

**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
January 29, 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	7

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

II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski led the Pledge.

III. **ROLL CALL** – Board Secretary Julie Heimlich called the roll and attending the meeting were: Chair Don Misener, Supervisor Howard Young, Supervisor Jayne Schwarz, Supervisor Mary Ann Polvinen, Supervisor William Kulkoski, General Manager J.B. Belknap, Controller Lynn Garcia, and Counsel Tom Hart.

IV. **APPROVAL OF MINUTES**- Supervisor Kulkoski made the first motion to approve the minutes for the Special Board Workshop meeting on 1/13 and the Special Board meeting on 1/15 and Supervisor Polvinen seconded the motion. The minutes were approved as written.

V. **GENERAL MANAGER’S REPORT**

GM Belknap reviewed the attached report and discussed:

**Fitness Center**

- Pipes are connected and the remaining pipes have been filled with slurry. WPM will start the asphalt tomorrow and will re-strip Friday or Monday. They will contact the site inspector to get the CO. Times have been setup for residents to sign the release form and pick up access cards/fobs. Commercial Fitness is set up to put the equipment in on Tuesday 2/4. Tentative date to open up is Thursday 2/6 if they can get the CO. Commercial Fitness will evaluate the equipment for any items that need to be replaced and we have a service contract with them to do the maintenance on the equipment. A time will be set up possibly the following week for an opening party for the residents.

**Golf Course**

- USGA agronomist, Steve Kammerer evaluated the course on Thursday and should have his report by the end of the week.

**Construction Management for Bond Projects**

- Contacted Stultz-hoping to hear back from them soon. We asked them for estimates on the bond projects.

**Restaurant Incident: Thursday, December 19<sup>th</sup>:**

- Chair Misener stated that this was addressed earlier with GM Belknap and Counsel Hart. It is a he said she said incident and no witnesses to verify the incident. Supervisor Polvinen stated that she discussed the incident with Seth and Kim and there is no question in her mind that they are telling the truth. Supervisor Polvinen noted her concerns that they need to suspend the person and that they have to protect the employees. Chair Misener noted that they cannot determine what happened. GM Belknap stated that he told the staff that in the future, for an incident like this, that they need to tell the people the policy and if it doesn’t get resolved, to record their names for management to follow up. Chair Misener suggested that they send a warning letter to the resident involved and the Supervisors agreed.

**VI. TREASURER'S REPORT-December 2019**

Supervisor Schwarz reviewed the December quarterly Financial report:

- Administration- \$3,482 favorable to plan.
- Restaurant- \$19,752 favorable to plan.
- Clubhouse- \$5,805 favorable to plan.
- CLIS- \$12,168 favorable to plan.
- Fitness Center-\$646 unfavorable to plan.
- Golf Maintenance-\$9,266 favorable to plan- \$7,200 of this is more favorable timing issue for the capital lease.
- Pro Shop- \$49,051 favorable to plan
- All Department - \$98,878 favorable to plan.
- Golf Operations- \$58,317 favorable to plan.
- Other than Golf Operations- \$40,561 favorable to plan.

**VII. DISTRICT COUNSEL'S REPORT**

Counsel Hart discussed:

**Akerman**

- Bond Counsel revised agreement needs to be signed. Counsel Hart recommended getting this approved so they can get Bond Counsel on board for the referendum vote. He noted that he needs to verify with Bond Counsel but he is recommending that the Supervisors plan on doing both the owners vote and the Lee County registered vote for the referendum at the same time in March. Counsel Hart stated that he does not think they need to go through the Supervisor of Election to hold the referendum vote and he will write an opinion to the courts. The Supervisors discussed the vote:
  - Having one mailing along with the Supervisor of Election ballots.
  - Creating on ballot with both questions-required to have a vote on the plan and also a vote of lee County registered voters for the referendum. Counsel Hart stated that he will need help writing the questions for the ballot.
  - Listing the amount of each project on the ballot.
  - List an amount for the tax roll instead of listing the total amount for the bond.
  - Fishkind- need an update so they know what the options are for how much they can borrow.
  - Prioritizing the project list.

Chair Misener stated that they have a conference call with Hank Fishkind on Monday, and he has a list of questions to review with him. Chair Misener will ask him about helping write the ballot questions.

**DR Horton**

- Title issues are resolved and Counsel Hart gave DeLisi Fitzgerald, the engineer, the information to resolve the lot split issue with Lee County. Supervisor Young asked if they have a time when the lots will be for sale and Counsel Hart stated possibly August or September.

