

**HERONS GLEN RECREATION DISTRICT
REGULAR BOARD WORKSHOP
January 27, 2020, 2 P.M., Card Room C
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener	X	GM J.B. Belknap	X
Vice Chair Howard Young	X	Controller Lynn Garcia	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Board Sec. Julie Heimlich	X
Asst Sec/Treas William Kulkoski	X	Residents	39

I. **CALL TO ORDER** – Chair Don Misener called the meeting to order at 2 p.m.

II. **ANY PROPOSED CHANGES TO MINUTES**-There were no proposed changes to the Special Board Workshop meeting 1/13 and Special Board meeting 1/15.

III. **GENERAL MANAGER'S REPORT**

GM Belknap reviewed the attached report and discussed:

Fitness Center

- Sewer mainline and effluent line have been tied in.
- Fill in of the holes, final coat of asphalt and re-strip the parking lot will be done by end of next week.
- Commercial Fitness will put in the equipment in on Feb. 5th & 6th.
- Preparations for an opening date of Feb. 6th
- Access Card/Fobs-residents can pick up on these dates:
 - Thursday, January 30th from 9-11 a.m. in Card room C
 - Friday, January 31st from 9-11 a.m. in Card room C
 - Monday, February 3rd from 9-11 a.m. in Card room C

After these dates, cards will be available for pick up in the HGRD office.

Golf Course

- USGA agronomist, Steve Kammerer evaluated the course on Thursday with Tim Kortanek and GM Belknap and he will submit a report in about a week.

Construction Management for Bond Projects

- John Cowgill summarized the benefits of the Construction Management model to the LRP committee. They met with Stultz Construction and gave them a description of our bond projects so Stultz can put together cost estimates for the Town Hall meeting. Stultz has agreed to make a presentation to the LRP committee when a mutual date can be established.

Reserve Study

- Interviewed three companies- Dude Solutions, Dreux Issac, and Club Benchmarking. The LRP subcommittee is recommending Club Benchmarking to the Board to do the reserve study for \$20K so they can start work in March or April. The reserve study is needed to evaluate all equipment useful life and replacement costs. Club Benchmarking limit is \$2,500 but ours is \$5K so this will need reviewed since it will add more to LRP tracking.

Engineering Search

- Jon Edinger and John Cowgill are working on an RFP for engineers interested in the 2021 golf course renovation. Due to the cost of the project, we must follow the competitive bidding process and will publicize the RFP. Waldrop Engineering has already submitted a quote.

Food & Beverage

- Discussed how the F&B manager is evaluated and incentivized quarterly using 3 criteria compared to budget: 1) Cost of Sales % for Food; 2) Cost of Sales % for Alcohol; 3) Labor Costs as a % of Gross Sales. Tracking Gross Profit instead of strictly cost of sales is a better indicator to evaluate performance.

Pro Shop

- Leased Carts-8 out of the 10 are being used. The other two are getting headlights. In the past, the pro shop would have had to “block” off the tee sheet because we couldn’t accommodate the additional players due to the lack of carts. Had we not had the additional carts; we would have lost \$780 (12 players @ \$65 ea.).

Restaurant Incident: Thursday, December 19th:

- Counsel Hart will have to advise on the best way to proceed. Currently, at a stand-still after not receiving supporting evidence from any of the people that were apparently there. The Markey’s both vehemently deny that there was any physical confrontation, in particular, Mr. Markey poking his finger into Seth’s chest. They also denied using any obscene language. The only thing they admitted to was telling Seth to get back into the kitchen to concentrate on the food.

John Abbott Bonus

- According to Head Golf Professional’s John Abbott’s offer letter dated February 12, 2019, his \$2,500 annual bonus was based on meeting two criteria: 1) achieving a 70% (or under) cost of sales on pro shop merchandise and 2) exceeding the budgeted number of golf memberships at the end of the fiscal year. In FY 2018-2019, cost of sales on pro shop merchandise was 67.9% and end of year golf membership exceeded budget. (Actual-585 vs. Budgeted-575). In both cases, John reached the stated goals and is eligible for his \$2,500 bonus.

Town Hall Meeting

- Confirmation from both Hank Fishkind and Ron Garl/ Ricky Nix that they can attend the Town Hall meeting on Tuesday, March 3rd from 3-6pm. Counsel Hart is going to ask Bill Reagan if he could also attend.

IV. FINANCIAL REPORT- December 2019

Controller Garcia reviewed the attached December financial report and explanations for variances:

- Administration- \$8,048 unfavorable to budget and \$3,482 favorable YTD.
- Restaurant-\$10,579 unfavorable to budget and \$19,752 favorable YTD.
- Clubhouse-\$6,206 unfavorable to budget and \$5,805 favorable YTD.
- CLIS-\$2,267 favorable to budget and \$12,168 favorable YTD.
- Fitness Center-\$1,245 unfavorable to budget and \$646 unfavorable YTD.
- Golf Maintenance-\$8,803 favorable to budget and \$9,266 favorable YTD.
- Pro Shop-\$15,254 favorable to budget and \$49,051 favorable YTD.
- All Department - \$246 favorable to budget and \$98,878 favorable YTD.
- Golf Operations- \$24,057 favorable to budget and \$58,317 favorable YTD.
- Other than Golf Operations- \$23,811 unfavorable to budget and \$40,561 favorable YTD.

Chair Misener noted that several bank accounts were moved into 2 accounts which gained \$62K over investment that was budgeted (\$23K budgeted and made \$86K).

V. DISTRICT COUNSEL’S REPORT

Counsel Hart discussed:

Resolution 2025 needs to be revised for fixed asset write offs of \$1,366,039

DR Horton

The title search issue has been resolved but there are still issues with Lee County that the separation of the lots was not legally done. Cannot split out parcels without legally platting the separation. The engineer will need to revise for the permitting but this should not hold up the process.

Bond Vote

Referendum vote-meeting with Hank Fishkind, possibly will not have to go through the Supervisor of Election for the Lee County registered voters. Counsel Hart stated that he will verify with the Bond Counsel. If they do not have to go through the Supervisor of Election, this will speed up the process and they could possibly do both the owners vote and the referendum vote at the same time. The Supervisors discussed doing the bond vote of the owners at the same time as the Board of Supervisor’s election in March and doing one mailing or separate mailings. Counsel Hart explained the voting process and the validation needed through the courts. Chair Misener asked Counsel Hart to write up the voting requirements to review with the Supervisors at the next Board meeting.

VI. COMMITTEE REPORTS & RECOMMENDATIONS –

A. Fitness Center Building, Jan. Mtg

This was reviewed under GM Belknap's report.

B. Long Range Planning, Jan. 20

Fred Gignac stated that the LRP subcommittee is working with GM Belknap and Controller Garcia on the reserve study. Ron Turcot explained the subcommittee's work selecting a company to do the reserve study. Fred Gignac noted that the LRP committee is recommending to the Board to approve Club Benchmarking to do the reserve study for \$20K. Fred Gignac stated that a second subcommittee is continuing to work on options for a construction management company to manage all the bond projects.

C. Facilities & Amenities, Jan. 20

Supervisor Polvinen stated that the F&A committee is recommending a policy change for service animals and read the attached suggested policy changes. Counsel Hart explained that there are differences between service animals and therapy and emotional support animals and cautioned the Supervisors on making a policy change. Residents are going to want to bring support animals in the restaurant but management can say no. Supervisor Polvinen stated that MK Architect submitted revised drawings for the restaurant but the drawings have not been reviewed yet by the F&A subcommittee so the F&A committee does not have a recommendation yet for the Board. The Supervisors discussed the drawings.

D. Golf Course Renovation, Jan. 9

Jon Edinger reviewed and discussed with the Supervisors:

- Working with LRP subcommittee to develop the engineer RFP.
- Need to follow the formal bidding process due to the costs of the renovations-an Ad will be placed for proposals from engineering companies but they can select who they recommend to the Board. They hope to have an engineer hired by May 1st to begin work in June. The permits are the most important part.
- Irrigation will not require a permit-the plans should be done in the next 2-3 weeks and costs should be close to the original estimate of \$1.2M-\$1.4M.
- Development Orders-need to confirm with the engineer if they can have multiple projects open under one DO (the straps need verified).
- It will take 3-4 months to get a biddable set of plans from Ron Garl-should be ready to get bids in November. The engineer will validate the costs.
- Hole #10 redesign-will be bid both ways for options.
- Timing for the renovations-close in April 2021 until November 2021.
- Need options for keeping membership during the shutdown-doing reciprocals.
- Need to define the contingency for the contract-weather issues.
- Most clubs redo the fairways and the roughs every 7-8 years based on 40 rounds of play but ours have not been done in 30 years-need the USGA to give us a recommendation.

E. Finance Committee, Jan. 27

Ron Turcot reviewed the findings from the joint meeting with the Finance Committee and the Board on the auditor's report. They received an unqualified opinion which is good but the Auditor noted that the repair to the pool needed to be changed to Operational instead of Capital.

F. Auditor Selection, Jan. Mtgs

Supervisor Schwarz reviewed the attached summary of the Auditor Selection Committee meetings. They received 3 proposals from the RFP. She noted that the committee unanimously agreed to recommend to the Board to hire CLA (Clifford, Larse, Allen LLP) as the auditor for 2020-2022. Dennis Popp reviewed the committee's process for making their selection and their reasons for selecting CLA:

- They are a big firm.
- They will assign a government specialist to do our audit.
- They have experience auditing clubs that operate under government guidelines.
- They are very familiar with government financial requirements.
- They offer webinars and meetings-we can tap into their resources at no extra cost.
- They were the middle bid but we will be getting more auditing time for the cost.

- We have worked with them in the past under a different company name.

Supervisor Young asked about the selection process and Supervisor Schwarz stated that they did the interviews first, then each committee member ranked their selections, then they opened the bids. Ron Turcot noted that is a good procedure to change auditors every 3-5 years and noted that they all came up with similar ranking scores. Ron Turcot stated they need to establish an audit committee and it should be a joint committee with Board members. The committee members should meet with the auditors quarterly. The committee members each thanked each other for their work on the committee. Supervisor Schwarz reviewed their recommendations to the Board:

- Engage CLA LLP for the fiscal year audits 2020-2022, at an initial cost for 2020 of \$30,975. Subsequent years' rates will increase approximately 3% as outlined in their proposal. We recommend that the Treasurer, General Manager, and Counsel initiate the engagement letter with CLA as soon as possible.
- Establish a quarterly Audit Committee consisting of at least 2 Supervisors and 2 members of the Finance Advisory Committee to enhance oversight. Supervisor Young asked that the committee write the scope for the Audit Committee and a summary for the Charter to be reviewed at the next Board Workshop meeting in February.

Dennis Popp reviewed the costs of all three bids. Chair Misener asked if the bid included internal control reviews and Supervisor Schwarz stated yes that the auditors include everything that is required by the Auditor General. Chair Misener stated that they need an opinion on internal controls included.

VII. OLD BUSINESS

A. Project Updates

Bocce Courts

Ron Turcot reviewed the attached survey results from the Bocce Association on the court preference poll. He noted that 186 members out of 250 voted. The majority of votes received are for 5 courts at the current site, changing the direction, and putting shade covers over each end. They are not recommending any changes to the shuffle board courts to add the additional courts. Ron Turcot and the Supervisors discussed:

- Parking-2 spots will be removed but will still be within compliance for number of spaces required.
- Timeline for completion-2 to 3 months and will be done over the summer months.
- Covers on the ends-will be same design as the other covers (shuffleboard/tennis) and will cover where the players stand.
- Better drainage-will be able to play after an hour of it raining.

A resident asked how much closer the courts will be to the tennis courts and noted their concerns about the noise issues and Ron Turcot stated the Bocce courts will be a little closer. Chair Misener stated that they will review on Wednesday for a bond project.

Storage Building

Supervisor Kulkoski stated that they are working with Stultz, Construction Management, on estimates for the storage building and the bathrooms at the driving range and ballroom.

CLIS

Supervisor Young reviewed the attached CLIS report and reviewed the scope, key features of the project, project objectives and project constraints. Chair Misener noted that they need to determine the internal labor costs to include in the bond. Supervisor Young suggested using the golf course maintenance staff to work on the CLIS project while the golf course is closed for renovations.

Restaurant

Supervisor Polvinen stated that they do not want to have MK Architecture present out the Town Hall meeting, that either Karen Mars or herself would do the presentation for the restaurant/lounge. She reviewed the attached drawing from MK Architecture showing the requested changes from the F&A subcommittee. She asked the Supervisors to review the drawing and send their feedback to GM Belknap to share with the subcommittee. The Supervisors discussed the lounge and pool deck expansion, noise issues, and number of seats in the lounge. Chair Misener noted that they need to price the pool extension separate from the dining room and lounge renovations. Supervisor Polvinen stated that they will not be using renderings for the Town Hall meeting, they will use the drawings.

B. Town Hall Meeting-March 3rd/Bond Vote

Counsel Hart stated for the Bond vote they need to vote on two questions: Do you approve the plan and do you approve the bond to fund the projects. The Supervisors discussed:

- Doing the vote at the same time as the Supervisor Election or having a separate vote.
- Including in one mailing or separate mailings.
- If the Lee County registered voters need be separate vote-Counsel Hart will follow up with the Bond Counsel but he thinks that they might be able to do one vote and not have to go through the Supervisor of Election.
- If the votes can be submitted using one envelope-Counsel Hart will follow up.

Chair Misener asked Counsel Hart that once he verifies the process for the vote to put it in writing for the Supervisors to review at the Board meeting on Wednesday.

VIII. NEW BUSINESS

A. FY19 End of Year Surplus-\$356,850 (\$130,975 from Golf/\$225,876 other than Golf)

Controller Garcia reviewed the amounts for the year end surplus. Chair Misener noted that they need to decide how to pay the DR Horton fees of \$100K and taking this out of Other than Golf money and Supervisor Schwarz noted that there is \$225K in the Intermediate Capital Fund that could be drawn down. GM Belknap noted that \$60K has been paid to DR Horton so far for the engineering work. Supervisor Young noted that they need an estimated \$117K for the grounding rods. Controller Garcia stated that they need a Resolution on Wednesday for the reserve study not to exceed \$20K from the operating budget and a Resolution for the year end surplus amounts.

B. Pickleball-Additional Courts Justification

Howard Nutt reviewed that attached Pickleball Association presentation for the justification for adding more courts. He noted that adding additional courts would not require the change to Hole #10. They would put the additional courts where parking is now. The Supervisors and Howard Nutt discussed:

- Sun shade coverings-need to protect players and spectators.
- Noise issues with adding more courts.
- LED lighting for night play could cause more complaints.
- Estimated costs-\$42K to 45K for two new courts.
- Estimated costs for lighting all 6 courts-\$30K.

C. Tennis Proposal

Dan Liebner reviewed the attached Tennis and Shuffleboard Proposal. He discussed the high usage of the courts (15 leagues). The Supervisors and Dan Liebner discussed:

- LED Lights for night play-light pools need to be repaired, lights are not pointing in the correct direction or not working. People want to play at night possibly adding more tournaments which might increase revenue in the restaurant for dinner and buffet events.
- Sun shade coverings-need to protect players and spectators.
- Adding seating and tables.
- Updating sun shade covers for the shuffle board courts.
- Issues with resident thinking courts are underutilized- 4 courts are enough 6 courts would not be used.
- Estimated costs-\$163K-\$208K.

IX. RESIDENT COMMENTS

Richard Misener asked about losing membership when the golf course is closed in 2021 and Supervisor Schwarz stated that the impact to budget fees is being discussed. Richard Misener noted that the presentations were good.

Patty Cummings noted her concerns that we should not be building or enhancing our amenities for outside people. These should be updated for residents only. She noted that the proposal shade covering for the Bocce courts is not the same as what they proposed for the tennis, shuffle board, and pickleball coverings. Patty Cummings asked about the cart path improvement and GM Belknap stated that Stultz, Construction

Management, will be looking at it for a proposal. Controller Garcia noted that there is \$12K in the budget for the cart path.

Barb Callaghan stated that this is an active community and they need to keep it up to date and maintain it.

Dan Liebner stated that they need to update so more people can play.

Richard Misener stated that they need to correct what was done wrong in the past and do things right this time with the bond to include all the projects. Supervisor Polvinen noted that the auditor said that it is very important to update the amenities. Chair Misener noted that the Board recognizes the importance of improving amenities, forward thinking, and planning.

The Supervisors discussed:

- Capital reserve is underfunded-residents need to understand that they need to build it up.
- Options needed from Hank Fishkind on Bond financing-need to know how much they can get.
- \$300 more a year possibly will not cover all the bond projects.
- Need to make the residents understand that if the Bond does not pass, the projects still need to be done.
- The golf course is the highest cost and has the most impact.

X. NEXT WORKSHOP/MEETINGS

- A. Fitness Center Building Committee, Wed., Jan. 29, 8 a.m., Cd Rm C
- B. Regular Board Meeting, Wed., Jan. 29, 2 p.m., Cd Rm C
- C. Golf Course Renovation, Thurs., Feb. 6, 8 a.m., Cd Rm C
- D. Long Range Planning, Mon., Feb. 10 9:30 a.m., Cd Rm C
- E. Finance Committee, Mon. Feb. 17, 9:30 a.m., Cd Rm C
- F. Facilities & Amenities Committee, Mon., Feb. 17, 2:30 p.m., Cd Rm C
- G. Regular Board Workshop, Mon., Feb. 24, 2 p.m., Cd Rm C
- H. Regular Board Meeting, Wed., Feb. 26, 2 p.m., Cd Rm C

XI. ADJOURNMENT- The meeting was adjourned at 4:58 p.m.

Attachments

/jh

2/20/20

Date

SUBMITTED BY:



Julie Heimlich, Board Secretary

2/24/20

Date

APPROVED BY HGRD BOARD:



Don Misener, HGRD Board Chair

Herons Glen Recreation District						
TOTAL VARIANCE REPORT						
Dec 31, 2019						
DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable / (Unfavorable)			Favorable / (Unfavorable)
ADMINISTRATION						
Operating Revenue	11,913	10,517	1,396	33,377	26,724	6,654
Operating Expenses	89,042	79,598	(9,444)	238,817	235,645	(3,172)
Operating Income	(77,130)	(69,081)	(8,048)	(205,440)	(208,922)	3,482
Assessment	69,081	69,081	0	208,922	208,922	0
Net Income	(8,048)	0	(8,048)	3,482	(0)	3,482
RESTAURANT						
Operating Revenue	105,536	107,296	(1,760)	298,638	286,477	12,161
Operating Expenses	147,250	138,431	(8,819)	398,936	406,526	7,590
Operating Income	(41,714)	(31,135)	(10,579)	(100,298)	(120,050)	19,752
Assessment	31,135	31,135	0	120,050	120,050	0
Net Income	(10,579)	0	(10,579)	19,752	0	19,752
CLUBHOUSE						
Operating Revenue	1,400	0	1,400	12,650	10,000	2,650
Operating Expenses	64,922	57,317	(7,606)	188,932	192,087	3,155
Operating Income	(63,522)	(57,317)	(6,206)	(176,282)	(182,087)	5,805
Assessment	57,317	57,317	0	182,087	182,087	0
Net Income	(6,206)	0	(6,206)	5,805	0	5,805
CLIS Dept.						
Operating Revenue	15,261	15,048	213	53,522	53,111	411
Operating Expenses	31,286	33,341	2,055	93,133	104,889	11,757
Operating Income	(16,025)	(18,292)	2,267	(39,611)	(51,779)	12,168
Assessment	18,292	18,292	0	51,779	51,779	0
Net Income	2,267	0	2,267	12,168	0	12,168
Fitness Center						
Operating Revenue	0	100	(100)	0	300	(300)
Operating Expenses	4,459	3,314	(1,145)	11,672	11,327	(346)
Operating Income	(4,459)	(3,214)	(1,245)	(11,672)	(11,027)	(646)
Assessment	3,214	3,214	0	11,027	11,027	0
Net Income	(1,245)	0	(1,245)	(646)	0	(646)
SUBTOTAL						
Total Operating Revenues	134,110	132,961	1,149	398,187	376,611	21,576
Total Assessments	179,039	179,039	0	573,864	573,864	0
Total Operating Expenses	336,960	312,000	(24,960)	931,490	950,475	18,985
Net Income	(23,811)	0	(23,811)	40,561	0	40,561

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable /			Favorable /
GOLF MAINTENANCE						
Operating Revenue	0	0	0	0	0	0
Operating Expenses	105,130	113,933	8,803	361,595	370,861	9,266
Net Income	(105,130)	(113,933)	8,803	(361,595)	(370,861)	9,266
PRO SHOP						
Operating Revenue	166,386	154,041	12,345	464,961	432,766	32,195
Operating Expenses	39,485	42,394	2,909	119,021	135,877	16,856
Net Income	126,901	111,647	15,254	345,941	296,890	49,051
ALL DEPARTMENTS						
Total Operating Revenues	300,496	287,002	13,494	863,149	809,377	53,771
Total Assessments	179,039	179,039	0	573,864	573,864	0
Total Operating Expenses	481,574	468,327	(13,247)	1,412,105	1,457,212	45,107
Net Income	(2,040)	(2,286)	246	24,907	(73,971)	98,878
<i>From Golf Operations</i>	21,771	(2,286)	24,057	(15,654)	(73,971)	58,317
<i>From Other than Golf Operations</i>	(23,811)	0	(23,811)	40,561	0	40,561

GOLF MEMBERSHIP STATUS
FOR MONTH ENDED DECEMBER 2019

					AMOUNT	
	COUPLE	SINGLE	Non-Res Coup	Non-Res Sing	PAID (pre-tax)	
End of Month Totals for 2019-2020						
605	Total Paid Members	158	222	8	51	\$ 1,425,955
November 30, 2019						
Current Year Totals 2019-2020						
609	Members Paid	160	222	8	51	\$ 1,434,297
January 15, 2020						
29	Range Membership					\$ 7,975
January 15, 2020						
12	Handicap Services					\$ 240
January 15, 2020						
0	Undecided	0	0	0	0	\$ -
January 15, 2020						
44	Members who did not renew	7	22	0	4	\$ (97,275)
January 15, 2020						
2	Members who received refunds				2	(6,928.90)
January 15, 2020						
Budgeted Totals						
565	Members Budgeted					
As of December 31, 2019						
573	Members Budgeted					
As of January 31, 2020						
Prior Year Comparison						
578	Members Paid for fiscal yr 2018-19					
as of December 31, 2018						
584	Members Paid for fiscal yr 2018-19					
as of January 31, 2019						



GM Board Workshop Report for January 27, 2020

J.B. Belknap

Fitness Center Update:

The sewer mainline and effluent line have been tied-in. **What follows is our best-case scenario:** On Monday, January 27th, WPM will finish the CLIS line and fill the abandoned lines with slurry. They will then fill in the holes, prep for asphalt, put the final coat of asphalt down, and re-strip the parking lot. This will take all of next week and into the following Monday, February 3rd. On Tuesday, February 4th, Commercial Fitness is scheduled to take the fitness equipment that is currently in the lobby and transport it to the new fitness center. On Tuesday 5th & Wednesday 6th the equipment is be staged and new facility will be prepared for a Thursday, February 6th opening date.

Residents will have an opportunity to pick up their access cards & fobs from the staff on the following dates:

- Thursday, January 30th from 9-11am in Card room C
- Friday, January 31st from 9-11am in Card room C
- Monday, February 3rd from 9-11am in Card room C

After that, access cards will be available in the HGRD office. Residents will be required to sign the release form prior to access cards/fobs being issued.

Golf Course: USGA agronomist, Steve Kammerer met with Tim and I on Thursday morning to assess the course. Steve is the SE Regional Director of Golf Course Agronomy and has a Ph.D. from the University of Georgia. He spent 5 hours with us touring all 18 holes, taking pictures, collecting soil samples, and asking questions. Compared with past USGA agronomists that I've dealt with, I was pleasantly surprised with Steve's knowledge and insight. And, I am certain he will give us an unbiased opinion in his consulting report which I will share with you when he submits it in about a week.

Construction Management for Bond Projects: John Cowgill summarized the benefits of the Construction Management model to the LRP committee last Monday and outlined what a company like Stultz Construction can provide Herons Glen.

I sent Stultz a description of our bond projects so that they can put together cost estimates for the Town Hall meeting as well as for a bond engineer to validate. They plan on making several site visits to confirm estimates and have agreed to make a presentation to the LRP committee when a mutually desirable date can be established.

Engineer Search: Jon Edinger and John Cowgill are working on an RFP for engineers interested in the 2021 golf course renovation. According to Tom, we should follow the competitive bidding process and will publicize the RFP. We already have a quote from Waldrop Engineering.

Food & Beverage: Below is a report showing 1st Quarter sales in the dining room & lounge compared to last year. We've made investments this past year in technology, an additional H2-B bartender, and are now purchasing better quality food. Sales are a key performance indicator in determining whether or not these investments are paying dividends. As you can see, both food and bar sales in the dining room and lounge are up, 12% in total.



GM Board Workshop Report for January 27, 2020

J.B. Belknap

Restaurant Sales: Q1 Comparison (October-December)

	Dining Room		Lounge		Totals	
	This Yr.	Last Yr.	This Yr.	Last Yr.	This Yr.	Last Yr.
Food	\$81,630	\$67,830	\$79,165	\$76,390	\$243,750	\$217,225
Beverage	\$22,265	\$19,700	\$60,690	\$53,305		
Total	\$103,895	\$87,530	\$139,855	\$129,695		
					\$26,525	12%

F&B Incentives: Currently, Jason is being evaluated and incentivized quarterly using 3 criteria compared to budget: 1) Cost of Sales % for Food; 2) Cost of Sales % for Alcohol; 3) Labor Costs as a % of Gross Sales. Based on recent resident feedback, we determined that purchasing better quality, more expensive food will attract more residents and increase satisfaction. The current budget reflects a 40% food COS based on our previous buying patterns. Although we are raising prices incrementally, it is nearly impossible for Jason to maintain a 40% COS with our current buying/pricing structure. By buying better quality food, we expect higher sales and incrementally higher cost of sales, but also higher gross profits. Below is an analysis from last month, December 2019 that helps illustrate why tracking gross profit is a better indication of success than just cost of sales.

Food Analysis: December 2019

December 2019	Actual	Budget	EXAMPLE
Total Food Revenue	\$73,421	\$74,246	\$82,000
COS Food	\$35,670	\$29,698	\$36,900
Gross Profit	\$37,751	\$44,548	\$45,100
Food Cost %	48.6%	40.0%	45.0%

In the above example, Jason did not hit his target for food costs & Gross profit was unfavorable to budget. Note: If you look closer at the P&L, \$8,000 was budgeted for resident Ballroom events that took place last year but didn't occur this year. This contributed to the decrease in sales, however, sales in the dining room and lounge hit budget.

In the shaded green column Example, if sales were \$82,000 at a 45% COS, Gross profit would have exceeded budget and Jason would have qualified for his bonus. If food sales are up, we can assume residents think the quality of food is improving resulting in increased bar sales as well as increased resident utilization and satisfaction. In my view, tracking Gross Profit instead of strictly cost of sales is a better indicator to evaluate performance.

Pro Shop

Eight out of the ten new Yamaha carts arrived this past Monday. (The other 2 are getting outfitted with headlights.) On Thursday, our busiest day for outside play, John informed me that all of our Yamaha gas carts were on the course including all but 2 of the 8 new carts. 6 of the new carts were used for 3 daily fee foursomes. In the past, the pro shop would have had to "block" off the tee sheet because we couldn't accommodate the additional players due to the lack of carts. Had we not had the additional carts, we would have lost \$780 (12 players @ \$65 ea.).



GM Board Workshop Report for January 27, 2020 J.B. Belknap

Restaurant Incident: Thursday, December 19th: Tom will have to advise on the best way to proceed. I'm at a stand-still after not receiving supporting evidence from any of the people that were apparently there. Pam Hoffman did not return my email or phone messages. Again, the Markey's both vehemently deny that there was any physical confrontation, in particular, Mr. Markey poking his finger into Seth's chest. They also denied using any obscene language. The only thing they admitted to was telling Seth to get back into the kitchen to concentrate on the food.

John Abbott Bonus: According to Head Golf Professional's John Abbott's offer letter dated February 12, 2019, his \$2,500 annual bonus was based on meeting two criteria: 1) achieving a 70% (or under) cost of sales on pro shop merchandise and 2) exceeding the budgeted number of golf memberships at the end of the fiscal year. In FY 2018-2019, cost of sales on pro shop merchandise was 67.9% and end of year golf membership exceeded budget. (Actual-585 vs. Budgeted-575). In both cases, John reached the stated goals and is eligible for his \$2,500 bonus.

Town Hall Meeting: We have confirmation from both Hank Fishkind and Ron Garl/ Ricky Nix that they can attend the Town Hall meeting on **Tuesday, March 3rd from 3-6pm**. Tom was going to ask Bill Reagan if he could also attend as well.

Respectfully submitted,

J.B.

January 27, 2020

Policy change recommendation from the Facilities and Amenities committee for Board consideration. The additional wording is red and underlined.

No pets are allowed in any HGRD buildings or on any recreation facilities, including covered outside areas and including but not limited to the enclosed or improved play areas, such as pool and deck; tennis, bocce and pickleball courts; golf course and practice facilities. When on other outside HGRD property, pets shall be confined on a leash held by a responsible person. Persons walking pets shall be responsible for removing all solid pet waste and properly disposing of it. Service animals and animals that are part of educational programs and accompanied by handlers, subject to the approval of the General Manager are the exception. Service animals are defined by the Federal Americans with Disabilities Act and Florida Statute. According to definitions within these laws, emotional support animals are not service animals.

CLIS SCOPE

COMMON LAWN IRRIGATION SYSTEM (CLIS) PROJECT

SCOPE:

Improve irrigation coverage and reduce water waste for each home in Heron's Glen. Create a method of diverting purchased affluent water into the lake(s) connected to the driving range and Golf hole number nine. Improve the grounding protection for all equipment associated with the CLIS operation.

Provide and improve filtration system at each pump house location to reduce or eliminate evasive elements entering the irrigation system.

KEY FEATURES OF THIS PROJECT:

- Supply each Heron Glen home with an improved irrigation layout for better water distribution, elimination of home wall "wetting" and reduced water usage.
- Provide distribution and a control path for affluent water into the driving range and hole number nine from the affluent line(s) or pump locations already in place in Heron's Glen
- Test, repair and or replace grounding devices/rods protecting irrigation electrical boards and controllers not meeting grounding standards.

PROJECT OBJECTIVES:

- Reduced water usage by 20-30% to irrigate community homes
- Reduce the use of well water for irrigation
- Reduce maintenance cost for the CLIS operation
- Reduce or eliminate "clam shells" and other evasive material from blocking filters, lines, controllers and irrigation heads
- Improve lake levels, reducing further inlet plugging, and improving lake aesthetics

PROJECT CONSTRAINTS:

- Getting HGRD Board approval
- Getting FGUA permit to allow affluent water use into storage lakes
- Funding to accomplish the Project

Report to HGRD Board of Supervisors

HGBA COURT Preference Poll

January 18, 2020

One-Hundred Eighty-Six currently paid members responded to the poll.
That represents 74.4% of our current membership.

The results were as follows:

Alternative #1, four courts on current site:	3.4%
Alternative #2, five courts on the current site:	49.1%
Alternative #3, five courts on current site With a full roof:	23.4%
Alternative #4, six courts on the current site:	20.6%
Alternative #5, six courts on a remote site:	3.4%

Respectfully submitted,

Ronald E. Glasgow, President HGBA



Hérons Glen Pickleball

PLANNING FOR THE FUTURE

 Hérons Glen Pickleball

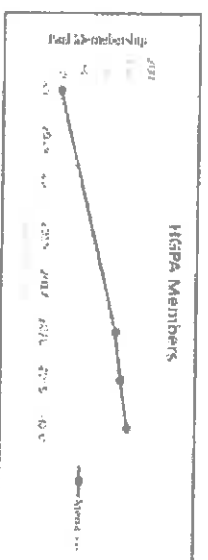
Pickleball - Demand is Growing

- 🏓 USA Locations to play is growing by 85 per month – Y's, Rec. Centers, schools, parks
- 🏓 PicklePlex in Punta Gorda opened in 2019 with 16 courts + Expansion Plans
- 🏓 PicklePlex hosts World Pickleball Championship – Global participation for \$100K purse
- 🏓 Growth in the USA Pickleball Association Membership is up 650% over the past 6 years
- 🏓 Pickleball Nationals registered 2200 players with coverage by ESPN
- 🏓 2019 US Pickleball Open in Naples registered 2100 players with 12,000 in attendance
- 🏓 Possible Olympic sport by 2028

Hérons Glen Pickleball – January 2020

Hérons Glen Pickleball - History of Growth

- 2011 – Pickleball play started on the old surface tennis courts. Daily, volunteers measured and taped off court boundaries. Teaching clinics generated interest in learning the game.
- 2012 - Pickleball is recognized as an organized activity by the HGRD. Play was moved into the parking lot for 2 courts and expanded to 3 courts to accommodate demand. Portable nets were set-up and taken down daily by players.
- 2013 - Herons Glen Pickleball Association (HGPA) organization established with By-Laws and 5 member Board of Directors
- 2016 – Herons Glen Recreational District (HGRD) builds 4 Dedicated Pickleball Courts near the Fitness Center site
- 2020 - HGPA has 157 paid members



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

HGPA – Amenities

- Pickleball is based on fair play and strives for inclusion of all abilities and is supported by the HGPA Mission Statement
- HGPA provides:
 - Instruction thru Clinics that cater to Beginners up to Advanced players
 - Equipment for use by all Heron's Glen residence and visitors - Paddles, Balls, Medical Supplies
 - Supports other Heron's Glen charitable organizations thru cash and other in-kind donations
- Social Events - Annual Tennis/Pickleball Banquet, Tournaments, and all the daily interactions of players/residents at the courts
- No Entry Cost to play for residents/visitors (shorts, t-shirt, court shoes) with little annual HGPD court maintenance expenditures

Heron's Glen Pickleball – January 2020

HG Pickleball – Courts to Homes

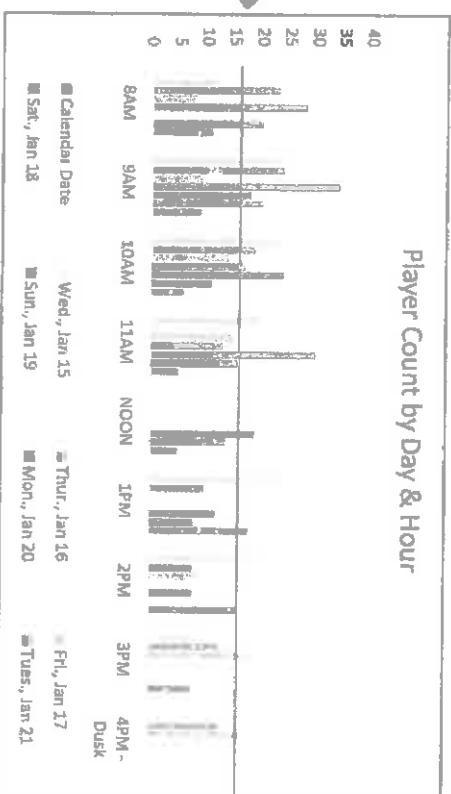
- Heron's Glen is on the low side of Courts to Homes in the comparison below
- Newer communities are catering to the PB demand
- Two additional courts at HG would bring this community more inline with recent developments
- 1285 Homes / 6 Courts = 214

Pickleball Courts to Homes

Community	Location	# Homes	# PB Courts	Homes/Court
Heron's Glen	North Fort Myers	1285	4	321
Valencia Bontia	Bonita Springs	800	8	100
Valencia Sound	Boynton Beach	653	16 (lights)	40
Valencia Del Sol	Tampa	500	8	63
Stonecreek	Naples	600	4	150
Marina Bay	Fort Myers	800	4	200
Tidewater	Naples	400	4	100
Mirhaven	Albuquerque	538	4	135
Del Tura	North Fort Myers	1391	8	166
Magnolia	North Fort Myers	400	0	N/A

HG Pickleball – Current Court Usage

- Higher player count is generally in the AM
- Player court demand follows the weather
- Cooler temperatures in the AM are desirable
- Court lights for cooler evening play would increase playing time – HGPA players go the PicklePlex for evening play
- Maximum Players for 4 courts is 16 Players



Hérons Glen Pickleball -- January 2020

HGPA Court Recommendations and Estimated Cost

Based on growing Pickleball

- Interest – Local, National & International
- Grass roots growth in the Herons Glen Community
- New community developments with significantly more courts per home compared to Herons Glen
- HGPA recommends the addition of two additional courts

Two new courts should be located near the current courts – Concept View to right is one possible location

Court construction timed with Golf Course renovation

Additional Courts Estimated Cost:

- Install two new courts with fence = \$42K to \$45K
- LED lighting for all 6 courts = \$30K
- Site Work - to be determined

Current View – January 2020



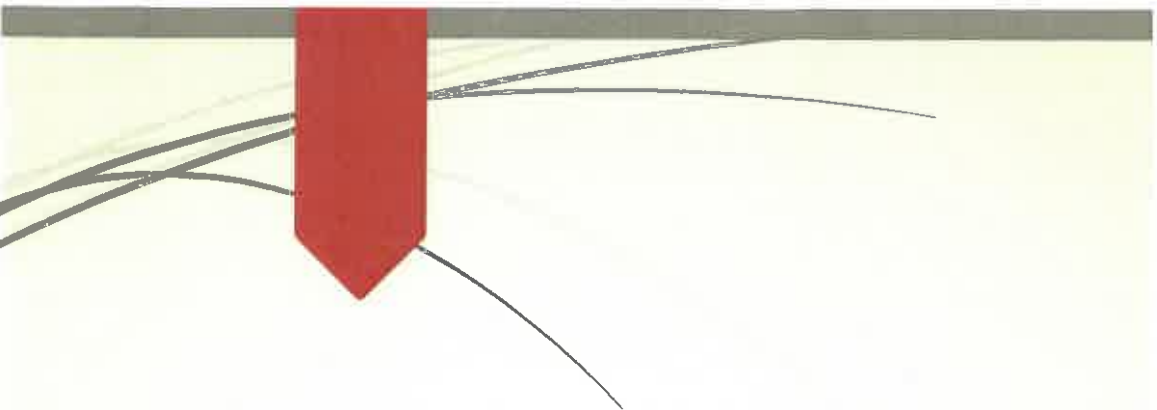
Concept View - Two Additional Courts



Tennis and Shuffleboard Proposal

HGRD Board Workshop – Jan 27, 2020
Card Room C

Dan Liebner, HGTA President
John Avigliano, HGTA Vice President





Background

- HGTA - 112 members, 15 men and women leagues across Lee and Charlotte Counties.
- HGSA – 170 members, weekday socials, travel league, tournaments
- Oct 2018 conducted a tennis survey – improved shade, seating and lighting were high priorities.
- March 2019 commissioned a sub-team to review needs and provide recommendations.
- Summer 2019 met with JB Belknap, HGRD GM numerous times to review progress.
- Nov 21, 2019 Resident meeting, HGRD board confirmed the bond rates are very attractive and asked for input to current projects proposed and other ideas or proposals.
- Dec 10, 2019 met with both JB Belknap and Bill Kulkoski, HGRD board member to review our proposal.
- Dec 19, 2019 sent email summarizing our proposal to the HGRD board, JB Belknap and Karen Mars, chair of Facilities and Amenities.



