Card Room C/Zoom

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

12/13/2021
Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant to the GM & Board

12/13/2021
Date

APPROVED BY HGRD BOARD:

Howard Young

Howard Young, HGRD Board Chair

ATTENDANCE RECORD

Meeting Type: Special Board meeting

Date: 11/8/2001 Time: 2 Pm

PLEASE PRINT YOUR NAME BELOW

1	Karen Jussop
2	Mary Wright
3	John Avigliano
4	Richard Misener
5	Jon Edinger
6	Dan Liebner
7	Tom Stephens
8	Deb
9	T-Lank Doherty
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HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING

November 22, 2021, 9 AM, 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		Board Sec. Karon Bennett	
Asst Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- I. **ROLL CALL** – Executive Assistant Karon Bennett
- II. **APPROVAL OF MINUTES** – Special Board Meeting on November 8, 2021 (TBD)
- III. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- IV. **FINANCIAL REPORT** – Controller, Lynn Brew
- V. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
 - A. Resolution for Tennis Light Ratification
- VI. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit, no meeting Supervisor Schwarz
 - B. Facilities & Amenities, meeting canceled Chair Karen Mars
 - C. Long-Range Planning, meeting canceled Chair Fred Gignac
 - D. Green, November 18 Chair Jon Edinger
 - E. Finance, November 15 Chair Dennis Popp
 - F. Problem-Solving Taskforce, no meeting Chair John Cowgill
- VII. **OLD BUSINESS**
 - A. Restaurant and Pool Deck Update – Supervisor Polvinen
 - B. Board Calendar for 2022 – Chair Young
- VIII. **NEW BUSINESS**
 - A. Restaurant White Paper Project – Supervisor Kulkoski
 - B. Ballroom Projects – Supervisor Kulkoski
- IX. **RESIDENT COMMENTS**

X. UPCOMING MEETINGS

- Thursday, December 2 – Green Committee - 9:00 AM – Card Room C/Zoom
- Monday, December 13 – Long-Range Planning Committee – 9:30 AM – Card Room C/Zoom
- Monday, December 13 – Special Board Meeting – 2 PM - Card Room C/Zoom
- Wednesday, December 15 – Facilities & Amenities – 2 PM - Card Room C/Zoom
- Thursday, December 16 – Green Committee - 9:00 AM – Card Room C/Zoom

XI. ADJOURNMENT



**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING
November 22, 2021 at 9 AM in Card Room C/Zoom**

MINUTES

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

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9AM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge of Allegiance.
- I. **ROLL CALL** – Executive Assistant Karon Bennett called roll (attendees are listed above).
- II. **APPROVAL OF MINUTES** - Minutes from 11/8/2021 will be presented on 12/13/2021.
- III. **GENERAL MANAGER'S REPORT** – GM J.B. Belknap reported on the following items:

Upcoming Schedule for Course and Clubhouse:

- Golf course hole signs, ball washers & trash cans will be installed on Sunday or Monday.
- Work begins on the starter's shack on Monday.
- Week of the November 22nd: Asphalt work on the side parking lots where Clarke staged equipment, sand, etc. along with cart staging area. Pine Straw arrives along with crushed shell and additional sod.
- Week of the 29th: Tucor will be onsite to perform a full audit of CLIS and prepare a Master Plan Document for us moving forward. Mulch will be placed around the clubhouse.
- December 6th: New Yamaha golf carts arrive. Turfhound mats are still backlogged. Clarke has installed the driving range pavers in anticipation of the mats.

Projects Update: On November 2nd, Waldrop Engineering submitted responses to County's the last insufficiency regarding the LDO for our other 5 projects. Jim Ink will update us as he receives more information. Counsel Hart will research the SWFL Water Management permitting.

Food & Beverage: After being spurned by the last candidate for the Dining Room Manager's position, we went back to reviewing resumes and identified a person whose qualifications align with our needs. Petra Dietrich was selected. She was the restaurant manager at Pine Lakes the last 7 years and was also at Verandah Golf & Country Club for 7 years. Her experience includes work with a Ritz Carlton Golf Resort as well as Heritage Palms in Fort Myers.

Connie Weyer Sign: J.B. provided a proof of Connie's Street sign that will be attached to the Clubhouse entrance post. We are pushing the company to install it ASAP so we can plan its unveiling with Mrs. Weyer present.