**Resolutions:**

- **Resolution 2020-06**-A resolution amending Resolution 2020-05 and approving write-off of fixed assets (\$1,366,039). Supervisor Kulkoski made the first motion to approve **Resolution 2020-06** and Supervisor Polvinen made the second motion. The Supervisors all approved.
- **Resolution 2020-07** -A resolution acknowledging receipt and approval of the 2019-2020 Annual Financial audit. The resolution needs corrected to show 2018-2019 and will be reviewed at the next Board meeting.

- **Resolution 2020-08** -A resolution approving the auditor agreement for annual district audits. This needs to be revised to add the annual costs of the audits from 2020-2022 from CLA. This will be revised for the next Board meeting.
- **Resolution 2020-09**-A resolution approving allocation of rollover funds from 2018-2019 and corresponding amendment to districts budget for the 2019-2020 fiscal (\$130,975 Special Improvement Fund, \$7,500 Small Request Fund, and \$218,376 to the Intermediate Capital Fund). This cannot be approved until after acceptance of the annual report. This will be reviewed at the next Board meeting.
- **Resolution 2020-10**-A resolution approving expenditures from 2019-2020 Operating Budget for a reserve study by Club Benchmarking for an amount not to exceed of \$20K. Supervisor Kulkoski made the first motion to approve **Resolution 2020-10** and Supervisor Polvinen seconded the motion. The Supervisors all approved.

Counsel Hart suggested that the Supervisors set another Special Board meeting in two weeks to discuss the Bond, the vote, and the Town Hall presentations. The Supervisors agreed to have a Special Board meeting on Tuesday, February 11 at 2 p.m. The Supervisors discussed:

- The amount they should put on the bond vote-need information from Fishkind on their options.
- Having a clean list of projects for the meeting on February 11<sup>th</sup>.
- Prioritizing the projects-Chair Misener put together a list for the Supervisors to review.

Chair Misener stated that he has a conference call with Hank Fishkind on Monday 3<sup>rd</sup> and has put together a list of questions on the Bond and financing and asked the Supervisors to send him their list of questions prior to the conference call to discuss with Hank Fishkind.

## **VIII. COMMITTEE REPORTS & RECOMMENDATIONS**

### **A. Facilities & Amenities, Jan. 20**

Karen Mars reviewed the attached policy change that the F&A committee is recommending regarding service animals.

- Supervisor Polvinen made the first motion to approve the attached policy change for service animals and Supervisor Young seconded the motion. The Supervisors all approved.

## **IX. OLD BUSINESS**

### **A. Project Update**

#### **CLIS**

Supervisor Young stated that the water that is being used on the tennis courts is not good quality water so they use fresh water that is very costly. Controller Garcia noted that they are spending an estimated \$1K each month on water for the tennis courts. Supervisor Young suggested purchasing a filtration system for the pump house for \$18K. The Supervisors discussed the system.

- Supervisor Schwarz made a motion to approve purchasing a filtration system from MRI at a cost not to exceed \$19K to be paid from the 2019/2020 Capital Funds and Supervisor Kulkoski seconded the motion. The Supervisors all approved. Counsel Hart will bring a resolution to the next Board meeting to be signed.

Supervisor Young reviewed the testing that was done on the 10 houses to fix the layout and coverage. He noted that they are not happy with the changes so he asked Rich Link to redo the changes and to target the 10<sup>th</sup> to have the changes completed. The Supervisors discussed the grounding rods.

**Storage Building/Bathrooms (driving range/ballroom), Restaurant and Multiuse Path:**

GM Belknap will ask Stultz, Construction Management, for estimates on all the projects.

**B. Town Hall Meeting-March 3, 2020**

Supervisor Polvinen suggested that each presenter should use the same slide format for their PowerPoint presentations on each bond project. They need to be consistent for each project. Supervisor Schwarz suggested asking Hank Fishkind to share his presentation format for them to use. GM Belknap stated that they would ask Hank Fishkind at their meeting on Monday about a presentation structure and if Hank Fishkind can attend their Special Board meeting on Feb. 11<sup>th</sup>. The Supervisors discussed the format and including value estimates on each project.

The Supervisors discussed who would present each project:

- Storage Building-Supervisor Kulkoski
- CLIS-Supervisor Young
- Ballroom-Wayne Bryan/Karen Jessop
- Bocce-Ron Glasgow
- Pickleball Courts-Howard Nutt
- Golf Course-Ron Garl/Ricky Nix
- Bond Financing-Hank Fishkind

Chair Misener suggested that the Golf Course be presented last since it is the highest cost project before Hank Fishkind reviews the Bond Financing information. Karen Jessop stated that she needs information for the media group on how the town hall meeting should be set up for the presenters. Chair Misener asked Karen Jessop to send him a list of what is needed for the Ballroom setup.