High Level Proposal

- ▶ Tennis courts
 - ▶ Increase shade & seating on the east, center and west locations
 - ▶ Improve the lighting by retrofitting with LED lights
 - ▶ Add pavers to areas around the seating areas
- ▶ Update awnings for shuffleboard courts



Why improving shade is so important...

Safety

- ✓ Tennis matches can last up to 2.5 hrs., the extreme heat and sun can be dangerous.
- ✓ Shade is our first defense against skin damage, skin cancer and heat exhaustion
- ✓ It is our responsibility to provide a healthy and safe environment for our members and spectators, while enjoying our great amenities.

Other benefits...

- ✓ Improve seating on both ends of the courts
 - ▢ Encourage more spectators to enjoy the entertainment and support our teams
- ✓ Add LED lighting for night play
 - ▢ Improved lighting effectiveness, increased court usage, more energy efficient
 - ▢ Sponsor twilight tournaments/leagues
 - ▢ Increase restaurant revenues by providing buffets/dinners after twilight leagues and/or tournaments.
 - ▢ This year we had seven outside members that resulted in \$1400 dollars of revenue for the HGRD. With these changes we may have even more next year.
- ✓ Update awnings on the shuffleboard courts and add pavers
 - ▢ To provide our community with a well-planned, updated sports complex with similar, high quality materials, colors and designs similar to bocce and tennis. This will provide a unified, updated look to perspective buyers as we compete with other new and developing communities.

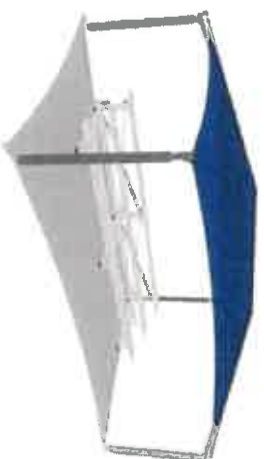
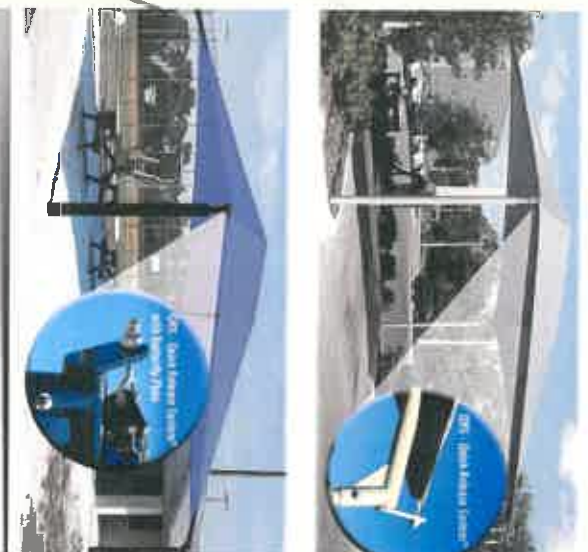
Heron's Glen Country Club – Colonial Country Club



Shuffleboard Courts



Typical awning designs and quick disconnect





Apollo Sunguard...

- ▶ The oldest privately-owned shade manufacturer in the country. In the shade business since 1993.
- ▶ 15 yr warranty on the fabric, 20 yr on the structure, an industry best.
- ▶ They use a high-density polyethylene material with ultraviolet additives that is breathable. It mimics the natural shade trees by allowing air to flow through. This can cause a 20 degree temperature difference beneath.
- ▶ Their shade structures are engineered to withstand 105 MPH wind load per 2017 Florida Building Code (FBC).
- ▶ The advantage of their quick release system the structure can withstand 180mph winds. Only a standard wrench is needed to release the cloth.
- ▶ A number of similar Tennis Clubs use Apollo Sunguard and are very pleased – e.g. Colonial, Heritage.

Estimates

▶ Apollo Sunguard Awnings – Tennis	
▶ Center	\$18,000
▶ East End	\$27,000
▶ West End	\$32,000
▶ Pavers ends and center	\$15,000
▶ Retrofit LED Tennis Lights	\$15,000 - \$25,000
▶ Seating and tables	\$3000
▶ Apollo Sunguard - Shuffleboard (8 courts vs 12)	\$48,000 - 64,000
▶ Misc	\$5,000 – 15,000

Total Range Estimate

\$163,000 – 208,600

Executive Summary

- ▶ Tennis court shade improvements are necessary, primarily for health and safety.
- ▶ Increased tennis seating is important for Herons Glen spectators and those that come from visiting communities for the entertainment and league support.
- ▶ Improved lighting will increase court usage, be more energy efficient and provide for additional revenue source.
- ▶ The sports complex area (bocce, tennis and shuffleboard) should be updated with similar quality materials and colors all at the same time.
 - ▶ This will provide a unified, updated look to perspective buyers as we compete with other new and developing communities.
- ▶ Including this proposal in the bond is the lowest cost and most efficient option for our residents, compared to capital and/or deferred maintenance.



Back Up Slides



Details

Apollo Sunguard Awnings

Tennis Center: \$18,000

4 post, 33' x 16' x 7'6" & " , Direct embed to new footer, Cut exiting concrete

Tennis East End: \$27,000

Double Cantilever, Projection 2 directions (3' cantilever one way 7' other direction) 36' x 10' x 7'6" , Direct embed to new footer, Mulch

Tennis West End \$32,000

Double Cantilever, Projection 2 directions (3' one way 15' other), 36' x 18' x 7'6" Direct embed to new footer, Mulch

Shuffleboard \$48,000 - 64,000 (Cover 8 courts vs 12)

Cantilever, 99' x 12' x 7'6" , Direct embed to new footer, dirt

Pavers - \$15,000 – 24,600

(Total 984 ft², cost \$5 – 10/ft², install \$10-15/ft²)

Tennis Center (12'x 16' = 192 ft²)

East End (36'x7' = 252 ft²)

West End (36'x15' = 540 ft²)

Tennis Lights – \$15,000 - \$25,000

Retrofit LED Lights – Improved lighting effectiveness, More energy efficient

Seating and tables – \$3000

Misc - \$5,000 – 15,000

Total Range Estimate ~\$163,000 – 208,600

Back up slides



Back up slides



HG Tennis & Shuffleboard Shade Structures



Colonial Country Club and Heritage Palms



Back up slides



**HERONS GLEN RECREATION DISTRICT
REGULAR BOARD WORKSHOP
February 24, 2020, 2 P.M., Card Room C
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener	X	GM J.B. Belknap	X
Vice Chair Howard Young	X	Controller Lynn Garcia	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Board Sec. Julie Heimlich	Absent
Asst Sec/Treas William Kulkoski	X	Residents	17

- I. **CALL TO ORDER** – Chair Don Misener called the meeting to order at 2 p.m.
- II. **ANY PROPOSED CHANGES TO MINUTES**-There were no proposed changes to the Board Workshop meeting minutes for January 27th, the Board Meeting for January 29th and the Special Board Meeting for February 11th.
- III. **GENERAL MANAGER’S REPORT**
GM Belknap did not review his report, but the report is attached.
- IV. **FINANCIAL REPORT- January 2020**
Controller Garcia reviewed the attached January financial report and explanations for variances:
- Administration- \$3,184 favorable to budget and \$6,666 favorable YTD.
 - Restaurant-\$3,072 unfavorable to budget and \$16,020 favorable YTD.
 - Clubhouse-\$3,704 unfavorable to budget and \$2,101 favorable YTD.
 - CLIS-\$2,816 favorable to budget and \$14,984 favorable YTD.
 - Fitness Center-\$871 unfavorable to budget and \$1,517 unfavorable YTD.
 - Golf Maintenance-\$5,049 favorable to budget and \$14,715 favorable YTD.
 - Pro Shop-\$19,931 favorable to budget and \$68,982 favorable YTD.
 - All Department - \$23,073 favorable to budget and \$121,951 favorable YTD of which \$83,697 is from golf operations.
- V. **DISTRICT COUNSEL’S REPORT**
Counsel Hart discussed:
- A. Resolution 2020-08 – Approving Audit Agreement (approved 2/11 Mtg – Clifton Larson Allen costs needed to be added)
 - B. Resolution 2020-11 (approved 2/11 Mtg – needed to be revised to add “the Plan”)
 - C. Resolution 2020-MRI Water Filtration not to exceed \$19K (approved 1/29 Mtg)
 - D. Resolution 2020-Stultz Construction Management not to exceed \$10K (approved 2/11 Mtg)
 - E. Resolution 2020-13 – Calling and Setting additional meeting dates of the Board of Supervisors for March 2020 in order to approve the engineers, 1st draft Methodology report, 1st draft of supplemental indenture, discuss the market, structure of bonds, 1st draft of Preliminary Offering Document, and authorization for Public Hearing on special assessments.
 - F. Resolution 2020-14-Approving expenditures from 2019/2020 Capital Accounts for Injection/Water Filtration system not to exceed \$19K and for Stultz Construction Management Company not to exceed \$10K.
 - G. Resolution 2020-15-HGRD approving a “Plan” of proposed financing to make major improvements to it’s Recreational Facilities and acquire additional Facilities by issuing bonds to finance the costs, such bonds to be repaid by Non- Ad Valorem Special Assessments on each lot in the district in an amount not to exceed \$300.
 - H. Resolution 2020-16 – HGRD providing for a Bond Referendum to be held in the District.

DR Horton

Tom Hart explained that there was an issue with Lee County concerning the separation of the lots on the Mystic Parcel. Tom Hart and the engineer met with Lee County and they have been informed that a limited development order must be prepared along with surveying the adjacent property to the Mystic parcel. The cost will be \$9,875. The total spent to date on the Horton project including this new survey is less than \$70,000. The Board will vote on this expenditure at the February meeting.

Bond Vote

Chair Misener introduced Hank Fishkind, Ph.D. who is now the District's Financial Adviser and Economist. Dr. Fishkind will be a major component of the Town Hall presentation to the residents on March 3rd. Dr. Fishkind made a presentation to the Board on the "Series 2020 Refunding and New Money for Projects". (See attached Presentation) Dr. Fishkind outlined the March 3rd Town Hall meeting on the order of the agenda, who should be speaking, how long they should be speaking, how the project list was developed, and how the costs were estimated. Dr. Fishkind explained the financing plan which included: an increase of \$300/unit/year in debt service assessments to fund the project list, refinancing the Series 2006 Bonds to provide substantial savings, issue additional bonds to fund the balance of the project list (depending upon rate), ultimate interest rate will determine the total value of projects that can be financed, the sources of the funds, uses of the fund, the standard municipal structure, and the financing time table. Dr. Fishkind also explained the education/outreach plan to the residents which will include an official information package, additional information and reports which should be available by request and posting of all information on the website.

The Board discussed Dr. Fishkind's Presentation and asked questions relating to the Town Hall presentation. The Board requested from Tom Hart that the Board ballot go out after the Candidates Forum (March 5th) and the Referendum ballot go out the following Monday, March 9th. Discussion from the Board on the upcoming Town Hall meeting and other issues included: the emailing/mailling of an official Information Package to all residents that will include a 1-page description for each bond project outlining its scope, key features, objectives and constraints. Additional discussion was held on whether all the Board members will speak during the Town Hall meeting (each taking a few projects) to describe the projects outlining its scope, key features, objectives and constraints. Supervisor Young suggested that only the projects that were above \$500,000 should be outlined in depth (Storage Building, CLIS, Dining Room/Lounge and Bar update, Multi-Use Cart Paths, and Clubhouse Roof, Windows, Insulation, etc.) by one Board member. Supervisor Young stated that he was willing to do the presentation. After discussion, the Board agreed to the format and it will be decided upon at the February Board meeting.

Chair Misener thanked Dr. Fishkind for his presentation and adjourned the Board meeting for five minutes.

VI. COMMITTEE REPORTS & RECOMMENDATIONS –

- A. Fitness Center Building, February Meetings –** Chair Misener informed the Board that he and the committee are validating everything with Gates Construction to finalize the total costs of the new Fitness Center.
- B. Long Range Planning, February 10th**
Ron Glasgow reported that the Long-Range Planning Committee recommended the Construction Project Company – Stultz Construction.
- C. Facilities & Amenities, February 17th**
Karen Mars informed the Board that the Facilities & Amenities Advisory Committee has recommended to the Board that they address the Clubhouse Lobby décor in a timely fashion.
- D. Golf Course Renovation, February 6th**
No Report Given.
- E. Finance Committee, February 17th.**

No Recommendations.

VII. OLD BUSINESS

- A. **Project Updates** – Discussed earlier in the meeting.
- B. **Town Hall Meeting Planning-March 3rd/Bond Vote** – Discussed earlier in the meeting.
- C. **Bond Voting Date** – Referendum ballot mailed out by March 9th and closing date will be March 31st.

VIII. NEW BUSINESS

A. Audit Committee – Charter

Treasurer Schwarz stated that the Audit Committee will help to ensure that management properly develops and adheres to a sound system of internal controls, provides oversight of and communication with the independent auditors, and is responsible for independent review of the audit process. The committee will report to the Board of Supervisors. The Charter will be voted on by the Board at the February Board meeting.

B. New Speaker Donations – MGA & The Players

The MGA and the Players of the Glen donated \$2240 to the Pro Shop to pay for the new speaker system. The Board acknowledges the generosity of the MGA and the Players of the Glen. Supervisor Young appreciated the generosity but questioned why the two associations had to make the donation when it should have been in the Pro Shop budget to replace.

C. F&B and Pro Shop Bonuses

GM Belknap asked the board to change Jason Miller's bonus structure to reflect Gross Profit favorability/unfavourability to budget rather than Cost of Sales % for Food. Currently, Jason (F&B team) is being evaluated and incentivized quarterly using 3 criteria compared to budget: **1) Cost of Sales % for Food; 2) Cost of Sales % for Alcohol; 3) Labor Costs as a % of Gross Sales**. Based on recent resident feedback, we determined that purchasing better quality, more expensive food will attract additional residents and increase satisfaction. The current budget reflects a 40% food COS based on our previous buying patterns. Although we are raising prices incrementally, it is nearly impossible for Jason to maintain a 40% COS with our current buying/pricing structure. By buying better quality food, not only do we expect higher sales and incrementally higher cost of sales, but also higher gross profits. Tracking gross profit is a better indication of success than just cost of sales. If food sales are up, we can assume residents think the quality of food is improving resulting in increased bar sales as well as increased resident utilization and satisfaction. The Pro Shop Bonus structure will be evaluated later. Supervisor Young stated that he would like John Abbott to get his PGA Certification.

IX. RESIDENT COMMENTS

Ron Glasgow questioned GM Belknap on whether the scope of the Bocce Courts had been changed after Stultz Construction's recommendations and findings of the number of courts. GM Belknap stated that the number of courts has not been changed but it was the scope of the work had changed such as dirt work, a cement retaining wall and permitting for parking modifications.

Supervisor Kulkoski stated that he has heard some concern from a group of residents on the Food & Beverage Department. Steve Simpson went to the Facilities & Amenities Committee to express his concern that the HGRD has plans for renovating the restaurant but has no plans in place to fix the operations problems with the department. He and other residents have had issues with the F&B operations and feel that their concerns are not being addressed. Steve Simpson was part of a "Secret shopper" program that completed over 40 secret shopping visits and their findings were 80% positive and 20% failure. He felt that a 20% failure rate is inexcusable. GM Belknap, Jason Miller and Kim have all met with the group to hear of the issues and have addressed some such as the new implementation of the Light Menu in the restaurant. Discussion was held with the Board on finding out the root cause of why not all servers are not using the new iPads.

Controller Garcia asked if she could post an article in the email newsletter requesting four (4) volunteers to oversee the HGRD Board of Supervisors Election on Tuesday, March 24th. The Board agreed to the requesting of volunteers for the Board of Supervisors Election.

X. NEXT WORKSHOP/MEETINGS

- A. Regular Board Meeting, Wed., Feb. 26, 2 p.m., Cd Rm C
- B. Long Range Planning, Mon, Mar. 2 & Mar. 16 & Mar. 30, 9:30 a.m., Cd Rm C
- C. Special Board Workshop, Wed., Mar. 4, 2:00 p.m., Cd Rm C
- D. Finance Committee, Mon., Mar. 16, 11:30 a.m., Cd Rm C
- E. Golf Course Renovation, Thurs., Mar. 5, 8:00 a.m. Cd Rm C
- F. Facilities & Amenities Committee, Thurs., Mar. 19, 9:30 a.m., Cd Rm C
- G. Regular Board Workshop, Mon., Mar. 23, 2 p.m., Cd Rm C
- H. Regular Board Meeting, Wed., Mar. 25, 2 p.m., Cd Rm C

XI. ADJOURNMENT- The meeting was adjourned at 4:40 p.m.

Attachments

/ws

3/11/20
Date

SUBMITTED BY:

Wendy Shea/Julie Heimlich
Wendy Shea/Julie Heimlich, Board Secretary

3/11/20
Date

APPROVED BY HGRD BOARD:

Don Misener
Don Misener, HGRD Board Chair



GM Board Workshop Report for February 24, 2020

J.B. Belknap

Bond Projects:

Hank Fishkind called me on Thursday to request an updated bond project list along with "best estimates" of each project in anticipation of Monday's workshop. With the limited amount of time that we had, Rich Small, Stultz's Director of Construction spent 5 hours with Dan and I yesterday reviewing the projects and costs. Although Dr. Fishkind suggested that we inflate the estimates, Rich developed his best estimates based on the information that he had available. Below is the project chart that Don initially developed. It has been updated after our meeting yesterday and reflects additional costs such as permitting, Civil Engineering, Development Order modifications, parking modifications, additional dirt required, supervision, contingency, etc. Again, after 5 hours, Rich was comfortable in the estimates.

<u>PROJECTS</u>		<u>Estimated Cost</u>
1 Bathroom at Driving Range	\$	200,000
2 Storage Building	\$	500,000
3 Ballroom ADA Stage Access & Bathroom	\$	50,000
4 Ballroom Update & Equipment	\$	135,000
5 Pickleball Courts Addition	\$	150,000
6 Tennis Courts-Sun Awnings,Pavers	\$	110,000
7 Shuffle Board-Sun Awnings, Pavers	\$	48,000
8 Residential Irrigation/CLIS Update	\$	700,000
9 Bocce Ball Courts-Renovation & Expand	\$	250,000
10 Dinning Room/Lounge & Bar Update	\$	600,000
11 Pool Deck Expansion & Partial Awning	\$	300,000
12 Cart/Pedestrian Bridge Repair/Replacement	\$	300,000
13 Multi-Use Cart Paths	\$	350,000
14 Club House Roof & Windows	\$	1,600,000
15 Golf Course	\$	5,200,000
	\$	10,493,000

Dan and I will be meeting early on Monday to review the meeting with Stultz. I will send you an email prior to the 2:00 Monday meeting explaining the rationale behind the higher project estimates.

I have also forwarded Tom Hart these revised estimates to help an engineering firm justify reasonable "not to exceed" costs of the projects to push validation forward. Tom is speaking with both Waldrop and Hole Montes to develop a proposal.

Fitness Center Update:

We continue to receive positive feedback and suggestions from the residents. I'm in the process of compiling a list of recommendations for your consideration and will send it to you after we allow the residents ample time to comment. Other notes:

- Marco at GATES is assisting us on a minor Low Voltage permit that Tier electric is obtaining from the county. Once that is submitted and approved, we will have our final CO.
- Over 1,800 cards and fobs have been distributed so far. We've had to re-order.
- Final project costs are being reconciled with GATES.



GM Board Workshop Report for February 24, 2020 J.B. Belknap

Lobby:

Dan and his crew are busy painting, cleaning and polishing the tile prior to staging the lobby furniture, which has been removed from the N. Ft. Myers public storage. Files have also been moved from public storage to the board room/old massage room. As we've said from the start, we will put all the furniture back in place and then evaluate the lobby and make the appropriate changes. Funds have been budgeted in deferred maintenance for the lobby this FY.

Golf Course:

This past Thursday we announced that we will be implementing our plan for Monday tee time modifications beginning in March. On March 2nd, the maintenance staff will be resodding several areas on the front 9 greens effected by nematode pressure and will also consider resodding teeing and "walk-up" areas that are showing wear. Based on the USGA's observations and recommendations, Tim and I are refining the total improvement plan for your review.

Chat with the GM:

I opened the discussion on Thursday with updates on the: fitness center, lobby, pool, golf course, construction management model and the board town hall meeting. One item that has been requested by numerous residents is the ability to use the cards/fobs to enter the swimming pool area. Once we feel like we have the fitness center distribution under control (1,800 so far), I will have Dan circle back with the security company to revisit their quote on retrofitting the security access system on our two existing pool gates. Once any type of renovation occurs and the fence location is altered, we can always move the scanners to a new location after power is supplied.

Capital Reserve Study:

Club Benchmarking is scheduled to be on-site April 20th through April 23rd to begin the capital reserve study.

Loss Control Evaluation:

This past Tuesday I met with Londa Moen, the Risk Management Technical Consultant from Cincinnati Insurance Company who underwrites our General Liability, Auto, Umbrella, Contractor's Equipment, and Liquor Liability coverages. She provided us with a 2-hour evaluation of the property, including the clubhouse, fitness center, golf course and the cart path between the swimming pool and lake. The meeting was extremely productive, and she will be submitting her report including observations and recommendations within the next several weeks.

DR Horton:

On Monday, Tom will explain potential additions to the Horton contract to resolve the lot status of the Mystic parcel and associated permitting issues.

Respectfully submitted,

J.B.

Herons Glen Recreation District						
TOTAL VARIANCE REPORT						
Jan 31, 2020						
DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable / (Unfavorable)			Favorable / (Unfavorable)
ADMINISTRATION						
Operating Revenue	34,486	39,918	(5,432)	67,863	66,642	1,221
Operating Expenses	89,111	97,726	8,616	327,927	333,372	5,444
Operating Income	(54,625)	(57,808)	3,184	(260,064)	(266,730)	6,666
Assessment	57,808	57,808	0	266,730	266,730	0
Net Income	3,184	0	3,184	6,666	(0)	6,666
RESTAURANT						
Operating Revenue	140,009	132,598	7,411	438,647	419,074	19,573
Operating Expenses	158,959	147,816	(11,143)	557,895	554,343	(3,553)
Operating Income	(18,950)	(15,219)	(3,732)	(119,249)	(135,268)	16,020
Assessment	15,219	15,219	0	135,268	135,268	0
Net Income	(3,732)	0	(3,732)	16,020	0	16,020
CLUBHOUSE						
Operating Revenue	0	0	0	12,650	10,000	2,650
Operating Expenses	62,766	59,062	(3,704)	251,698	251,149	(549)
Operating Income	(62,766)	(59,062)	(3,704)	(239,048)	(241,149)	2,101
Assessment	59,062	59,062	0	241,149	241,149	0
Net Income	(3,704)	0	(3,704)	2,101	0	2,101
CLIS Dept.						
Operating Revenue	14,742	14,651	91	68,264	67,762	502
Operating Expenses	33,601	36,326	2,725	126,734	141,215	14,482
Operating Income	(18,858)	(21,674)	2,816	(58,469)	(73,453)	14,984
Assessment	21,674	21,674	0	73,453	73,453	0
Net Income	2,816	0	2,816	14,984	0	14,984
Fitness Center						
Operating Revenue	0	100	(100)	0	400	(400)
Operating Expenses	4,550	3,779	(771)	16,222	15,106	(1,117)
Operating Income	(4,550)	(3,679)	(871)	(16,222)	(14,706)	(1,517)
Assessment	3,679	3,679	0	14,706	14,706	0
Net Income	(871)	0	(871)	(1,517)	0	(1,517)
SUBTOTAL						
Total Operating Revenues	189,237	187,267	1,970	587,424	563,878	23,546
Total Assessments	157,442	157,442	0	731,306	731,306	0
Total Operating Expenses	348,986	344,710	(4,277)	1,280,476	1,295,184	14,708
Net Income	(2,307)	0	(2,307)	38,254	0	38,254

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable /			Favorable /
GOLF MAINTENANCE						
Operating Revenue	0	0	0	0	0	0
Operating Expenses	93,858	99,307	5,449	455,453	470,168	14,715
Net Income	(93,858)	(99,307)	5,449	(455,453)	(470,168)	14,715
PRO SHOP						
Operating Revenue	202,619	180,697	21,922	667,581	613,463	54,117
Operating Expenses	47,104	45,113	(1,991)	166,125	180,989	14,864
Net Income	155,515	135,584	19,931	501,456	432,474	68,982
ALL DEPARTMENTS						
Total Operating Revenues	391,856	367,964	23,892	1,255,005	1,177,342	77,663
Total Assessments	157,442	157,442	0	731,306	731,306	0
Total Operating Expenses	489,949	489,129	(819)	1,902,054	1,946,342	44,288
Net Income	59,350	36,277	23,073	84,257	(37,694)	121,951
<i>From Golf Operations</i>	61,657	36,277	25,379	46,003	(37,694)	83,697
<i>From Other than Golf Operations</i>	(2,307)	0	(2,307)	38,254	0	38,254

GOLF MEMBERSHIP STATUS
FOR MONTH ENDED JANUARY

					AMOUNT	
		COUPLE	SINGLE	Non-Res Coup	Non-Res Sing	PAID (pre-tax)
End of Month Totals for 2019-2020						
606	Total Paid Members January 31, 2020	158	223	8	51	\$ 1,428,458
Current Year Totals 2019-2020						
606	Members Paid February 14, 2020	158	223	8	51	\$ 1,428,458
30	Range Membership February 14, 2020					\$ 8,250
16	Handicap Services February 14, 2020					\$ 320
0	Undecided February 14, 2020	0	0	0	0	\$
37	Members who did not renew February 14, 2020	6	22	0	3	\$ (89,851)
6	Members who received refunds February 14, 2020	1	2	0	2	(6,928.90)

Budgeted Totals

573 Members Budgeted
As of January 31, 2020

573 Members Budgeted
As of February 28, 2020

Prior Year Comparison

584 Members Paid for fiscal yr 2018-19
as of January 31, 2019

584 Members Paid for fiscal yr 2018-19
as of February 28, 2019

HERONS GLEN RECREATION DISTRICT

TOWN HALL MEETING

March 3, 2020

AGENDA

A. INTRODUCTION

Don Misener

B.	PROJECTS	Estimated Cost	PRESENTER
1	Bathroom at Driving Range	\$ 70,000	Bill Kulkoski
2	Storage Building	\$ 400,000	Bill Kulkoski
3	Ballroom ADA Stage Access & Bathroom	\$ 70,000	Bill Kulkoski
4	Ballroom Update & Equipment	\$ 135,000	Karen Jessup
5	Pickleball Courts Addition	\$ 72,000	Howard Young
6	Tennis Courts-Sun Awnings,Pavers	\$ 110,000	Howard Young
7	Shuffle Board-Sun Awnings, Pavers	\$ 48,000	Howard Young
8	Residential Irrigation/CLIS Update	\$ 700,000	Howard Young
9	Bocce Ball Courts-Renovation & Expand	\$ 180,000	Howard Young
10	Dinning Room/Lounge & Bar Update	\$ 550,000	Mary Ann Polvinen
11	Pool Deck Expansion & Partial Awning	\$ 185,000	Mary Ann Polvinen
12	Cart/Pedestrian Bridge Repair/Replacement	\$ 200,000	J.B. Belknap
13	Multi-Use Cart Paths	\$ 300,000	J.B. Belknap
14	Club House Roof & Windows	\$ 1,285,000	J.B. Belknap
15	Golf Course	\$ 4,900,000	Ron Garl
		<u>\$ 9,205,000</u>	

C. Bond Presentation/Options
Bond Financing/Amount

Hank Fishkind
Bill Reagan

D. Plan and Bond Vote

Tom Hart

E. Resident Questions

Karen Jessup/Moderator

F. Closing

Don Misener

Board Secretary

From: Don Misener <don.misener1@gmail.com>
Sent: Thursday, February 20, 2020 7:55 AM
To: J.B. Belknap; Board Secretary; Don Misener
Subject: Town Hall Agenda #4
Attachments: HGRD Town Hall March 3, 2020#4.xlsx

J.B.

Please send to Board Members.

This is a draft and subject to final estimates by Stultz on projects as noted.

I have 15 projects and the Update sent to Residents has 13 projects.

Ballroom projects were combined on the Update, but on the schedule attached there was to be two different speakers. Is this still the case? Bill wanted Karen Jessup to speak to the Ballroom updates and he would speak to the Bathroom. Has this changed?

The Tennis and Shuffleboard projects were also combined, is this the way we want to present?

Don

AUDIT ADVISORY AD HOC COMMITTEE

CHARTER

HERONS GLEN RECREATION DISTRICT

Purpose

The Audit Advisory Committee helps ensure that management properly develops and adheres to a sound system of internal controls, provides oversight of and communication with the independent auditors, and is responsible for independent review of the audit process. The committee reports to the Board of Supervisors.

Responsibilities and Oversight

- 1) Review the annual work plans of the District's auditors, including timelines for work completion.**
- 2) Oversight of the District's financial audit process.**
- 3) Review the District's financial reporting processes, internal controls, and any changes needed with management and District's financial auditors.**
- 4) Meet regularly with the District's financial auditors with and without management for updates on work performed, changes in the operating environment, difficulties encountered, and opportunities for improvements.**
- 5) Discuss with the District's financial auditors and management changes in GASBs and progress on implementation.**
- 6) Establish procedures, receipt and treatment of complaints regarding accounting, internal controls, or auditing matters. Provide for the confidential review of such concerns.**

Meetings

The chairperson will establish meeting times, dates, and meeting agendas including items requested by the Board, General Manager, and committee members. The Committee shall meet at least twice each year. The chairperson will schedule other meetings as the audit progresses, or as required.

Member Composition

The Audit Committee will be comprised of between three (3) and five (5) voting members, including the Board Treasurer. The Board of Supervisors may select one (1) member of the finance advisory committee to serve on the Audit Committee. The Board Treasurer will chair the committee.

Draft

Qualifications and Skills

It is highly desirable that the committee be comprised of individuals who possess a basic understanding of financial reporting and auditing. Financial experience in preparing or auditing financial statements, experience in financial and/or government operations and internal controls are highly desirable.

Staff Support

The Audit Committee will be supported by the General Manager, Controller, and other management and staff as required.

CLIS SCOPE

COMMON LAWN IRRIGATION SYSTEM (CLIS) PROJECT

SCOPE:

Improve irrigation coverage and reduce water waste for each home in Heron's Glen. Create a method of diverting purchased affluent water into the lake(s) connected to the driving range and Golf hole number nine. Improve the grounding protection for all equipment associated with the CLIS operation.

Provide and improve filtration system at each pump house location to reduce or eliminate evasive elements entering the irrigation system.

KEY FEATURES OF THIS PROJECT:

- Supply each Heron Glen home with an improved irrigation layout for better water distribution, elimination of home wall "wetting" and reduced water usage.
- Provide distribution and a control path for affluent water into the driving range and hole number nine from the affluent line(s) or pump locations already in place in Heron's Glen
- Test, repair and or replace grounding devices/rods protecting irrigation electrical boards and controllers not meeting grounding standards.

PROJECT OBJECTIVES:

- Reduced water usage by 20-30% to irrigate community homes
- Reduce the use of well water for irrigation
- Reduce maintenance cost for the CLIS operation
- Reduce or eliminate "clam shells" and other evasive material from blocking filters, lines, controllers and irrigation heads
- Improve lake levels, reducing further inlet plugging, and improving lake aesthetics

PROJECT CONSTRAINTS:

- Getting HGRD Board approval
- Getting FGUA permit to allow affluent water use into storage lakes
- Funding to accomplish the Project

BALLROOM PROJECT

SCOPE:

Update and enhance ballroom experience. Improve usage of ballroom for residents and outside events. Enhance safety and accessibility for the physically challenged.

KEY FEATURES OF THIS PROJECT:

- Projector & screen – for resident events and meetings
- LED lights – longer life and eliminate voltage issues
- Darkening shades – complete project begun last year
- Stage curtain – replace (very old and falling apart)
- Acoustical ceiling tiles – improve sound and ability to converse
- Stage configuration – improve stage lighting
- Stage restrooms – provide handicapped access to stage and usage for veranda events

PROJECT OBJECTIVES:

- Resolve safety issues
- Provide improved ballroom usage
- Update needed amenities

PROJECT CONSTRAINTS:

- Getting HGRD Board approval
- Funding to accomplish project

PICKLEBALL SCOPE

PICKLEBALL COURT EXPANSION/LIGHTING PROJECT

SCOPE:

Accommodate a forecasted increase in pickleball popularity and participation. Expand current pickleball courts from four to six total courts with the construction of two additional USAPA recommended size courts. New courts site location determined and constructed with appropriately expanded golf cart and bicycle parking spaces. Install LED lighting on all six courts allowing for extended play time.

KEY FEATURES OF THIS PROJECT:

- Determine best site location and layout for two new pickleball courts.
- Allow for relocation and possible expansion of existing golf cart parking and bicycle rack(s).
- Resurface and paint existing courts to match new courts in surface quality and color.
- Install non-light polluting, downward-directed LED light fixtures on each of the six courts.
- Explore need for and possibly install noise-restricting barrier for all six courts between the pickleball complex and the Tisbury Lane residences, e.g., Berm, fence, landscaping, etc.

PROJECT OBJECTIVES:

- Meet the anticipated need for adequate pickleball facilities for current and future Herons Glen residents based on well-documented growth of the sport.
- Increase the number of hours per day the courts can be used to the benefit of participants resulting in higher utilization of the facilities.
- Provide a low-cost, health-oriented, mind and body activity for Herons Glen residents and their guests.
- Improve the attractiveness and real value of property in Herons Glen.

PROJECT CONSTRAINTS:

- Getting HGRD Board approval
- Agreeing upon site location and noise barrier that meets both the needs of participants and the residents of Tisbury Lane
- Determine water retention requirements if needed
- Funding to accomplish the Project

Pool Deck Expansion & Partial Awning

Scope:

Expand Pool Deck for full utilization of outdoor space thus allowing for more seating and dining.

Provide partial awning for protection from the sun. Provide outside dining. Add a pass-through window to the pool.

Key Features of this Project:

- Increase seating for pool patrons and dining.
- Provide room for functionality while better trying to create separate spaces.
- Increase Casual Dining.
- Increase view of the lake.
- Add a pass-through window to the pool.

Project Objectives:

- Relieve the bottleneck that occurs at the bar when pool patrons order food or drink.
- Increase the amount of seating for pool patrons and casual dining. Ability for bartender to serve pool patrons without leaving the bar.

Project constraints:

- Getting HGRD Board Approval
- Funding to accomplish the Project

CLUBHOUSE ROOF & STOREFRONT WINDOWS & DOORS SCOPE

SCOPE:

Replace 45,000 sq.' clubhouse roof along with fascia, and storefront windows and doors.