IV. DISTRICT COUNSEL'S REPORT - Thomas Hart, Esq.

Counsel Hart presented Resolution 2021-19 for Tennis Light Ratification to the Board.

- *Supervisor Kulkoski moved to approve Resolution 2021-19, Chair Young seconded the motion. **The resolution was approved as follows:** A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR TENNIS COURT LIGHTING PROJECT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.*

Discussion took place on the HOA moving forward with proposal to rewrite the Declaration of Covenants and discrepancies within as they directly relate to Recreation District facilities. While the HOA has put the Declaration out for vote, Counsel Hart presented his proposed changes that should have been added prior to sending the proposal to the residents. Counsel Hart believes that this was an oversight between the attorneys. He will follow up with the HOA attorney to get a new proposal to the residents that includes Counsel Hart's recommended changes.

V. FINANCIAL REPORT – Controller Lynn Brew reported on the October financials:

Administration - \$ 27,140 favorable to budget.
Restaurant - \$ 21,927 favorable to budget.
Clubhouse - \$ 3,061 unfavorable to budget.
CLIS - \$6,664 favorable to budget.
Fitness Center - \$314 favorable to budget.
Golf Maintenance - \$ 24,159 favorable to budget.
Pro Shop - \$ 3,404 favorable to budget.
Golf Operations - \$ 27,563 favorable to budget.
From Other than Golf Operations - \$52,984 favorable to budget.
ALL DEPARTMENTS - \$80,547 favorable to budget.

VI. COMMITTEE REPORTS & RECOMMENDATIONS

Audit - There was no meeting, therefore, no report to give.

Facilities & Amenities - Chair Karen Mars presented a ranking sheet of the subcommittee's suggestions for the dedication of funds to the renovation of the restaurant.

Long-Range Planning – There was no meeting, therefore, no report to give. Chair Gignac stated that the next committee meeting would be canceled due to the opening of the golf course. The committee will continue to work on updating the prior Strategic Plan.

Green – Chair Edinger reported that the Green Committee toured the golf course last week. He noted that Bruce Johnson had taken over 500 residents on tours of the golf course. The committee is working on the punch list for the golf course. Under Chair Edinger's leadership the Green Committee recommended the following:

- **Recommendation #1, Opening Date** - The golf course being opened on Thursday, November 16th. ***Unanimously approved by the Board.***
- **Recommendation #2, Course Use Guide** - To start with cart path only (except for handicap carts), this will be continuously reviewed by the Director of Golf Maintenance and the Head Golf Professional. Hopefully in a few weeks we can begin to open holes to cart path use. ***Unanimously approved by the Board.***

- **Recommendation #3, Scheduling - All unanimously approved by the Board:**
 - Monday morning crossovers, then closed for maintenance every Monday afternoon
 - AM and PM shotguns on Tuesdays, Wednesdays, and Saturdays
 - AM and PM crossovers on Sundays, Thursday, Fridays
 - Nine minute timeframes for tee times
- **Comment #4, Shotgun Starts** – Having a shotgun on the course limits the amount of time maintenance can be on the course. *The Board agreed.*
- **Recommendation #5, Two Carts Per Foursome** – The management of the two carts per foursomes was agreed upon. JB and staff are developing procedures for Covid conflicts which allows a maximum of three carts, but on holes where it is not cart path only, one car must always stay on the cart path. *The Board agreed.*
- **Recommendation #6, Opening Celebration Recommendations – The Board unanimously approved the following opening day outline which is subject to change:**
 - Opening Day – Thursday, 12/16/2021
 - 12:00 - 12:30 PM Ceremony at driving range, open to anyone, ribbon cutting etc.
 - 12:30 - 5:00 PM Shotgun which includes Board members, Committee members, League Presidents, and spouses, this totals about 30, the remaining 100 slots filled via lottery.
 - Thursday - 12/17/2021
 - 7:30 AM Shotgun- lottery selects players, short remarks, etc. prior to play.
 - 1:00 PM Shotgun- lottery selects players, short remarks, etc. prior to play