**X. NEW BUSINESS**

**A. John Abbott's Bonus**

Chair Misener stated that John Abbott met all the criteria for the performance bonus.

- Supervisor Kulkoski made the first motion to approve John Abbott's performance bonus of \$2,500 and Supervisor Polvinen seconded the motion. The Supervisors all approved.

The Supervisors discussed changing the criteria for the performance bonus for the Head Pro.

**B. F&B Manager Performance Bonus Criteria**

GM Belknap reviewed his proposed changes to the F&B Manager's criteria for performance bonuses by using gross profit quarterly. Supervisor Young asked how they are including customer satisfaction and GM Belknap stated that is part of the yearly evaluation. The Supervisors discussed the comment cards used in the restaurant. Supervisor Polvinen noted that they are not handing out the comment cards with the bills and Chair Misener suggested putting the comment cards on the tables. GM Belknap noted that if sales are up than people are satisfied and that gross profit shows how successful we are. Most residents here are moderate spenders. Mary Wright asked how many people actually fill out the comment cards for good comments, she noted that usually people only fill them out for negative comments, so it is not a fair way to evaluate. GM Belknap stated the comment cards that have been received the last few months have been really positive. Chair Misener asked why the servers are not using the tablets and Supervisor Schwarz explained the issues with the program and that the servers are still having to split the checks at the end. GM Belknap stated that he asked Jason and Kim for a list of everything that is not working correctly so they can contact NorthStar to get it fixed. Controller Garcia stated that she was not aware of the issues and will contact NorthStar. Supervisor Kulkoski asked if it is working ok with Jason Miller doing both jobs of Executive Chef and F&B Manager and GM Belknap stated that he has experience with doing F&B manager and thinks he can continue to do both. Supervisor Kulkoski suggested that they need a succession plan and GM Belknap noted that in his position that he always has a list of people that could step in but that he is not worried that Jason Miller will leave.

**XI. RESIDENT COMMENTS**

Karen Jessop stated that every Wednesday the softball team goes to the restaurant and they always get their food quickly and have good service.

Karen Mars asked about the status of hiring a Construction Manager. GM Belknap stated that they have been working with Stultz and they are waiting to hear back from them on the estimates for the projects.

Kathleen Petrillo asked about the time for the Town Hall meeting and Chair Misener stated 3-6 pm.

Supervisor Polvinen asked if Dana has been working on getting more outside banquets and weddings. She noted that the number of weddings and banquets in 2019 were less than the previous year. GM Belknap stated that Dana has been dealing with a lot of personal issues and that they need to review the role. He noted that they need to get the lobby cleaned up from moving the fitness equipment out then they can look at trying to get more weddings and banquets. Supervisor Polvinen asked if the items for the lobby will be updated and GM Belknap stated that they will be putting the furniture back from storage and will assess it then. Controller Garcia noted that there is money in the Capital and Deferred budget for the lobby.

**XII. NEXT WORKSHOP/MEETINGS**

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

**XIII. ADJOURNMENT-** The meeting was adjourned at 3:59 p.m.

/jh attachments

2/20/20

Date

2/20/20

Date

SUBMITTED BY:

Julie Heimlich

Julie Heimlich, Board Secretary

APPROVED BY HGRD BOARD:

Don Misener

Don Misener, HGRD Board



## 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 27<sup>th</sup>, 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 3<sup>rd</sup>. On Tuesday, February 4<sup>th</sup>, 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 5<sup>th</sup> & Wednesday 6<sup>th</sup> the equipment is be staged and new facility will be prepared for a Thursday, February 6<sup>th</sup> opening date.

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

- Thursday, January 30<sup>th</sup> from 9-11am in Card room C
- Friday, January 31<sup>st</sup> from 9-11am in Card room C
- Monday, February 3<sup>rd</sup> 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 1<sup>st</sup> 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	<b>\$243,750</b>	<b>\$217,225</b>
Beverage	\$22,265	\$19,700	\$60,690	\$53,305		
Total	\$103,895	\$87,530	\$139,855	\$129,695		
					<b>\$26,525</b>	<b>12%</b>

**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 19<sup>th</sup>**: 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.