KEY FEATURES OF THIS PROJECT:

- Provide new barrel tile roof for clubhouse which was slated to be replaced in 2025 in CapX budget.
- Provide new storefront windows and doors with thermal and hurricane proof glass. Newer doors would be lighter for ease of opening.
- New storefront windows and door would have “baked” on paint which would eliminate peeling.

PROJECT OBJECTIVES:

- Roof scheduled for 2025. Money collected could remain in reserves.
- Windows/Doors: Eliminate re-painting
- Insurance benefits with hurricane proof windows/doors
- Electric savings with more efficient glass.

PROJECT CONSTRAINTS:

- Getting HGRD Board approval
- Timing issues with roofer
- Cost/Benefit analysis on storefront
- Funding to accomplish the Project

Herons Glen Recreation District

Long Term Capital Reserve

Scope Develop a long term capital reserve of \$8,000,000 without increasing the expense of being a resident of the Glen.

Key Features The initial deposit to establish the fund will come from monies already being reserved for the “Bond Projects”. Future deposit can be directed to the fund by restructuring the Master Capital Fund and establishing policies for dealing with the New Owners Capital Fee, golf course profits, and district profits.

Objective To create a source of funds that reduces the need for considering special assessments and long term financing when it comes to major expenses to maintain our Community.

To create this fund with little or no impact on current fees being assessed on the residents.

Constraints In order to accomplish this project the following constraints need to be overcome:

1. The Community needs to approve the current request to refinance our long term debt and realize the net proceeds to improve the projects as outlined in the request.
2. Policies need to be established by the Board for present and future Boards to follow regarding funding of the Long Term Capital Reserve.
3. Performance from the contributing sectors needs to continue at at least their current levels over the time frame in question.
4. The master Capital Reserve needs to be revised to in vision major capital needs of the future.

STORAGE FACILITY/BUILDING

SCOPE and KEY FEATURES:

Erect a 5000 square foot metal building on vacant land near golf maintenance facility

Partial air conditioned where required to preserve stored materials

Multiple exterior doors to allow users to access their stored items directly

Separate internal storage spaces each dedicated to distinct use

Separation of storage space by wire mesh or by internal walls as needed

PROJECT OBJECTIVES:

Combining In One Place Under One Roof the Following:

- a. HOA and HGRD records currently stored off site at cost of \$12,000 annually
- b. Providing space for HGRD and HOA Maintenance Departments' equipment and supplies in one central location
- c. Free up space in Golf Maintenance Building for needed cart storage
- d. Provide Location for Friends Helping Friends, Stage sets and equipment for Players of the Glen, Storage for furniture used for seasonal employees, CLIS storage, Veterans of the Glen, and HOA and HGRD Christmas decorations.
- e. Frees up Ballroom storage space for restaurant equipment and for Ballroom Stage ADA restrooms.

PROJECT CONSTRAINTS:

Getting HGRD Board approval
Avoiding underground pipes at site
Funding

DRIVING RANGE/STARTING AREA RESTROOMS

SCOPE and KEY FEATURES:

Construct Mens' and Ladies' Restrooms next to ball cleaning building

PROJECT OBJECTIVES:

Provide restroom facility to members and guests immediately prior to their beginning play

PROJECT CONSTRAINTS:

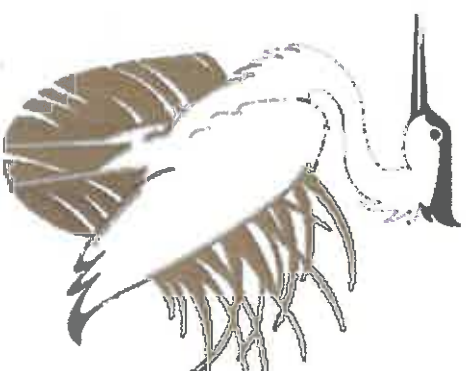
Distance to run sewer line



pfm

HERONS GLEN RECREATION DISTRICT

Series 2020 Refunding and New Money for Projects



Presented by

Hank Fishkind, Ph.D., Director

February 24, 2020



March 3rd Town Hall Outline

- Introduction by Chairman Don Misener – summarize board recommendation and the process followed by Board – 10 minutes maximum
- JB Belknap – present project list and estimated cost and process used - 5 minutes
- Hank Fishkind – presents financing plan and how it works – 10 minutes
- Hank Fishkind – discusses the education/outreach plan
- Questions and comments from the audience
- Board direction to financing team and legal team



JB Belknap – Project List

- Discuss how project list was developed
- Describe how cost estimated
- Note that not all projects maybe funded depending on the ultimate interest rate obtained on the financing.

<u>PROJECTS</u>	<u>Cost</u>
Bathroom at Driving Range	\$200,000
Storage Building	\$500,000
Ballroom ADA Stage Access & Bathroom	\$50,000
Ballroom Update & Equipment	\$135,000
Pickleball Courts Addition	\$150,000
Tennis Courts-Sun Awnings, Pavers	\$110,000
Shuffle Board-Sun Awnings, Pavers	\$48,000
Residential Irrigation/CLIS Update	\$700,000
Bocce Ball Courts-Renovation & Expand	\$250,000
Dinning Room/Lounge & Bar Update	\$600,000
Pool Deck Expansion & Partial Awning	\$300,000
Cart/Pedestrian Bridge Repair/Replacement	\$300,000
Multi-Use Cart Paths	\$350,000
Club House Roof & Windows	\$1,600,000
Golf Course	\$5,200,000
	=====
Total	\$10,493,000



Hank Fishkind – Financing Plan

- Board has identified a project list totaling \$10,493,000
- Board is recommending an increase of \$300/unit/year in debt service assessments to fund the project list.

Category	Current	Proposed	Change
Annual O&M Assessment	\$1,584	\$1,584	\$0
Annual Capital Resv Assessment	\$332	\$332	\$0
Annual Def Maint Assessment	\$264	\$264	\$0
Debt Service	\$1,294	\$1,594	\$300
	=====	=====	=====
Total	\$3,474	\$3,774	\$300

- The financing plan includes:
 - Refinancing the Series 2006 Bonds to provide substantial savings
 - Issue additional bonds to fund the balance of the project list (depending upon rate)
 - The ultimate interest rate will determine the total value of projects that can be financed



Hank Fishkind – Financing Plan Continued

- Two series of bonds: (1) refunding 2006 and (2) new money
- Standard municipal structure
- Term 16 years refunding and 30 years for new money
- Estimated rate 3.25%
- Estimated MADS \$2,072,200
- Annual debt service assessment for 1,300 units = \$1,594
- Exact interest rate and structure cannot be known until bonds are sold
- **Board will set the maximums:**
 - Total Bond debt NTE \$30,000,000
 - Total debt service assessment NTE \$1,594 per unit

Sources of Funds		Refunding	New Money	Total
Bond Proceeds		\$18,570,000	\$10,580,000	\$29,150,000
2006 Revenue Fund		\$180,000	\$0	\$180,000
		=====	=====	=====
Total		\$18,750,000	\$10,580,000	\$29,330,000
Total Sources of Funds				
Uses of Funds		Refunding	New Money	Total
Project Fund		\$0	\$10,000,000	\$10,000,000
Refunding Escrow		\$17,669,125	\$0	\$17,669,125
Debt Service Reserve		\$502,555	\$163,990	\$666,545
Cost of Issuance		\$200,000	\$200,000	\$400,000
Underwriter's Discount		\$375,000	\$211,600	\$586,600
Rounding		\$3,320	\$4,410	\$7,730
		=====	=====	=====
Total Uses of Funds		\$18,750,000	\$10,580,000	\$29,330,000

Most cost effective basis to pay for capital facilities
Pay for facilities as they are used



Financing Time Table

DATE	ACTION	RESPONSIBILITY
January	Board meeting discussion of financing structure. Options/Direction/Decision/Rating/ PARAMETERS Engineers report discussion - agree on amount Reimbursement agreement prepared and accepted by Board? Professions agreement approved & signed	District Manager, Underwriter Engineer Bond Counsel
February	Board meeting to approve <u>Election</u> for issuance of Bonds and approve Finance plan. 1 st draft Engineers report 30 day notice required	Board Engineer Bond Counsel Methodology Provider
March	Election late March Engineers report approved 1 st draft Methodology report 1 st draft of supplemental indenture Board Meeting, discuss market, structure of bonds 1 st draft of Preliminary Offering Document Authorization for Public Hearing on special assessments	
April	Submit Rating Agency Presentation -Supplemental Indenture -Methodology report -Engineers report -Preliminary Offering Memorandum -Delegated Award -Receive preliminary review by Rating All documents approved by Board. File Validation	ALL
May	5/25: Validation hearing late May Appeal period (30 days)	All
June	6/26: 30 day appeal period 6/27/2019Redemption notice sent to Bondholders- Requires 30 days: BC discussion Public Hearing held - assessments approved	
July	Price, Pre Close, Close	



Education/Outreach Plan

- ◆ Official Information Package – mailed and emailed to all residents
 - Transmittal letter from Chairman Misener (2 pages max)
 - Ballot and How to Vote
 - Summary of project list
 - Summary of financing plan
- ◆ Additional information and reports – available by request and on website
 - Project Report from source
 - Financing Report from PFM
 - Financing Time Table
- ◆ Post all information on Herons Glen website
- ◆ Schedule 2 additional workshops prior to referendum

Questions? Comments?



**HERONS GLEN RECREATION DISTRICT
REGULAR BOARD WORKSHOP
March 23, 2020, 2 P.M., Card Room C
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener	X	GM J.B. Belknap	X
Vice Chair Howard Young	X	Controller Lynn Garcia	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Board Sec. Julie Heimlich	X
Asst Sec/Treas William Kulkoski	X	Residents	3

- I. **CALL TO ORDER** – Chair Don Misener called the meeting to order at 2 p.m.
- II. **ANY PROPOSED CHANGES TO MINUTES**- There were no proposed changes to the Special Board meeting on March 11.

III. **GENERAL MANAGER'S REPORT**

GM Belknap reviewed and the Supervisors discussed:

Golf Course

- John Abbott will be including updates in the GM daily reports to residents.
- Reviewing ideas for better pin cup options.
- Reduced staff due to their concerns regarding the virus.
- The carts will be left out but they will be removing all the keys.
- Cleaning the steering wheels and seats of the carts with antibacterial wipes.
- All fundraising golf events are going to be held.
- Golf course maintenance -staff are continuing to work full-time doing mowing etc.
- Fairway closing-signs are being put up.

F&B

- Continuing to work on the take out process-making improvements.
- Two lines have been set up for takeout orders (back log issues with calls coming in at 5 p.m.)-calls will be put into a que instead of going directly to voicemail and they will be taking orders throughout the day instead of just from 5 – 8 p.m.
- They will be doing pizza on Thursday and Saturday-possibly doing personal pan pizza on other days.
- Looking at options to keep people separated while picking up orders-setting up chairs in the hallway 6 ft apart, possibly using walkie talkies or having people pick up in the ballroom.
- Delivering full bottles of alcohol-Counsel Hart confirmed that they can deliver unopened containers of alcohol as long as it is with a food order.
- Karen Mars suggested possibly using the golf cart path behind the restaurant as a drive up stop for takeout orders.

GM Belknap stated that they want to start an F&B employee assistance fund from resident donations for the staff that cannot work and for the staff that is still working but are not getting the normal gratuities that they would be getting this time of year. GM Belknap and Controller Garcia explained how the calculations for the differences in wages from last year was determined for \$7,800, and they explained the payout options and tracking. The Supervisors discussed:

- Increasing base pay rates or doing the payout as a bonus.
- Temporarily increasing base pay rate for staff that are still working to compensate them for continuing to come to work.
- Creating a separate fund for the donations-this needs to be tracked separate in a separate GL account.

The Supervisors agreed that the donation letter should be sent out to residents and approved to authorize Controller Garcia to go ahead and do the pay outs now and then possibly reimburse the account with the money from the donations. GM Belknap noted that residents can drop off checks or mail checks to make a donation and they will also be accepting emails for donations to be charged to members accounts.

IV. FINANCIAL REPORT- February 2020

GM Belknap reviewed under the GM Report:

- All Departments-\$11,882 favorable to budget and \$133,833 favorable YTD.
- From Golf Operations-\$14,177 favorable to budget and \$97,874 favorable YTD.
- Other than Golf Operations-\$2,295 unfavorable to budget and \$35,959 favorable YTD.

V. DISTRICT COUNSEL'S REPORT

Counsel Hart discussed:

Resolution 2020-22 From Bond Counsel-Authorizing the issuance of a Bond not exceeding \$32,000,000 principal amount HGRD non-Ad Valorem assessment and refunding bonds in one or more series, for the purpose of refunding some of all of the districts outstanding special assessment and special assessment refunding bonds, series 2006 and to finance the construction, acquisition, improvement and equipping of recreational facilities within the boundaries of the district; approving a form of a master trust indenture; approving and appointing a trustee; authorizing the commencement of validation proceedings relating to the foregoing bonds; authorizing and approving other matters relating to the foregoing bonds; and providing an effective date.

Counsel Hart stated that Mike Williams will be available by phone if they would like to discuss the resolution with him at their Board meeting on Wednesday. Supervisor Kulkoski asked if the bond market is bad, what is the length of time that they would have to place the bonds and Counsel Hart stated that they would need to ask Mike Williams. Counsel Hart stated that there is no downside with doing the bonds right away and recommends moving forward as soon as they know the bond has passed. Counsel Hart stated that they can notify the public as soon as they know the bond has passed after 7 p.m. on March 31st to notify the public. He noted that the bond referendum is different than the Supervisors election. Controller Garcia noted that the ballot counting for the Supervisors election will be done tomorrow at 4 pm as originally planned.

Bond Project Engineer

Counsel Hart reviewed the proposals from Waldrop and Hole Montes for the Bond Project Engineer RFP. He noted that both proposals were for \$9k so he does not have a recommendation since both proposals were basically the same. He noted that both Waldrop and Hole Montes are also being considered for the Golf Course engineer and both are submitting bids for the Golf Course RFP that is due back April 1st. The Supervisors discussed the two engineering companies. GM Belknap noted that Ricky Nix has worked with both engineers but preferred working with Waldrop. The Supervisor all agreed to select Waldrop as the Bond Project Engineer and Counsel Hart stated that he would have a Resolution at Wednesday's Board meeting.

Supervisor Election Ballot Counting

Counsel Hart suggested moving the counting to the private dining room so people would have more room. Controller Garcia asked if they need to have the volunteers that they have been using the last two years to sit at each table to observe the countings and Counsel Hart stated that this is not a requirement and that they do not need to have the volunteers sit at each table. Controller Garcia noted that they are one person short due to being sick to help count the ballots and asked if they can use a resident volunteer to help count.

- Chair Misener made a motion to allow a resident volunteers to help with the ballot counting and Supervisor Young seconded the motion. The Supervisors approved.

The Supervisors discussed using Zoom for Board meetings to help eliminate the risk of all of them being in same room together for meetings. Patty Cummings stated that the HOA is testing using FreeConferencecall.com tomorrow at 1 p.m. that the Board Secretary could join to see how it works. She noted that it is free and can have up to a 1000 people that can join by video or by calling in. The Supervisors discussed using different conferencing options.

VI. COMMITTEE REPORTS & RECOMMENDATIONS –

- A. Long Range Planning, March Mtgs-no recommendations**
- B. Golf Course Renovation, Mar. 5-no recommendations**

C. Finance Mtg, Mar. 16

Supervisor Schwarz reviewed and discussed the two recommendations from the Finance Committee and the Supervisors discussed:

- a. The Finance Committee unanimously recommends that the Board adopt the policy that the non-resident golf members are afforded a one-time prorated membership.
- b. The Finance Committee unanimously recommends that the Board contract with DLL Financial Solutions for the leasing of this year's golf maintenance equipment in an amount not to exceed \$118,737.60.

GM Belknap stated that after the golf course renovations are completed that they will be looking at charging a rejoining fee for non-resident golf members to help pay for the renovations. The Supervisors discussed setting a maximum number of members. Supervisor Young asked if the \$118,737 is different than last year for the golf course maintenance equipment lease and Controller Garcia stated that is it less. GM Belknap stated that he would ask if the equipment company if they would extend the lease during the 6 months that the course is shut down.

D. Facilities & Amenities, Mar. 19-No recommendations.

VII. OLD BUSINESS

- A. **DR Horton project**- Counsel Hart stated that it is moving forward and that lot #32 plat is approved.
- B. **Project Updates**-There were no project updates discussed.

VIII. NEW BUSINESS

Supervisor Young stated that they need to review the Policy of no golf refunds for residents with hardships that cannot play after they have purchased a membership. The current policy states that prorated refunds are only given in the event of a death. The Supervisors discussed:

- Possibly raising overall rates \$200 above the golf member rates-issues that they will get push back from members if they have to pay this.
- Possibly offering an insurance type amount that resident can purchase if they think they might need a refund.
- Who determines if the hardship warrants issuing a refund-they would need to have a doctor's letter of diagnosis.
- How many per year ask for refunds-Controller Garcia noted several requests are received each year.
- Giving refunds if replacement members take over the current membership-this is currently part of the policy that people selling homes can transfer their remaining memberships to new residents.
- Possibly issuing a credit for the following year.

Karen Mars stated that this needs to go through the F&A committee for a recommendation to the Board for a policy change. She noted that she would write something up to review with the F&A committee.

Supervisor Young asked about starting the golf renovations earlier than planned so they can be done earlier.

GM Belknap stated that he has spoken with Ricky Nix about what can be done this summer to shorten the duration that the course will need to be closed. GM Belknap stated that they need to establish the grass in good growing weather. He noted that they need to kill all the grass to do the irrigation and the irrigation is the first priority.

Supervisor Kulkoski stated that he is not comfortable with Controller Garcia coming into the office and wants her to work from home due to the current situation. He stated that they need to protect all the employees. The Supervisors discussed the office staff working from home. GM Belknap stated that he would review with the office staff after tomorrow's election for options for them working from home. Supervisor Polvinen suggested that they need to purchase lap tops for all the office staff.

Chair Misener noted that they need to count bond ballots tomorrow incase there are any Supervisor election ballots mixed in.

IX. RESIDENT COMMENTS

Karen Jessop asked if an email is going to be sent out about the Nest ordering issues. GM Belknap stated that he would be sending an email out regarding the contributions, the revised phone system change so calls for orders can be taken on the lounge phone and also on the reservations phone to help eliminate the back log of orders. GM Belknap noted that they will start taking orders for evening pick up times at 11:30 a.m. so they are looking at ways to enter the orders into the system for evening pick up times to help with the rush of calls at 5 p.m. Karen Mars stated that Jason Miller had told her to change the times for taking orders from 5-8 pm to 5-7 pm on the website and GM Belknap stated that he would verify with Jason but noted that Jason had said that it slows down at 7 p.m. for people calling in for orders.

X. NEXT WORKSHOP/MEETINGS

- A. Regular Board Mtg, Wed., Mar. 25, 2 p.m., Cd Rm C
- B. Special Board Mtg (Board Orientation), Wed., Apr. 1, 2 p.m., Cd Rm C
- C. Long-Range Planning Committee, Mon., Apr. 13th & 20th, 9:30 a.m., Cd Rm C
- D. Facilities & Amenities, Mon., Apr. 20, 2:30 p.m., Cd Rm C
- E. Finance Committee-Joint Mtg with Board, Mon. Apr. 27. 9:30 a.m., Cd Rm C
- F. Regular Board Workshop, Mon., Apr. 27, 2 p.m., Cd Rm C
- G. Regular Board Meeting, Wed., Apr. 29, 2 p.m., Cd Rm C

XI. ADJOURNMENT-The meeting was adjourned at 4:07 p.m.

/jh attachments

4/13/20
Date

SUBMITTED BY:
Wendy Shea/Julie Heimlich
Wendy Shea/Julie Heimlich, Board Secretary

4/13/20
Date

APPROVED BY HGRD BOARD:
Don Misener
Don Misener, HGRD Board Chair

Hérons Glen Recreation District

TOTAL VARIANCE REPORT

Feb 29, 2020

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable / (Unfavorable)			Favorable / (Unfavorable)
ADMINISTRATION						
Operating Revenue	42,274	31,657	10,616	110,136	98,299	11,837
Operating Expenses	101,375	94,095	(7,279)	429,302	427,467	(1,835)
Operating Income	(59,101)	(62,438)	3,337	(319,165)	(329,168)	10,002
Assessment	62,438	62,438	0	329,168	329,168	0
Net Income	3,337	(0)	3,337	10,002	(0)	10,002
RESTAURANT						
Operating Revenue	155,335	151,414	3,921	593,982	570,489	23,493
Operating Expenses	159,362	152,922	(6,440)	717,257	707,264	(9,993)
Operating Income	(4,026)	(1,507)	(2,519)	(123,275)	(136,775)	13,500
Assessment	1,507	1,507	0	136,775	136,775	0
Net Income	(2,519)	0	(2,519)	13,500	0	13,500
CLUBHOUSE						
Operating Revenue	0	0	0	12,650	10,000	2,650
Operating Expenses	63,507	58,952	(4,555)	315,205	310,101	(5,104)
Operating Income	(63,507)	(58,952)	(4,555)	(302,555)	(300,101)	(2,454)
Assessment	58,952	58,952	0	300,101	300,101	0
Net Income	(4,555)	0	(4,555)	(2,454)	0	(2,454)
CLIS Dept.						
Operating Revenue	15,450	14,143	1,307	83,715	81,905	1,810
Operating Expenses	30,899	32,126	1,227	157,632	173,342	15,709
Operating Income	(15,449)	(17,983)	2,535	(73,918)	(91,436)	17,519
Assessment	17,983	17,983	0	91,436	91,436	0
Net Income	2,535	0	2,535	17,519	0	17,519
Fitness Center						
Operating Revenue	3,447	100	3,347	3,447	500	2,947
Operating Expenses	8,067	3,627	(4,440)	24,289	18,733	(5,557)
Operating Income	(4,619)	(3,527)	(1,093)	(20,842)	(18,233)	(2,609)
Assessment	3,527	3,527	0	18,233	18,233	0
Net Income	(1,093)	0	(1,093)	(2,609)	0	(2,609)
SUBTOTAL						
Total Operating Revenues	216,506	197,315	19,192	803,931	761,193	42,738
Total Assessments	144,408	144,408	0	875,714	875,714	0
Total Operating Expenses	363,209	341,722	(21,487)	1,643,686	1,636,907	(6,779)
Net Income	(2,295)	0	(2,295)	35,959	0	35,959

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable /			Favorable /
GOLF MAINTENANCE						
Operating Revenue	0	0	0	0	0	0
Operating Expenses	113,936	110,983	(2,952)	569,389	581,151	11,763
Net Income	(113,936)	(110,983)	(2,952)	(569,389)	(581,151)	11,763
PRO SHOP						
Operating Revenue	229,950	210,927	19,024	897,531	824,390	73,141
Operating Expenses	57,591	55,697	(1,894)	223,716	236,686	12,970
Net Income	172,359	155,230	17,129	673,815	587,704	86,111
ALL DEPARTMENTS						
Total Operating Revenues	446,457	408,241	38,215	1,701,462	1,585,583	115,879
Total Assessments	144,408	144,408	0	875,714	875,714	0
Total Operating Expenses	534,736	508,403	(26,333)	2,436,790	2,454,744	17,954
Net Income	56,129	44,247	11,882	140,386	6,553	133,833
From Golf Operations	58,424	44,247	14,177	104,427	6,553	97,874
From Other than Golf Operations	(2,295)	0	(2,295)	35,959	0	35,959

GOLF MEMBERSHIP STATUS
FOR MONTH ENDED FEBRUARY 2020

					AMOUNT	
		COUPLE	SINGLE	Non-Res Coup	Non-Res Sing	PAID (pre-tax)
End of Month Totals for 2019-2020						
604	Total Paid Members February 29, 2020	157	223	8	51	\$ 1,424,287
Current Year Totals 2019-2020						
604	Members Paid March 13, 2020	157	223	8	51	\$ 1,424,287
30	Range Membership March 13, 2020					\$ 8,250
18	Handicap Services March 13, 2020					\$ 360
0	Undecided March 13, 2020	0	0	0	0	\$
41	Members who did not renew March 13, 2020	6	22	0	3	\$ (89,851)
8	Members who received refunds March 13, 2020	1	4		2	(6,928.90)
Budgeted Totals						
573	Members Budgeted As of February 29, 2020					
573	Members Budgeted As of March 31, 2020					
Prior Year Comparison						
584	Members Paid for fiscal yr 2018-19 as of February 28, 2019					
585	Members Paid for fiscal yr 2018-19 as of March 31, 2019					

HGRD Board Recommendations

March 23, 2020

- 1. The Finance Committee unanimously recommends that the Board adopt the policy that the non-resident members are afforded a one-time prorated membership.**
- 2. The Finance Committee unanimously recommends that the Board contract with DLL Financial Solutions for the leasing of this year's golf maintenance equipment in an amount not to exceed \$118,737.60.**

Draft Letter for Employee Assistance

March 23, 2020

Dear Residents,

The Coronavirus is affecting us all. More specifically, the loss of business at Herons Glen has hit our hourly Food & Beverage service staff particularly hard. We appreciate all of the residents who have supported the restaurant over the past week by calling for carry-out & delivery and hope you can continue this support in the coming weeks ahead. In addition, we have received a number of inquiries asking how the residents can further help the staff.

This is the time of the year when volume is usually at its highest and our service staff can count on additional work hours as well as extra gratuities in order to pay their everyday bills. As we all know, this has come to a screeching halt. Many of our service staff members are forced to stay home with their children due to schools and daycare centers closing their doors. While some Federal assistance is being offered, there is more that we can do to provide immediate financial assistance.

In support of this, the District Board of Supervisors has approved a fundraising initiative that will allow residents to contribute money directly to our hourly HGRD employees who have lost wages/tips due to the coronavirus. Here is how you can donate:

- Deliver or send a check made out to: **HGRD** and put “F&B donation” in the Memo line as well as on the outside of the envelope. This will help us “fast track” the monies. Because immediate assistance is needed, sending or delivering a check directly to the HGRD Administration office would be preferable.
- If you are unable to contribute immediately, you can also email Lynn Garcia at lynn Garcia@hgrdnfm.com and instruct her to charge a specific dollar amount to your Member Account.

We appreciate your consideration in helping to assist our hourly F&B staff members who have been impacted by COVID-19.

**HERONS GLEN RECREATION DISTRICT
REGULAR BOARD WORKSHOP
April 27, 2020, 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	Zoom
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Board Sec. Julie Heimlich	X
Asst Sec/Treas William Kulkoski	Zoom	Residents	9

I. **CALL TO ORDER** – Chair Don Misener called the meeting to order at 2:01 p.m.

II. **BOND DISCUSSION** (Bill Reagan, Hank Fishkind, Michael Williams)

Counsel Hart reviewed Resolution 2020-23 Public Hearing approving the Non-Ad Valorem assessment roll, engineering and methodology reports. He noted that the public hearing has been set up on June 15th at 5 p.m. and notices will be mailed out to residents notifying them of the hearing. Counsel Hart stated that he filed the validation with the Courts but he has not been able to get ahold of anyone. The Court has 20 days to respond.

The Supervisors discussed the Bond with Hank Fishkind, Bill Reagan, and Mike Williams.

- Showing both 68% and 70% passed the Bond-Bill Reagan stated that he would correct it in the documentation for the Bond.
- Can residents purchase the bonds-a notice will be sent out to residents when they can buy the bonds or residents can contact Bill Reagan for the information.
- Interest rates-these cannot be confirmed until the Bonds are ready to be sold. The market is not as bad as they think it is. Bill Reagan will run a report for estimated amount they could get for the \$300 increase (\$1,594).
- Hoping to get the Bonds sold prior to November since this is an election year. This might affect the rates.
- Putting the insurance in with the Bond-Bill Reagan will look at the insurance costs.

Bill Reagan stated that they are waiting on the Covid-19 to pass. Counsel Hart stated that he needs to know the court date. Hank Fishkind stated that he will work with Bill Reagan on the next steps.

III. **ANY PROPOSED CHANGES TO MINUTES**- There were no proposed changes to the minutes for the Special Board meeting on April 1 and Special Board meeting on April 13.

IV. **GENERAL MANAGER'S REPORT**

GM Belknap reviewed the attached report.

Budget Forecast Financials-will be reviewed under the Financial reports.

Dumpster Fencing

A resolution needs to be approved not to exceed \$7,500 to install a new black chain link fence with a wind screen around the dumpster. Supervisor Young asked about the permitting issue with moving the fence closer to the street. GM Belknap stated that he would follow up with Dan Parker.

Bonuses

GM Belknap stated that he is recommending giving Spontaneous Award bonuses to a few employees that have gone over and above their normal job duties to equal \$1,600 total. (two Rangers would receive \$250, one Ranger would receive \$200, the Assistant Controller would receive \$300, and the Board Secretary would receive \$400). Supervisor Young asked GM

Belknap if he would accept the remaining money for his bonus and GM thanked the Board but declined to accept the bonus.

South Florida Water Management District and Lee County Irrigation Order

Lee County has issued an irrigation limit due to water shortages. The irrigation needs to be reduced by 15% a month. Supervisor Young asked how it is being measured. Supervisor Schwarz stated that a monthly usage report gets sent to the South Florida Water Management District. Counsel Hart noted that in the past, the District has been able to get a waiver to use more water because of the design of the system. GM Belknap stated that he would follow up with Tim Kortanek.

Stultz Project/Construction Management

Stultz is in the process of creating a contract proposal. GM Belknap should have a copy of their proposal to review with the Board at Wednesday's Board meeting.

Farmers Market

The market went really well and they had over \$2K in revenue. They ran out of bleach and gloves. GM Belknap stated that Jason gave copies of the product list to residents so they can order directly from Stan's Coffee & Food Service.

Supervisor Polvinen stated that she wanted to thank Jason Miller, GM Belknap, and the staff and Marty Shea for putting on the Jamaica Party for residents to say goodbye to the H2B staff. She asked how much was made. GM Belknap stated they had over \$1,700 in lunch sales at the Ballroom grill for the Jamaican party.

V. FINANCIAL REPORT- March 2020

Controller Garcia reviewed the attached March financial report and assumptions.

- Administration- \$386 unfavorable to budget and \$9,617 favorable YTD.
- Restaurant-\$56,150 unfavorable to budget and \$42,650 unfavorable YTD.
- Clubhouse-\$8,759 unfavorable to budget and \$11,213 unfavorable YTD.
- CLIS-\$327 unfavorable to budget and \$17,192 favorable YTD.
- Fitness Center-\$2,000 unfavorable to budget and \$4,609 unfavorable YTD.
- Golf Maintenance-\$13,490 favorable to budget and \$25,252 favorable YTD.
- Pro Shop-\$23,904 unfavorable to budget and \$62,208 favorable YTD.
- All Department - \$78,036 unfavorable to budget and \$55,797 favorable YTD.
- Golf Operations- \$10,414 unfavorable to budget and \$87,460 favorable YTD.
- Other than Golf Operations- \$67,622 unfavorable to budget and \$31,663 unfavorable YTD.
- Golf Course maintenance equipment leases-these are paid on an annual basis which is a big expense at the end of the year. These should be spread out over the whole year. Estimated \$280 over budget because of the lease.

Supervisor Young asked about the concert series revenue being down. Supervisor Schwarz stated the concert series was supposed to contribute \$5K but they only did \$4K. GM Belknap noted that the first two months in March they were operating normally but that April will be worse than March since there have been no normal operations.

The Supervisors, GM Belknap and Controller Garcia discussed the attached Covid19 Budget Forecast Summary and options for reducing the budget:

- Revenue assumptions for the first 23 days in April.
- Charges for takeout are all going into the lounge revenue.
- Revenue forecasted is at the worse-case scenario.
- When the state approves opening the restaurant, possibly opening with limited seating and using reservations.
- Staff layoffs-working with Jason on the cost to keep staff and how many employees are needed to run the restaurant for take-out orders. Jason is reviewing staff rankings. (Potential \$40K in

savings over the next 6 months). Chair Misener noted that the District cannot reduce enough staff to make up for how much they are short.

- The District is not eligible for the Payroll Protection Loan due to being a government community.
- Temporarily suspending the 10%-member discount.
- Changing the 18% gratuity.
- The District cannot subsidize employees that are laid off.
- The District cannot budget for a deficit, this would need to be taken out of the surplus at the end of the Year. GM Belknap noted that there is \$220K surplus in the Intermediate Capital Fund.
- Not planning on the H2B staff returning for next year.
- Laying off non-essential staff-possibly \$60K in savings.
- Issues with covering vacations-not allowing vacations and doing payouts for remaining days.
- Looking at cuts in other departments-reviewing every line item with Department managers.
- Having a sidewalk sale for Pro Shop merchandise and offering discounts-possibly safety issues with people touching items.
- Asking employees to take a 10% or 5% pay cut (cannot take away from employees making minimum wage). Could possibly save \$90K over the next 6 months.
- Freezing the staff-not replacing employees that leave.
- The Board discussed determining the amount of loss the District is willing to take-no amount was determined.
- Opening the restaurant on Monday's this summer.

Chair Misener stated that they need to review other line items for operational expenses.

Fred Gignac noted his concerns about giving out bonuses to some employees but then asking employees to take a pay cut. He asked about expanding the service on Monday's. GM Belknap stated they are opening on Monday's because people do not want to leave the community. They will be reviewing the costs and revenue over the next couple of Mondays.

Karen Mars noted that it is in the policy for the 18% gratuity and the Board would need to update the policy if they want to change it.

Supervisor Kulkoski suggested deferring the bonuses until next year, suspend the 10%-member discount and take a 5% cut in employee wages. The Supervisors discussed the restaurant wages and gratuities and unemployment pay.

Peter Overs stated that the restaurant and farmers market is good for the community and that they need to keep doing things for the community. He agreed that the bonuses should not be paid at this time. He suggested that GM Belknap needs to ask what the managers suggest for cuts.

Jon Edinger stated that he agrees with suspending the 10%-member discount and that they need to continue to do things for the community.

Chair Misener asked GM Belknap to work with the department managers to come up with a plan to get \$75K cuts in the budget. Supervisor Young suggested having a Special Board meeting on Wednesday, May 6th a 9 am to review GM Belknap's recommended budget cuts. The Supervisors agreed.

VI. DISTRICT COUNSEL'S REPORT

Counsel Hart reviewed:

Resolution 2020-24 2021 Board Meeting Dates

This will need to be approved at Wednesday's Board meeting. Supervisor Young asked if they need to set up additional Special Board meetings now for next year and Supervisor Polvinen

suggested they wait to set these up as needed. Counsel Hart noted they need seven days prior to post the notice.

DR Horton

Plat #32 is approved and recorded. The Surveyor found an issue that there is an easement on the conservation areas around the DR Horton property. Counsel Hart noted that the easement was not on the title report. He stated that the county wants to know how Magnolia acquired the wetlands on either side of the Mystic property so he is going to follow up and give the information to Lee County. Counsel Hart stated that DR Horton originally thought they would be selling lots in September but this might be pushed back two months.

VII. COMMITTEE REPORTS & RECOMMENDATIONS –

A. NO COMMITTEE MEETINGS

VIII. OLD BUSINESS

A. Bond/Project Updates-no updates

B. Revised Golf Committee Charter

Chair Misener reviewed the attached revised Golf Course Committee Charter. He noted that the Golf Course committee needs to continue through the golf course renovations handling design changes, change orders, and working with Ron Garl on the construction. Supervisor Young asked about management of the other projects. Chair Misener suggested that a committee be created like the Building committee with additional knowledgeable members to manage the other Bond projects and to work with Stultz. The Supervisors discussed creating a committee with a combination of members from Golf Course committee, the LRP subcommittee and the previous Building committee to oversee the other bond projects. Jon Edinger noted his concerns that the golf committee will be very busy on the golf renovations. Supervisor Young asked Peter Overs if he would want to continue on a new committee and poll the other committee members. Peter Overs stated yes and that he would check with the other sub-committee members but thinks they all would want to continue. Supervisor Young asked Peter Overs to work with the sub-committee members to create the scope for the committee.

C. Golf Course Renovation Phase II

Jon Edinger reviewed the attached costing estimates for Ron Garl to start Phase II on the golf course renovations estimated \$359K to \$400K is needed to start the next phase and explained the cost estimates. The Supervisors discussed the cost estimates.

- If this needs to go through the Bid oversight Committee-no, this is already in Ron Garl's contact.
- This amount includes Ron Garl's fees and the engineer fees.
- Ron Garl will only get paid based on actuals.
- Irrigation design contract-need information from Dave Regan (a sub-contractor will be doing the irrigation work).
- Price of the sod-this is needed for the deposit. GM Belknap will follow up with Tim Kortanek on the sod prices.
- The Board needs a payment schedule from Ron Garl.

GM Belknap stated that he would follow up with Ricky Nix to get the payment schedule and that Tim Kortanek is working on getting the pricing for the Sod. Jon Edinger stated that they are still waiting on a cost estimate from Ron Garl to move Hole #10.

D. Board Member Roles

Chair Misener stated that there is supposed to be written Board member job descriptions in the Administrative office, he needs to find them.

IX. NEW BUSINESS

A. Liaisons for committees

Supervisory Polvinen suggested leaving the Board Liaisons the same as they are now for the committees and the Supervisors agreed.