The three shotguns will accommodate about 400 golfers. The size of the shotguns can be adjusted if necessary. The committee suggested that members get priority. If spots remain open, they can go to resident non-members. As this event will be cart path only, some members may not elect to play and since it is still early season some members are not here yet. The committee is comfortable that golf members can be accommodated in the three shotguns. A BBQ lunch will be available for a small fee.
- **Recommendation #7, Handicap Policy** - All flags will be replaced with new flags that must be initially purchased through the Herons Glen Golf Shop. Any other flag used to identify handicap golfers will not be acknowledged for extended access on the golf course. The Golf Shop may provide a temporary flag in certain circumstances to be authorized by the Head Golf Professional or Assistant Golf Professional. At the beginning of the golf season, a new flag will be given out by the Golf Shop. Once a flag is purchased, it can be exchanged for the new flag at no additional charge each season. *Unanimously approved by the Board.*
- **Recommendation #8, Enforcement** – The Head Golf Pro has a training program in place that allows Rangers to move along play and gives them the ability to issue verbal warnings. J.B. will review the current disciplinary policy. *The Board agreed.*
- **Recommendation #9, Communication/Education** – Green Committee Vice Chair Jack Birecree will provide an opening announcement after the Lake Management Plan issue is resolved. He will continue creating educational videos on maintain the golf course and blog posts. *The Board agreed.*

Finance - Supervisor Schwarz reported that the committee is working on routine assignments.

Problem-Solving Taskforce - There was no meeting, however PSTF Chair Jon Cowgill reported that Stulz has identified the architect that they would like to hire. They did a preliminary walk around and a provided a task-based proposal. Within the next 2 weeks there will be a meeting between the HGRD, architects, and interior designers to tell them exactly what we want to have. The ratings sheet gathered by the Facilities & Amenities Committee will be provided to Jon Cowgill by Karen Mars. A date specific schedule will be determined.

VII. OLD BUSINESS

- A. Board Calendar for 2022 – The Board agreed to change the Board schedule, the changes are attached.
- B. Proposed Financial Report – The HGRD Board, several Finance committee members and management developed a proposed consolidated operations financial statements. The Board agreed with the change and requested the new statement format be used beginning with the November 2021 statements.

VIII. **NEW BUSINESS**

- A. Ballroom Projects – Supervisor Kulkoski mentioned Ballroom projects that could be worked on at this time. These projects are not on the approved list for the bond projects. The Board reiterated that projects must be presented to the Board for approval to move forward on task and in order. Management was requested to determine the availability of room darkening shades to match those installed several years ago.

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

X. **UPCOMING MEETINGS**

- Thursday, December 2 – Green Committee - 9:00 AM – Card Room C/Zoom
- ~~Monday, December 13 – Long Range Planning Committee – 9:30 AM – Card Room C/Zoom~~
- Monday, December 13 – Special Board Meeting – 2:00 PM - Card Room C/Zoom
- ~~Wednesday, December 15 – Facilities & Amenities – 2:00 PM – Card Room C/Zoom~~
- Tuesday, December 14 – Green Committee - 9:00 AM – Card Room C/Zoom

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

12/13/2021
Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant to the GM & Board

12/13/2021
Date

APPROVED BY HGRD BOARD:

Howard Young

Howard Young, HGRD Board Chair

2022 HGRD Board Meetings and Other Events

DRAFT

SPECIAL MEETINGS 2PM Zoom/CD RM C*	MEETINGS 2 PM Zoom/CD RM C*	OTHER EVENTS Zoom/CD RM C*
Mon, Jan 24	Removed Thurs, Jan 27	Jan 28 – Feb 12 Candidate Qual.
Monday, February 14 Joint Meeting w/Finance Committee at 9:00 a.m. <i>Auditor Report</i> Mon, Feb 21 @ 2PM Following Audit Meeting	Removed Thurs, Feb 24	
Mon, Mar 21	Removed Thurs, Mar 24	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 Thurs, Apr 28, Board Mtg	Thurs, Apr 21, Volunteer Appreciation, Ballroom at 4:30 p.m.
	BELOW TBD:	BELOW TO BE DETERMINED:
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- 5 PM 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 11/22/2021