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)
<b>ADMINISTRATION</b>						
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
<b>RESTAURANT</b>						
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
<b>CLUBHOUSE</b>						
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
<b>CLIS Dept.</b>						
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
<b>Fitness Center</b>						
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)
<b>SUBTOTAL</b>						
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 /
<b>GOLF MAINTENANCE</b>						
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)	<b>8,803</b>	(361,595)	(370,861)	<b>9,266</b>
<b>PRO SHOP</b>						
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	<b>15,254</b>	345,941	296,890	<b>49,051</b>
<b>ALL DEPARTMENTS</b>						
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)	<b>246</b>	24,907	(73,971)	<b>98,878</b>
<i>From Golf Operations</i>	21,771	(2,286)	<b>24,057</b>	(15,654)	(73,971)	<b>58,317</b>
<i>From Other than Golf Operations</i>	(23,811)	0	<b>(23,811)</b>	40,561	0	<b>40,561</b>

GOLF MEMBERSHIP STATUS  
FOR MONTH ENDED DECEMBER 2019

					AMOUNT
	COUPLE	SINGLE	Non-Res Coup	Non-Res Sing	PAID (pre-tax)
<b>End of Month Totals for 2019-2020</b>					

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

January 27, 2020

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

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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.

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REGULAR BOARD MEETING  
February 26, 2020, 2 P.M., Card Room C  
MINUTES**

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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	3

- I. **CALL TO ORDER** – Chair Don Misener called the meeting to order at 2 p.m.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Young led the Pledge.
- III. **ROLL CALL** – Exec. Assistant called the roll and attending the meeting were: Chair Don Misener, Supervisor Howard Young, Supervisor Jayne Schwarz, Supervisor Mary Ann Polvinen, Supervisor William Kulkoski, General Manager J.B. Belknap, Controller Lynn Garcia, and Counsel Tom Hart.
- IV. **APPROVAL OF MINUTES**- Supervisor Kulkoski made the first motion to approve the minutes for the January 27<sup>th</sup> Board Workshop, the January 29<sup>th</sup> Board meeting and the February 11<sup>th</sup> Special Board meeting. Supervisor Polvinen seconded the motion. The minutes were approved as written.

V. **GENERAL MANAGER'S REPORT**

GM Belknap reviewed the attached report and discussed:

**Fitness Center**

- Over 1,800 cards and fobs have been distributed so far. Final project costs are being reconciled with GATES. Marco at GATES is assisting us on a minor Low Voltage permit that Tier electric is obtaining from the county before the temporary permit expires. The Board questioned why the permit is taking so long and that we need to have a final resolution to this issue or obtain another temporary CO before March 13<sup>th</sup>. GM Belknap will follow up with this issue.

**Golf Course**

- This past Thursday, we announced that we will be implementing our plan for Monday tee time modifications beginning in March. On March 2<sup>nd</sup>, the maintenance staff will be re-sodding several areas on the front 9 greens effected by nematode pressure and will also consider re-sodding teeing and "walk-up" areas that are showing wear.

**Chat with the GM**

- 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, GM Belknap 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. Supervisor Young feels a letter must go out to the non-resident golf members informing them that their guests are not allowed in the pool area and that we have a Social Membership available for a cost of \$2,500 for their guests to use all of the facilities. Non-Resident Golf Members (not their guests) are only allowed to use the Golf Course and the Restaurant.

**Lobby Area**

- The Lobby floor has been cleaned, but it needs to have a better cleaning possibly by a professional company. The furniture is back in place and then we can evaluate the lobby and make the appropriate changes. GM Belknap asked Stoltz Construction to evaluate different options for use of the lobby.

VI. **TREASURER'S REPORT**-January 2020

Supervisor Schwarz 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.

#### VII. DISTRICT COUNSEL'S REPORT

Counsel Hart discussed:

Resolutions:

- **Resolution 2020-01**-A resolution setting the dates of meetings of the Board of Supervisors of Herons Glen Recreation District for the 2020 Calendar year. The Special Workshop dates of March 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>, 2020 were added.
- **Resolution 2020-13** –A resolution calling and setting additional meeting dates of the Board of Supervisors of Herons Glen Recreation District for March of 2020; designating the place and time of meetings; and, directing publication of notice of same. Supervisor Kulkoski made the motion to approve **Resolution 2020-13** and Supervisor Young seconded the motion. A vote was taken, and the motion was approved.
- **Resolution 2020-14** -A resolution approving expenditures from 2019/2020 Capital Accounts for Filtration/Water Filtration System and for project cost estimates by Stultz, Project Manager. This resolution needs the dates in Section 3. A. changed from 2018/2019 to 2019/2020 and in B. changed to read "expend from 2019/2020 Capital Account not to exceed amount of \$10,000.00 for Stultz Construction Management. Supervisor Kulkoski made the motion to approve **Resolution 2020-14** with said corrections. Supervisor Polvinen seconded the motion. A vote was taken, and the motion was approved.
- **Resolution 2020-15**-A resolution of the HGRD approving a "Plan" of proposed financing to make improvements and additions to its recreational facilities to be funded by the issuance of bonds. The Board discussed the total bond numbers as far as what should be published – 30M or 32M. The Board asked that the \$300.00 and \$1594.00 be bolded and to change the wording to state that the current tax bill is \$1,294 and the bond will be an additional \$300 to the current rate. They also made changes to the Exhibit A which listed all the bond projects totaling \$11,193,00. Chair Misener will send Tom Hart the final Exhibit A bond project listing. Supervisor Kulkoski made the motion to approve **Resolution 2020-15** with said corrections. Supervisor Young seconded the motion. A vote was taken, and the motion was approved.
- **Resolution 2020-16**-A resolution of the HGRD providing for a bond referendum to be held in the District for consideration by District owners of the "Plan". The Board made a change in Section 4 to change the time from 9:00 a.m. – 5:00 p.m. to 7:00 a.m. – 5:00 p.m. on election day – March 31<sup>st</sup>. The Board also changed the wording on the ballot to say: "District lot in amount not exceeding the current annual bond assessment amount, of \$1294 plus \$300 totaling \$1594. Supervisor Kulkoski made the motion to approve **Resolution 2020-16** with said corrections. Supervisor Young seconded the motion. A vote was taken, and the motion was approved.