B. Selection of the 2020-2021 Committee Volunteers:

Chair Misener stated that the Board needs to select the committee members for Finance and Facilities & Amenities committees. Supervisor Schwarz suggested adding more than 7 committee members to the Finance Committee and the Supervisors discussed and agreed that the committees should remain at 7 members. The Supervisors each selected committee members:

a. Finance Committee

Chair Misener selected Ron Glasgow, Supervisor Young selected Ron Turcot, Supervisor Schwarz selected Mary Koenig, Supervisor Polvinen selected Larry Pedersen, Supervisor Kulkoski selected Tim Gies, Chair Misener selected Tom DeLache, and Supervisor Young selected Dennis Popp.

b. F&A Committee

Chair Misener selected Karen Mars, Supervisor Young selected Kathleen Duwe, Supervisor Schwarz selected Steve Lucas, Supervisor Polvinen selected Andy Edmunds, Supervisor Kulkoski selected Tiff Lauzau, Chair Misener selected Barry Hopper, and Supervisor Young selected Sandra Dresch.

C. Discuss Policies

Supervisor Schwarz explained the attached temporary policy change for the CDC Covid-19 Guidelines. Counsel Hart stated that he would have a resolution for approval at Wednesday's Board meeting for the temporary policy change.

D. Solana HOA Storage Records

Chair Misener asked if there would be storage space for Solana HOA records in the new storage building that are being stored at a resident's house and asked that when they are considering space in the new storage building to include HOA records for Solana, Meadows, and Fairways. Supervisor Schwarz stated that they need to make sure the District records are covered before expanding to include other records. Supervisor Kulkoski noted that currently a mezzanine is not included but they need to work with Stultz and management to figure out what is needed. Supervisor Young asked if the records in storage have gone through the retention process. GM Belknap stated that he would work with Controller Garcia to review the retention schedule.

Supervisor Polvinen stated that a resident asked if they could put out donation boxes for Harry Chapin Food Bank. She suggested putting the boxes in the lobby for non-perishable goods. Chair Misener stated that they need a date, time and what is needed.

Supervisor Kulkoski asked about Stultz proposed contract and if they would be combining projects. GM Belknap stated that they should have Stultz's proposed contract at Wednesday's Board meeting and combining projects is a viable option. Counsel Hart stated that Stultz will be able to have multiple development orders open for the projects that are under the straps. The Supervisors discussed:

- Having Stultz do the contractor work on a couple of the smaller projects to see how they do managing the projects and also doing the construction.
- Pool Pavers repairs and expanding the deck. Stultz needs to look at costs for replacing all the pavers or replacing the ones that need to be repaired.
- Bocce courts-the elevation needs to be higher. Stultz needs to get construction estimates.
- Adding additional projects if the District gets more money than what is needed for the current projects. Counsel Hart stated that the Board has to go by the "Plan" approved by the community and cannot add projects that are not on the "Plan". Counsel Hart stated that he would follow up with Bill Reagan on how to manage left over money from the Bond.

X. RESIDENT COMMENTS

Ron Turcot asked Controller Garcia about the letter to the Assistant Controller to hold off paying invoices until the payroll was collected and noted his concerns that they are paying invoices late. Ron Turcot suggested that the HGRD needs to start collecting monthly charges on the first of the month instead of the last of the month. The Supervisors discussed the timing for member payments. Controller Garcia stated that they have never been delinquent in paying bills. She explained that the Assistant Controller usually sends out checks to pay invoices in two-week advance of the due dates and she was only telling the Assistant Controller not to pay early this month until after the payroll was collected. Supervisor Young asked why all invoices are not paid electronically. Controller Garcia stated that most vendors do not want to pay the extra fee to accept electronic payments. Chair Misener asked if they get discounts for paying invoices early. Controller Garcia stated that they do not generally get discounts.

XI. NEXT WORKSHOP/MEETINGS

- A. Regular Board Meeting, Wed., Apr. 29, 2 p.m., Cd Rm C
- B. Finance Meeting, Mon., May 11, 9:30 a.m., Cd Rm C
- C. F&A Meeting, Mon., May 11, 2:30 p.m., Cd Rm C
- D. Regular Board Workshop, Mon., May 18, 2 p.m., Cd Rm C
- E. Regular Board Meeting, Wed., May 20, 2 p.m., Cd Rm C

XII. ADJOURNMENT

/jh attachments

5/20/20

Date

SUBMITTED BY:

Julie Heimlich

Julie Heimlich, Board Secretary

5/20/20

Date

APPROVED BY HGRD BOARD:

Don Misener

Don Misener, HGRD Board Chair



GM Board Workshop Report for April 27, 2020

J.B. Belknap

COVID-19:

This week was fairly quiet regarding COVID-19 news. We'll continue to monitor the latest CDC Guidelines and the potential relaxing of the current rules along with Florida's phased plan to reopen the economy.

Budget Implications:

Lynn and I met yesterday to work on a modified budget for the remainder of the year. I also talked with Jayne today for her guidance. Lynn and I looked at all three pieces: 1) Operations, 2) Capital and 3) Deferred Maintenance and felt all three elements were critical as we develop **Cash Preservation Strategies**. She will send you a more detailed budget but I wanted to hit the highlights.

The basis of our **Operating** assumptions, as they relate to Revenue in **F&B and Pro shop** nonmember play, were based off sales in the first 23 days in April and the corresponding % drop in sales compared to Budget. (Note, the restaurant sold 165 Take Out dinners last night.)

The following assumptions were used in F&B and Pro shop through the end of the FY:

- **F&B:** The hourly service staff was subsidized for a total of 6 weeks (3-pay periods: March 8th-April 18th) The total subsidy amounted to \$34k with \$24k coming from resident donations. The subsidy ended April 19th and the H-2B workers last day is tomorrow.
- **F&B:** Assume "Carry Out Only" through Sept. with NO food or bar sales in "Dining room" or "Banquets"
- **F&B:** 40% reduction in "Lounge" food sales & 98% reduction in bar sales. 50% Cost of Sales across the board. Reduced expenses based on Jason's new summer scheduling and other line items no longer required such as Entertainment, advertising, etc.
- **Pro shop:** Budgeted NO Public play & 70% reduction in Member Guests through Sept. resulting in \$65k unfavourability for Public play, MG and Resident nonmember fees.
- **Golf Course Maintenance:** Tim and I will be in contact this weekend and on Monday morning to discuss possible cuts prior to Monday's meeting.

We tried to develop a "worst-case" scenario revenue budget based on COVID restrictions staying in place through September. In all, from a total Operational standpoint, we anticipate to be **\$119k** unfavorable to the F&B budget and Overall **\$100k-\$140k** unfavorable compared to our original O&M budget.

We've also calculated how much money could be saved if staff cuts in F&B or the Pro shop would be necessary. A monthly dollar amount has been assigned to each person in a certain position to determine how much each position will cost HG on a monthly basis. For example, Server "X" costs us \$1,000 per month in payroll thereby savings us \$5k for the next 5 months.

We also identified various **Capital and Deferred Maintenance** projects that could be delayed beyond this FY or encompassed in the Bond.

- **Capital** items earmarked for this FY that could be deferred include: Lobby refurbishment; new Hot Box; Air Handlers for Pro shop; etc. Delaying these Capital project will conserve **\$70K** in cash.
- **Deferred Maintenance** items earmarked for this FY that could be postponed or encompassed in the Bond include: Restaurant carpet replacement; Swimming pool restroom renovation; re-carpeting card rooms; main lobby flooring, etc. Delaying these projects would conserve **\$95k** in cash.

By incorporating the cash savings of delaying projects and keeping that money in our bank accounts, the operating loss could be offset and net cash flow would remain neutral.



GM Board Workshop Report for April 27, 2020

J.B. Belknap

Fencing Replacement: The fencing that surrounds the back dumpsters is in disrepair to the point where Dan will be taking it down due to safety concerns. From the background that I've received from both Dan and Lynn, the fencing project had been on the capital budget since FY 2012 and a total of \$9,600 had been collected up until 2018. Dan has received a quote, not to exceed \$7,500, for a black chain linked fence & windscreen engineered to take the required wind load. We would like a resolution to proceed with the installation.

Farmers Market: Saturday went exceptionally well with over \$2k in revenue. We also did over \$1,700 in lunch sales at the Ballroom grill as the residents said goodbye to our H-2B staff.

Respectfully submitted,

J.B.

Herons Glen Recreation District						
TOTAL VARIANCE REPORT						
Mar 31, 2020						
DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable / (Unfavorable)			Favorable / (Unfavorable)
ADMINISTRATION						
Operating Revenue	19,922	20,535	(613)	130,058	118,834	11,225
Operating Expenses	81,450	81,676	227	510,751	509,143	(1,608)
Operating Income	(61,528)	(61,142)	(386)	(380,693)	(390,310)	9,617
Assessment	61,142	61,142	0	390,310	390,310	0
Net Income	(386)	0	(386)	9,617	(0)	9,617
RESTAURANT						
Operating Revenue	111,254	192,455	(81,201)	705,236	762,944	(57,708)
Operating Expenses	151,228	176,279	25,051	868,485	883,544	15,058
Operating Income	(39,974)	16,176	(56,150)	(163,249)	(120,599)	(42,650)
Assessment	(16,176)	(16,176)	0	120,599	120,599	0
Net Income	(56,150)	(0)	(56,150)	(42,650)	0	(42,650)
CLUBHOUSE						
Operating Revenue	0	0	0	12,650	10,000	2,650
Operating Expenses	66,018	57,259	(8,759)	381,223	367,360	(13,863)
Operating Income	(66,018)	(57,259)	(8,759)	(368,573)	(357,360)	(11,213)
Assessment	57,259	57,259	0	357,360	357,360	0
Net Income	(8,759)	0	(8,759)	(11,213)	0	(11,213)
CLIS Dept.						
Operating Revenue	14,431	14,557	(127)	98,145	96,463	1,683
Operating Expenses	33,609	33,409	(200)	191,241	206,750	15,509
Operating Income	(19,178)	(18,851)	(327)	(93,096)	(110,288)	17,192
Assessment	18,851	18,851	0	110,288	110,288	0
Net Income	(327)	0	(327)	17,192	0	17,192
Fitness Center						
Operating Revenue	0	100	(100)	3,447	600	2,847
Operating Expenses	5,223	3,323	(1,900)	29,512	22,056	(7,456)
Operating Income	(5,223)	(3,223)	(2,000)	(26,065)	(21,456)	(4,609)
Assessment	3,223	3,223	0	21,456	21,456	0
Net Income	(2,000)	0	(2,000)	(4,609)	0	(4,609)
SUBTOTAL						
Total Operating Revenues	145,607	227,647	(82,041)	949,537	988,841	(39,303)
Total Assessments	124,299	124,299	0	1,000,012	1,000,012	0
Total Operating Expenses	337,527	351,946	14,419	1,981,213	1,988,853	7,640
Net Income	(67,622)	0	(67,622)	(31,663)	0	(31,663)

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable /			Favorable /
GOLF MAINTENANCE						
Operating Revenue	0	0	0	0	0	0
Operating Expenses	92,119	105,608	13,490	661,507	686,760	25,252
Net Income	(92,119)	(105,608)	13,490	(661,507)	(686,760)	25,252
PRO SHOP						
Operating Revenue	183,141	216,323	(33,182)	1,080,673	1,040,713	39,959
Operating Expenses	37,789	47,067	9,278	261,505	283,754	22,248
Net Income	145,352	169,256	(23,904)	819,167	756,960	62,208
ALL DEPARTMENTS						
Total Operating Revenues	328,748	443,971	(115,223)	2,030,210	2,029,554	656
Total Assessments	124,299	124,299	0	1,000,012	1,000,012	0
Total Operating Expenses	467,435	504,622	37,187	2,904,225	2,959,366	55,141
Net Income	(14,388)	63,647	(78,036)	125,997	70,200	55,797
From Golf Operations	53,233	63,647	(10,414)	157,660	70,200	87,460
From Other than Golf Operations	(67,622)	0	(67,622)	(31,663)	0	(31,663)

GOLF MEMBERSHIP STATUS
FOR MONTH ENDED MARCH 2020

					AMOUNT	
					Non-Res	Non-Res
					Coup	Sing
					PAID (pre-tax)	
End of Month Totals for 2019-2020						
603	Total Paid Members	157	222	8	51	\$ 1,421,784
	March 31, 2020					
Current Year Totals 2019-2020						
602	Members Paid	157	221	8	51	\$ 1,419,281
	April 15, 2020					
30	Range Membership					\$ 8,250
	April 15, 2020					
18	Handicap Services					\$ 360
	April 15, 2020					
0	Undecided	0	0	0	0	\$
	April 15, 2020					
41	Members who did not renew	6	22	0	3	\$ (89,851)
	April 15, 2020					
9	Members who received refunds	1	5		2	(21,058.70)
	April 15, 2020					
Budgeted Totals						
573	Members Budgeted					
	As of March 31, 2020					
573	Members Budgeted					
	As of April 30, 2020					
Prior Year Comparison						
585	Members Paid for fiscal yr 2018-19					
	as of March 31, 2019					
585	Members Paid for fiscal yr 2018-19					
	as of April 30, 2019					

Hérons Glen Recreation District
COVID19 Budget Forecast Summary
Actuals 10/01/19 - 03/31/20
Forecast 04/01/20 - 09/30/20

Operations	REVENUE		EXPENSES		NET INCOME/LOSS	
	Revenue - COVID19 Budget Forecast	Revenue - Budget	Variance	Expenses - COVID19 Budget Forecast	Expenses - Budget	Variance
00-Admin	917,624	906,399	11,225	908,007	906,399	(1,608)
10-Restaurant	1,101,882	1,452,119	(350,237)	1,221,340	1,452,119	230,779
70-Clubhse	722,334	719,684	2,650	733,546	719,384	(13,862)
76-CLIS	410,155	408,472	1,683	392,963	408,472	15,509
77-Fitness	46,501	43,654	2,847	51,110	43,654	(7,456)
Other Than Golf Subtotals	\$ 3,198,496	\$ 3,530,328	\$ (331,832)	\$ 3,306,966	\$ 3,530,328	\$ 223,362
30-GCM	-	-	-	1,409,066	1,365,642	(43,424)
60-Pro Shop	1,846,487	1,860,782	(14,295)	454,081	495,140	41,059
Golf Operations Subtotal	\$ 1,846,487	\$ 1,860,782	\$ (14,295)	\$ 1,863,148	\$ 1,860,782	\$ (2,366)
All Departments	\$ 5,044,983	\$ 5,391,110	\$ (346,127)	\$ 5,170,114	\$ 5,391,110	\$ 220,996
Capital & Deferred Maintenance						
Capital Projects						
Deferred Maint. Projects						
Capital & Deferred Maintenance						
Net Cash Flow Savings						

Capital & Deferred Maintenance	EXPENSES		NET INCLUDING RESERVE ADJ	
	Expenses - COVID19 Budget Forecast	2020 Budget	Capital & Deferred Savings Forecast	
Capital Projects	49,980	119,340	69,360	
Deferred Maint. Projects	206,026	301,246	95,220	
Capital & Deferred Maintenance				
Net Cash Flow Savings				

**Hérons Glen Recreation District
COVID19 Budget Assumptions/Variations**

RESTAURANT	+/- Δ	% Δ	ASSUMPTIONS
ASSUME CARRYOUT ONLY THROUGH SEP			
REVENUE			
FOOD SALES-DINING ROOM	(103,877)	-36.35%	Complete reduction in revenue - carryout only
BEVERAGE SALES-DINING ROOM	(26,240)	-33.78%	Complete reduction in revenue - carryout only
FOOD SALES - LOUNGE	(48,164)	-15.21%	40% reduction in revenue based on actuals through 04/24/2020
BEVERAGE REVENUE - LOUNGE	(79,933)	-38.46%	98% reduction in revenue based on actuals through 04/24/2020
BANQUET FOOD-RESIDENTS	(29,686)	-25.00%	Complete reduction in revenue - carryout only
BANQUET BEVERAGES-RESIDENTS	(4,629)	-18.80%	Complete reduction in revenue - carryout only
EXPENSES			
COS, FOOD	73,766	-21.94%	50% COS Based on costing out and discounted pricing of the types of food being sold
COS, BEVERAGE	27,293	-33.78%	50% COS Based on budgeted COS plus an additional 25% discount being given to promote sales
PAYROLL, KITCHEN	17,497	-6.35%	Based on Jason's revised COVID19 initial schedule
PAYROLL, KITCHEN, OT	1,496	-19.60%	Based on Jason's revised COVID19 initial schedule
PAYROLL, SERVICE	25,613	-13.01%	Based on Jason's revised COVID19 initial schedule
PAYROLL, SERVICE, OT	300	-16.07%	Based on Jason's revised COVID19 initial schedule
PAYROLL TAXES & FEES	14,634	-13.99%	Based on Jason's revised COVID19 initial schedule
H-2B Additional Expenses	5,919	-15.21%	No more advertising costs for the H-2B program
ADVERTISING	4,600	-96.99%	No wedding or staff advertising needed
CONTINUING EDUCATION	120	-16.11%	Nat'l Restaurant Assoc. Conference in May going to be cancelled
DISHES & GLASSWARE	4,000	-61.28%	Defer spending till further notice
Entertainment-Dining Room	1,220	-25.82%	Dining not expected to be open due to COVID19
ENTERTAINMENT LOUNGE	9,550	-53.13%	No entertainment due to COVID19
ENTERTAINMENT/DECORATIONS	2,325	-46.53%	No entertainment due to COVID19
GRATIS FOOD/BEV	954	-48.05%	No snacks due to COVID19
LINEN	3,629	-18.74%	Restaurant closed - no table cloths or napkins
MEMBER REWARDS-FOOD	10,288	-21.11%	Based on 100% resident sales due to not allowing the public in
MEMBER REWARDS-BEVERAGE	9,332	-35.74%	Based on 100% resident sales due to not allowing the public in
SUPPLIES	2,011	-10.29%	Dining room closed
TRAVEL	1,175	-66.27%	Nat'l Restaurant Assoc. Conference in May going to be cancelled

GOLF COURSE MAINTENANCE

EXPENSES		
IRRIGATION	(9,660)	47.03% Timing Issue-FY20 Budget \$27,832
LEASE	(59,017)	70.45% Timing Issue-FY20 Budget \$129,629*
*Auditors instructed us to expense all prepaid annual leases in the fiscal year they were paid in after we did the budget (\$13,160 of this is due to the auditors changing how we expense the annual lease payments in the same fiscal year they are paid in)		

**Hérons Glen Recreation District
COVID19 Budget Assumptions/Variations**

PRO SHOP		
REVENUE		
MEMBERSHIP FEES		
ANNUAL RANGE & HANDICAP MEMBERSHIP		
Member Guest Fees	35,851	2.60% Increased based on current membership
Public Play Fees	834	10.21% Increased based on current membership
Resident Non-Member Fees	(16,453)	-14.16% 70% reduction in revenue
RANGE FEES	(42,904)	-31.71% Decreased based on NO Public Play
PRO SHOP, MDSE	(6,834)	-4.52% 20% reduction in revenue
PRO SHOP, LESSONS - GOLF PRO	(691)	-12.99% 50% reduction in revenue
PRO SHOP, LESSONS - ASST. GOLF PRO	(18,924)	-20.91% 50% reduction in revenue
PRO SHOP, GRIPS	(760)	-43.06% Due to CDC Guidelines
PRO SHOP, FOOD & BEVERAGE	(190)	-63.33% Due to CDC Guidelines
Pro shop, club rental	(1,749)	-44.86% Pro Shop Closed
MISCELLANEOUS OTHER INCOME	(1,829)	-40.13% Pro Shop Closed
EXPENSE	(205)	-23.70% Pro Shop Closed
	(400)	-10.60% Pro Shop Closed
COS, PRO SHOP, GRIPS	979	42.90% Based on revenue reduction at 56% COS
COS, PRO SHOP, MDSE	13,247	20.92% Based on revenue reduction at 70% COS
COS, PRO SHOP, FOOD&BEVERAGE	1,189	37.47% Based on revenue reduction at 65% COS
PAYROLL, O.T.	312	-26.53% Due to COVID19
PAYROLL GOLF LESSONS	950	-48.97% Due to CDC Guidelines
PAYROLL TAXES & FEES	2,133	-6.45% Based on payroll adjustments
TOTAL REVENUE ADJUSTMENTS	(346,782)	
TOTAL EXPENSES ADJUSTMENTS	165,854	
TOTAL ADJUSTMENTS	<u>(180,928)</u>	

Herons Glen Recreation District																
00 - Admin - COVID19 Budget Forecast																
Income	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	6 Mo Actual + 6 Mo COVID19	6 Mo Actual + 6 Mo Budget	+/- Δ	% Δ
	Actual	Actual	Actual	Actual	Actual	Actual	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Total	Total		
ASSESSMENTS, BASE	81,883	78,158	89,081	57,808	62,438	61,142	55,765	54,897	58,921	51,205	59,288	62,930	733,317	733,317	(0)	(0)
CONCERT SERIES REVENUE	0	0	0	23,154	24,662	10,031	0	0	0	0	0	0	57,847	57,847	0	0
HOA ACCOUNTING INCOME	1,323	1,323	1,323	1,323	1,323	1,323	1,323	1,323	1,323	1,323	1,323	1,323	15,870	15,870	0	0
INTEREST INCOME	5,130	5,913	5,859	5,474	5,260	3,962	3,000	3,000	3,000	3,000	3,000	3,000	49,598	49,598	0	0
LATE FEE/MEMBER INTEREST	889	384	532	938	549	0	1,000	400	400	1,000	350	350	6,791	6,791	0	0
MISCELLANEOUS OTHER INCOME	4,209	2,295	4,200	3,597	10,480	4,606	4,713	5,000	3,200	5,500	3,200	3,200	54,201	54,201	0	0
TOTAL Income	73,232	88,072	80,994	82,294	104,712	81,064	65,801	64,819	66,843	62,028	67,162	70,803	917,624	899,035	18,588	2.07%
Gross Profit Margin	73,232	88,072	80,994	82,294	104,712	81,064	65,801	64,819	66,843	62,028	67,162	70,803	917,624	899,035	18,588	2.07%
Expenses																
PAYROLL	31,196	30,114	36,280	31,753	32,156	31,700	31,481	32,333	31,481	32,333	32,546	34,416	387,769	387,769	0	0.00%
PAYROLL, O.T.	99	97	64	118	93	37	0	0	0	0	0	0	508	508	0	0.00%
PAYROLL TAXES & FEES	4,380	4,197	4,790	5,776	4,257	4,587	4,385	4,496	4,385	4,496	4,524	4,768	55,040	55,040	0	0.00%
PAYROLL BENEFITS	5,972	4,864	4,763	6,296	5,263	5,328	4,410	5,785	4,410	4,410	4,410	4,410	60,318	60,318	0	0.00%
CONCERT SERIES EXPENSES	0	683	250	21,152	20,925	10,825	0	0	0	0	0	0	53,835	53,835	0	0.00%
AED TRAINING & SUPPLIES	0	4,070	0	141	0	0	25	25	25	25	650	25	4,986	4,986	0	0.00%
COMPLIMENTARY MEALS	85	110	75	131	94	115	175	150	150	150	150	150	1,536	1,536	0	0.00%
COMPUTER SUPPORT	4,491	4,474	4,474	4,474	4,574	5,789	5,575	5,575	6,075	5,575	6,321	5,575	62,969	62,969	0	0.00%
Contingency	0	18,634	0	0	0	0	0	0	0	0	0	0	18,634	18,634	0	0.00%
CONTINUING EDUCATION	1,700	0	75	170	75	0	90	90	90	300	90	90	2,770	2,770	0	0.00%
DUES & SUBSCRIPTIONS	450	35	450	135	35	1,068	739	305	540	30	30	30	3,847	3,847	0	0.00%
ELECTRIC (ALLOCATION)	1,305	1,353	1,426	1,379	1,709	1,473	1,483	1,421	1,515	1,572	1,550	1,521	17,707	17,707	0	0.00%
EMPLOYEE APPRECIATION	0	763	4,118	0	262	0	50	50	50	50	1,050	250	6,843	6,843	0	0.00%
GRATIS FOOD/BEV	0	200	0	11	84	0	50	175	50	50	50	50	720	720	0	0.00%
INSURANCE (ALLOCATION)	2,096	2,096	2,096	2,096	2,096	2,096	2,181	2,181	2,181	2,181	2,181	2,181	25,865	25,865	0	0.00%
LICENSES & TAXES	0	1,243	56	0	0	0	109	0	0	0	0	0	1,408	1,408	0	0.00%
BANK CHARGES	627	1,059	1,482	2,101	3,154	3,620	3,500	2,500	2,000	1,000	500	1,000	22,543	22,543	0	0.00%
OFFICE EQUIPMENT	1,169	2,279	2,668	1,195	1,173	2,447	1,202	1,202	2,488	1,202	1,202	2,488	20,717	20,717	0	0.00%
OFFICE SUPPLIES	392	1,427	772	732	730	202	750	750	750	750	750	750	8,755	8,755	0	0.00%
POSTAGE	0	1,005	506	500	500	15	500	500	500	500	500	500	5,526	5,526	0	0.00%
PROFESSIONAL FEES	6,283	8,146	23,736	10,420	23,731	11,689	6,558	6,558	9,158	6,558	10,118	12,058	136,015	136,015	0	0.00%
HGRD SOCIAL EVENTS / MEMBER RELATIONS	0	0	520	0	0	0	2,000	0	500	0	0	0	3,020	3,020	0	0.00%
SERVICE CONTRACTS	35	0	0	0	0	0	0	0	0	0	0	0	35	35	0	0.00%
TELEPHONE (ALLOCATION)	364	348	348	348	348	348	400	400	400	400	400	400	4,505	4,505	0	0.00%
TRAVEL	1,769	0	0	71	0	0	45	45	0	350	45	45	2,370	2,370	0	0.00%
WATER (ALLOCATION)	66	99	94	111	116	110	92	78	95	95	95	85	1,148	1,148	0	0.00%

00 - Admin - COVID19 Budget Forecast		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	6 Mo Actual + 6 Mo COVID19		6 Mo Actual + 6 Mo Budget			
Income	Actual					Actual	Actual	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Total		Total		+/- Δ	% Δ
TOTAL Expenses	62,479	87,295	89,042	89,111	101,375	81,450	65,801	64,619	66,843	62,028	67,162	70,803	908,007	908,007	908,007	908,007	0	0.00%	
Net Income/(Loss)	10,754	776	(8,048)	3,184	3,337	(388)	(0)	0	0	0	0	0	0	9,617	(8,972)	18,588	####		

Heron's Glen Recreation District															
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	6 Mo Actual + 6 Mo COVID19	6 Mo Actual + 6 Mo Budget	
Income	Actual	Actual	Actual	Actual	Actual	Actual	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Total	Total	% Δ
ASSESSMENTS, BASE	56,214	32,701	31,135	15,219	1,507	(16,176)	22,702	28,912	32,343	40,544	36,660	40,108	322,769	322,769	0
FOOD SALES-DINING ROOM	17,066	35,870	28,692	34,093	42,130	24,017	0	0	0	0	0	0	181,869	285,746	-36.35%
BEVERAGE SALES-DINING ROOM	6,281	8,372	7,612	10,138	12,793	6,247	0	0	0	0	0	0	51,444	77,684	-33.78%
FOOD SALES - LOUNGE	23,848	31,114	24,205	37,718	40,939	38,385	21,100	13,197	11,523	9,453	7,402	9,572	268,454	316,618	-15.21%
BEVERAGE REVENUE - LOUNGE	18,939	23,229	18,519	23,760	26,738	15,083	448	305	240	207	193	238	127,900	207,833	-38.46%
BANQUET FOOD-RESIDENTS	8,038	13,988	12,011	22,002	25,141	7,856	0	0	0	0	0	0	89,035	118,721	-25.00%
BANQUET BEVERAGES-RESIDENTS	1,376	2,509	4,825	3,053	7,356	871	0	0	0	0	0	0	19,989	24,618	-18.80%
BANQUET FOOD-OUTSIDE	1,729	743	8,513	8,394	238	1,616	0	0	0	0	0	0	21,232	21,232	0
BANQUET BEVERAGE-OUTSIDE	0	0	534	851	0	0	0	0	0	0	0	0	1,386	1,386	0
BANQUET OTHER REVENUE	0	0	625	0	0	128	0	0	0	0	0	0	753	753	0
COVID-19 SUBSIDY - FUNDRAISER	0	0	0	0	0	17,051	0	0	0	0	0	0	17,051	17,051	0
TOTAL Income	133,490	148,527	136,671	155,227	156,842	96,078	44,249	43,414	44,106	50,204	44,155	49,920	1,101,882	1,394,411	-20.98%
Cost of Revenues						COS % Food	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%			
						COS % Bev	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%			
COS, FOOD	22,267	36,375	35,670	45,985	49,729	36,247	10,550	6,598	5,761	4,726	3,701	4,786	262,395	336,161	-21.94%
															50% COS Based on costing out and discounted pricing of the types of food being sold
COS, BEVERAGE	7,003	9,298	8,830	9,903	11,543	6,103	224	153	120	104	97	119	53,495	80,788	-33.78%
															50% COS Based on budgeted COS plus an additional 25% discount being given to promote sales
TOTAL Cost of Revenues	29,270	45,672	44,499	55,888	61,272	42,350	10,774	6,751	5,881	4,830	3,798	4,905	315,891	416,949	24.24%
Gross Profit Margin	104,220	102,854	92,172	99,340	95,570	52,728	33,476	36,663	38,224	45,374	40,357	45,015	785,992	877,462	-19.59%
Expenses															
PAYROLL, KITCHEN	20,386	26,677	27,181	28,561	26,061	27,156	17,037	17,037	17,037	17,037	17,037	17,037	258,247	275,745	-6.35%
PAYROLL, KITCHEN, OT	259	1,072	620	1,427	1,649	1,108	0	0	0	0	0	0	6,134	7,630	-19.60%
PAYROLL, SERVICE	14,606	19,560	19,683	22,373	20,936	16,280	9,635	9,635	9,635	9,635	9,635	9,635	171,227	196,840	-13.01%
															Based on Jason's revised COVID19 initial schedule
															Based on Jason's revised COVID19 initial schedule
															Based on Jason's revised COVID19 initial schedule

10 - Restaurant - COVID19 Budget Forecast														6 Mo Actual + 6 Mo Budget			
Income	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP		6 Mo Actual + 6 Mo Budget			
	Actual	Actual	Actual	Actual	Actual	Actual	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Budget 2020		Total	+/- Δ	% Δ	
SERVICE CONTRACTS	1,218	1,825	474	1,709	1,048	295	2,452	1,058	291	1,684	291	406		12,728	12,728	0	0.00%
Small Equipment-Kitchen	147	0	0	0	0	0	75	75	75	75	75	75		597	597	0	0.00%
SUPPLIES	1,686	2,359	1,735	2,516	2,024	2,504	1,531	632	632	632	632	632		17,526	19,538	2,011	-10.29%
TELEPHONE (ALLOCATION)	140	170	170	170	170	170	140	140	140	140	140	140		1,830	1,830	0	0.00%
TRAVEL	448	0	0	0	0	0	25	25	25	25	25	25		598	1,773	1,175	-66.27%
UNIFORM	0	339	53	573	0	263	250	250	250	250	250	250		2,728	2,728	0	0.00%
WATER (ALLOCATION)	659	990	943	1,111	1,163	1,099	824	593	410	480	633	549		9,532	9,532	0	0.00%
TOTAL Expenses	75,329	101,415	102,751	103,072	98,089	108,378	58,046	55,774	50,728	51,107	49,945	50,316		905,449	1,020,112	114,663	-11.24%
Net Income/(Loss)	28,881	1,440	(10,579)	(3,732)	(2,519)	(56,150)	(24,570)	(19,111)	(12,504)	(5,733)	(9,588)	(5,301)		(119,457)	(42,650)	(76,807)	180.09%

Dining room closed

Nat'l Restaurant Assoc. Conference in May going to be cancelled

70 - Clubhouse,Pool,Spa - COVID19 Budget Forecast		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	6 Mo Actual + 6 Mo COVID19		6 Mo Actual + 6 Mo Budget	
Income	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget 2020	Budget 2021	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Total		Total	% Δ
WATER (ALLOCATION)	1,460	2,580	1,136	950	1,281	1,935	1,254	1,254	1,092	1,251	1,251	1,251	1,251	16,693		16,693	0 0.00%
EFFLUENT WATER	1,389	897	1,017	5	1,037	921	2,747	1,783	3,298	1,783	1,700	1,034	742	16,570		16,570	0 0.00%
TOTAL Expenses	49,906	74,104	64,922	62,766	63,507	66,018	83,115	80,802	58,887	60,802	55,546	56,874	57,499	733,546		733,546	0 0.00%
Net Income/(Loss)	20,118	(8,107)	(6,206)	(3,704)	(4,555)	(8,759)	0	0	0	0	0	0	0	(11,213)		(11,213)	0 0.00%

Herons Glen Recreation District															
76 - CLIS - COVID19 Budget Forecast															
Income	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	6 Mo Actual + 8 Mo COVID19		6 Mo Actual + 8 Mo Budget
	Actual	Actual	Actual	Actual	Actual	Actual	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Budget 2020	Total	Total	+/- Δ % Δ
ASSESSMENTS- BASE	16,555	16,931	18,292	21,874	17,983	18,851	18,713	19,021	17,692	18,183	21,478	18,497	223,872	223,872	0 0.00%
CLIS Income	21,742	15,487	14,832	14,235	13,726	14,141	14,280	14,375	14,398	14,438	14,119	14,026	179,600	179,600	0 0.00%
MISCELLANEOUS OTHER INCOME	0	1,032	629	508	1,724	290	417	417	417	417	417	417	6,683	6,683	0 0.00%
TOTAL Income	38,297	33,450	33,553	36,417	33,434	33,282	33,409	33,813	32,507	33,039	36,014	32,941	410,155	410,155	0 0.00%
Gross Profit Margin	38,297	33,450	33,553	36,417	33,434	33,282	33,409	33,813	32,507	33,039	36,014	32,941	410,155	410,155	0 0.00%
Expenses															
PAYROLL	13,248	15,541	15,587	15,587	14,944	17,540	17,322	17,780	17,436	17,896	19,089	17,632	199,612	199,612	0 0.00%
PAYROLL, O.T.	1,182	713	670	903	995	1,424	572	572	572	572	572	572	9,320	9,320	0 0.00%
PAYROLL TAXES & FEES	1,877	2,210	2,458	2,752	2,505	2,694	2,343	2,455	2,342	2,414	2,571	2,379	29,001	29,001	0 0.00%
PAYROLL BENEFITS	1,068	1,069	1,069	1,078	1,078	1,078	1,653	1,653	1,653	1,653	1,653	1,653	16,357	16,357	0 0.00%
COMPUTER SUPPORT	0	0	0	1,750	0	0	0	0	0	0	0	0	1,750	1,750	0 0.00%
CONTINUING EDUCATION	0	0	0	0	0	0	0	200	0	0	290	0	490	490	0 0.00%
DUES & SUBSCRIPTIONS	406	0	0	0	0	0	0	0	0	0	0	0	406	406	0 0.00%
ELECTRIC (ALLOCATION)	2,795	2,584	2,888	2,270	2,744	2,982	2,825	2,869	2,869	2,869	2,869	2,869	33,434	33,434	0 0.00%
GASOLINE	121	110	156	108	10	24	140	176	176	176	176	176	1,548	1,548	0 0.00%
INSURANCE (ALLOCATION)	1,459	1,459	1,459	1,459	1,459	1,459	1,519	1,519	1,519	1,519	1,519	1,519	17,868	17,868	0 0.00%
LEASE	5,065	0	0	0	0	0	0	0	0	0	0	0	5,065	5,065	0 0.00%
MAINTENANCE & REPAIRS	0	0	0	0	0	0	150	150	150	150	150	150	900	900	0 0.00%
PARTS & SUPPLIES	4,681	3,429	5,399	5,398	5,564	4,500	4,301	4,301	4,301	4,301	4,301	4,301	54,777	54,777	0 0.00%
OFFICE SUPPLIES	0	0	0	0	0	0	50	50	50	50	50	50	300	300	0 0.00%
PUMP MAINTENANCE	674	674	674	674	674	674	1,451	651	651	651	1,451	651	9,550	9,550	0 0.00%
SEED, SOD, SAND	0	0	0	627	0	0	33	33	33	33	33	33	827	827	0 0.00%
SMALL TOOLS	0	188	0	0	0	222	100	100	100	100	100	100	990	990	0 0.00%
TELEPHONE (ALLOCATION)	57	78	78	78	78	78	57	57	57	57	57	57	787	787	0 0.00%
TRAVEL	0	8	0	0	0	0	25	25	25	25	525	25	658	658	0 0.00%
UNIFORM	(322)	143	225	145	221	258	300	500	300	300	300	300	2,669	2,669	0 0.00%
WATER (ALLOCATION)	26	22	22	22	26	26	19	23	23	23	23	23	279	279	0 0.00%
Effluent Water	500	800	600	750	800	650	550	700	250	250	275	450	6,375	6,375	0 0.00%
TOTAL Expenses	32,838	29,008	31,286	33,601	30,899	33,609	33,409	33,813	32,507	33,039	36,014	32,940	392,963	392,963	0 0.00%
Net Income/(Loss)	5,460	4,441	2,267	2,816	2,535	(327)	0	0	0	0	0	0	17,192	17,192	0 0.00%