ATTENDANCE RECORD

Meeting Type: Special Board Meeting

Date: 11/22/21 Time: 9:00 Am

PLEASE PRINT YOUR NAME BELOW

1	Mary Wright
2	Secretary
3	JON EDINGER
4	Mary Koenig
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HERONS GLEN RECREATION DISTRICT SPECIAL BOARD MEETING
December 13, 2021 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 Kulkoski
- III. **ROLL CALL** – Executive Assistant Karon Bennett
- IV. **APPROVAL OF MINUTES** – Special Board Meeting from November 8, 2021 and November 22, 2021
- V. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap
- VI. **DISTRICT COUNSEL’S REPORT** - Thomas Hart, Esq.
- VII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Audit – No Meeting Supervisor Schwarz
 - B. Facilities & Amenities Chair Karen Mars
 - C. Long-Range Planning– No Meeting Chair Fred Gignac
 - D. Green Committee Chair Jon Edinger
 - E. Finance – No Meeting Chair Dennis Popp
 - F. Problem-Solving Taskforce– No Meeting Chair John Cowgill
- VIII. **OLD BUSINESS**
 - A. Review Agenda for Golf Course Reopening – Chair Young
 - B. Update on the Restaurant – Supervisor Kulkoski
 - C. Update on the CLIS System – Supervisor Kulkoski
 - D. 2022 Board Calendar and Date for Evening Board Meeting – Chair Young
 - E. Update on HGRD Website – Chair Young
- IX. **NEW BUSINESS**
 - A. Golf Course Expenditures – Supervisor Kulkoski
- X. **RESIDENT COMMENTS**
- XI. **UPCOMING MEETINGS**
 - Wednesday, December 14 – Green Committee - 9:00 AM – Card Room C/Zoom
 - Monday, January 3 - Special Board Meeting – 9 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
- XII. **ADJOURNMENT**



HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING

December 13, 2021 at 2 PM in Card Room C/Zoom

MINUTES

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young	X	GM J.B. Belknap	X
Vice Chair Peter Overs	X	Controller Lynn Brew	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Executive Asst. Karon Bennett	X
Asst. Sec/Treas William Kulkoski	X	Residents	4

- I. **CALL TO ORDER** – Chair Young opened the meeting at 2:00 PM.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski led the Pledge of Allegiance.
- I. **ROLL CALL** – Executive Assistant Karon Bennett called roll (attendees are listed above).
- II. **APPROVAL OF MINUTES** - Motion made by Vice Chair Overs to approve the minutes from the Special Board Meeting 11/8/2021. Supervisor Kulkoski seconded the motion. ***The motion was approved unanimously.***
- III. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap reported on the following items:

Golf Course Opening: The information on Thursday’s Grand Re-Opening has been sent out and it has received positive responses. There is a nice opening program planned prior to the 1pm shotgun. Ron Garl and Ricky Nix will be attending.

- Tim and his crew will finish sodding while making other cosmetic improvements early next week.
- New directional signs will be installed.
- The new green Yamaha golf carts arrived Monday. Yamaha will be on-site to install hubcaps and new sand buckets once those items arrive.

Golf Course Renovation Budget: We continue to collaborate with Clarke on direct purchase orders, invoicing, obtaining the correct credits, allocating expenses, etc. We are still using Clarke/GtoZ labor teams to assist us in clean up, ordering and installing additional sod/pine straw to meet opening day expectations. Clarke will not submit their final pay request until after we open and have meetings to discuss the outstanding issues. Once this is complete, we’ll meet with Ron Garl Design (Ricky Nix) to reconcile their percentages. In short, it is still a work in progress.

Golf Membership: Total as of Friday-516 golfing members. Resident single: 193; Resident Couples: 140 (2); Non-Resident Single: 37; Non-Resident Couple: 3 (2).

CLIS: Turcor’s Mark Grenert completed his CLIS audit which he encapsulated in an organized 3-ring binder. The audit covers information on the Controllers, Valve Boxes, Scheduled Run Times, Wire summary, inventory recommendations, budgets, and a short-term & long-term plan. The major issue is replacing the 30-year-old field wires going from the Super Decoders to the valve boxes, particularly on the front half of the community. He has developed scope of work plan and specifications so that we can request vendors to bid on the work and receive the estimated cost of repairs. Mark provided several suppliers that, in his opinion, are qualified to do the work.

Restaurant/Pool Deck Project: J.B. spoke with both Rich Small (Stultz) and Ryan Richards (RG Architecture) yesterday as we await the design proposal from Wegman Design. Apparently, their original proposal was, in Rich's and Ryan's opinion, "a little heavy". So, they had a conference call with them on Thursday to discuss. According to Rich the meeting went well and they are expecting a revised proposal. Wegman will also provide a separate FF&A (furniture, fixtures & accessories) procurement proposal for tables, chairs, and accessories. They will deliver a range of magnitude cost estimate for budget development.