#### VIII. COMMITTEE REPORTS & RECOMMENDATIONS

##### A. Facilities & Amenities, February 17<sup>th</sup>

The Facilities & Amenities Advisory Committee has recommended to the Board that they address the Clubhouse Lobby décor in a timely fashion. GM Belknap has already spoken with our new Construction Project Company (Stultz Construction) to review options for the lobby design.

**IX. OLD BUSINESS**

**A. Town Hall Meeting-March 3, 2020**

The Board of Supervisors discussed the format and the agenda for the March 3<sup>rd</sup> Town Hall Meeting. Discussion included: including the Mission and Vision Statements in the opening and closing statements, Supervisor Young to review the bond projects over \$500K, asking the audience to turn off (power off) their cellphones to help with the bandwidth for broadcasting the event, grouping the resident comment requests in order of the projects, and making sure that Stultz Construction is mentioned that they are the advocates for Herons Glen for all of the projects. The Board tentatively set the agenda as follows: Introduction by Don Misener, top five ticket items discussed by Howard Young, Golf Course Renovation by Ron Garl, Financing by Dr. Hank Fishkind, Legal Process by Tom Hart, Resident Comments and Questions in order of the bond projects, and closing statement by Bill Kulkoski.

**B. Bond Voting Date – March 31, 2020**

**X. NEW BUSINESS**

**A. Audit Committee Charter**

After discussion on the Audit Committee Charter

- Supervisor Polvinen made a motion to approve the Audit Committee Charter as presented. Supervisor Kulkoski seconded the motion. A vote was taken, and the motion was approved.

**B. F & B Bonuses**

GM Belknap reviewed his proposed changes to the F&B Manager's criteria for performance bonuses by using gross profit quarterly. After discussion on the pros and cons on the new criteria, the Board asked that GM Belknap decide on the bonus structure and report his decision to the Board.

**XI. RESIDENT COMMENTS**

Mary Wright asked that the Chair use his gavel during Board Workshops to get the audience to stop talking while the meeting is in process.

**XII. NEXT WORKSHOP/MEETINGS**

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

**XIII. ADJOURNMENT-** The meeting was adjourned at 5:00 p.m.

/ws attachments

3/11/20

Date

3/11/20

Date

SUBMITTED BY:

Wendy Shea/Julie Heimlich

Wendy Shea/Julie Heimlich, Board Secretary

APPROVED BY HGRD BOARD:

Don Misener

Don Misener, HGRD Board



## 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
	<hr/>
	\$ 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 2<sup>nd</sup>, 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 20<sup>th</sup> through April 23<sup>rd</sup> 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)
<b>ADMINISTRATION</b>						
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
<b>RESTAURANT</b>						
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
<b>CLUBHOUSE</b>						
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
<b>CLIS Dept.</b>						
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
<b>Fitness Center</b>						
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)
<b>SUBTOTAL</b>						
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 /
<b>GOLF MAINTENANCE</b>						
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
<b>PRO SHOP</b>						
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
<b>ALL DEPARTMENTS</b>						
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	158	223	8	51	\$ 1,428,458
January 31, 2020						
Current Year Totals 2019-2020						
606	Members Paid	158	223	8	51	\$ 1,428,458
February 14, 2020						
30	Range Membership					\$ 8,250
February 14, 2020						
16	Handicap Services					\$ 320
February 14, 2020						
0	Undecided	0	0	0	0	\$ -
February 14, 2020						
37	Members who did not renew	6	22	0	3	\$ (89,851)
February 14, 2020						
6	Members who received refunds	1	2	0	2	(6,928.90)
February 14, 2020						

**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

**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.

# **RESTAURANT / BAR RENOVATION**

## **SCOPE:**

Improve patron satisfaction and experience while using our dining and bar venue. Refresh worn and dated interior furniture, tables, chairs, curtains and paint. Improve flow, capacity and utilization of the existing space while emphasizing the outdoor views while dining.