Herons Glen Recreation District															
77 - Fitness Center - COVID19 Budget Forecast	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	6 Mo Actual + 6 Mo COVID19	6 Mo Actual + 6 Mo Budget	
Income	Actual	Actual	Actual	Actual	Actual	Actual	Budget 2020	Budget 2021	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Total	Total	% Δ
ASSESSMENTS, BASE	4,438	3,375	3,214	3,679	3,527	3,223	3,749	2,946	3,097	3,577	4,495	3,133	42,454	42,454	0 0.00%
LEASE, RETAIL	0	0	0	0	0	0	100	100	100	100	100	100	600	600	0 0.00%
MISCELLANEOUS OTHER	0	0	0	0	3,447	0	0	0	0	0	0	0	3,447	3,447	0 0.00%
TOTAL Income	4,438	3,375	3,214	3,679	6,974	3,223	3,849	3,046	3,197	3,677	4,595	3,233	46,501	46,501	0 0.00%
Gross Profit Margin	4,438	3,375	3,214	3,679	6,974	3,223	3,849	3,046	3,197	3,677	4,595	3,233	46,501	46,501	0 0.00%
Expenses															
CLEANING SUPPLIES	333	854	593	294	919	858	800	500	500	500	500	500	7,150	7,150	0 0.00%
ELECTRIC (ALLOCATION)	131	131	131	131	131	47	783	745	896	1,001	983	932	6,043	6,043	0 0.00%
FITNESS CENTER MAINTENANCE	487	998	1,759	2,203	5,147	2,742	75	75	75	75	425	75	14,137	14,137	0 0.00%
INSURANCE (ALLOCATION)	329	329	329	329	329	408	408	408	408	408	408	408	4,502	4,502	0 0.00%
LEASE	520	260	260	260	260	260	304	304	304	304	304	304	3,643	3,643	0 0.00%
RENTAL	478	478	478	230	0	0	0	0	0	0	0	0	1,664	1,664	0 0.00%
SERVICE CONTRACTS	892	824	824	1,034	1,209	824	1,199	824	824	1,199	1,785	824	12,262	12,262	0 0.00%
TELEPHONE (ALLOCATION)	0	19	19	19	19	19	30	30	30	30	30	30	276	276	0 0.00%
WATER (ALLOCATION)	63	88	66	50	53	64	250	160	160	160	160	160	1,434	1,434	0 0.00%
TOTAL Expenses	3,233	3,981	4,459	4,550	8,067	5,223	3,849	3,046	3,197	3,677	4,595	3,233	51,110	51,110	0 0.00%
Net Income/(Loss)	1,205	(606)	(1,245)	(871)	(1,093)	(2,000)	0	0	0	0	0	0	(4,609)	(4,609)	0 0.00%

2019-2020 Capital Budget Vs Actual Review					
Capital Carryover from 2018-19 Budget Yr	\$ 1,455,167				
To Be Collected in this FY	426,620				
Accumulated Interest on Capital Funds	13,205				
	\$ 1,894,992				
	Carryfwd from 18-19	2020 Budget	Spent through 03/31/20	Planned expenditures before FYE	Details
Fitness Center Architect (Community Master Plan Consultant)	\$1,252	\$0	\$0	\$1,252	
Parking Lot Lighting - Outdoor Post Lights	-	10,200	-	10,200	
Turbidity Barrier - driving range south side	13,000	-	-	13,000	
Ballroom Stage Curtains	-	12,240	-	12,240	rolling over to next yr
Curtains & Shades	5,000	-	-	5,000	
Coolers - Lounge	7,500	-	-	7,500	
Steamer (US Food)	17,000	-	18,865	(1,865)	
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	5,500	-	-	5,500	
Oven-Dutch Alto Sham	5,300	-	-	5,300	
Hot Box for Banquet Dinner	-	6,120	-	6,120	rolling over to next yr
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	rolling over to next yr
Air Handler Admin - Large	-	14,280	-	14,280	
Tables (20 total tables between CR A, B & C)	5,000	-	-	5,000	
Additional Restroom at Tennis/Bocce/Shuffleboard	(1,693)	-	611	(2,304)	
Lobby Refurbishment	-	25,500	-	25,500	rolling into bond project
Website Redesign	(7,000)	20,400	-	13,400	
Bocce Covering	50,000	-	-	50,000	
	\$ 257,859	\$ 119,340			
Items not in original budget but approved by Board:					
Tilt Skillet from FY17 LRP Budget not shown in bal fwd	10,400	-	14,507	-	
Storage Building			760		
CLIS System Projec			-		
DR Horton Development			32,810		
Fitness Center			102,636		
Restaurant Project			3,450		
Filtration/Injection System - Resolution 2020-14		19,000	9,295		
Golf Course Renovation paid out of capital			6,530		
Stultz, Inc. Construction Management			6,050		
			\$195,513	\$ 357,723	
Variance between budget (including bal carried fwd from previous yr) & FY end expenditures				(176,037)	
Calculated carryforward into 2020-2021 Budget Yr				\$ 1,341,756	

	<i>Carryfwd from 18-19</i>	<i>2020 Budget</i>	<i>Spent through 03/31/20</i>	<i>Planned expenditures before FYE</i>	<i>Details</i>
Golf Course Special Improvements Fund					
Ron Garl \$20k	4,277			4,277	
Total Capital Expenditures			\$ 195,513		
Reconciliation with GL Bank Accounts					
(Amount Including 2 qtrly transfers from operating only)			\$ 1,486,169		
Amount used from Capital Intermediate Acct to pay DR Horton & expenses per Board 02.11.2020 as well as Stultz expenses			\$ 84,239		
Johnson Controls Ck# 1109 04/09/2020			\$ 1,678	Outstanding AP	
DeLisi Fitzgerald Ck# 1108 04/09/2020			\$ 10,178	Outstanding AP	
Ragan Technical Solutions Ck# 1110 04/09/2020			\$ 4,015	Outstanding AP	
Oldcastle Building Envelope Ck# 1105 04/02/2020			\$ 262	Outstanding AP	
			\$ 1,586,542		
00-1088 FineMark - Capital Checking			101,358		
00-1130 FL Prime State Board Admin-Capital			1,468,948		
00-1143 FL Prime State Board Admin-Capital (fitness Center)			16,233		
			\$ 1,586,538		

<u>2019-2020 Def Maint Budget Vs Actual Review</u>					
Def Maint Carryover from 2018-19 Budget Yr	\$ 136,375				
To Be Collected in this FY	339,240				
Accumulated Interest on Deferred Funds	1,823				
Resident Small Request Fund from FY19	7,500				
	\$ 484,938				
	Carryfwd from 18-19	2020 Budget	Spent through 03/31/20	Planned expenditures before FYE	Details
Tree trimming throughout property & golf course	\$ 4,761	\$ 30,600	\$ 6,250	\$ 29,111	
Landscape (All Rec Dist facilities)	2,000	2,040	-	4,040	
Trees throughout property (replacement/removal)	-	2,040	-	2,040	
Parking lot traffic signs	-	1,000	615	385	
Cart/Multi Use Path (asphalt Via La Quinta to Kaidon Ln)	12,000	3,060	-	15,060	
Bridge	-	510	-	510	
Cart Path- Golf Course (concrete)	7,500	7,500	-	15,000	Rolling over to next yr
Maintain Seawalls (#1, #4 & #7)	3,000	3,060	-	6,060	Part of Golf Course Ren
Clean Clubhouse Roof - Wet it and forget it	-	8,160	-	8,160	
Clubhouse Roof Checkup & Cracked Tile Repair	6,777	4,590	3,220	8,147	
Conservation Easement Maintenance (exotic removal)	-	7,140	-	7,140	
Palmetto Trimming (includes pine straw & disposal)	28	30,600	6,228	24,400	
Tint windows in rest/lounge/admin hall/pro shop	4,285	-	-	4,285	
Aesthetic Clubhouse Facility Improvements	5,058	10,200	12,437	2,820	
Replace fire sprinkler heads (outdated)	-	2,652	-	2,652	
Telephone system	-	4,290	4,450	(160)	
Pool area restroom update and refurbish	-	15,300	-	15,300	Rolling over to next yr
Flat roof over restaurant - maintenance	-	3,060	-	3,060	
Freezer refrigeration (floor repair)	-	3,060	-	3,060	
Ballroom Divider	5,000	-	-	5,000	
Lake erosion: property	6,790	51,000	5,300	52,490	
Replace bubblers (\$2500 we own 2)	-	2,550	-	2,550	
Replace fountains (\$3k) we own 4	-	3,060	-	3,060	
Clean, Repair & Seal all pool area pavers	5,800	-	-	5,800	
Furniture - replace loungers & chairs with brown	3,380	1,020	3,270	1,130	
Pool pipe/leak maintenance	-	4,080	-	4,080	
IT Switch replacement (2) 24 port G & (1) 8port G PO	-	1,836	-	1,836	
Card rooms carpet/flooring	-	10,200	-	10,200	Rolling over to next yr
Board Room/F&B office Carpet/flooring	-	4,080	-	4,080	Rolling over to next yr
Main Lobby Carpet/Floor	-	15,300	-	15,300	Rolling over to next yr / Bond Project
Ballroom Dance Floor -Wood	17,000	-	-	17,000	
Ballroom paint	-	4,080	-	4,080	Rolling over to next yr
Restaurant carpet replacement	-	15,300	-	15,300	Part of Bond
UDS/Hood/Fan/Fire Package 12 year maint (replace hoses, regulators, tanks & chemicals)	-	3,060	-	3,060	
Lounge Hardwood floor	14,903	-	-	14,903	
Irrigation Pump Repairs	-	10,200	6,982	3,218	
Drainage	6	3,060	1,500	1,566	
Paint pumphouses	1,500	-	-	1,500	
Pumphouse building maintenance	1,000	1,020	-	2,020	

	<i>Carryfwd from 18-19</i>	2020 Budget	Spent through 03/31/20	Planned expenditures before FYE	Details
Filter Disks for Hoover Filtration System	-	10,200	-	10,200	
Wind screen	1,434	1,020	400	2,054	
Nets (6)	1,800	918	-	2,718	
Shuffleboard Resurfacing of Courts	-	15,300	-	15,300	<i>Rolling over to next yr</i>
Shuffleboard Overhead shelter - refurbish/repair	-	5,100	-	5,100	<i>Rolling over to next yr</i>
	\$ 104,021	\$ 301,246			
Items not in original budget but approved by Board:					
Total Deferred Expenditures			\$ 50,652	\$ 354,615	
Variance between budget & FY end expenditures				-	
Calculated carryforward into 2020-21 Budget Yr				\$ 72,171	
Resident Small Requests - \$7500 Approved from FY19 Surplus		7,500	-	\$ 7,500	
Total Deferred & RSR Expenditures			\$ 50,652	GL 93-7600	
Reconciliation with GL Bank Accounts					
(Amount Including 2 qtrly transfers from operating only)			\$ 264,666		
VISA Ck# 1093 04/09/20			1,848	AP Outstanding	
Crowther Roofing Ck# 1091 04/03/2020			3,220	AP Outstanding	
			\$ 269,734	GL Bank Reconciliation	
00-1131 FL Prime State Board - Deferred			\$ 269,732		
00-1142 FineMark Deferred			1		
			\$ 269,733		

Board Secretary

From: Jon & Linda Edinger <jpedinger@gmail.com>
Sent: Saturday, April 25, 2020 1:11 PM
To: Board Secretary; J.B. Belknap; Mary Koenig; Tracy McCabe; Bob Herbstritt; Larry Frost; Tom Lambeseder; Tim Kortanek; Birecree, Jack; Don Misener; Howard Young; Peter W. Overs
Subject: HGRD Golf Course Renovation Committee - update
Attachments: HGRD Reno update #1.docx; HGRD reno doc 1 (2).docx

Attached are two word documents and a photo. Please start with HGRD Reno update document and go from there. Sorry about photo quality but am having printer scanner problems.

HERON'S C/

PROFESSIONAL SERVICE FEES

The SCOPE OF SERVICES will be provided based on the following fee structure:

TASK	SCOPE OF SERVICES	FEE TYPE	FEE
1.	Master Planning	Hourly	\$2,500
2.	SFWM ERP Permit Modification	Fixed	\$10,000
3.	Lee County Development Order	Fixed	\$10,000
4.	Engineering Construction Services	Hourly	\$5,000
5.	Engineering Certification Services	Hourly	\$5,000
6.	Reimbursable Expenses	Cost +10%	

Fixed - Fixed Fee
Hourly - Hourly fee per standard rate code (Fee provided is an estimate)

Handwritten: \$32,500

1. GET A NOT TO EXCEED FOR ABOVE.
2. GET A NOT TO EXCEED FOR BOUNDARY
3. GET A " " " " FOR MOVING HOLE #10 DESIGN COSTS
4. GET A NOT TO EXCEED FOR HOLE #5 TEE WORK IN PROTECTED AREA. TO INVESTIGATE, TO ACCOMPLISH
5. GET PROPOSED SCHEDULE & PAYMENT SCHEDULE.

Page 8 of 8

HGRD Golf Course Renovation Committee Update-

Much has happened since we last met on March 5th and I will try to summarize and bring all up to date. First the good news, which I am sure you are all aware of, the Bond passed with a nearly 90% approval of those voting. I think the Board did a good job presenting a good set of projects. Then came Covid-19 which we can only wonder what effects it will have short and long term. The immediate concern for us and the Board is what will it do to bond rates. Could be at historic lows, could be nobody is buying them or those that are buying we do not want to sell to. At Monday's Board workshop the Bond advisors will be present, like all, via zoom, to give their updates.

The engineering ad hoc committee consisting of Peter Overs, Dick Thomas, John Cowgill, Fred Gignac and myself augmented with committee members Bob Herbstritt, Jack Birecree, and JB Belknap along with Board member Howard Young have reviewed the two proposals received for supplying engineering for the golf course renovation. Covid-19 has not made this simple, firms are working from home, meetings are by zoom, scheduling availability has been a challenge, but Peter Overs has done a fantastic job coordinating this.

We received two proposals for the work, one from Waldrop Engineering, the other from Hole Montes. There was total agreement from all, both were well qualified local firms. Some of the game changers were the proposal itself, Waldrop best addressed our RFP, where Montes appeared taken from other proposals they had on file for new course design. Waldrop visited the site, and toured the course, Montes did not. Waldrop had much more contact with Nix/Garl and appeared more interested. The most compelling difference was in the pricing. Montes included many dollars for things we already have accomplished, obvious to me they didn't read the RFP, but even discarding those errors, Waldrop prices are considerably more favorable to us. The committee recommends we pursue clarifying/modifying with Waldrop in hopes to get an acceptable contract with them to present to the Board at a 5/11/2020 workshop.

The game plan to accomplish the above is for JB and I to review the Waldrop proposal with them early next week with hopes of having their reply by end of next week. I have attached a photo of Waldrop's fee page with my notes taken during the engineering zoom meeting which hopefully you can read what we are asking for. Basically we would like not to exceed numbers if possible for work shown in RFP and not to exceed prices for work not shown in present masterplan along with schedules for the work and for payments. If we can obtain their answer by 5/1, the week of 5/3 I will be sharing the revisions with our committee, taking an e-mail vote, assuming successful, the same with the engineering committee. This will allow us to present to the Board at a 5/11 workshop with contact approval at the 5/13 meeting. An ambitious but I think possible schedule. Garl agreed that having an engineering firm on board by mid-May would keep us on schedule for the fall bid. He also stated they would get us a updated more accurate cost to move hole #10.

Next item is additions to our charter. Attached is a word document showing five bullets that are being submitted to the Board at their Monday workshop which will add construction responsibilities to us along with design, basically making us the project managers. After discussions it was decided not to have us involved in finances, dues, rates, reciprocals etc. due to course being closed summer of 2021. Unsure as to outcome but will keep you posted.

Last item is we are requesting Board to approve all necessary payments to complete Phase II. Phase I is basically complete and Phase II takes us to the bid. These consist of the following:

Garl- 70% of 8% of 4 million and 70% of 4% of 1.25 million.	\$259,000.00
Sod deposit- estimated	\$ 25,000.00
Engineering costs- estimated 70% of \$50,000.00	\$ 35,000.00
Irrigation costs (Dave Ragan)-	\$ 50,000.00

Estimated Total	\$369,000.00
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The expenditure of the \$350-\$400 thousand dollars allows us to be able to bid the project on schedule mid fall 2020. We, HGRD, have sufficient funds on hand to use for this and they can be replaced when the bonds are sold with bond money.

That's it for now. Please use the reply to all button with any comments, questions, suggestions etc. or if you would rather give a call, cell # 315-440-1785. We are planning on heading North on 5/9 if situation stays about the same, returning late Sept. Stay safe and stay healthy.

Jon

2nd DRAFT

HGRD Golf Course Renovation – Proposed Charter additions-

- **Review all bids for golf course renovation with course architect and make recommendation(s) to Board. Recommendation to include what bid to accept, any provisions to be made to that bid, and suggested contingency amount.**
- **Manage all change orders. Change order total to be kept within prior agreed upon contingency amount. Any change order over 100k to require Board approval. Initial contingency amount can only be exceeded/adjusted with Board approval.**
- **Review and approve all significant design changes regardless of financial impact on project.**
- **Review payments to all parties and recommend payment to Board.**
- **Review completed project and recommend approval to Board when applicable.**

Motions:

1. HGRD Policies and Procedures:

Move to Temporarily Suspend HGRD Policies and Procedures, Section III. Other Administrative Procedures, C. Disciplinary Action Toward Residents. Due to the COVID-19 pandemic, residents appeal of disciplinary action, including a public hearing of appeal, will not be permitted.

2.

HGRD Policies and Procedures, Section I. General Statements and Definitions, B. Statements: Until further notice, CDC community guidelines for COVID-19 are established as HGRD policy for activity on HGRD property.

3.

Motion of the Herons Glen Board of Supervisors-April 13, 2020

Resolved, that all activity occurring on Herons Glen Recreational District Property be in compliance with the HGRD Policy which adopts CDC community guidelines for COVID-19. This policy required the physical separation of participants. This motion applies to, but is not limited to, the:

- Golf course;
- Tennis courts;
- Pickle-ball courts;
- Bocce courts;
- Shuffleboard courts;
- Golf cart paths leading to and from each hole on the golf course.

The motion does not apply to spouses or partners living in the same household and riding in the same golf cart.

Continued violations of the policy, especially distancing (minimum 6' distance between people), will result in the Board of Supervisors closing the amenity to all participants. The period of time for closure will be determined by the Board of Supervisors. Disregard for the policy on HGRD property, including Clubhouse grounds, will also be a basis for the Board cordoning off the areas where the policy is being disregarded.

4.

**HERONS GLEN RECREATION DISTRICT
REGULAR BOARD WORKSHOP
May 18, 2020, 2 P.M., Card Room C/Zoom
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener	Zoom	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. Julie Heimlich	Zoom
Asst Sec/Treas William Kulkoski	Zoom	Residents	13

- I. **CALL TO ORDER** – Chair Don Misener called the meeting to order at 2:01 pm.
- II. **ANY PROPOSED CHANGES TO MINUTES**- There were no proposed changes to the Board Workshop meeting April 27, the Board meeting April 29 and the Special Board meeting May 6.
- III. **GENERAL MANAGER’S REPORT**
GM Belknap reviewed the attached report.
- COVID-19:**
On Friday, Gov. DeSantis announced he would reopen gyms and fitness centers and said retail and restaurants can begin operating at 50 percent indoor capacity starting Monday in an expansion of his plan. Gyms can operate as long as residents practice safe social distancing and sanitize machines after use. GM Belknap will review our safety plans with the Board on Monday for a possible FC reopening.
- The Supervisors discussed:
- Fitness center at 50% is 39 people.
 - Limiting the number of people to a maximum of 10 to 15-possibly need additional staff members to monitor.
 - Having the staff clean the equipment after each use-there is not enough staff to do this.
 - Each resident will be responsible for cleaning the equipment before and after each use.
 - Sanitation wipes and towels will be supplied.
 - Every other treadmill and stationary bike will be closed.
 - need to be open for people that work to be able to use the center in the evenings. Possibly being open 7 am-8 pm.
 - Setting up the cleaning crew to clean the center before opening each morning-possibly opening at 7 am instead of 5 am. GM Belknap needs to check with Dan Parker on the cleaning crew schedule.
 - Opening activities rooms-issue with interior rooms and maintaining social distancing.
 - Need a continuous plan for reopening all amenities-sequencing openings based on how it impacts the staff.
 - The Ballroom should be opened for restaurant dining after the fitness center-50%.
 - Utilizing outside dining.
 - Opening the library-issues with people touching the books. Possibly having latex gloves available before going into the library and only allowing one person in at a time.
 - The pool needs to be open later-this will be reviewed next week after Dan confirms the levels of chemicals is being maintained.
 - Possibly opening the banquet room for dining-start with 25% in the ballroom and keep the restaurant and lounge closed. Can spread people out more in the ballroom.
 - Having people get their own food then take it into the ballroom to eat.
 - Keeping the grill open and continue doing take out at dinner.

- Continue to use Styrofoam and plastic instead of regular table service.
- No linens--possibly using plastic table coverings or bringing tables from the restaurant into the ballroom to use.
- Issues with busing tables-latex gloves can be sanitized.

Supervisor Young stated that they should not wait to open amenities and suggested the sequencing of reopening the fitness center on Thursday 5/21 and Ballroom for dining on Saturday 5/23. GM Belknap stated that he would follow up.

Stultz Contract Proposal

GM Belknap and John Cowgill have been in contact with Stultz and are discussing contract language including "liquidated damages" and a workable AIA contract that satisfies each party to send to Counsel Hart for his review and then to the Board. Hope is to have it by Wednesday for the Board to review and summer projects can also be discussed.

Bond Letter

Confusion on the letter that was sent out of the Notice of Public Hearing to Adopt Non-Ad Valorem Assessment Roll letter that was sent out and received by some of our residents in the mail yesterday and today. Some are confused over the word "assessment" and \$1,594. Reviewed Bill Kulkoski's bond explanation that was sent to several residents back in March. This could be used as an outline to help clarify the letter. Chair Misener has suggested a more succinct explanation to the residents such as this: The \$1,594 is the new proposed bond payment, current bond payment of \$1,294 plus up to \$300 for the new capital projects of \$11,000,000. The \$2,072,000 is the annual bond payment of \$1,594 X 1,300 homes. Supervisor Kulkoski stated that he would work on a follow up response to residents.

Sullivan Freedom of Information Request

GM Belknap contacted Mr. Sullivan last week but he has not responded to my email. He contacted Counsel Hart for next steps before devoting a lot of time and effort to this endeavor.

Golf Course Flag Sticks

Tim Kortanek had to flip the cups back over on the greens due to aeration issues. This is not related to the virus.

IV. FINANCIAL REPORT- April 2020

Controller Garcia reviewed the attached April financial report and assumptions:

- Administration- \$5,434 favorable to budget and \$15,051 favorable YTD.
- Restaurant-\$24,019 unfavorable to budget and \$66,669 unfavorable YTD.
- Clubhouse-\$569 unfavorable to budget and \$11,782 unfavorable YTD.
- CLIS-\$2,080 unfavorable to budget and \$15,113 favorable YTD.
- Fitness Center-\$827 favorable to budget and \$3,783 unfavorable YTD.
- Golf Maintenance-\$2,443 favorable to budget and \$27,696 favorable YTD.
- Pro Shop-\$10,098 unfavorable to budget and \$52,109 favorable YTD.
- All Department - \$28,062 unfavorable to budget and \$27,735 favorable YTD.
- Golf Operations- \$7,655 unfavorable to budget and \$79,805 favorable YTD.
- Other than Golf Operations- \$20,407 unfavorable to budget and \$52,070 unfavorable YTD.

Supervisor Polvinen asked if the Golf Shop is going to be opened and GM Belknap stated that he spoke with John Abbott and his staff is ok with limiting it to 50%. Supervisor Polvinen suggested only allowing 8 people in at a time. GM Belknap noted that most private clubs are still closed. Chair Misener asked about offering discounts on merchandise and GM Belknap noted his concerns that John Abbott's incentive is based on cost of sales so he would need to discuss with John Abbott for options on discounted merchandise. Supervisor Schwarz noted that they need to be looking at issues with trying on clothes and touching items that management might consider a

no return policy. Supervisor Young asked about reciprocals. GM Belknap stated that they are not doing reciprocals this year but they are talking to other clubs about doing reciprocals in 2021 during the renovations.

Chair Misener explained the WIP tracking report (Work in Process). The Supervisors discussed and the depreciation tracking. Chair Misener stated that depreciation tracking should start when an item is put into service. The District needs a policy. Supervisor Schwarz stated that the District needed a policy for depreciation.

Supervisor Kulkoski asked about the fitness center pipes and Chair Misener stated that is has been settled with Gates for an extra \$25K. Supervisor Kulkoski asked about the range of liability. Chair Misener stated that Gates contract is fixed price and they need to make sure Gates has paid everything and that there are no open liens before they can finalize it. Supervisor Kulkoski asked about the last payment amount. Chair Misener said \$15K is remaining to be paid to Gates but Controller Garcia noted that there are some credits so they will only owe Gates \$10,339. Chair Misener noted that they are estimated \$31K favorable to budget since they saved money on sales tax and there was money remaining in the contingency fund that the District will get back. Chair Misener stated the total for the fitness center is \$1,312M.

V. DISTRICT COUNSEL'S REPORT

Counsel Hart reviewed:

Bond

Bond validation court date is set for July 20th. There is a 30 days appeal period after the Bond validation so it will be late August or September to set the Bond prices. Counsel Hart stated that the Bond letter that went out to residents was the recommended language from Bond Counsel that is required by the statute.

DR Horton Conservation Easement

It has been determined that the conservation easement is valid. Counsel Hart reviewed the attached easement map and noted that the easement is close to Lot #8. Counsel Hart stated that he will send the information to the engineer Delisi Fitzgerald working with DR Horton. The Supervisors discussed the conservation areas and lots.

Resolution 2020-29 Meeting Dates 2021

This resolution replaced 2020-24. The Budget workshop dates need to be changed to June 21st to June 25th and correction on April 1st meeting is on Thursday not Monday.

Resolution 2020-28

Pickleball fence completed by Superior Fence & Rail in the amount of \$3,060, repairs to the pickleball courts by MOR Sports Group in the amount of \$1,029.92, and Hydro test and inspection on the kitchen hood suppression system in the amount of \$3,044.71.

Resolution 2020-TBD

Sod deposit for Bimini grass not to exceed \$25K from the Golf Course Special Improvement Fund from G to Z Golf.

Jon Edinger chair of the Golf Course committee explained Phase II pricing and noted that originally the sod was not included in Phase II.

VI. COMMITTEE REPORTS & RECOMMENDATIONS –

A. Finance Committee, May 11

Supervisor Schwarz stated at the last Finance meeting that Ron Glasgow was voted to be Chair and Ron Turcot as Vice Chair. She stated that they need volunteers for the Audit Advisory Ad Hoc Committee. The Charter says that they can have 3-5 members (1 is the Board Treasure and 1 from the Finance Committee). She stated that Dennis Popp and Ron Turcot have volunteered to be on the committee but suggested the Board send a survey out to the community since this committee was missed on the last committee volunteer survey. She stated the

Finance Committee noted that they need a process for the Bid Oversight committee with regard to bids on regular projects and Bond projects that over \$25K. She noted that the Bid Oversight Committee is supposed to review all bids over \$25K but the Golf Course Committee Charter includes overseeing the renovation bids so she asked that the Board what the Bid Oversight committee should be doing going forward. Chair Misener noted that most Bond projects are going to be over \$25K and asked if they should create a committee for each project to oversee the bids. Supervisor Schwarz stated that they need a process to review with the Finance Committee at their next meeting.

B. F&A Committee, May 11

Karen Mars stated that the F&A Committee voted her to be Chair and Barry Hopper to be Vice Chair. She said that the F&A committee has been asked about working with the Butterfly Society and redecorating the lobby but the committee needs direction from the Board on what they should be working on. She noted the next F&A meeting in on June 8th. Supervisor Kulkoski stated that the F&A committee needs a broader scope going forward. Karen Mars explained the F&A Committee's purpose and that the committee needs direction from the Board not just one Board member on what the committee should be working on. Supervisor Polvinen stated that as the Liaison to the F&A committee that it is her job to give direction to the F&A Committee from the Board.

C. Golf Course Renovation Committee

Jon Edinger reviewed Phase II and noted that the funding is not all for Ron Garl's contract. In Phase II funding there is the deposit for the sod, engineering and survey firm and paying for the permits. He noted that Hole #5 redesign cannot be included in the permits since it would be going into the preserve area. Jon Edinger stated that the golf course committee reviewed two proposals from Waldrop and Holes Montes. Hole Montes did not submit a good proposal so the golf course committee approved the recommendation of the contract proposals from Waldrop Engineering for \$32,500 and Rhoads & Rhoads for \$13K for Golf Course survey. They need the Board's approval to move forward. Counsel Hart asked about the preserve area on Hole #5. Jon Edinger explained that changes to extend the tee area is not an option. The HOA owns the preserve. Chair Misener asked Counsel Hart to review the two contracts before their meeting on Wednesday and if two alternate bids need to be reviewed by the Bid Oversight committee. Jon Edinger noted that the Golf Course Committee charter was just changed so it was their assumption that they were to review the bids and the Golf Course committee is supposed to review for a recommendation to the Board. Supervisor Young asked about Ron Garl's contract handling subcontractors. Jon Edinger explained that they asked Ron Garl about getting the engineer and Ron Garl said they he did not want to do that and be liable. Supervisor Young asked if they need a policy change for requiring three bids go through the Bid Oversight Committee. Counsel Hart said no that he would add it in the notes for the resolution.

VII. OLD BUSINESS

A. Prioritize Projects

Chair Misener noted that they have not received Stultz proposed contract. The Supervisors discussed:

- Stultz contract proposal is needed in order to prioritize the projects and look at what projects to get started on this summer.
- Strap information needed for the development orders-Stultz has the information.
- Development orders-possibly each strap needs a separate development order. Supervisor Young noted that when they first met with Stultz that Stultz had said they could only have one DO open at one time before starting another project. Counsel Hart stated that was from a previous meeting and he referenced an email from Stultz indicating that Stultz reviewed the straps and said that they can group the projects in such a way to keep similar projects under one strap and development order and he is confident that the straps will not be an issue if Stultz is doing the work. GM Belknap stated that he would forward the email to the Board.

B. Bond Update

- a. **Public Hearing** – The supervisors discussed the setup for the public hearing. Counsel Hart stated that this meeting is similar to the Budget approval meeting in September and should

be setup the same. The stage should be setup for the Board and Counsel Hart. Video and live streaming is not needed. Only recorded for the minutes. The Board will approve the assessment after the residents had an opportunity to voice their opinions but there is no resident vote since the Bond has already passed. This is a hearing for the Board to formally approve the Bond assessment. A quorum of Board members (3) needs to be physically present to vote.

C. Reopening Update

Discussed under GM report.

VIII. NEW BUSINESS

A. June Budget Prep

The Supervisors discussed:

- GM Belknap and Controller Garcia will have meetings with department managers prior to Budget workshop meetings.
- Contingencies need to be developed based on the impacts of the virus.
- Covid-19 Budget-should continue to update through January 2021.
- Biggest issue is the golf course for next year-GM Belknap is working with John Abbott and Tim Kortanek on a 6-month budget.
- After sprigs are put in, who is responsible to maintain-the district is responsible for maintaining after planting (water, fertilizing, etc.).
- The Board needs to understand the assumptions for the budget. The Board needs to review the assumptions first and give direction to management for the budget.
- Salary increases-possibly not doing the automatic 3% increase in salaries, this needs to remain flat unless there is a specific job role that needs a base salary increase.
- H2B workers-they will not be brought back next year.
- Capitalizing internal labor into the Bond-CLIS and golf course maintenance.
- Need assumptions for labor that will be in the Bond.

Chair Misener stated that budget assumptions need to be given to the staff prior to the budget meetings.

B. Audit Ad Hoc Committee – need to advise community and request volunteers with appropriate backgrounds. (Ad Hoc Committee did not make volunteer list in April)

Discussed under the Finance Committee. Supervisor Schwarz asked the Board if they agree to send out request to the community for volunteers to serve on the Audit Advisory Ad Hoc Committee. The Board agreed to send the survey asking for volunteers, to include the charter qualification requirements.

C. Any new COVID grants or relief under review by management

GM Belknap stated that he does not have any new information yet, but they are working with the CLA on what grants the District could get. Supervisor Schwarz asked if they are looking at business interruption insurance claims. GM Belknap stated that they have contact with their insurance company to see if this is an option.

D. Bond projects and Finance Advisory bid oversight, i.e. role expected - review of >\$25k bids. Golf ad hoc has bid oversight for the project. Consider process if contract project manager appointed.

Discussed under the Finance Committee. Supervisor Schwarz stated that they need to be thinking about the Finance Committee spending a lot of time on Bid Oversight for the projects. Chair Misener stated that they need a policy on how to manage regular bids and the bids for all the projects.

Chair Misener stated regarding the ballot counting issue that he knows he did not use the best judgment and he apologizes to the Board and the community it was his intent to get the recount done and move on. He noted his concerns that there is a trust issue now with the Board and if he steps down into another position concerned that it will still be a trust issue. He asked the Board to make a motion if they want to move him from Chair to another position then he will make a decision to resign or not. He stated that he has put his heart and soul into

the Board and he wants the Board to make a motion to move the Board positions. Supervisor Kulkoski stated that a motion cannot be made since this is a workshop meeting that it needs to be made at a regular Board meeting. Chair Misener stated that this will be added first to the agenda for Wednesday's meeting.

IX. RESIDENT COMMENTS

Karen Mars asked the Board to consider putting up a memorial tree for Conrad Weyer since he was a sitting Board member when he passed away. She suggested that the Board send a letter to the community asking if they would like to contribute. Conrad Weyer was a very important part of this community. The Supervisors discussed:

- Location of the tree-Tim Kortanek will select a location.
- Adding a plaque to the tree-it is in the policy not to put marking on trees other than benches but it would be added to the memorial tree plaque in the lobby.
- Donations from the community-will probably get more than what is needed (\$600 for a tree)
- Possibly changing the name of Herons Glen Blvd to Conrad Weyer Blvd-possible issues with getting this changed with the county and added costs for changing the name of the street.

Karen Mars suggested that something needs to be done to honor Conrad Weyer and the Boards should initiate it.

Patty Cummings Stated that the HOA owns the street but something could be worked out to change the name. She noted her concerns with Chair Misener wanting to step down as Chair, she stated that she has not heard of anyone talking about it. It was an honest mistake and does not think that Chair Misener should step down. Patty Cummings noted that residents have tried to improve the preserve area by Hole #5 by planting landscaping but the SWFL water district have drones so the residents had to remove the landscaping. She noted that this did not come from the HOA. Patty Cummings stated that people that use the fitness center take very good care of the equipment and cleaning it. She suggested that people can wear masks and gloves to play Bocce and the Board should allow leagues to be responsible for cleaning the balls and locking up the equipment. The Board needs to allow residents to take responsibility and that residents are just as concerned as the Board.

Mary Koenig asked if the restaurant would be taking reservations. She noted her concerns regarding requiring two people at a table. People need to be responsible for themselves and couples should be able to sit together. The key issue is making sure people are washing their hands or gloves. The Board needs to be specific about the guidelines and they need to open the restaurant soon to keep people from going outside of the community. Mary Koenig stated that she agrees with Patty Cummings. Chair Misener gave an apology and changing the Board now would send a bad message to the community that the Board is not getting along. Supervisor Polvinen noted that it is not just the issue of the ballot counting. Mary Koenig stated that she was not aware of any other issues and just regarding Supervisor Polvinen asking for an apology. Supervisor Polvinen stated that she was not the one who asked for an apology from Chair Misener that Supervisor Kulkoski requested the apology. Mary Koenig stated that regardless of the issue, she thinks the message to the community would not be good.

Supervisor Young asked GM Belknap to send something out the community on the fitness center and the restaurant.

Mary Koenig stated that golf members start in October 2020 for 2021 so there is not much time to work on memberships. Supervisor Young stated that needs to be included in their assumptions for the budget meetings.

There were no other resident comments.

X. NEXT WORKSHOP/MEETINGS

- A. Regular Board Meeting, Wed., May 20, 2 p.m., Cd Rm C
- B. Public Hearing, Mon., June 15, 5 p.m., Ballroom
- C. Budget Workshops, June 16th-June 19th, Cd Rm C
- D. Regular Board Meeting, Mon., June 22, 2 p.m., Cd Rm C

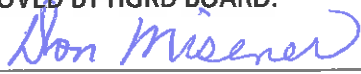
XI. **ADJOURNMENT** – The meeting was adjourned at 5:12 pm.