Projects Update: J.B. has reached out again to Shawn McNulty, Lee County Building Official & Floodplain Administrator at the Department of Community Development to inquire about our LDO timeline following Waldrop's November 3rd submittal. With many projects to go, Chair Young requested a breakdown of the issues that caused delays in receiving the LDO for the projects and who is responsible for the setbacks.

Connie Weyer Sign: Dan Parker continues to push the sign company as hard as he can to install Connie's sign ASAP so we can plan its unveiling with Mrs. Weyer present.

AED/Defibrillators – All AED/Defibrillators are up-to-date and being monitored by professionals.

- IV. **DISTRICT COUNSEL'S REPORT** - Thomas Hart, Esq. reviewed the two upcoming Board meetings, they are currently scheduled for January 3, 2022 and January 24, 2022.

Counsel Hart reviewed items in the Declaration of Covenants. The HOA Board agreed to make changes requested by the Recreation District with the addition of prohibiting composting. This being the last addition, the HOA will inform the community that the revised documents are available in the link online with the redlined portion included. The final date to vote on the changes to the Declaration of Covenants is January 25, 2022.

V. **COMMITTEE REPORTS & RECOMMENDATIONS**

Audit - There was no meeting, therefore, no report to give.

Facilities & Amenities – Supervisor Kulkoski has provided the committee with a list of 9 topics for the committee to review. They will continue to work on that.

Long-Range Planning – There was no meeting, therefore, no report to give. Chair Young added that he would like to meet with J.B. on Long Range Plans to bring to the Board on January 24, 2022.

Green – Chair Edinger reported that he did his final tour of the course before play. Phase 1 of the golf course renovation is done; this is the overall contracting work. Phase 2 needs work on the periphery, this includes drainage improvements, landscaping areas, the Lake Shore Management Plan will allow for improvements along the lakes on the golf course. January will be spent preparing a project list, that list will be prioritized and submitted to the Long Range Planning Committee then onto the Board. Further discussion ensued on the reopening celebrations.

Finance - There was no meeting, therefore, no report to give.

Problem-Solving Taskforce - There was no meeting, therefore, no report to give.

VI. **OLD BUSINESS**

2022 Board Calendar – The Board agreed on the attached calendar.

Update on HGRD Website – Karon Bennett announced that the website and mobile app have received a lot of positive comments. 248 new users registered on the website since the August 17th launch, totaling 1,074 active users (residents only). Going forward, Karon will continue to improve search engine optimization, pursue dining reservation system, contact forms and social media. The Board discussed the importance of the residents updating contact information.

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

VIII. **UPCOMING MEETINGS**

- Wednesday, December 14 – Green Committee - 9:00 AM – Card Room C/Zoom
- Monday, January 3 - Special Board Meeting – 9 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

IX. **ADJOURNMENT** took place at 4:46 PM.

01/03/2022

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Executive Assistant to the GM & Board

01/03/2022

Date

APPROVED BY HGRD BOARD:

Howard Young

Howard Young, HGRD Board Chair

2022 HGRD Board Meetings and Other Events

SPECIAL MEETINGS Zoom/CD RM C*	MEETINGS Zoom/CD RM C*	OTHER EVENTS Zoom/CD RM C*
Mon, Jan 3 @ 2PM Mon, Jan 24 @ 2PM	Removed Thurs, Jan 27	Jan 28 – Feb 12 Candidate Qual.
Monday, February 14 Joint Meeting w/Finance and Audit Committee at 9:00 AM <i>Auditor Report with Special Board Meeting to Follow</i> Mon, Feb 28 @ 2PM	Removed Thurs, Feb 24	
Mon, Mar 14 @ 6:30 PM *** <i>In the Restaurant</i> Mon, Mar 21	Removed Thurs, Mar 24	Thurs, Mar 3, Meet the Candidates, Ballroom at 4:30 pm Tues., Mar 22 Election
BELOW TBD:	BELOW TBD:	BELOW TO BE DETERMINED:
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 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>	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- 5 PM 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 12/13/2021

ATTENDANCE RECORD

Meeting Type: Board Special Board meeting
Date: 12/13/21 Time: 2pm

PLEASE PRINT YOUR NAME BELOW

1	Mary Wright
2	Barbara
3	Pat
4	DIANE LOAGHLIN
5	JON EDINGER
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