## **KEY FEATURES OF THIS PROJECT:**

- Increase patron comfort by adjusting the seating height and bar height.
- Increase seating in the restaurant and at the bar.
- Increase Casual Dining and decrease Fine Dining.
- Increase view of the lake.
- Improve access, service and revenue options to the pool patrons.
- Replace worn carpet, tables, chairs, and interior colors.

## **PROJECT OBJECTIVES:**

- Create dedicated bar service locations.
- Improve interior circulation and flow for staff and patrons.
- Update and refresh the furnishings, draperies and carpet.
- Make the seating height and bar height more user friendly.
- Improve bar seating capacity.
- Improve access for pool patrons for food and drink options.
- Improve flow at the salad bar/hostess station and entrance to the restaurant.

## **PROJECT CONSTRAINTS:**

- Getting HGRD Board Approval.
- Funding to accomplish the Project.
- Agreement on best design to accomplish our objectives.

# **Pool Deck Expansion & Partial Awning**

## **Scope:**

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

## **Key Features of this Project:**

- Increase seating for pool patrons and dining.
- Provide room for functionality while better trying to create separate spaces.
- Provide casual outside dining.
- Increase view of the lake.
- Create access to dining and drink services.
- Provide partial awning for protection from the sun.

## **Project Objectives:**

- Improve pool patron's food and drink order delivery process.
- Increase the amount of seating and casual dining.
- Increase pool lounge and seating capacity.

## **Project constraints:**

- Getting HGRD Board Approval
- Funding to accomplish the Project



# **BALLROOM RENOVATION**

## **SCOPE and KEY FEATURES:**

- Create restroom to side of stage
- Purchase and install High Lumen Projector and Screen
- Install LED lighting
- Install balance of darkening shades
- Replace original stage curtain
- Open ceiling above stage, wall behind stage and overhanging in front of stage
- Replace ceiling acoustical tiles

## **PROJECT OBJECTIVES:**

- Provide restrooms for actors, performers, and stagehands. Currently, they must drive a cart to the pool restroom without being seen in costume.
- Projector and screen would eliminate need to rent and transport each time for events such as Town Halls, Derby Day, Resident events, and Board presentations, among a myriad of other uses.
- LED lighting produces less heat, eliminates flickering, lowers electrical use and has a longer life expectancy.
- Darkening shades for balance of Ballroom eliminates outside light for day shows, headlights shining in, enhances ability to see screen and provides segregation of Ballroom and Veranda activities.
- Stage curtain is old, dirty and heavy. Likely, it would not survive a cleaning attempt.
- Acoustical tile replacement would enhance the ability of audience to hear
- Stage reconfiguration allows for better stage lighting, increase in size of stage especially for plays, and would allow use of “dropdown” features.

## **PROJECT CONSTRAINTS:**

- Creating space for ramp from stage to bathroom area
- Distance to connect bathrooms to sewer line.
- Provide ADA access to stage and restrooms.
- Funding to accomplish the Project

# **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

# **DRIVING RANGE AREA RESTROOMS**

## **SCOPE and KEY FEATURES:**

Construct Men's and Ladies Restroom next to cart building.

## **PROJECT OBJECTIVES:**

Provide restroom facility to members and guests immediately prior to the starting time.

## **PROJECT CONSTRAINTS:**

Distance to connect restrooms to sewer line.

# **STORAGE BUILDING PROJECT**

## **SCOPE:**

Erect a 5,000 square foot metal storage building on vacant land near the golf maintenance facility.

## **KEY FEATURES:**

- 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:

- HOA & HGRD records currently stored off-site at a cost of \$12,000 yr.
- Providing space for HGRD & HOA Maintenance Department's equipment and supplies in one central location.
- Free up space in Golf Maintenance building for additional cart storage.
- Provide location of 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 & HGRD Christmas decorations.
- Free up Ballroom storage space for restaurant equipment.

## **PROJECT CONSTRAINTS:**

- Getting HGRD Board approval
- Avoiding underground pipes at site
- Funding to accomplish the Project

## Herons Glen Bocce Association

### Bocce Court Complex

Scope Build five new bocce courts that are the state of the art design featuring Har-Tru surface with subsurface irrigation.

Key Features The courts would be complimented with shade protection at each end of the courts with fans. Lighting for night play. Seating areas for spectators. Two-sided scoring system. Ball storage at each end of the courts.

Objective The current number of courts and quality of courts do not meet the demands being placed on them by the level of interest in this amenity.