/jh attachments

6/4/20
Date

SUBMITTED BY: 
Julie Heimlich, Board Secretary

6/4/20
Date

APPROVED BY HGRD BOARD: 
Don Misener, HGRD Board Chair



GM Weekly Board Report for May 16, 2020

J.B. Belknap

COVID-19:

On Friday, Gov. DeSantis announced he would reopen gyms and fitness centers and said retail and restaurants can begin operating at 50 percent indoor capacity starting Monday in an expansion of his plan. Gyms can operate as long as they practice safe social distancing and sanitize machines after use. I will review our safety plans with you on Monday for a possible FC reopening.

Swimming Pool Re-Opening:

Overall, feedback has been positive since announcing the pool was going to reopen Monday. Dan will be monitoring the situation, as will I, to ensure everyone is abiding by the new pool rules.

In-Dining Plan for Consideration:

Take-Out: Still available & preferred. These procedures will not change. **Dine-In:** PROPER SOCIAL DISTANCING REQUIRED

- 25% capacity in **Ballroom** (up to 50 max. at a time) with proper Physical Distancing. The thought is to keep the restaurant and lounge closed and opt for a more wide-open space like the ballroom where ventilation is better. Two chairs per table unless more than two live in the same house or a larger table will accommodate seating with more than 6' of distance between people.
- Menus and Hours will be subject to change depending on circumstances. Single use menus will be utilized.
- Service Staff protocols include wearing gloves and masks on the floor. Tables and Chairs will be sanitized after each sitting. No linen. Trays will be utilized to reduce touch points.
- The Ballroom Bar will be open to serve alcohol so as to keep the staff in close proximity of the patrons.
- The Ballroom Grille will remain open for lunch service 11:30-3:00pm Wednesday-Saturday.

F&B Schedule

Monday-CLOSED; Tuesday-Lunch Only Hot Dogs & Deli Sandwiches served in Ballroom. 11:30-4:00pm.; **Wednesday, Thursday, Friday & Saturday: Lunch:** Ballroom Grille: 11:30-3:00. **Dinner-**5:00 & 6:30 seatings in Ballroom by Reservation Only; **Sunday:** Lunch Only in Ballroom 11:30-4:00pm.

Dan and the Housekeeping crew will be spraying a new, no rinse product called Bioesque Botanical Disinfectant Solution twice a day around the club, restaurant, restrooms, pool area once we open that as well. Bioesque's Botanical Disinfectant Solution is a 1-step cleaner that kills Coronavirus in just 1 minute & Norovirus in 4 minutes. It is effective on food safe surfaces and sanitizes in 2 minutes eliminating 99.9% of most Allergens upon contact.

Fitness Center:

Per the Governor's guidance, Dan and I have met to discuss the possibility of opening to 50% capacity. According to the CO, the occupancy load is 79 so we could take as many as 39 in at a time. As with the pool, protocols will include closing every other treadmill and stationary bike to account for social distancing, instructions on wiping down equipment, additional signage, using masks when 6' of separation is not possible, etc. My recommendation would be to keep the same hours of operation in order to spread out the usage so that the 39 maximum isn't reached.

Stultz Construction-

John Cowgill and I have been in contact with Stultz and are discussing contract language including "liquidated damages" and a workable AIA contract that satisfies each party to send to Tom for his review and then to the board.



GM Weekly Board Report for May 16, 2020

J.B. Belknap

Although we will not have anything by Monday, the hope is to have it by Wednesday for your review. Summer projects can also be discussed.

Bond

I've attached a copy of the Notice of Public Hearing To Adopt Non-Ad Valorem Assessment Roll letter that was sent out and received by some of our residents in the mail yesterday and today. Some are confused over the word "assessment" and \$1,594. Below is Bill Kulkoski's bond explanation that was sent to several residents back in March. This could be used as an outline to help clarify the letter.

Currently, HGRD's outstanding bond debt is appx. \$18 million. Each home pays \$1,294 annually which is included in your annual property tax bill to pay down that debt. The residents voted to call that bond and add appx. \$12-\$14 Million to it bringing the total debt to appx. \$32 Million. New bonds would then be reissued to cover the new total debt. Over the next 16 years the "old" debt part of the new bonds would be paid off, albeit at a far lower interest rate than the current bond. Interest only would be paid on the new borrowing for the initial 16 years and then over the ensuing 14 years the new borrowing would be paid off. The annual increase on the bond payment to each home would be \$300, bringing the total annual Special Assessment up to \$1,594. At year 16 when the "old debt" portion of the new bonds is paid off, the annual assessment might be lower, but never exceed the just under \$1,594. Again, interest on the entire \$32 million would be paid annually, principal on the "old debt" for 16 years until it was paid off, and then principal and interest on the new debt for the following 14 years until it too was paid off.

Don has suggested a more succinct explanation to the residents such as this: The \$1,594 is the new proposed bond payment, current bond payment of \$1,294 plus up to \$300 for the new capital projects of \$11,000,000. The \$2,072,000 is the annual bond payment of \$1,594 X 1,300 homes.

Sullivan Freedom of Information Request:

I contacted Mr. Sullivan last week but he has not responded to my email. I've contacted Tom for next steps before I devote a lot of time and effort to this endeavor.

Respectfully submitted,
J.B.

Herons Glen Recreation District									
TOTAL VARIANCE REPORT									
Apr 30, 2020									
DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE Favorable / (Unfavorable)	ACTUAL YTD	BUDGET YTD	VARIANCE Favorable / (Unfavorable)	19-20 COVID-19 Forecast Budget	FY Budget	VARIANCE Favorable / (Unfavorable)
ADMINISTRATION									
Operating Revenue	8,753	10,036	(1,283)	138,811	128,870	9,942	183,024	173,082	9,942
Operating Expenses	59,084	65,801	6,717	569,835	574,944	5,109	900,417	906,399	5,983
Operating Income	(50,331)	(55,765)	5,434	(431,024)	(446,075)	15,051	(717,393)	(733,317)	15,924
Assessment	55,765	55,765	0	446,075	446,075	0	733,317	733,317	0
Net Income	5,434	(0)	5,434	15,051	(0)	15,051	15,924	(0)	15,924
RESTAURANT									
Operating Revenue	53,365	123,774	(70,409)	758,601	886,718	(128,117)	834,623	1,129,350	(294,727)
Operating Expenses	100,087	146,476	46,389	968,572	1,030,020	61,448	1,251,397	1,452,119	200,722
Operating Income	(46,722)	(22,702)	(24,019)	(209,971)	(143,302)	(66,669)	(416,774)	(322,769)	(94,005)
Assessment	22,702	22,702	0	143,302	143,302	0	322,769	322,769	0
Net Income	(24,019)	(0)	(24,019)	(66,669)	(0)	(66,669)	(94,005)	(0)	(94,005)
CLUBHOUSE									
Operating Revenue	300	0	300	12,950	10,000	2,950	12,950	10,000	2,950
Operating Expenses	63,985	63,115	(869)	445,207	430,475	(14,732)	726,395	719,684	(6,711)
Operating Income	(63,685)	(63,115)	(569)	(432,257)	(420,475)	(11,782)	(713,445)	(709,684)	(3,761)
Assessment	63,115	63,115	0	420,475	420,475	0	709,684	709,684	0
Net Income	(569)	0	(569)	(11,782)	0	(11,782)	(3,761)	0	(3,761)
CLIS Dept.									
Operating Revenue	14,280	14,696	(417)	112,425	111,159	1,266	185,866	184,600	1,266
Operating Expenses	35,072	33,409	(1,663)	226,313	240,160	13,846	391,531	408,472	16,942
Operating Income	(20,793)	(18,713)	(2,080)	(113,888)	(129,001)	15,113	(205,665)	(223,872)	18,208
Assessment	18,713	18,713	0	129,001	129,001	0	223,872	223,872	0
Net Income	(2,080)	0	(2,080)	15,113	0	15,113	18,208	0	18,208
Fitness Center									
Operating Revenue	28	100	(72)	3,476	700	2,776	21,224	1,200	20,024
Operating Expenses	2,951	3,849	898	32,463	25,905	(6,558)	50,233	43,654	(6,579)
Operating Income	(2,923)	(3,749)	827	(28,988)	(25,205)	(3,783)	(29,008)	(42,454)	13,446
Assessment	3,749	3,749	0	25,205	25,205	0	25,205	42,454	(17,249)
Net Income	827	0	827	(3,783)	0	(3,783)	(3,803)	0	(3,803)

GOLF MEMBERSHIP STATUS
FOR MONTH ENDED MAY 2020

					AMOUNT	
	COUPLE	SINGLE	Non-Res Coup	Non-Res Sing	PAID (pre-tax)	
End of Month Totals for 2019-2020						
600	Total Paid Members	156	222	8	50	\$ 1,414,360
May 31, 2020						
Current Year Totals 2019-2020						
600	Members Paid	156	222	8	50	\$ 1,414,360
May 13, 2020						
30	Range Membership					\$ 8,250
May 13, 2020						
18	Handicap Services					\$ 360
May 13, 2020						
0	Undecided	0	0	0	0	\$ -
May 13, 2020						
41	Members who did not renew	6	22	0	3	\$ (89,851)
May 13, 2020						
11	Members who received refunds	1	7		2	(23,317.51)
May 13, 2020						

Budgeted Totals

573 Members Budgeted
As of May 31, 2020

573 Members Budgeted
As of June 30, 2020

Prior Year Comparison

585 Members Paid for fiscal yr 2018-19
as of May 31, 2019

585 Members Paid for fiscal yr 2018-19
as of June 30, 2019

No Meeting

June 2020

No Meeting

July 2020

No Meeting
August 2020

**HERONS GLEN RECREATION DISTRICT
REGULAR BOARD WORKSHOP
September 28, 2020, 2 P.M., Card Room C/Zoom
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener	Zoom	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. Julie Heimlich	Zoom
Asst Sec/Treas William Kulkoski	Zoom	Residents	12

I. **CALL TO ORDER** – Chair Don Misener to order at 2pm.

II. **ANY PROPOSED CHANGES TO MINUTES**-There were no proposed changes to the Special Board meeting on 8/26 and Budget Public Hearing meeting on 9/2.

III. **GENERAL MANAGER'S REPORT**

GM Belknap reviewed the attached report.

Board Secretary Vacancy-GM Belknap will identify 3-4 candidates for the Board to interview via Zoom.

Card Room Requests

- The office is receiving requests for scheduling of seasonal activities- Mah Jongg, book clubs, card games etc. that are played in the card rooms which are currently closed due to Covid restrictions.
- Utilizing the ballroom and veranda is going to be difficult due to scheduling conflicts, moving the 4-top card tables and moving tables and chairs for dining etc.
- Captains for these activities are requesting that the Card Rooms be open stating that they will follow CDC guidelines for wearing masks, wiping down the tables etc. GM Belknap told each captain that they would be responsible for the group's adherence to these requirements.

The Supervisors discussed moving all the card games to one night in the Ballroom. The Supervisors agreed not to open the card rooms. GM Belknap stated that he would work with Wendy Shea on a scheduling plan for the activities. Counsel Hart noted that the Governor's executive order expires October 1st so that Board meetings will require at least 3 Board members be present to be a quorum. The Supervisors discussed moving their Board meetings to the Private Dining room for more space to social distance. All the Board members will be back for the October Board meetings.

HGRD Office Opening

- Starting October 5th, proposed to re-open the HGRD office on a limited basis from 8:30 -4:00 pm Monday-Friday.
- Door will be unlocked so residents could enter with a mask but would stay behind the dividers to limit exposure.
- One staff member would also take at least one day a week to work remotely to limit the number of people in the office.

IV. **FINANCIAL REPORT**- August 2020

Controller Garcia reviewed the attached August financial report and assumptions:

- Administration- \$3,944 unfavorable to budget, \$16,615 favorable YTD and expected to end the year \$16,790 favorable to budget.
- Restaurant-\$1,141 unfavorable to budget, \$77,534 unfavorable YTD and expected to end the year \$77,786 unfavorable to budget.

- Clubhouse-\$2,227 favorable to budget, \$3,188 favorable YTD and expected to end the year \$3,365 favorable to budget.
- CLIS-\$9,024 favorable to budget, \$35,016 favorable YTD and expected to end the year \$35,635 favorable to budget.
- Fitness Center-\$529 favorable to budget, \$1,553 unfavorable YTD and expected to end the year \$1,557 unfavorable to budget.
- Golf Maintenance-\$4,335 favorable to budget, \$16,530 favorable YTD and expected to end the year \$1,552 favorable to budget.
- Pro Shop-\$7,235 favorable to budget, \$62,041 favorable YTD and expected to end the year \$65,452 favorable to budget.
- All Department - \$18,266 favorable to budget, \$54,303 favorable YTD and expected to end the year \$43,451 favorable to budget.
- Golf Operations- \$11,570 favorable to budget, \$78,571 favorable YTD and expected to end the year \$67,003 favorable to budget.
- Other than Golf Operations- \$6,695 favorable to budget, \$24,267 unfavorable YTD and expected to end the year \$23,553 unfavorable to budget.

Supervisor Kulkoski asked about the Covid Budget. Controller Garcia stated that the year-end budget numbers are close in line items to the Covid Budget. They are doing better than expected.

V. DISTRICT COUNSEL'S REPORT

A. DR Horton Update

Counsel Hart stated that the 2-year deadline to close with DR Horton is November 26th or 28th. He noted that Drew Fitzgerald, DR Horton Engineer is waiting on the county to sign off on the plat. Counsel Hart stated that the County asked who is responsible for the common areas and they told them the HOA is responsible. Counsel Hart stated they are hoping to get this resolved from the county on October 9th. Supervisor Schwarz asked about prorating the operating assessments. Counsel Hart stated that he still needs to check the contract, but he thinks that as soon as they close with DR Horton, then the assessments will shift to DR Horton. Patty Cummings asked about the HOA quarterly assessments. Counsel Hart stated that this is not included in the HGRD contract. Controller Garcia stated that when they close with DR Horton, they will create the Estoppel letter which will include the HOA assessments. Supervisor Kulkoski asked if they are over the \$100K limit. Controller Garcia stated that when everything is paid out, it will be an estimated \$101,191. They are at \$91K now. DR Horton is responsible for paying all amounts over \$100K per the contract.

VI. COMMITTEE REPORTS & RECOMMENDATIONS –

A. F&A Committee, Aug 31- Resident Small Fund Requests

Karen Mars reviewed, and the Supervisors discussed:

Attached Small Request Fund requests:

- Tennis-8ft Victory Bench #ABC 1130 white/green (\$750) and Love One Tennis Score Board, match liner tennis court line sweeper and pickup tennis ball tube (\$740.82).
- Butterfly Society-6ft Victory Bench (\$598) and Java 134-gallon resin wicker deck box (\$139). The Supervisors agreed not to approve the deck box at this time.
- Billiards Group-refelt tables (\$500 each table). The supervisors discussed and agreed that this should be added to Deferred Maintenance for future replacements.
- Fitness Center- Xult Hanging Exercise mats and wall mat rack for hanging mats (\$350) and Plyo box (\$550).

Tennis Policy Change-The Tennis Association would like to remove the time slot of Saturdays from 8:30-9:30 a.m. from the Policy & Procedures to remove the mixed doubles time slot of Saturdays 8:30 -9:30 a.m. from the Rules & Regulations and have the Saturdays 8:30-9:30 a.m. as open play for men and women.

Bocce Request

Patty Cummings stated that the Bocce association is requesting approval to use all four bocce courts and to eliminate the mask requirement since they play outside. Supervisor Schwarz noted that Ron Turcot had discussed with her a plan as a request from the Bocce Association. However, Ron Turcot is in the hospital we will need to determine the Association's request. The Supervisors discussed social distancing issues and having time limits to eliminate overlap. The Supervisors agreed that masks should still be required because they cannot social distance with 32 players playing at one time. Chair Misener stated that he wants to see a plan in writing from the Bocce Association.

VII. OLD BUSINESS

A. Bond Update

Supervisor Schwarz stated that they have received some reimbursements from the Bond money. Supervisor Kulkoski asked if the work on the cart path should be included in the Bond for the Golf Course renovation. Controller Garcia noted that this was set up to be paid out of Deferred Maintenance. GM Belknap stated they can make a case to include it in the Bond for the Golf Course Renovation. This will be voted on at Wednesday's Board meeting. Supervisor Young asked Controller Garcia to send out a weekly project cost list.

B. Projects Update

CLIS

Supervisor Young reviewed the CLIS project and the Supervisors discussed:

- Hiring issues-cannot find skilled qualified labor to do the work.
- Outsourcing the work to an Irrigation company-requested three bids but only received two. No Limit Irrigation gave a quote of \$600 per yard. Stahlman's original quote was \$1,700 per yard.
- No Limit Irrigation, LLC would do the majority of the yards. The golf course maintenance staff will do the remaining 108 homes which can be done during the golf course renovation.
- The Front of the community is the biggest challenge.
- Estimated cost \$950K for No Limits Irrigation to complete most of the yards. They will be responsible for managing the work and fixing any issues.
- Estimated \$200K over the original budget but this money can be taken from the money set aside for the retention pond that is not going to be done.
- Grounding rods-this will not be done now because there are not enough failures to warrant replacing the rods.
- Capitalizing labor-golf course maintenance and CLIS labor (estimated \$300K-majority is for the Golf Course renovation project). This will be included in the Bond.

This needs to be approved at Wednesday's Board meeting to add \$200K to the project to be paid out of the Bond money.

Stultz Projects to Start

Supervisor Kulkoski suggested that the HOA multiuse path be added to the list of projects. This will not be part of Stultz's projects. Supervisor Polvinen asked about the straps for the DO's. GM Belknap noted that Stultz stated these first projects can be done under one DO and they can phase the projects in. GM Belknap stated that the RFP's are due tomorrow, and he will talk to Stultz. He noted that he will send out to the Board as soon as he receives the report from Stultz.

C. Golf Membership Plan-Golf Budget Analysis

The Supervisors and GM Belknap discussed:

- 68 have confirmed so far not rejoining-this includes the Canadians.
- 374 members have paid or setup for auto payments (161 are ACH auto payments). There were 510 in the original budget and 539 by January 1st.
- Need to determine the daily rate- \$65-\$75 per round.
- Doing reciprocals for summer play.
- Possibly doing a prorated discount if the course is not open until November or December 2021.

- Looking at promoting more outside play to make up for members not rejoining.
- Allowing people to play in leagues that are not members. This eligibility restriction is part of the association bylaws and not a district policy. The District can only control the tee times. The golf members can reserve tee times 7 days in advance and non-members can reserve 3 days in advance and cannot play on Tuesday's Men's league day or Wednesday Ladies league day unless there is a tee time open. The Pro Shop staff needs to manage this.
- Discussed people that have travel restrictions due to Covid and cannot come back until January.
- Possibly eliminating the 10-play card.
- Setting up the priority of play for tee times on league days (members first then individuals with border or health insurance restrictions and therefore coming too late for membership).
- Extending the date for late fees (originally due by September 30th)

Supervisor Young asked GM Belknap to create a notice to send out the residents explaining exceptions for international residents that are not able to return, the tee times priority and extending the due date for late fees. GM Belknap stated that he would draft a letter for the Board to review.

D. Restaurant Capacity

GM Belknap noted that the Governor has lifted restrictions that restaurant and bars can serve at 100% indoor capacity. Currently, they are doing 50% in the restaurant and 25% in the lounge. He noted if they go to 50% in the lounge that would be 48 people. Supervisor Schwarz noted that the governor's order for government restrictions is that minimum must be 50% and asked how many that would be for the District. GM Belknap stated that full capacity is 260. Counsel Hart noted that the Governor's order is up to 100% but that individual property owners can decide what they will allow.

The supervisors discussed:

- Only doing 50% in the restaurant and leaving it at 25% in the lounge with no bar stools at the bar.
- Adding outside dining-need the outside lighting approved.
- Not allowing people to sit at the bar-adding another table at the bar.
- Issues with social distancing in the lounge. People are closer to the server that serves the tables than the from the bartender while seated at the bar.
- People want to be able sit at the bar.
- They need to make people responsible for themselves.
- The number of stools that can be at the bar separating by 6ft-possibly 6 to 8.

The Supervisors discussed going to 50% in the restaurant and lounge and if bar seating should be allowed. Supervisor Young suggested that they allow GM Belknap to come up with a plan for 50% and let him decide how the layout should be. GM Belknap stated he would have a plan to share with the Board at Wednesday's Board meeting.

E. Tennis Membership

Supervisor Schwarz noted that the tennis leagues are going to play starting in October, so this issue is resolved. The tennis association needs to pay the \$10K fee.

F. Fitness Center Pipe Break

Chair Misener noted his disappointment that no one is taking responsibility for the pipe break (Gates, Sheeley Architect or WPM). He noted that this was not the HGRD's fault. In his opinion, the cause of the pipe break was due to WPM installing the check valve or was due to the compaction by WPM. Chair Misener noted that the check valve was not part of the architecture drawings nor was it included in a Change Order.

The Supervisors discussed:

- They need to determine who is at fault-need a forensic engineer report. This will cost estimated \$5-10K.
- Issues with finding an engineer that will do the report-several have been contacted but no one is responding.
- Contacting the Better Business Bureau to issue a complaint-Gates and WPM are not required to respond and could cause future issues with all the Bond work that is needed to be done with contractors.

- Additional attorney fees-estimated \$400 an hour.
- Estimated total cost \$20K and they will never recover all the costs even if they win a case.
- FGUA required the check valve be installed per Pete Maastricht, the engineer. Chair Misener stated that he wants to see that in writing. GM Belknap noted that he will forward Pete Maastricht's email to the Board showing the requirement.
- They still owe \$10K to Gates to complete the contract.

Supervisor Young stated that the costs to pursue it are not worth it and suggested that they do not pay Gates the remaining \$10K. Counsel Hart agreed that was a good idea.

VIII. NEW BUSINESS

A. HGLGA Question-Allow non-Golf Members to Join the Men's and Ladies Golf League-This was discussed earlier and determine that the Men's and Ladies league bylaws need to be changed by the associations. This is not an HGRD policy issue. All the leagues must approve the bylaws for this change to be in effect.

B. Recommendations for a Process: Resident Complaints Regarding Employees

Supervisor Young stated that all resident complaints regarding staff should go directly to GM Belknap and the Board should not be involved. Chair Misener stated that the Board does not have employees other than GM Belknap and agreed that resident complaints should go directly to GM Belknap to handle and the Board needs to stay out of it. Supervisor Polvinen stated that residents do come to the Board and the Board should notify GM Belknap of the issue and tell the residents to talk to GM Belknap directly. Supervisor Young noted that he does not have any issues with listening to residents' complaints but if the resident does not want to go to GM Belknap with the issue than he will assume the resident does not want to pursue it. The Supervisors agreed that GM Belknap should handle all resident complaints regarding staff. GM Belknap stated that he does want input from residents and the Board for any issues that come up.

C. Pool Posting -15 people limit

Chair Misener noted that a resident complained that there is no sign by the pool stating the 15 people limit in the pool at one time. GM Belknap stated that there was a sign put up, but he will check on it. Supervisor Polvinen asked GM Belknap to recommend the capacity for the pool and fitness center. Supervisor Young stated that the GM Belknap does not have time to get all this information by Wednesday's meeting and that GM Belknap needs to be working on the golf course revenue which is more important for Wednesday's meeting. Supervisor Polvinen stated that she wants to commend the residents for following the 6ft social distancing requirement. She noted that the people she has seen are doing it.

IX. RESIDENT COMMENTS

Mary Wright stated that she is disappointed how the Board meetings are being conducted by allowing residents to talk during the meeting. They need to have more control over the meetings. Resident comments are not supposed to be until the end. Meetings are talking too long with residents having input during the Board discussions. Chair Misener thanked Mary Wright for her comments. He noted that sometimes they need resident input during the discussions because it helps the Board make decisions.

Dorothy Klewicki asked if the Board approves to have the cancer walk. Supervisor Schwarz asked about the opening meeting being held in the portico area and not being able to have people social distance in that area if a lot of people come. Chair Misener asked about the route and precautions if participants would be wearing masks. Dorothy Klewicki stated that they will maintain 6ft social distancing while walking but they will not be wearing masks since it is outside. The Supervisors discussed and agreed that the cancer walk can take place but asked that they move the opening meeting to the parking lot instead of the portico so they can maintain social distancing. Dorothy Klewicki agreed.

X. NEXT WORKSHOP/MEETINGS

- A. Regular Board Meeting, Wed., Sept. 30, 2 pm, Zoom/Cd Rm C
- B. Long Range Planning, Mon., Oct. 19, 9:30 am, Zoom/Cd Rm C
- C. F&A Committee, Mon., Oct. 19, 2:30 pm, Zoom/Cd Rm C
- D. Finance Committee, Mon., Oct. 26, 9:30 am, Zoom/Cd Rm C
- E. Regular Board Workshop, Mon., Oct. 26, 2 p.m., Cd Rm C
- F. Regular Board Meeting, Wed., Oct. 28, 2 p.m., Cd Rm C

XI. **ADJOURNMENT**- The meeting was adjourned at 5:35 pm.

/jh attachments

10/28/20

Date

SUBMITTED BY:

Julie Heimlich

Julie Heimlich, Board Secretary

10-28-20

Date

APPROVED BY HGRD BOARD:

Don Misener

Don Misener, HGRD Board Chair



GM Weekly Board Report for September 26, 2020

J.B. Belknap

Board Secretary Vacancy: I think I speak for everyone in wishing Julie nothing but the best in her future endeavor. She's been a very important piece of our operation and will be sorely missed. Julie has agreed to work part time on a limited basis until we can get another person in the position. Lynn posted the job on Indeed this past Thursday and Wendy has received numerous resumes already which I'll be looking at over the weekend. If it's okay with the board, we will identify 3 or 4 candidates, hopefully early next week, and then invite them to meet the board via Zoom for your questions and consideration.

Restaurants & Bars: Governor DeSantis issued an executive order yesterday lifting all restrictions on businesses statewide including restaurants and bars which can now serve customers indoors at 100% legal occupancy. Because of our demographics, the Board could consider serving at 50% capacity with our current precautions- masks, 6' of distancing, Hepa filter, etc.- remaining in place. Jason was pleased with the dinner business last night: 60 dine-ins and 30 take-outs. An electrical engineer will be here next week to give us an idea on how many lumens are required for outside dining with a swimming pool in close proximity. We are planning on having outside dining as a viable option for residents in season but want to make sure we are permitted to do so with the required lighting.

Golf Course Renovation: Jon Edinger and I spoke with Ricky Nix on Monday to discuss topics such as: 1) the cost/benefit of doing 9 holes at a time next summer; one 9 this coming year/one 9 next year; 2) a potential performance clause in the construction company's contract; 3) planting additional sprigs to facilitate growth, etc. Potential contractors will have other ideas on how we can accelerate the work and truncate the shutdown. One recommendation was to spray out the front 9 two weeks earlier than the back 9 in order to keep the back 9 open for member play until mid-April. I believe Jon is planning on participating in Monday's workshop.

2021 Reciprocals: On Wednesday, John Abbott visited Heritage Landing and spoke with Charlie Vetter and their Head Pro about reciprocals. John said Heritage Landing and Babcock are both very receptive to working out a mutually beneficial reciprocal arrangement. They are scheduled to email John their proposal by next week. We will also circle back with Magnolia Landing next week to, hopefully, nail down pricing.

Golf Membership: According to Lynn, as of yesterday, 160 members have paid and another 156 are set up for ACH payment by the end of the month. 68 have told us they will not be rejoining. As Lynn reminded me, we budgeted 539 members but only budgeted 510 to pay by October 1st. The remaining 29 are forecasted to be new members or members who pay the late fees, which happens every year. No Canadians have paid yet. Again, we will have to consider leasing additional carts to attract outside play. Depending on the ever-evolving CDC guidelines, among other things, I think we need to take a hard look at the one person per cart policy in order to free up our Yamahas for daily fee play.

During our budget meetings in June, we forecasted \$1.25M in dues revenue from the 539 budgeted members. Due to capitalizing labor and other for the course reno, we are only budgeted to spend \$900K on the golf course maintenance this year. We discussed earmarking the \$390K surplus for a potential 2-month proration of golf dues in the 2021-2022 season if the golf course wasn't going to re-open until October or November.

Pool Update: I spoke with Tropical Pools yesterday afternoon. They told me Lee Co. permitting department received our letter recognizing the removal of Jackson Pools as the HG contractor of record and re-assigning it to Tropical Pools in connection with our pool renovation. Tropical will pick up the permit early next week, post the permit at our pool, and call for the final inspection to satisfy the Health department. I will follow up once the final inspection is completed.

Card Room Requests: Wendy is in the midst of scheduling seasonal activities beginning in October. Many of these activities like Mah Jongg, Bridge, book club, card games, etc. are played in the card rooms. After talking



GM Weekly Board Report for September 26, 2020

J.B. Belknap

with Wendy, Jason, and the game captains, utilizing the ballroom and veranda is going to be very difficult due to scheduling conflicts, moving the 4-top card tables into the rooms, moving tables and chairs out for dining, etc. The women I've spoken with would like to utilize the card rooms. They agree to wear masks, wipe down tables, etc. and stated that each captain would be responsible for the group's adherence to these requirements.

Stultz Construction: I've attached the Civil engineering request for proposal which are due September 29th per the extension. Firms like Johnson, Banks, Waldrop and Hole Montes were present during the walk through. I will be in contact with Jeff Stultz after the 29th so we can provide engineering information to the Task Force committee and the board.

Fitness Center Leak: No word yet from outside area forensic engineering firms that I emailed in the hopes of receiving a quote for their services. I will follow up with phone calls this coming week.

CLIS Project: Howard and I have been discussing different labor alternatives with respect to the CLIS project. Rich and I had lunch with the owner of No Limit irrigation Thursday to discuss providing outsourced labor for the project. As you recall, last year Stahlman England provided us a quote of \$1700 per yard, which we thought was outrageous. The meeting went well and we plan on discussing alternatives at Monday's workshop.

DR Horton project update: Horton engineer Drew Fitzgerald has been in contact with me regarding payment for the submittal of permit modifications to the South Florida Water Management District. In talking to Tom, the closing date is expected to be sometime around the end of October.

HGRD Office Opening: For your consideration, we would like to re-open the HGRD office on a limited basis from 8:30-4:00pm Monday-Friday. The door would be unlocked so residents could enter with a mask but would have to stay behind the dividers to limit exposure. One staff member would also take a least one day a week and work remotely, again, to limit the number of people in the office.

Front 9 Drainage: We've had 8" of rain in the last 2 weeks and 12" for the month. Tim took me out on the front 9 and I am amazed how wet it is. Tim assured me that all of the golf course drains are clear. We looked at the fixed weir on #3 as well as the outlet that drains the water alongside 41. The back 9 is not as wet but those lakes drain into Magnolia Landing according to Tim. As you can see by the pictures, even the storm drains along the road are full. We'll keep monitoring the situation but the front 9 will be closed to carts at least through tomorrow.



Herons Glen Recreation District									
TOTAL VARIANCE REPORT									
Aug 31, 2020									
DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE	19-20 FY COVID-19	FY Budget	VARIANCE
			Favorable / (Unfavorable)			Favorable / (Unfavorable)	Forecast Budget		Favorable / (Unfavorable)
ADMINISTRATION									
Operating Revenue	5,510	7,873	(2,362)	164,453	165,210	(757)	172,325	173,082	(757)
Operating Expenses	68,744	67,162	(1,582)	818,224	835,596	17,372	888,852	906,399	17,547
Operating Income	(63,233)	(59,289)	(3,944)	(653,771)	(670,387)	16,615	(716,527)	(733,317)	16,790
Assessment	59,289	59,289	0	670,387	670,387	0	733,317	733,317	0
Net Income	(3,944)	0	(3,944)	16,615	(0)	16,615	16,790	(0)	16,790
RESTAURANT									
Operating Revenue	19,243	37,123	(17,881)	841,393	1,087,972	(246,579)	856,517	1,129,350	(272,833)
Operating Expenses	56,943	73,683	16,740	1,201,587	1,370,632	169,045	1,257,072	1,452,119	195,047
Operating Income	(37,700)	(36,560)	(1,141)	(360,194)	(282,659)	(77,534)	(400,555)	(322,769)	(77,786)
Assessment	36,560	36,560	0	282,659	282,659	0	322,769	322,769	0
Net Income	(1,141)	0	(1,141)	(77,534)	(0)	(77,534)	(77,786)	(0)	(77,786)
CLUBHOUSE									
Operating Revenue	0	0	0	11,700	10,000	1,700	11,700	10,000	1,700
Operating Expenses	54,647	56,874	2,227	660,697	662,184	1,488	718,019	719,684	1,665
Operating Income	(54,647)	(56,874)	2,227	(648,997)	(652,184)	3,188	(706,319)	(709,684)	3,365
Assessment	56,874	56,874	0	652,184	652,184	0	709,684	709,684	0
Net Income	2,227	0	2,227	3,188	0	3,188	3,365	0	3,365
CLIS Dept.									
Operating Revenue	14,209	14,536	(327)	171,211	170,157	1,054	185,654	184,600	1,054
Operating Expenses	26,663	36,014	9,351	341,570	375,532	33,962	373,891	408,472	34,581
Operating Income	(12,454)	(21,478)	9,024	(170,358)	(205,375)	35,016	(188,237)	(223,872)	35,635
Assessment	21,478	21,478	0	205,375	205,375	0	223,872	223,872	0
Net Income	9,024	0	9,024	35,016	0	35,016	35,635	0	35,635
Fitness Center									
Operating Revenue	0	100	(100)	3,823	1,100	2,723	3,923	1,200	2,723
Operating Expenses	3,966	4,595	629	44,696	40,421	(4,276)	47,934	43,654	(4,280)
Operating Income	(3,966)	(4,495)	529	(40,873)	(39,321)	(1,553)	(44,011)	(42,454)	(1,557)
Assessment	4,495	4,495	0	39,321	39,321	0	42,454	42,454	0

GOLF MEMBERSHIP STATUS
FOR MONTH ENDED AUGUST 2020

					AMOUNT
	COUPLE	SINGLE	Non-Res Coup	Non-Res Sing	PAID (pre-tax)
End of Month Totals for 2019-2020					
601 Total Paid Members August 31, 2020	157	221	8	50	\$ 1,416,028
Current Year Totals 2019-2020					
601 Members Paid September 12, 2020	157	221	8	50	\$ 1,416,028
30 Range Membership September 12, 2020					\$ 8,250
18 Handicap Services September 12, 2020					\$ 360
0 Undecided September 12, 2020	0	0	0	0	\$ -
41 Members who did not renew September 12, 2020	6	22	0	3	\$ (89,851)
12 Members who received refunds September 12, 2020	1	8		2	(25,983.21)
Budgeted Totals					
573 Members Budgeted As of Aug 31, 2020					
573 Members Budgeted As of September 30, 2020					
Prior Year Comparison					
585 Members Paid for fiscal yr 2018-19 as of Aug 31, 2019					
585 Members Paid for fiscal yr 2018-19 as of September 30, 2019					



HGRD RESIDENT'S SMALL REQUEST FORM

Activities Group Name: ____ Herons Glen Pickleball Assoc

Representative's Name: Howard Nutt

Representative's Telephone: 303-514-7619

Description and Specs of Request:

One 8 foot Victory Bench #ABC 1130 White w/green frame

Requested Amount of Funding – (Up to \$750): ____ \$750.00 ____

Please attach a sheet showing a source and cost including shipping and/or installation.

Describe your need for HGRD funding for a this durable/material item and how the purchase benefits the community:

____ The HGPA will pay any additional cost above \$750.

-----For Facilities & Amenities Use Only-----

HGRD Facilities & Amenities Advisory Committee:

- Date Received: ____ Aug 15, 2020 ____
- Date Reviewed by Committee ____ Aug 30, 2020 ____

HGRD Facilities & Amenities Advisory Committee Recommendations:

- Recommendation to Board: _____
Committee approved request.

HGRD Resident's Small Request Rules & Timelines:

- 1) Up to \$6,500 in funding may be available for any fiscal year determined by the yearly audit.
- 2) Funding will be awarded for material/durable items under \$750.00
- 3) Requests may be considered through July 31st of the current fiscal year.
- 4) All purchases made under this program become the property of the HGRD and will be available for use by all residents.
- 5) The Facilities & Amenities Committee will make their recommendations to the HGRD Board at the Board meeting following the committee's final review of the request. Available funds must be spent by September 30th of the current fiscal year.
- 6) All approved requests must be completed and an invoice received for payment prior to September 30th.

HGRD RESIDENT'S SMALL REQUEST FORM



HGRD RESIDENT'S SMALL REQUEST FORM

Activities Group Name: Butterfly Society of the Glen

Representative's Name: Shirley Spicer

Representative's Telephone: 234-565-2177

Description and Specs of Request: One 6 foot Victory Bench #ABC 112 Frame Color Green Seat an Ba Color Cedar \$598.00 + shipping and handling and installation.

Requested Amount of Funding – (Up to \$750): \$598.00

Please attach a sheet showing a source and cost including shipping and/or installation.

Describe your need for HGRD funding for a this durable/material item and how the purchase benefits the community:

Bench will provide a resting spot for residents of the Glen to enjoy the Community Butterfly garden being installed by the members of the Society and any residents who would like to help with the project.

This is the standard bench described in the donation policy.

-----For Facilities & Amenities Use Only-----

HGRD Facilities & Amenities Advisory Committee:

- Date Received: Aug 15, 2020
- Date Reviewed by Committee Aug 30, 2020

HGRD Facilities & Amenities Advisory Committee Recommendations:

- Recommendation to Board: Committee approved request.

HGRD Resident's Small Request Rules & Timelines:

- 1) Up to \$6,500 in funding may be available for any fiscal year determined by the yearly audit.
- 2) Funding will be awarded for material/durable items under \$750.00
- 3) Requests may be considered through July 31st of the current fiscal year.
- 4) All purchases made under this program become the property of the HGRD and will be available for use by all residents.
- 5) The Facilities & Amenities Committee will make their recommendations to the HGRD Board at the Board meeting following the committee's final review of the request. Available funds must be spent by September 30th of the current fiscal year.
- 6) All approved requests must be completed and an invoice received for payment prior to September 30th.



HGRD RESIDENT'S SMALL REQUEST FORM

Activities Group Name: ____ Butterfly Society of the Glen

Representative's Name: Shirley Spicer

Representative's Telephone: 234-565-2177

Description and Specs of Request:

Java 134 Gallon resin wicker deck box

Requested Amount of Funding – (Up to \$750): ____ \$139.00 ____

Please attach a sheet showing a source and cost including shipping and/or installation.

Describe your need for HGRD funding for a this durable/material item and how the purchase benefits the community:

____ Will serve as extra outdoor seating and storage space for tools.

____ Available from local vendor. ____ This is a second request and any costs above the \$750 will be paid by the butterfly society of the Glen.

-----For Facilities & Amenities Use Only-----

HGRD Facilities & Amenities Advisory Committee:

- Date Received: ____ Aug 15, 2020 ____
- Date Reviewed by Committee ____ Aug 30, 2020 ____

HGRD Facilities & Amenities Advisory Committee Recommendations:

- Recommendation to Board: ____
Committee approved request contingent upon enough funds in the account after fulfilling other group's requests.

HGRD Resident's Small Request Rules & Timelines:

- 1) Up to \$6,500 in funding may be available for any fiscal year determined by the yearly audit.
- 2) Funding will be awarded for material/durable items under \$750.00
- 3) Requests may be considered through July 31st of the current fiscal year.
- 4) All purchases made under this program become the property of the HGRD and will be available for use by all residents.
- 5) The Facilities & Amenities Committee will make their recommendations to the HGRD Board at the Board meeting following the committee's final review of the request. Available funds must be spent by September 30th of the current fiscal year.
- 6) All approved requests must be completed and an invoice received for payment prior to September 30th.



HGRD RESIDENT'S SMALL REQUEST FORM

Activities Group Name: Billiards Group
Representative's Name: Paul Koenig
Representative's Telephone: 239-543-1358

Description and Specs of Request: _____
Refelt second table in billiards room.

Requested Amount of Funding – (Up to \$750): \$500
Please attach a sheet showing a source and cost including shipping and/or installation.
Describe your need for HGRD funding for a this durable/material item and how the purchase benefits the community:
This is a second request. Tables are getting very worn. They are available to the entire community for use. Dan estimated \$500. He has the sources for the work.

-----For Facilities & Amenities Use Only-----

HGRD Facilities & Amenities Advisory Committee:

- Date Received: August 15, 2020
- Date Reviewed by Committee August 31, 2020

HGRD Facilities & Amenities Advisory Committee Recommendations:

Recommendation to Board: _____
Committee approved contingent upon funds being available after all groups' firsts requests are fulfilled.

HGRD Resident's Small Request Rules & Timelines:

- 1) Up to \$6,500 in funding may be available for any fiscal year determined by the yearly audit.
- 2) Funding will be awarded for material/durable items under \$750.00
- 3) Requests may be considered through July 31st of the current fiscal year.
- 4) All purchases made under this program become the property of the HGRD and will be available for use by all residents.
- 5) The Facilities & Amenities Committee will make their recommendations to the HGRD Board at Board meeting following the committee's final review of the request.
- 6) Available funds must be spent by September 30th of the current fiscal year.
- 7) All approved requests must be completed and an invoice received for payment prior to September 30th.



HGRD RESIDENT'S SMALL REQUEST FORM

Activities Group Name: _____ Billiards Group
Representative's Name: _____ Paul Koenig _____
Representative's Telephone: _____ 239-543-1358 _____

Description and Specs of Request: _____
_____ Refelt table in billiards room.

Requested Amount of Funding – (Up to \$750): _____ \$500 _____
Please attach a sheet showing a source and cost including shipping and/or installation.
Describe your need for HGRD funding for a this durable/material item and how the purchase benefits the community:

_____ Tables are getting very worn. They are available to the entire community for use.
Dan estimated \$500 . He has the sources for the work. _____

-----For Facilities & Amenities Use Only-----

HGRD Facilities & Amenities Advisory Committee:

- Date Received: _____ August 15, 2020 _____
- Date Reviewed by Committee _____ August 31, 2020 _____

HGRD Facilities & Amenities Advisory Committee Recommendations:

Recommendation to Board: _____
_____ Committee approved. _____

HGRD Resident's Small Request Rules & Timelines:

- 1) Up to \$6,500 in funding may be available for any fiscal year determined by the yearly audit.
- 2) Funding will be awarded for material/durable items under \$750.00
- 3) Requests may be considered through July 31st of the current fiscal year.
- 4) All purchases made under this program become the property of the HGRD and will be available for use by all residents.
- 5) The Facilities & Amenities Committee will make their recommendations to the HGRD Board at Board meeting following the committee's final review of the request.
- 6) Available funds must be spent by September 30th of the current fiscal year.
- 7) All approved requests must be completed and an invoice received for payment prior to September 30th.



HGRD RESIDENT'S SMALL REQUEST FORM

Activities Group Name: _____Independent request

Representative's Name: Barb Callaghan

Representative's Telephone: 217-369-3770

Description and Specs of Request:

Purchase Plyo Box

Requested Amount of Funding – (Up to \$750): _____\$550.00_____

Please attach a sheet showing a source and cost including shipping and/or installation.

Describe your need for HGRD funding for a this durable/material item and how the purchase benefits the community:

_____Very helpful for anybody to use to assist with machines/weights using box for balance ab work
TRX leg work_____

-----For Facilities & Amenities Use Only-----

HGRD Facilities & Amenities Advisory Committee:

- Date Received: _____Aug 15, 2020_____
- Date Reviewed by Committee _____Aug 30, 2020_____

HGRD Facilities & Amenities Advisory Committee Recommendations:

- Recommendation to Board: _____
Committee approved request contingent upon funds being available after groups' first requests are met. Note: resident offered to pay additional over \$750 if request is approved and funds are not available.

HGRD Resident's Small Request Rules & Timelines:

- 1) Up to \$6,500 in funding may be available for any fiscal year determined by the yearly audit.
- 2) Funding will be awarded for material/durable items under \$750.00
- 3) Requests may be considered through July 31st of the current fiscal year.
- 4) All purchases made under this program become the property of the HGRD and will be available for use by all residents.
- 5) The Facilities & Amenities Committee will make their recommendations to the HGRD Board at the Board meeting following the committee's final review of the request. Available funds must be spent by September 30th of the current fiscal year.
- 6) All approved requests must be completed and an invoice received for payment prior to September 30th.



HGRD RESIDENT'S SMALL REQUEST FORM

Activities Group Name: ____Independent request

Representative's Name: Barb Callaghan

Representative's Telephone: 217-369-3770

Description and Specs of Request:

Replace old tri-fold mats – Hanging mats easier to clean and sanitize

Wall mat rack

Six fit mats with grommets

Requested Amount of Funding – (Up to \$750): ____\$350.00____

Please attach a sheet showing a source and cost including shipping and/or installation.

Describe your need for HGRD funding for a this durable/material item and how the purchase benefits the community:

-----For Facilities & Amenities Use Only-----

HGRD Facilities & Amenities Advisory Committee:

- Date Received: ____Aug 15, 2020____
- Date Reviewed by Committee ____Aug 30, 2020____

HGRD Facilities & Amenities Advisory Committee Recommendations:

- Recommendation to Board: _____
Committee approved request.

HGRD Resident's Small Request Rules & Timelines:

- 1) Up to \$6,500 in funding may be available for any fiscal year determined by the yearly audit.
- 2) Funding will be awarded for material/durable items under \$750.00
- 3) Requests may be considered through July 31st of the current fiscal year.
- 4) All purchases made under this program become the property of the HGRD and will be available for use by all residents.
- 5) The Facilities & Amenities Committee will make their recommendations to the HGRD Board at the Board meeting following the committee's final review of the request. Available funds must be spent by September 30th of the current fiscal year.
- 6) All approved requests must be completed and an invoice received for payment prior to September 30th.

From the Policies & Procedures p. 43

F. The Courts

Scheduling of the tennis, bocce, shuffleboard, pickleball or other courts is handled through the process designated by the Board of Supervisors.

1. Tennis

Individuals or groups may reserve court times up to seven days in advance.

a. Round Robin Play

- 1) Tuesday of each week from 8:00 a.m. to 9:30 a.m. is reserved for ladies' play. Round Robin rules shall take precedence. All ladies, regardless of level of play, are welcome to play in this period.
- 2) Wednesday of each week from 8:00 a.m. to 9:30 a.m. is reserved for men's play. Round Robin rules shall take precedence. All men, regardless of level of play are welcome to play in this period.
- 3) Saturday of each week from 8:00 a.m. to 9:30 a.m. is reserved for ~~mixed doubles~~ resident open play. All men and women, regardless of level of play, are welcome to play in this period.

Rationale for change: The Tennis Assoc. requested the change as they said no one was utilizing the time reserved for mixed doubles. By adding the suggested words it preserves the time slot for HG resident use and prevents league scheduling at this time.

From the Rules and Regs p. 14

Tennis

1. Individuals and groups may sign up for court time 7 days in advance using the process designated by the Board and 3 days in advance on the sign-up sheet posted on the Court Bulletin Board. If no playing time is scheduled on the sheet, the courts are available for play.
2. All players must be available to play within fifteen (15) minutes of their scheduled time. When the 15 minute waiting time is reached without all players available, the next foursome or pair may occupy the court for the balance of the time reserved.
3. Players may schedule court time before or after the designated Round Robin ~~and Saturday Mixed Doubles~~ play times. Players other than those playing as part of the designated Round Robin play or ~~Saturday Mixed Doubles play~~ must not assume the courts during those Recreation District designated play times.
4. Courts must be vacated promptly at the end of the reserved time period, even though the players may not have started using the court time.
5. No individual or group of players may sign up for longer than one ninety (90) minute period per day.

Rationale for change: If the policy is changed, the rules need to be changed to reflect the new policy.

**HERONS GLEN RECREATION DISTRICT
REGULAR BOARD WORKSHOP
October 26, 2020, 2 PM, 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	X
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	X
Secretary Mary Ann Polvinen	X	Board Sec. Karon Bennett	X
Asst Sec/Treas William Kulkoski	X	Residents	4

- I. **CALL TO ORDER** – Chair Don Misener
- II. **ANY PROPOSED CHANGES TO MINUTES** –There were no changes made to the Board Workshop meeting 9/28 and Regular Board meeting 9/30.
- III. **GENERAL MANAGER’S REPORT** – GM J.B. Belknap reviewed the items below:

Stormwater Drainage Update: Stormwater has stopped flowing over the top of the manhole basin behind the #2 lake. The top of the basin is 2-3” above the weir control level at #3 so additional water will flow out when the pipe is repaired and free of debris. Sewer Viewer video which shows them scoping the problem area in addition to sediment buildup in the connecting pipe between #2 and #3. HGHOA Manager was provided that video and the Board agreed to work with the HOA to facilitate the repairs.

CLIS Project: J.B. met with Tim Kortanek, Val Johnson and Jorge Cardenas of No Limit Irrigation, LLC on Tuesday, October 20th to discuss the path forward with respect to outsourcing labor for the CLIS bond project. After a productive discussion that centered around placement of sprinkler heads, timing, scope, and test yards, Jorge will draft a preliminary agreement with an opt-out provision for both parties. J.B. is expecting the draft sometime early in November for Supervisor Young and Counsel Tom Hart to review and refine, if necessary, before submitting to the Board.

Golf League Play for Nonmembers: The Board agreed to a corresponding temporary change to the District’s Rules & Regulations and Policies & Procedures in regards to Ladies’ and Men’s Golf League Days during the 2020-2021 season. This will allow golf members affected by COVID restrictions to participate in ladies and men’s league play.

Food & Beverage Outside Entertainment: The Resident Events Committee has requested the Board consider hosting outside entertainment such as events with a resident disc jockey or karaoke to be held in the parking lot by the Ballroom. All participants will follow social distancing guidelines. Discussion ensued Mary Ann Polvinen recommended holding these events inside the ballroom due to the needs of the staff while serving food and beverages.

End of Year Financials: J.B. stated that management was reporting a preliminary \$66,000 operating budget surplus for fiscal year 2020. Management scrubbed their original 2019-2020 budget and crafted a COVID budget which originally showed a \$125K unfavorable variance to budget. Management developed actions in all departments to reduce the loss to \$50K, as the board requested.

The preliminary financial results are subject to other adjustments and the year-end audit. Golf shows a \$76K preliminary favorable variance to budget. Although we were \$79K favorable in golf memberships, because of

COVID, the membership rise was somewhat offset by a \$55K reduction in daily fee & member guest golf fees as well as a \$13K gross profit reduction in merchandise sales. We did save \$45K in payroll savings based on COVID.

As expected, the Restaurant was unfavorable to budget by \$71K since it was impossible to cut enough expenses to match the loss of revenue. Expenses were cut in restaurant operations resulting in approximately \$140K in savings.

Golf Membership: The District currently has 487 golf memberships for fiscal year 2020-2021. The budget for golf membership by October 31, 2020 is 510. There are still 48 Canadians or International golf members that are not included in the golf memberships for 2020-21. Due to the 1 cart per player rule J.B. requested the addition of more golf carts for outside play, the Board agreed that J.B. pursue the rentals.

Merit Increases, Bonuses and COVID: Due to COVID management implemented a freeze on the bonuses and raises for employees with anniversary dates after March 15, 2020. J.B. respectfully requested that the Board award the \$13K in potential bonuses and \$13K in wage increases that were not paid out due to the freeze. This action was previously discussed when management implemented the freeze. The Supervisors agreed that J.B. should ensure that these increases were accrued, as services were performed in the fiscal year. This is to ensure employees are not disadvantaged due to an anniversary date, as no increases are planned for fiscal year 2020-2021 and otherwise some employees would not receive an increase for 2 years.

HG residents donated nearly \$27K to keep the restaurant service staff whole during the first few months of COVID hours reductions. Without these resident donations, the District would have had to layoff many service staff members. The Board will send out a thank you email to the residents this week.

Discussion continued in reference to having use of Cardroom C, the Board decided that Cardroom C would remain closed.

IV. **FINANCIAL REPORT – September 2020**

Controller Garcia reviewed the attached preliminary September financial report and assumptions:

- **Administration** - \$1,338 unfavorable to budget for the month and ended the year \$15,278 favorable to budget. Major variances for the year were payroll and professional fees.
 - Professional Fees - \$22,931 in unfavorable variance for the year which included the \$10,225 for the Club Benchmarking reserve study; legal fees related to the proposed clubhouse roof replacement; and additional expenses due to the changing of the auditors.
- **Restaurant** - \$6,603 favorable to budget for the month and ended the year \$70,931 unfavorable to budget. Sales were significantly down due to COVID. An employee fundraiser brought in \$26,772 from residents and the club paid out \$34,085 in unearned wages leaving a delta of \$7,313.
 - Payroll Benefits - \$14K favorable to budget because of the numbers of health benefit participants enrolled in a lower deductible plan.
- **Clubhouse** - \$7,600 favorable to budget for the month, \$10,787 favorable for the year. Payroll was \$15,577 favorable to budget.
 - Contingency line item is where expenses involving COVID are being tallied. This enables identification, in case the District is able to file an insurance claim. Everything will be documented, totaling \$13,487.
- **CLIS** - \$2,446 favorable to budget for the month, \$37,462 ended the year and payroll was \$35,481 favorable to budget.
- **Fitness Center** - \$413 unfavorable to budget for the month and ended the year \$1,966 unfavorable to budget. The main item was \$12,618 due to maintenance/equipment needed to open the fitness center that were not capitalized.
- **Golf Maintenance** - \$5,796 unfavorable to budget for the month, \$10,734 favorable to end the year and payroll was favorable to budget at \$18,927. Landscape, plants and supplies \$14,653 over due to pine straw, freshening up landscape beds and miscellaneous repairs.

- Lease Payments - \$15,551 unfavorable, due to differences in the timing of recording lease expenditures.
- **Pro Shop** - \$3,320 favorable to budget for the month, ended the year \$65,361 favorable to budget. Ended the year with 599 members to a budget of 573 members, a favorable variance of \$79,708. The District lost \$92,700 in outside public play, although it still lost \$13K, it saved \$30,500 through payroll.
- **All Departments** – \$12,423 favorable to budget for the month with Golf Operations - \$2,475 unfavorable and non-golf operations \$14,898 favorable and ended the year \$66,726 favorable to budget, of which \$76,095 was attributed to Golf Operations and a negative \$9,369 from non-golf operations.

V. DISTRICT COUNSEL'S REPORT

After talking with J.B. about his conversation with Marco from GATES, Counsel Hart recommended that HG and GATES split the \$10K loss from the dispute concerning the fitness center drainage. He further requested that the Board meet in an Executive Session.

The Governor's executive order allowing remote local government meetings is expiring. Three Supervisors must attend board meetings in person to establish a quorum, beginning November 1, 2020.

VI. COMMITTEE REPORTS & RECOMMENDATIONS

A. Long Range Planning, Oct. 19

Chair Fred Gignac was not present; however, Supervisor Young reported that the committee was waiting for the results of the reserve study before further action.

B. Facilities & Amenities, Oct. 19

Chair Karen Mars requested that J.B. mark the layout of the butterfly garden with flags so the location can be better understood by the board and committee members. J.B. stated that he and Tim were planning to do so.

C. Finance Advisory Committee, Oct. 26

Chair Ron Glasgow was not present. Treasurer Jayne Schwarz reviewed the finance committee's report in regards to the Emergency Reserve account for uninsured losses and insurance deductible. The committee agreed with management to move funds over the amount required by policy to the intermediate/long term reserve. Supervisor Schwarz stated that the finance committee advised management to obtain three bids for the copier lease and then make a decision without returning to the committee. Management had asked the Finance Advisory Committee to support their recommendation by a single vendor for lease of the copier. Controller will obtain bids on leases.

According to CLA, the Board's auditors, the prior financial statements contained a material error in the classification of Deferred outflows on refunding bonds. The deferred outflow, in the amount of \$421,091, was reported as unrestricted Net Position instead of as Net investment in capital assets. The Deferred outflows related to the refunding of the 1999 bonds which were refinanced in the 2006 bonds.

The auditors suggested two possible options to management to correct the reclassification error:

1. Contact the previous auditors to see if they will agree with the error and agree to restate the FY19 Audited Financial Statements. The District would likely incur additional costs. A
2. Management could present the FY2020 Financial Statements as a single year result. Traditionally HGRD's Statement of Net Position shows a two-year comparison. Government accounting standards and the Florida Auditor General only require a single year statement. Management could still provide comparative years in their analysis contained in the MDA (Management Discussion & Analysis). Management could also elect to again provide comparative financial statements beginning in FY2021.

Management advised the finance committee that they elected to present the FY2020 financial statements as a single year. (option #2). The Finance Committee concurred with management's decision.

D. Golf Course Renovation, Oct. 22

After Friday's visit by Ricky Nix, Chair John Edinger gave an updated plan for grassing, cart paths, drop zones, lake enlargements, drainage, silt fencing, etc. He also confirmed that the Engineer has applied for the required permitting with the county.

Discussion took place concerning the placement of the cart path by the fitness center. Mr. Edinger will provide a cart path proposal at a later date.

E. Problem-Solving Task Force, Oct. 23

Chair Peter Overs of the PSTF, advised that Mr. Stultz spoke with the county staff who indicated that retaining another engineer for bond projects besides Waldrop Engineering (the GC renovation engineer) would be “difficult at best”. This is due to the limitation of one development order per strap number requirement. Waldrop submitted an updated engineering services contract proposal which reflects their cost line item modifications. In their discussions, Stultz indicated that Waldrop could amend the golf course Development Order submittal to include the additional five bond projects. Once Waldrop re-files for the new DO, the original golf course DO could be vacated and a new consolidated DO issued for all six projects.

John Cowgill stated that the selection of an Engineer should be of high priority. Chair Peter Overs agreed and the PSTF will put together a recommendation that the Board enter into the Agreement submitted by Waldrop Engineering dated October 23, 2020 for Professional Services in connection with the specified Bond Projects. The Board will vote on this recommendation on Wednesday’s Board Meeting.

VII. OLD BUSINESS

A. Concert Series Survey Update

After reviewing the survey to the residents concerning the 2021 Concert Series the Board recommended that 2021 remain cancelled and request that the chosen acts be moved to fiscal year 2022. Executive Assistant Wendy Shae will follow up on the request. The Board will vote on this recommendation at Wednesday’s Board meeting.

B. Golf Course Membership was covered in the Financial report.

C. Conrad Weyer Memorial

Chair Misener requested that the F&A Committee put together a recommendation for a memorial for Supervisor Conrad Weyer. The Board will vote on this recommendation at Wednesday’s Board Meeting.

VIII. NEW BUSINESS

A. Agenda Additions/Removal/Process

Chair Misener reminded the Board that the District’s Policies and Procedures, Conduct of Business states that new information concerning an item to be voted on at a scheduled Board meeting shall be presented to the Supervisors either 3 days prior to the meeting to allow sufficient time to review or discussed at and moved forward from a workshop.

The Chair added that although any Board member may add to Board agendas, only the person who added the item can remove the item.

X. RESIDENT COMMENTS

Mary Koeing - Discussion took place concerning the request to allow shotgun starts on Tuesdays and Wednesday’s for Men’s and Ladies’ Day league play. Head Golf Professional John Abbott and J.B. will examine various options for Board consideration.

Discussion took place concerning the request to open all four bocce courts and allow league play while social distancing. Ron Glasgow, the Bocce Association president, was not present but will be asked for a recommendation for the Board Meeting on Wednesday.

Mary Wright – advised that the yoga classes that are taking place in the Ballroom are being interrupted. J.B. will speak with the staff about not passing through the class as well as having signs posted for silence.

XI. NEXT WORKSHOP/MEETINGS

- A. Special Board Meeting, Fri., Nov. 6, 2:30 pm, Zoom/Cd Rm C
- B. F&A Committee, Mon., Nov. 9, 2:30 pm, Zoom/Cd Rm C
- C. Golf Course Renovation, Thurs., Nov. 12, 9 am, Zoom/Cd Rm C
- D. Regular Board Workshop, Mon., Nov. 16, 2 p.m., Cd Rm C
- E. Regular Board Meeting, Wed., Nov. 18, 2 p.m., Cd Rm C

XII. **ADJOURNMENT** – The meeting was adjourned at 5:01PM.

11/18/2020

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Board Secretary

11/18/2020

Date

APPROVED BY HGRD BOARD:

Don Misener

Don Misener, HGRD Board Chair

GOLF MEMBERSHIP STATUS
FOR MONTH ENDED SEPTEMBER 2020

			Non-Res	Non-Res	AMOUNT
	COUPLE	SINGLE	Coup	Sing	PAID (pre-tax)
End of Year Totals for 2019-2020					

599 Total Paid Members	156	221	8	50	\$ 1,411,857
September 30, 2020					

End of Month Totals for 2020-2021					
449 Total Paid Members	115	178	3	35	\$ 1,056,067
September 30, 2020					

Current Year Totals 2019-2020

486 Members Paid	127	185	4	39	\$ 1,142,323
October 23, 2020					
17 Range Membership					\$ 4,675
October 23, 2020					
16 Handicap Services					\$ 320
October 23, 2020					
0 Undecided	0	0		0	\$
October 23, 2020					
116 Members who did not renew	29	32	4	14	\$ (269,281)
October 23, 2020					
1 Members who received refunds		1			\$ (2,503)
October 23, 2020					

Budgeted Totals

Members Budgeted

As of September 30, 2020

510 Members Budgeted

As of October 31, 2020

Prior Year Comparison

546 Members Paid for fiscal yr 2019-20

as of September 30, 2019

587 Members Paid for fiscal yr 2019-20

as of October 31, 2019

Heron's Glen Recreation District

TOTAL VARIANCE REPORT

Sep 30, 2020

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE Favorable / (Unfavorable)	ACTUAL YTD	BUDGET YTD	VARIANCE Favorable / (Unfavorable)
ADMINISTRATION						
Operating Revenue	5,683	7,873	(2,189)	170,136	173,082	(2,946)
Operating Expenses	69,951	70,803	851	888,175	906,399	18,224
Operating Income	(64,268)	(62,930)	(1,338)	(718,039)	(733,317)	15,278
Assessment	62,930	62,930	0	733,317	733,317	0
Net Income	(1,338)	0	(1,338)	15,278	(0)	15,278
RESTAURANT						
Operating Revenue	27,008	41,378	(14,370)	868,401	1,129,350	(260,949)
Operating Expenses	60,514	81,487	20,973	1,262,101	1,452,119	190,018
Operating Income	(33,506)	(40,109)	6,603	(393,700)	(322,769)	(70,931)
Assessment	40,109	40,109	0	322,769	322,769	0
Net Income	6,603	0	6,603	(70,931)	(0)	(70,931)
CLUBHOUSE						
Operating Revenue	0	0	0	11,700	10,000	1,700
Operating Expenses	49,900	57,499	7,600	710,596	719,684	9,087
Operating Income	(49,900)	(57,499)	7,600	(698,896)	(709,684)	10,787
Assessment	57,499	57,499	0	709,684	709,684	0
Net Income	7,600	0	7,600	10,787	0	10,787
CLIS Dept.						
Operating Revenue	15,211	14,443	768	186,422	184,600	1,822
Operating Expenses	31,262	32,940	1,678	372,832	408,472	35,640
Operating Income	(16,051)	(18,497)	2,446	(186,410)	(223,872)	37,462
Assessment	18,497	18,497	0	223,872	223,872	0
Net Income	2,446	0	2,446	37,463	0	37,462
Fitness Center						
Operating Revenue	132	100	32	3,955	1,200	2,755
Operating Expenses	3,678	3,233	(444)	48,374	43,654	(4,720)
Operating Income	(3,546)	(3,133)	(413)	(44,419)	(42,454)	(1,966)
Assessment	3,133	3,133	0	42,454	42,454	0
Net Income	(413)	0	(413)	(1,966)	0	(1,966)
SUBTOTAL						
Total Operating Revenues	48,034	63,794	(15,760)	1,240,614	1,498,232	(257,618)
Total Assessments	182,170	182,170	0	2,032,096	2,032,096	0
Total Operating Expenses	215,305	245,963	30,658	3,282,079	3,530,328	248,249
Net Income	14,898	0	14,898	(9,369)	0	(9,369)
GOLF MAINTENANCE						
Operating Revenue	0	0	0	0	0	0
Operating Expenses	115,702	109,907	(5,796)	1,354,908	1,365,642	10,734
Net Income	(115,702)	(109,907)	(5,796)	(1,354,908)	(1,365,642)	10,734

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable / (Unfavorable)			Favorable / (Unfavorable)
PRO SHOP						
Operating Revenue	123,178	126,662	(3,484)	1,847,699	1,860,782	(13,083)
Operating Expenses	26,712	33,517	6,804	416,696	495,140	78,444
Net Income	96,466	93,146	3,320	1,431,003	1,365,642	65,361
ALL DEPARTMENTS						
Total Operating Revenues	171,212	190,456	(19,244)	3,088,313	3,359,014	(270,701)
Total Assessments	182,170	182,170	0	2,032,096	2,032,096	0
Total Operating Expenses	357,720	389,387	31,667	5,053,682	5,391,109	337,427
Net Income	(4,338)	(16,761)	12,423	66,727	0	66,726
<i>From Golf Operations</i>	<i>(19,237)</i>	<i>(16,761)</i>	<i>(2,475)</i>	<i>76,096</i>	<i>0</i>	<i>76,095</i>
<i>From Other than Golf Operations</i>	<i>14,898</i>	<i>0</i>	<i>14,898</i>	<i>(9,369)</i>	<i>0</i>	<i>(9,369)</i>

HGRD Variance Sep-20	Month End			Month End Explanation ≥ \$1k	Year End			Year End Explanation ≥ \$12k
	Actual	Budget	Variance Over (Under)		Actual Yr End	Budget Yr End	Variance Year End	
Administration								
Interest Income	833	3,000	(2,167)	FL Prime SBA interest is at 33%	57,847	60,125	(2,278)	GM Bonuses budgeted for \$8500, awarded \$5,000. Freeze on bonuses and salaries/wages due to COVID-19
Payroll	30,771	34,416	3,645	Freeze on bonuses due to COVID19 per Board	380,929	394,536	13,607	Unbudgeted Club Benchmarking Reserve Study done for \$10,225, CMR legal fees for Clubhouse roof replacement issue \$3,865, Additional expenses due to change of auditors.
Professional Fees	17,814	12,058	(5,756)	Breeze Corp ad for budget resolution budgeted in Aug and CMR legal fees for clubhouse roof issue	145,620	122,689	(22,931)	
Restaurant								
Food Sales - Dining Room	6,277	8,397	(2,110)	Sales down due to COVID-19 restrictions	225,378	310,000	(84,622)	Sales down due to COVID-19 restrictions
Beverage Revenue - DR	1,449	1,918	(469)		58,661	96,000	(37,339)	Sales down due to COVID-19 restrictions
Food Sales - Lounge	10,592	15,954	(5,362)	Sales down due to COVID-19 restrictions	278,349	320,000	(41,651)	Sales down due to COVID-19 restrictions
Beverage Revenue - Lounge	6,507	11,901	(5,394)	Sales down due to COVID-19 restrictions	142,585	217,000	(74,415)	Sales down due to COVID-19 restrictions
Banquet Food - Residents	2,015	2,023	(8)		92,195	145,000	(52,805)	Sales down due to COVID-19 restrictions
COVID-19 Subsidy-Fundraiser	(70)	-	(70)		26,772	-	26,772	We collected money from the residents to help subsidize the F&B employees' take-home pay due to COVID-19
COS, Food	11,855	11,864	9		296,833	323,240	26,407	Purchased food according to decrease in sales due to COVID-19 48.07% due to increasing cost of product during COVID-19. Menu prices did not go up. No banquet sales to offset margins.
COS, Beverage	2,223	3,753	1,530	Purchased beverage according to decrease in sales. 27.13%	61,024	85,462	24,438	Purchased beverage according to decrease in sales due to COVID-19. 27.34% Running 50% specials during COVID-19 to encourage alcohol sales.
Payroll, Kitchen	16,212	18,183	1,971	Matching staffing requirements with revenue.	261,873	286,787	24,914	Matching staffing requirements with revenue, which was down due to COVID-19
Payroll, Service	8,064	13,086	5,022	Matching staffing requirements with revenue.	165,063	205,883	40,820	Matching staffing requirements with revenue, which was down due to COVID-20
Payroll, COVID-19 Subsidy	-	-	-		34,085	-	(34,085)	The club subsidized the F&B employees during the COVID-19 shutdown based on their normal wages and gratuities. \$26,772 of this subsidy was covered by the money donated by the residents.
Payroll Taxes & Fees	3,676	5,808	2,132	Directly related to payroll being better than budget	90,889	106,012	15,123	Directly related to payroll being better than budget for the year and sales being down since a portion of payroll taxes are also paid based on gratuities.
Payroll Benefits	2,498	5,151	2,653	FL Blue 2019 Medical Loss-Ratio Rebate \$1,583.44. Budgeted for 10 participants on the highest cost plan. Only 9 are enrolled, of which 4 selected lower cost plans.	47,743	61,806	14,063	FL Blue 2019 Medical Loss-Ratio Rebate \$1,583.44. Budgeted for 10 participants on the highest cost plan. Only 8 were enrolled for most of the year, of which 3 selected lower cost plans
Contingency	1,481	-	(1,481)	Tracking COVID-19 related expenses	2,971	-	(2,971)	
Dishes & Glassware	-	4,000	4,000	Not necessary due to increased take-out only during COVID-19	2,528	4,000	1,472	
Entertainment Lounge	-	1,500	1,500	Have not had entertainment in the lounge since the start of COVID-19	8,425	18,675	10,250	
Clubhouse								
Payroll	13,035	14,488	1,453	Nate is working less than 40 hours. Replaced Gary's position.	159,776	175,353	15,577	Down 1-2 staff members throughout the year
Contingency	180	-	(180)		13,487	-	(13,487)	Tracking COVID-19 related expenses
Tennis Court Maintenance	1,296	5,350	4,054	Har-Tru 3rd year is being done in deferred maintenance Oct20, so no need for day in-house	5,517	12,650	7,133	
CLIS								
Payroll	14,875	17,832	2,757	For the majority of the Month the department was down one employee.	176,531	212,012	35,481	The CLIS department seems to always be short 1 or two people through the year. During COVID-19 several employees either quit or took time off as well.