The HGBA has nearly 300 paid members and approaching 400 residents using the amenity. The courts are being used on Monday thru Saturday morning and Monday, Tuesday Thursday and Saturday evenings, The additional fifth court will allow for meeting the demands for these days of play and to allow for some growth in the future.

The poor quality of construction creates a need for increased amounts of maintenance and repair. The new complex would reduce the need for both.

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

1. HGRD approval of the project to be included in the "Bond" project list.
2. Community approval of the new "Bond" .
3. Obtaining Lee County permits.
4. Contracting with reputable contractors with proven history of work of this type.

# **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:**

- Increase court capacity by 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 possible noise-restricting barrier for all six courts.

### **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.
- Increase the capacity for 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
- Determine the best possible noise barrier that meets the community's needs.
- Funding to accomplish the Project

# **Tennis and Shuffleboard Shade SCOPE**

**SCOPE:** To improve the health and safety of tennis players and spectators by improving the shade and seating on the tennis and shuffleboard courts. Upgrade lighting to enhance night time tennis play and reduce electrical costs. To provide a consistent, upgraded appearance in the sports complex area by utilizing the same shade design and pavers for both the tennis and shuffleboard areas as the proposed bocce courts.

## **KEY FEATURES OF THIS PROJECT:**

- Improve Safety. Tennis matches can last up to 2.5 hours. The extreme heat and sun can be dangerous. Shade is our first defense against skin cancer, skin damage and heat exhaustion.
- We have a total of 15 men and women tennis leagues. Spectators and players come from Herons Glen and many communities across Lee and Charlotte counties. Play on the end courts is difficult to see from the center of the courts and seating is not adequate. Seating and shade on both end of the courts is needed.
- The design and material for the shade we scoped is from Apollo Sunguard. They have a 15-year warranty on fabric and 20 years on the structure. The unique material mimics natural shade trees and can reduce the temperature beneath by 20 degrees. Their shade structures are engineered to withstand 105 MPH wind load and have a quick release system. The structure can withstand 180mph winds.
- Upgrade LED lighting on our courts to provide much better night play.
- The sports complex area is the center of our community. When people come and visit it is often the area where they come to first. This first impression will provide an updated, well planned appearance to perspective buyers as we compete with other new and developing communities.
- Increase restaurant revenues by providing dinners after twilight tennis leagues and tournaments.

## **PROJECT OBJECTIVES:**

- Increase shade & seating capacity.
- Upgrade lighting by retrofitting with LED lights.
- Add pavers around the seating areas similar to the bocce proposal.
- Encourage more spectators to enjoy the entertainment and support our teams.
- Sponsor twilight tournaments and leagues.
- Upgrade the shade design for the shuffleboard court area consistent with the bocce and tennis.

## **PROJECT CONSTRAINTS:**

- HGRD Funding.
- Approval of design and materials for seating and shade.

# **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



# **MULTI-USE CART PATH SCOPE**

## **SCOPE:**

Widening the 8' multi-use cart path from Mystic to just past the Fitness Center (paralleling hole #18) for easier access.

## **KEY FEATURES OF THIS PROJECT:**

- New asphalt on path
- Eliminate root damage to existing path
- Install root barriers for existing oaks
- Valley gutters

## **PROJECT OBJECTIVES:**

- Create more room for golf carts, bicycles, pedestrians
- Prevent carts from driving on the road
- Increase safety and convenience

## **PROJECT CONSTRAINTS:**

- Getting HGRD Board approval
- Easement considerations as to HOA
- Development order considerations: Repair vs. new construction. Impervious surface considerations
- Funding to accomplish the Project

# **BRIDGE REPLACEMENT SCOPE**

## **CART/PEDESTRIAN BRIDGE REPLACEMENT PROJECT**

### **SCOPE:**

Determine if the bridge's piling system and its structural integrity has been compromised. Based on expert opinions, determine if the useful life of the bridge is nearing the end, replace it with a metal span bridge.

### **KEY FEATURES OF THIS PROJECT:**

- Engineer test piling system for structural integrity.
- Install new metal span bridge

### **PROJECT OBJECTIVES:**

- Eliminate potentially catastrophic hazard if unsafe
- Provide new bridge that would allow wider clearance

### **PROJECT CONSTRAINTS:**

- Getting HGRD Board approval
- Easement considerations on far side of bridge
- Funding to accomplish the Project