	Month End		Variance Over (Under)	Month End Explanation ≥ \$1k	Year End			Year End Explanation ≥ \$12k
	Actual	Budget			Actual Yr End	Budget Yr End	Variance Year End	
Parts & Supplies	5,951	4,301	(1,650)	9/29/20 \$1,066.10 Additional stock parts needed to fix electric wire path between valves. 9/29/20 \$454.26 spent to replace a Tucox decoder.	61,230	51,612	(9,618)	
Small Tools	1,609	100	(1,509)	Air compressor purchased to power air tools. Previous battery powered tools have been failing due to being too wet. We are currently replacing the majority of our battery tools with air tools.	4,402	1,200	(3,202)	
Fitness Center								
Fitness Center Maintenance	603	75	(528)		14,218	1,600	(12,618)	Purchases necessary to open the fitness center that were not included in the capital project.
Golf Maintenance								
Payroll	40,242	40,532	290		473,289	492,216	18,927	It has been a better year than most for having a full staff. We still have months where we are down an employee or two. During COVID-19 Months we had several employees that took time off without pay to take care of their families. The Superintendent also only took 2/3 pay for the months of April and May.
Payroll Benefits	4,059	7,610	3,551	FL Blue 2019 Medical Loss-Ratio Rebate \$1,510.31. Budgeted for 13 participants on the highest cost insurance plan. Currently only 11 are enrolled, of which 6 selected lower cost plans.	61,402	91,314	29,912	FL Blue 2019 Medical Loss-Ratio Rebate \$1,510.31. Budgeted for 13 participants on the highest cost insurance plan. Currently only 11 are enrolled, of which 6 selected lower cost plans.
Chemicals	8,920	7,500	(1,420)	Additional fungicides purchased from Winfield for \$1,291.20 to spray on greens. Rainy weather and additional cloud cover caused extra disease pressure during the month	157,721	150,000	(7,721)	
Fertilizer	6,886	11,000	4,114	Golf course was too wet to apply fertilizer	107,501	101,000	(6,501)	
Gasoline	2,025	3,084	1,059	Due to saturation on the golf course we were limited to how much we could mow and use our equipment.	22,983	29,576	6,583	
Landscape Plant/Supplies	-	400	400		38,653	24,000	(14,653)	10/31/19 8417.26 was an additional pine straw application that was not originally budgeted but was purchased to freshen up landscape beds. 2/29/20 \$2,275 payment to custom pine straw for damage done to clubhouse not originally budgeted. 7/31/20 \$6,137.75 spent to improve several landscape beds throughout the course. Removing old dead plants and replacing with new.
Lease	26,584	12,493	(14,091)	Auditors recommended we expense full annual lease payments in the same fiscal year. This year was the transition.	145,180	129,629	(15,551)	Auditors recommended we expense full annual lease payments in the same fiscal year. This year was the transition.
Seed, Sod, Sand	3,743	1,854	(1,889)	Sand purchased to replenish bunkers.	34,636	26,761	(7,875)	
Pro Shop								
Membership Fees	116,557	111,896	4,661	Ended the year with 599 members to a budget of 573. 66 of them being non-resident golfers which are \$750 more each, only budgeted for 53.	1,410,710	1,331,002	79,708	Ended the year with 599 members to a budget of 573. 66 of them being non-resident golfers which are \$750 more each, only budgeted for 53.
Member Guest Fees	75	2,372	(2,297)	COVID-19 limited the guests that were allowed	97,132	115,515	(18,383)	COVID-19 limited the guests that were allowed
Public Play Fees	-	4,209	(4,209)	COVID-19 closed the course to public play	92,483	129,848	(37,165)	COVID-19 closed the course to public play
Pro Shop, Misc	2,640	3,921	(1,281)	Fewer shoppers in the golf shop due to COVID-19	70,291	107,507	(37,216)	The golf shop was closed for several months and once we re-opened there were fewer shoppers due to COVID-19.
COS, Pro Shop Misc	2,008	2,745	737		49,680	75,255	25,575	The golf shop was closed for several months and once we re-opened there were fewer shoppers due to COVID-19.
Payroll	12,857	16,625	3,768	Fewer starters and rangers needed due to lack of outside play	185,949	216,484	30,535	Golf shop staff hours reduced and fewer starters and rangers needed due to lack of outside play

Herons Glen Recreation District									
DEPARTMENTAL INCOME STATEMENT Sep 30, 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					
62,930	62,930	0	67,452	ASSESSMENTS, BASE	733,317	733,317	0	774,193	
0	0	0	0	CONCERT SERIES REVENUE	57,847	60,125	(2,278)	59,498	
1,323	1,323	0	1,284	HOA ACCOUNTING INCOME	15,870	15,870	0	15,408	
833	3,000	(2,168)	5,305	INTEREST INCOME	40,738	36,000	4,738	58,725	
37	350	(313)	247	LATE FEE/MEMBER INTEREST	5,635	7,400	(1,765)	7,776	
3,492	3,200	292	3,899	MISCELLANEOUS OTHER INCOME	50,046	53,687	(3,641)	60,308	
68,614	70,803	(2,189)	78,186	TOTAL Income	903,453	906,399	(2,946)	975,907	
68,614	70,803	(2,189)	78,186	Gross Profit Margin	903,453	906,399	(2,946)	975,907	
				Expenses					
30,771	34,416	3,645	32,638	PAYROLL	380,929	394,536	13,607	348,059	
38	0	(38)	193	PAYROLL, O.T.	709	0	(709)	1,115	
3,859	4,768	909	4,387	PAYROLL TAXES & FEES	52,797	56,692	3,896	51,241	
0	0	0	4,251	VACATION EXP	0	0	0	4,251	
4,085	4,410	325	4,576	PAYROLL BENEFITS	64,555	55,065	(9,490)	56,903	
0	0	0	0	CONCERT SERIES EXPENSES	53,835	55,000	1,165	46,005	
250	0	(250)	0	ADVERTISING	250	0	(250)	900	
0	25	25	0	AED TRAINING & SUPPLIES	4,372	4,250	(122)	1,578	
33	150	117	94	COMPLIMENTARY MEALS	701	1,975	1,274	1,374	
4,593	5,575	982	3,842	COMPUTER SUPPORT	57,422	68,244	10,823	43,637	
0	0	0	0	Contingency	18,634	18,634	0	18,634	
99	90	(9)	85	CONTINUING EDUCATION	2,119	3,410	1,291	1,655	
145	30	(115)	280	DUES & SUBSCRIPTIONS	2,493	2,974	481	3,034	
1,388	1,521	133	1,297	ELECTRIC (ALLOCATION)	16,480	17,948	1,468	17,499	
30	250	220	42	EMPLOYEE APPRECIATION	5,298	6,800	1,502	5,679	
0	50	50	28	GRATIS FOOD/BEV	295	1,100	805	913	
2,175	2,181	6	811	INSURANCE (ALLOCATION)	25,341	26,175	835	24,812	
150	0	(150)	150	LICENSES & TAXES	1,449	1,454	5	1,561	
177	1,000	823	431	BANK CHARGES	15,078	21,250	6,172	19,048	
2,436	2,488	52	2,350	OFFICE EQUIPMENT	19,932	20,021	89	18,457	
1,069	750	(319)	1,028	OFFICE SUPPLIES	7,375	9,000	1,625	12,556	
502	500	(2)	511	POSTAGE	5,022	6,000	978	5,464	
17,814	12,058	(5,755)	12,208	PROFESSIONAL FEES	145,620	122,689	(22,932)	124,644	
0	0	0	0	HGRD SOCIAL EVENTS / MEMBER RELATIONS	699	3,200	2,501	2,663	
0	0	0	0	SERVICE CONTRACTS	35	0	(35)	2,600	
299	400	101	364	TELEPHONE (ALLOCATION)	3,947	4,800	853	4,873	
0	45	45	255	TRAVEL	1,840	3,555	1,715	3,930	
0	0	0	0	UNIFORM	0	600	600	0	
39	95	57	41	WATER (ALLOCATION)	952	1,026	75	859	
69,951	70,803	851	69,860	TOTAL Expenses	888,175	906,399	18,224	823,943	
(1,338)	0	(1,338)	8,326	Net Income/(Loss)	15,278	(0)	15,278	151,964	

Hérons Glen Recreation District
DEPARTMENTAL INCOME STATEMENT Sep 30, 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				
40,109	40,109	0	56,708	ASSESSMENTS, BASE	322,769	322,769	0	345,208
6,277	8,387	(2,110)	7,683	FOOD SALES-DINING ROOM	225,378	310,000	(84,622)	285,039
1,449	1,918	(469)	1,855	BEVERAGE SALES-DINING ROOM	58,661	96,000	(37,339)	88,383
10,592	15,954	(5,362)	15,447	FOOD SALES - LOUNGE	278,349	320,000	(41,651)	307,769
6,507	11,901	(5,394)	12,138	BEVERAGE REVENUE - LOUNGE	142,585	217,000	(74,415)	208,501
2,015	2,023	(8)	1,788	BANQUET FOOD-RESIDENTS	92,195	145,000	(52,805)	135,517
238	1,195	(957)	120	BANQUET BEVERAGES-RESIDENTS	20,562	23,000	(2,438)	19,959
0	0	0	0	BANQUET FOOD-OUTSIDE	21,561	12,350	9,211	8,518
0	0	0	0	BANQUET BEVERAGE-OUTSIDE	1,386	5,850	(4,464)	1,889
0	0	0	0	BANQUET OTHER REVENUE	953	150	803	2,048
(70)	0	(70)	0	COVID-19 SUBSIDY - FUNDRAISER	26,772	0	26,772	0
67,117	81,487	(14,370)	95,739	TOTAL Income	1,191,170	1,452,119	(260,949)	1,402,829
				Cost of Revenues				
11,855	11,864	9	9,784	COS, FOOD	296,833	323,240	26,406	319,644
2,223	3,753	1,531	4,396	COS, BEVERAGE	61,024	85,462	24,439	80,054
14,077	15,617	1,540	14,179	TOTAL Cost of Revenues	357,857	408,702	50,845	399,698
53,040	65,870	(12,830)	81,560	Gross Profit Margin	833,313	1,043,417	(210,104)	1,003,131
				Expenses				
16,212	18,183	1,971	20,650	PAYROLL, KITCHEN	261,873	286,787	24,914	271,331
0	0	0	124	PAYROLL, KITCHEN, OT	6,293	8,722	2,428	8,870
8,259	13,086	4,827	13,696	PAYROLL, SERVICE	165,257	205,883	40,625	212,733
0	0	0	0	PAYROLL, SERVICE, OT	1,592	2,100	508	6,815
0	0	0	0	PAYROLL, COVID-19 SUBSIDY	34,085	0	(34,085)	0
0	0	0	0	PAYROLL, COVID-19 FFCRA	3,986	0	(3,986)	0
3,676	5,808	2,132	5,744	PAYROLL TAXES & FEES	90,889	106,012	15,123	97,918
0	0	0	548	VACATION EXP	0	0	0	548
2,498	5,151	2,652	4,219	PAYROLL BENEFITS	47,743	61,806	14,063	44,759
184	248	64	240	H-2B Additional Expenses	31,468	37,209	5,741	29,025
0	750	750	88	ADVERTISING	143	6,700	6,557	1,752
0	0	0	0	CASUAL LABOR	936	750	(186)	553
325	533	208	690	CLEANING SUPPLIES	8,352	6,400	(1,952)	7,525
144	100	(44)	76	COMPLIMENTARY MEALS	2,082	3,750	1,668	3,122
1,481	0	(1,481)	0	CONTINGENCY	2,971	0	(2,971)	0
0	25	25	1,200	CONTINUING EDUCATION	475	845	370	1,551
0	4,000	4,000	0	DISHES & GLASSWARE	2,528	4,000	1,472	4,070
0	0	0	0	DUES & SUBSCRIPTIONS	0	875	875	235
3,211	3,719	508	2,999	ELECTRIC (ALLOCATION)	38,110	42,494	4,384	40,466
278	114	(164)	207	EMPLOYEE MEALS	4,904	4,211	(693)	3,924
0	0	0	0	Entertainment-Dining Room	3,505	5,230	1,725	4,985
0	1,500	1,500	1,450	ENTERTAINMENT LOUNGE	8,425	18,675	10,250	17,850
13	50	37	244	ENTERTAINMENT/DECORATIONS	2,684	7,325	4,641	7,051
6	176	170	135	GRATIS FOOD/BEV	1,037	2,414	1,376	2,230
1,446	1,450	4	539	INSURANCE (ALLOCATION)	16,840	17,395	555	16,489
0	0	0	64	INTEREST EXPENSE	0	0	0	64
535	510	(25)	(772)	LEASE	5,968	6,120	152	5,217
0	0	0	0	LICENSES & TAXES	5,554	5,206	(348)	5,205
266	1,063	796	1,346	LINEN	13,882	20,279	6,397	20,709

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				
229	800	571	164	MAINTENANCE & REPAIRS	5,429	9,600	4,172	5,602
1,566	1,901	335	2,085	MEMBER REWARDS-FOOD	42,138	49,190	7,053	47,054
770	1,217	447	1,250	MEMBER REWARDS-BEVERAGE	18,824	27,569	8,745	26,228
0	275	275	595	OFFICE SUPPLIES	2,799	4,860	2,061	3,357
1,731	2,051	320	1,466	PROPANE GAS	21,583	25,191	3,608	19,905
0	0	0	1,178	Resident Event Decoration/Ent	(3,195)	0	3,195	(917)
904	813	(91)	888	REFUSE	10,713	10,247	(466)	10,324
0	0	0	0	RENTAL	347	0	(347)	320
1,327	406	(921)	445	SERVICE CONTRACTS	12,757	12,561	(196)	13,574
0	75	75	0	Small Equipment-Kitchen	147	7,900	7,753	9,172
819	903	84	2,987	SUPPLIES	17,638	19,935	2,297	22,311
170	140	(30)	140	TELEPHONE (ALLOCATION)	2,010	1,680	(330)	1,628
0	25	25	(173)	TRAVEL	448	1,675	1,227	82
0	250	250	29	UNIFORM	1,509	3,500	1,991	4,574
387	549	162	409	WATER (ALLOCATION)	9,516	8,322	(1,194)	8,587
0	0	0	0	GAIN (LOSS) ON SALE OF EQUIP	0	0	0	(1,661)
46,437	65,870	19,433	64,950	TOTAL Expenses	904,244	1,043,417	139,173	985,136
6,603	0	6,603	16,610	Net Income/(Loss)	(70,931)	(0)	(70,931)	17,995

Heron's Glen Recreation District
DEPARTMENTAL INCOME STATEMENT Sep 30, 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				
40,242	40,532	290	40,007	PAYROLL	473,289	492,216	18,927	486,278
1,144	1,305	161	1,863	PAYROLL, O.T.	19,965	14,521	(5,444)	20,626
0	0	0	0	PAYROLL, COVID-19 FFCRA	5,191	0	(5,191)	0
5,274	5,554	281	5,707	PAYROLL TAXES & FEES	68,938	71,925	2,987	74,607
0	0	0	(570)	VACATION EXP	0	0	0	(570)
4,059	7,610	3,550	4,848	PAYROLL BENEFITS	61,402	91,314	29,913	57,117
0	0	0	0	CASUAL LABOR	0	2,400	2,400	0
8,920	7,500	(1,420)	4,136	CHEMICALS	157,721	150,000	(7,721)	147,151
0	0	0	0	CONTINGENCY	659	0	(659)	0
0	650	650	0	CONTINUING EDUCATION	500	1,720	1,220	1,310
0	0	0	0	CONTRACT LABOR	0	0	0	4,350
0	0	0	0	DUES & SUBSCRIPTIONS	1,629	1,299	(330)	1,034
1,745	2,337	592	1,759	ELECTRIC (ALLOCATION)	23,676	26,887	3,211	23,223
0	0	0	0	EQUIPMENT RENTAL	0	2,100	2,100	2,452
6,886	11,000	4,114	3,048	FERTILIZER	107,501	101,000	(6,501)	88,755
1,355	850	(505)	662	FIELD SUPPLIES	20,627	20,750	123	30,691
2,025	3,084	1,059	3,748	GASOLINE	22,993	29,576	6,583	25,806
2,313	2,319	6	862	INSURANCE (ALLOCATION)	26,944	27,832	887	26,382
0	0	0	17,625	INTEREST EXPENSE	0	0	0	17,625
2,047	1,600	(447)	6,949	IRRIGATION	25,705	30,200	4,495	21,962
0	400	400	1,803	LANDSCAPE PLANT/SUPPLIES	38,653	24,000	(14,653)	21,286
26,584	12,493	(14,090)	(70,059)	LEASE	145,180	129,629	(15,552)	36,987
0	200	200	0	MAINTENANCE & REPAIRS	1,883	3,400	1,517	1,589
5,130	5,450	320	6,488	MAINTENANCE, EQUIPMENT	68,733	62,950	(5,783)	67,258
152	200	48	938	OFFICE SUPPLIES	3,378	2,400	(978)	6,161
0	0	0	0	PROFESSIONAL FEES	2,150	0	(2,150)	0
1,713	1,238	(475)	699	REFUSE	10,700	11,531	831	10,254
3,743	1,854	(1,889)	5,159	SEED, SOD, SAND	34,636	26,761	(7,875)	29,140
758	1,505	747	1,407	SERVICE CONTRACTS	16,497	18,058	1,561	18,500
427	550	123	1,095	SMALL TOOLS	4,205	6,600	2,395	4,415
196	111	(85)	144	TELEPHONE (ALLOCATION)	2,248	1,328	(921)	1,395
0	600	600	0	TRAVEL	1,370	2,400	1,030	3,373
670	600	(70)	305	UNIFORM	8,784	8,700	(84)	7,161
320	365	45	252	WATER (ALLOCATION)	4,100	4,147	46	4,061
0	0	0	0	GAIN(LOSS) ON SALE OF EQUIP	(4,350)	0	4,350	(2,369)
115,702	109,907	(5,796)	38,876	TOTAL Expenses	1,354,908	1,365,642	10,734	1,238,010
(115,702)	(109,907)	(5,796)	(38,876)	Net Income/(Loss)	(1,354,908)	(1,365,642)	10,734	(1,238,010)

Heron's Glen Recreation District
DEPARTMENTAL INCOME STATEMENT Sep 30, 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				
116,557	111,896	4,662	110,478	MEMBERSHIP FEES	1,410,710	1,331,002	79,708	1,318,232
773	625	148	1,421	ANNUAL RANGE & HANDICAP MEMBERSHIP	9,040	7,500	1,540	16,506
75	2,372	(2,297)	2,288	Member Guest Fees	97,132	115,515	(18,384)	117,938
0	4,209	(4,209)	6,038	Public Play Fees	92,483	129,648	(37,165)	132,662
2,772	2,800	(27)	2,862	Resident Non-Member Fees	151,585	151,822	(238)	153,756
89	131	(42)	129	RANGE FEES	4,471	5,690	(1,219)	5,216
2,640	3,921	(1,281)	2,396	PRO SHOP, MDSE	70,291	107,507	(37,216)	87,852
0	120	(120)	50	PRO SHOP, LESSONS - GOLF PRO	1,105	1,720	(615)	740
0	30	(30)	75	PRO SHOP, LESSONS - ASST. GOLF PRO	130	430	(300)	120
143	297	(155)	219	PRO SHOP, GRIPS	2,939	3,491	(551)	3,571
129	237	(108)	293	PRO SHOP, FOOD & BEVERAGE	3,348	4,671	(1,323)	5,027
0	25	(25)	0	Pro shop, club rental	700	985	(285)	1,050
0	0	0	0	MISCELLANEOUS OTHER INCOME	3,766	800	2,966	6,391
123,178	126,662	(3,484)	126,247	TOTAL Income	1,847,699	1,860,782	(13,083)	1,849,061
				Cost of Revenues				
102	166	64	299	COS, PRO SHOP, GRIPS	2,037	1,955	(82)	2,837
2,008	2,745	736	2,561	COS, PRO SHOP, MDSE	49,680	75,255	25,574	59,669
361	154	(207)	212	COS, PRO SHOP, FOOD&BEVERAGE	2,724	3,036	312	3,163
2,472	3,065	593	3,072	TOTAL Cost of Revenues	54,442	80,246	25,804	65,669
120,706	123,597	(2,891)	123,175	Gross Profit Margin	1,793,257	1,780,536	12,722	1,783,392
				Expenses				
12,857	16,625	3,768	15,392	PAYROLL	185,949	216,484	30,535	181,052
4	0	(4)	195	PAYROLL, O.T.	872	2,656	1,784	2,259
0	150	150	75	PAYROLL GOLF LESSONS	1,090	2,150	1,060	860
1,742	2,449	707	2,319	PAYROLL TAXES & FEES	28,884	33,545	4,661	28,830
0	0	0	57	VACATION EXP	0	0	0	57
282	1,056	773	490	PAYROLL BENEFITS	5,799	12,667	6,869	5,631
0	0	0	0	ADVERTISING	0	2,500	2,500	78
0	0	0	0	CONTINGENCY	412	0	(412)	0
0	0	0	0	CONTINUING EDUCATION	0	2,550	2,550	40
0	0	0	0	DUES & SUBSCRIPTIONS	10,590	9,520	(1,070)	10,577
1,199	1,357	159	1,113	ELECTRIC (ALLOCATION)	14,204	15,773	1,569	14,978
16	760	744	1,513	FIELD SUPPLIES	10,395	11,416	1,021	12,355
288	250	(38)	280	GASOLINE	4,191	4,628	437	4,882
0	0	0	0	GRATIS / MEMBER RELATIONS	490	1,200	711	1,200
3,056	3,065	8	1,139	INSURANCE (ALLOCATION)	35,605	36,778	1,173	34,862
3,218	2,483	(735)	2,483	LEASE	36,468	32,510	(3,958)	30,718
221	208	(13)	0	MAINTENANCE & REPAIRS	1,684	3,394	1,709	2,782
124	123	(1)	121	OFFICE EQUIPMENT	1,941	1,776	(165)	1,824
0	150	150	114	OFFICE SUPPLIES	4,699	5,900	1,201	861
0	0	0	0	RANGE BALLS & MATS	8,190	8,200	10	8,158
226	204	(22)	222	REFUSE	2,678	2,564	(114)	2,581
346	346	(0)	346	SERVICE CONTRACTS	4,157	4,152	(5)	4,094
132	100	(32)	100	TELEPHONE (ALLOCATION)	1,548	1,200	(348)	1,203
0	0	0	0	TRAVEL	0	250	250	0
467	1,000	533	890	UNIFORM	1,189	1,750	561	1,380
61	126	65	70	WATER (ALLOCATION)	1,217	1,329	112	1,108
24,240	30,452	6,211	26,920	TOTAL Expenses	362,254	414,893	52,640	352,370
96,466	93,146	3,320	96,256	Net Income/(Loss)	1,431,003	1,365,642	65,361	1,431,022

Hérons Glen Recreation District
DEPARTMENTAL INCOME STATEMENT Sep 30, 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				
57,499	57,499	0	49,067	ASSESSMENTS, BASE	709,684	709,684	0	672,107
0	0	0	0	MISCELLANEOUS INCOME	11,700	10,000	1,700	10,254
57,499	57,499	0	49,067	TOTAL Income	721,384	719,684	1,700	682,361
57,499	57,499	0	49,067	Gross Profit Margin	721,384	719,684	1,700	682,361
				Expenses				
13,035	14,488	1,453	13,116	PAYROLL	159,776	175,353	15,576	144,892
276	200	(76)	879	PAYROLL, O.T.	5,918	2,400	(3,518)	9,237
0	0	0	0	PAYROLL, COVID-19 FFCRA	2,812	0	(2,812)	0
1,512	1,920	408	1,913	PAYROLL TAXES & FEES	22,623	24,310	1,687	21,580
0	0	0	1,657	VACATION EXP	0	0	0	1,657
1,036	1,642	606	1,000	PAYROLL BENEFITS	15,880	19,700	3,820	12,966
0	0	0	0	CASUAL LABOR	0	500	500	0
210	396	186	933	CHEMICALS	11,810	5,984	(5,826)	6,070
551	740	189	323	CLEANING SUPPLIES	10,454	10,000	(454)	10,563
180	0	(180)	0	CONTINGENCY	13,487	0	(13,487)	0
0	0	0	0	CONTINUING EDUCATION	0	739	739	0
3,097	3,134	37	2,899	ELECTRIC (ALLOCATION)	36,926	38,922	1,996	39,135
864	888	24	808	FOUNTAINS (ELECTRIC)	9,657	10,433	776	10,087
175	208	33	175	FOUNTAIN & BUBBLER MAINTENANCE	2,119	2,500	381	2,100
0	82	82	46	GASOLINE	187	647	459	486
0	275	275	884	SMALL EQUIPMENT SOUND	2,236	3,300	1,064	2,708
3,263	3,272	9	1,216	INSURANCE (ALLOCATION)	38,011	39,263	1,252	37,218
0	0	0	1	INTEREST EXPENSE	0	0	0	1
2,357	2,428	71	2,162	LANDSCAPE PLANT/SUPPLIES	58,072	58,220	148	49,850
2,320	2,538	219	(7,638)	LEASE	27,976	30,460	2,484	16,727
0	0	0	0	LICENSES & TAXES	375	375	(0)	375
5,966	5,400	(566)	2,609	MAINTENANCE & REPAIRS	69,053	64,800	(4,253)	58,111
569	500	(69)	277	MAINTENANCE, POOL	9,976	9,000	(976)	11,487
0	40	40	241	OFFICE SUPPLIES	155	480	325	715
0	50	50	0	PROPANE GAS	431	600	169	407
377	379	2	370	REFUSE	4,464	4,943	479	4,302
1,320	1,320	0	1,281	SECURITY	15,837	15,837	0	15,376
9,818	9,827	10	10,676	SERVICE CONTRACTS	149,595	147,928	(1,667)	154,134
98	100	2	0	SMALL TOOLS	243	1,200	957	792
261	255	(6)	371	TELEPHONE (ALLOCATION)	3,798	3,567	(232)	4,414
1,296	5,350	4,054	673	TENNIS COURT MAINTENANCE	5,517	12,650	7,133	10,348
0	75	75	45	TRAVEL	278	900	622	690
0	0	0	257	UNIFORM	674	800	126	631
1,571	1,251	(320)	919	WATER (ALLOCATION)	22,045	17,376	(4,669)	19,333
249	742	493	413	EFFLUENT WATER	11,958	16,498	4,540	16,289
(500)	0	500	0	GAIN(LOSS) ON SALE OF EQUIPMENT	(1,750)	0	1,750	0
49,900	57,499	7,600	38,505	TOTAL Expenses	710,596	719,684	9,087	662,680
7,600	0	7,600	10,562	Net Income/(Loss)	10,787	0	10,787	19,681

Heron's Glen Recreation District

DEPARTMENTAL INCOME STATEMENT Sep 30, 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				
18,497	18,497	0	18,585	ASSESSMENTS, BASE	223,872	223,872	0	210,576
14,026	14,026	0	13,618	CLIS Income	179,600	179,600	0	174,369
1,184	417	768	1,066	MISCELLANEOUS OTHER INCOME	6,822	5,000	1,822	9,322
33,708	32,941	768	33,268	TOTAL Income	410,294	408,472	1,822	394,267
33,708	32,941	768	33,268	Gross Profit Margin	410,294	408,472	1,822	394,267
				Expenses				
14,875	17,632	2,758	13,835	PAYROLL	176,531	212,012	35,481	164,312
481	572	91	817	PAYROLL, O.T.	9,871	6,864	(3,007)	6,709
0	0	0	0	PAYROLL, COVID-19 FFCRA	2,783	0	(2,783)	0
1,524	2,379	856	1,920	PAYROLL TAXES & FEES	26,044	30,494	4,450	25,270
0	0	0	1,382	VACATION EXP	0	0	0	1,382
1,069	1,653	583	1,991	PAYROLL BENEFITS	12,720	19,831	7,111	19,927
0	0	0	0	COMPUTER SUPPORT	1,750	1,750	0	1,750
0	0	0	0	CONTINUING EDUCATION	290	490	200	340
0	0	0	0	DUES & SUBSCRIPTIONS	406	680	274	640
2,460	2,869	409	2,236	ELECTRIC (ALLOCATION)	33,600	33,347	(253)	31,411
18	176	158	126	GASOLINE	667	1,768	1,102	1,522
0	0	0	0	SMALL EQUIPMENT	0	0	0	3,982
1,514	1,519	4	565	INSURANCE (ALLOCATION)	17,642	18,223	581	17,274
0	0	0	424	INTEREST EXPENSE	0	0	0	424
0	0	0	(5,675)	LEASE	5,065	5,065	0	(217)
0	150	150	0	MAINTENANCE & REPAIRS	0	1,800	1,800	392
5,951	4,301	(1,650)	7,179	PARTS & SUPPLIES	61,230	51,612	(9,618)	49,327
0	50	50	128	OFFICE SUPPLIES	280	600	320	947
983	651	(333)	674	PUMP MAINTENANCE	8,450	10,210	1,760	11,588
0	33	33	0	SEED, SOD, SAND	997	400	(597)	0
1,609	100	(1,509)	1,052	SMALL TOOLS	4,402	1,200	(3,202)	2,616
78	57	(21)	57	TELEPHONE (ALLOCATION)	910	684	(226)	626
17	25	8	22	TRAVEL	693	800	107	789
653	300	(353)	630	UNIFORM	2,282	4,000	1,718	3,014
29	23	(6)	26	WATER (ALLOCATION)	295	266	(29)	269
0	450	450	450	Effluent Water	5,925	6,375	450	6,375
31,262	32,940	1,678	27,838	TOTAL Expenses	372,832	408,472	35,640	350,668
2,446	0	2,446	5,430	Net Income/(Loss)	37,463	0	37,462	43,599

Hérons Glen Recreation District

DEPARTMENTAL INCOME STATEMENT Sep 30, 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				
3,133	3,133	0	2,680	ASSESSMENTS, BASE	42,454	42,454	0	28,053
0	100	(100)	0	LEASE, RETAIL	0	1,200	(1,200)	0
132	0	132	0	MISCELLANEOUS OTHER	3,955	0	3,955	0
3,265	3,233	32	2,680	TOTAL Income	46,409	43,654	2,755	28,053
3,265	3,233	32	2,680	Gross Profit Margin	46,409	43,654	2,755	28,053
				Expenses				
80	500	420	859	CLEANING SUPPLIES	4,556	7,800	3,244	4,717
0	0	0	0	CONTINGENCY	2,137	0	(2,137)	0
758	932	174	131	ELECTRIC (ALLOCATION)	3,333	10,000	6,667	1,726
603	75	(528)	564	FITNESS CENTER MAINTENANCE	14,218	1,600	(12,618)	5,324
424	408	(15)	329	INSURANCE (ALLOCATION)	4,538	4,900	362	1,644
0	0	0	57	INTEREST EXPENSE	0	0	0	57
184	0	(184)	0	LANDSCAPE PLANT/SUPPLY	835	0	(835)	0
260	304	44	(1,046)	LEASE	3,380	3,645	265	207
0	0	0	478	RENTAL	1,664	0	(1,664)	5,638
1,209	824	(385)	0	SERVICE CONTRACTS	12,336	12,949	613	840
19	30	11	0	TELEPHONE (ALLOCATION)	211	360	149	0
141	160	19	50	WATER (ALLOCATION)	1,166	2,400	1,234	634
0	0	0	0	GAIN(LOSS) ON SALE OF EQUIPMENT	0	0	0	2,708
3,678	3,233	(444)	1,422	TOTAL Expenses	48,374	43,654	(4,720)	23,496
(413)	0	(413)	1,258	Net Income/(Loss)	(1,966)	0	(1,966)	4,557

Herons Glen Recreation District				
Restaurant Percentages				
As of Sep 30, 2020				
	Month to Date		Year to Date	
Restaurant Variance Report	Actual	Budget	Actual	Budget
Food Dining Room	6,277	8,387	225,378	310,000
Food Lounge	10,592	15,954	278,349	320,000
Banquet Food - Residents	2,015	2,023	92,195	145,000
Banquet Food - Outside	0	0	21,561	12,350
TOTAL FOOD REVENUE	18,884	26,364	617,482	787,350
COG Food	11,855	11,864	296,833	323,240
Percentage Revenue/COG Food	62.78%	45.00%	48.07%	41.05%
Beverage Dining Room	1,449	1,918	58,661	96,000
Beverage Lounge	6,507	11,901	142,585	217,000
Banquet Beverage - Residents	238	1,195	20,562	23,000
Banquet Beverage - Outside	0	0	1,386	5,850
TOTAL BEVERAGE REVENUE	8,194	15,014	223,194	341,850
COG Beverage	2,223	3,753	61,024	85,462
Percentage Revenue/COGS Bev	27.13%	25.00%	27.34%	25.00%
PAYROLL PERCENTAGE				
Banquet, Other Revenue	0	0	953	150
Total Operating Revenue	27,078	41,378	841,630	1,129,350
Total Payroll	30,645	42,227	573,648	671,310
% Payroll/Operating Revenue	113.17%	102.05%	68.16%	59.44%
Member Rewards-Food	1,566	1,901	42,138	49,190
Member Rewards-Beverage	770	1,217	18,824	27,569
% of food revenue coming from residents	92.82%	78.08%	83.65%	78.08%
% of bev revenue coming from residents	96.84%	88.08%	93.54%	88.08%
Food Inventory	(2,688)	0	15,571	0
Beverage Inventory	127	0	13,319	0

**HERONS GLEN RECREATION DISTRICT
REGULAR BOARD WORKSHOP
November 16, 2020, 2 P.M., Card Room C/Zoom
MINUTES**

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Don Misener	X	GM J.B. Belknap	Zoom
Vice Chair Howard Young	Zoom	Controller Lynn Garcia	Zoom
Treasurer Jayne Schwarz	X	District Counsel Tom Hart	Zoom
Secretary Mary Ann Polvinen	X	Board Sec. Karon Bennett	Zoom
Asst Sec/Treas William Kulkoski	Zoom	Residents	9

- I. **CALL TO ORDER** – Chair Don Misener
- II. **ANY PROPOSED CHANGES TO MINUTES** – There were no changes made to the minutes for the Board Workshop Meeting 10/26, Regular Board Meeting 10/28 and Special Board Meeting 11/06.
- III. **GENERAL MANAGER'S REPORT** - GM J.B. Belknap reviewed the items below:
Covid Update: Signs have been posted throughout the clubhouse and fitness center stating HGRD's Covid guidelines when working or visiting the District. J.B. has put together a matrix that will state all of the requirements and guidelines relating to COVID. The District will continue to emphasize:
- Require face coverings when entering District buildings.
 - Maintain the recommended social distancing of 6 ft. apart, including keeping bar stools and dining tables spaced apart to avoid congregation.
 - Wash hands frequently and avoid using the facilities if you have a fever, cough, cold, etc.
- Golf Course Renovation:** Along with the Golf Course Renovation Committee, the Engineer, Ricky Nix, Tim and J.B. have been meeting frequently to discuss the golf course renovation. By next week, they'll have 3-D artist renditions of holes #4 & #10 displayed around the District depicting the new designs. The next step is to send out RFP's to golf course construction firms.
- Bond Projects:** An opening meeting was held Thursday between Stultz Director of Construction Development, Rich Small, Waldrop engineer, Jim Ink, Waldrop Senior Landscape Architect, Sabrina McCabe, Dan Parker and J.B. The meeting focused on program design, planning, and schematic intent for the following projects: Bocce courts (& Sports Complex), Driving Range restroom, Pool deck, Storage building and Pickleball.
- A Tennis Hotline:** Residents can now call for daily tennis court conditions. Dan will be charged with determining court conditions and keeping the phone information current.
- Golf Carts:** Yamaha is cautiously optimistic they can provide us with 20 additional carts by mid-January. This isn't ideal but we would still profit from having them for 4 months in order to accommodate public play.
- Amended Budget Fiscal 2020:** Lynn will email the amended budget for the Board to review. Must be completed within 60 days of the close of the fiscal year.
- IV. **FINANCIAL REPORT- October 2020** - Details for the first month of the fiscal year are attached. Controller Lynn Garcia discussed the following:
- Administration** - \$45,224 favorable to budget.
Restaurant - \$30,107 favorable to budget.
Clubhouse - \$13,205 favorable to budget.
CLIS - \$4,287 favorable to budget.
Fitness Center - \$4,291 favorable to budget.
Golf Maintenance - \$863 unfavorable to budget.
Pro Shop - \$2,728 unfavorable to budget.

All Departments - \$93,523 favorable to budget.
Golf Operations - \$3,591 unfavorable to budget.
From Other than Golf Operations - \$97,114 favorable to budget.

V. DISTRICT COUNSEL'S REPORT

Mr. Hart reviewed the status of discussions with DR Horton regarding the contract extension and a proposal to renegotiate the 3rd amendment. Mr. Hart told the Horton representatives that the HGRD Board was not in favor of doing the full conveyance followed by deed back of a portion of the property and the open-ended nature of that deal, but that the Board would like to extend the current contract by 3 to 6 months to get the final plat and then close as was originally expected. According to Mr. Hart, Horton is willing to extend another three months or so in order for the District to get final approval of the Plat, but that Horton is unwilling to extend the contract if the District is unwilling to pay the additional permitting expenses beyond \$100,000. The District has incurred approximately \$107,000 in permitting expenses already with an additional outlay of \$1K - \$2k to get the plat ready for recording. Mr. Hart also stated that Horton desired the District to pay a sizeable County required bond as infrastructure insurance once the Plat is recorded. Mr. Hart suggested the Board reconvene to discuss further in Executive session on Monday, November 23, 2020 at 11:30 A.M.

VI. COMMITTEE REPORTS & RECOMMENDATIONS

- A. **Facilities & Amenities** - Chair Karen Mars recommended moving forward with the Butterfly area. Mrs. Mars also stated that the F&A Committee is still considering the details of the Conrad Weyer memorial.
- B. **Golf Course Renovation** - Chair John Edinger told the Board that the RFP's will be sent to the preferred contractors by November 25th. Mr. Hart will handle the public notifications. A pre-bid meeting will occur December 9th with bids due by December 18th. The renovation start date in April continues to be achievable.

The committee continues to review the budget from 2 years ago and look for ways to improve the course while staying within budget. Mr. Edinger presented a cart path proposal for repairs and costs. Current budget includes \$18K most of which will be used where irrigation crosses the path. The proposal includes 5 miles of cart paths, to replace all would be close to \$1.25M but that is not necessary. The Golf Course Renovation Committee broke down the cart path proposal into 6 different areas and will follow up with the Board once they have bids in place. 1- price for new concrete, 2 – replacement blocks, and 3 – removal, the total estimate \$130K.

VII. OLD BUSINESS

Status of Bond Projects – In early December, Stultz will hold design development meetings for the five Board approved bond projects. The Waldrop engineer and landscape designer will join with the various project Champions and management to discuss designs. Following these meeting, the Board will call a special meeting to review the designs and provide feedback.

Fitness Center Closeout: GATES – Final payment was made to GATES accompanied by a letter stating that the HGRD reserves the right to make a future claim in connection with the check valve pipe leak.

Front 9 Drainage – The HOA, who has jurisdiction over the community's stormwater system, including the golf course, has decided to postpone the repair of the manhole pipe at the back of #2 green until later this season.

VIII. NEW BUSINESS

Board Christmas Party – Along with the cancellation of the 2020 Employee Holiday Party, the Board has decided to cancel their Board Holiday Party as well.

Golf Flagsticks and Ball Washers – Current COVID guidelines will remain in place until January 1st. After the first of the year, guidelines will be reviewed.

Email Distribution – In connection to the Sunshine Laws, Mr. Hart clarified that all emailed communication circulated among the Board members must go to J.B. first. The GM then acts as the Board Intermediator by sending all communications on to the Board to keep the records public. Mr. Hart reiterated to not use the “reply all” option.

IX. RESIDENT COMMENTS

A request was made that the format of this year’s Christmas Holiday Dinner be changed from an action station to a served dinner. J.B. will speak with then Executive Chef and see what he recommends.

X. NEXT WORKSHOP/MEETINGS

- A. Board Meeting, Wed., Nov. 18, 2 p.m., Zoom/Cd Rm C
- B. *No Board Meetings in December*
- C. TBD - Long Range Planning, Mon., Dec. 7, 9:30 am, Zoom
- D. Golf Course Renovation Committee, Thurs., Dec. 17, 9 am, Zoom
- E. Joint Mtg with Finance Committee, Mon., Jan. 25, 9:30 am, Zoom/Cd Rm C
- F. Board Workshop, Mon., Jan. 25, 9:30 am, Zoom/Cd Rm C
- G. Board Meeting, Thurs., Jan. 28, 2:00 pm, Zoom/Cd Rm C

XI. ADJOURNMENT – The Board Workshop was adjourned at 4:10 P.M.

01/28/2021

Date

1/28/2021

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Board Secretary

APPROVED BY HGRD BOARD:

Don Misener

Don Misener, HGRD Board



PLEASE NOTE:

**The Herons Glen Recreation District
Board of Supervisors
will not hold a Board Workshop or
Board Meeting during the month of
December.**