**HERONS GLEN RECREATION DISTRICT**

**Series 2020 Refunding and New Money for Projects**



Presented by  
**Hank Fishkind, Ph.D. Director**  
February 24, 2020



**JB Belknap – Project List**


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

**PROJECTS**

Ballroom at Driving Range  
Storage Building  
Ballroom ADA Stage Access & Ballroom  
Ballroom Update & Equipment  
Tennis Courts Addition  
Tennis Courts-Sun Awnings/Pavers  
Residential Tringebrook/CLIS Update  
Residential Tringebrook/CLIS Update  
Residential Tringebrook/CLIS Update  
Dining Room/Lounge & Bar Update  
Pool Deck Expansion & Paved Area  
Carr/Pedestrian Bridge Repair/Replacement  
Multi-Use Cart Paths  
Club House Roof & Windows  
Golf Course


**Cost**

\$200,000  
\$500,000  
\$50,000  
\$150,000  
\$150,000  
\$110,000  
\$40,000  
\$700,000  
\$700,000  
\$400,000  
\$500,000  
\$500,000  
\$500,000  
\$1,800,000  
\$5,200,000  
\$10,493,000



**March 3<sup>rd</sup> 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



**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	\$1,684	\$0
Annual Capital Rwy Assessment	\$332	\$332	\$0
Annual Def Maint Assessment	\$264	\$264	\$0
Debt Service	\$1,284	\$1,684	\$500
<b>Total</b>	<b>\$3,474</b>	<b>\$3,774</b>	<b>\$500</b>

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 2008 and (2) new money
- Standard municipal structure
- Term 18 years refunding and 30 years for new money
- Estimated rate 3.25%
- Estimated MADG \$2,072,200
- Annual debt service assessment for 1,300 units = \$1,584
- Exact interest rate and structure cannot be known until bonds are sold
- Board will set the maximums**

Sources of Funds	Refunding	New Money	Total
Bond Proceeds	\$18,570,000	\$10,580,000	\$29,150,000
2008 Revenue Fund	\$165,000	\$0	\$165,000
<b>Total</b>	<b>\$18,735,000</b>	<b>\$10,580,000</b>	<b>\$29,320,000</b>

Uses of Funds	Refunding	New Money	Total
Project Fund	\$0	\$10,000,000	\$10,000,000
Refunding Project	\$17,668,125	\$0	\$17,668,125
Debt Service Reserve	\$822,155	\$183,990	\$1,006,145
Cost of Issuance	\$220,000	\$200,000	\$420,000
Underwriter's Discount	\$375,000	\$211,800	\$586,800
Resolving	\$3,322	\$4,410	\$7,732
<b>Total Uses of Funds</b>	<b>\$18,750,000</b>	<b>\$10,590,000</b>	<b>\$29,340,000</b>

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

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## Education/Outreach Plan

- Official Information Package -- mailed and emailed to all residents
- Transmittal letter from Chairman Misner (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

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## Financing Time Table

DATE	ACTION	RESPONSIBILITY
January	Board meeting discussion of financing plan Engineers report discussion - agree on amount <b>Board retains agreement prepared and accepted by</b>	Engineers Underwriter Solid Counsel
February	Professionals agreement approved & signed Board meeting to approve financial statement of bonds Board approves financial plan Finalize bond structure <b>30 day notice required</b>	Board Engineers Underwriter Solid Counsel Metaphysics Provider
March	<b>Resolution for March</b> Engineers report approved Finalize bond structure Board meeting discussion of financing plan Board meeting discussion of financing plan Authorization for Public Hearing on special assessment	ALL
April	Submit Balling Agency Presentation Supplemental information Engineers report Preliminary offering memorandum Board meeting discussion of financing plan All documents approved by Board. Plan Validation Approval of financing plan Approval of financing plan	ALL
May	Finalize bond structure <b>6/25/2018 10:00 AM</b> <b>Requires 30 days for discussion</b>	ALL
June	Public Hearing on special assessment approved	ALL
July	Finalize bond structure	ALL

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## Questions? Comments?

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**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
March 25, 2020, 2 P.M., Private Dining Room  
MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
Chair Don Misener	X	GM J.B. Belknap	X
Vice Chair Howard Young	X	Controller Lynn Garcia	Absent
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	2

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

II. **ROLL CALL** – Board Secretary Julie Heimlich called the roll and attending the meeting were: Chair Don Misener, Supervisor Howard Young, Supervisor Jayne Schwarz, Supervisor Mary Ann Polvinen, Supervisor William Kulkoski, General Manager J.B. Belknap, and Counsel Tom Hart.

III. **APPROVAL OF MINUTES-**

Supervisor Kulkoski made the first motion to approve the minutes for the Special Board Workshop meeting on March 11 and Supervisor Young seconded the motion. The minutes were approved as written.

IV. **GENERAL MANAGER'S REPORT**

GM Belknap reviewed and the Supervisors discussed:

**Golf Course**

- Setting the cups upside down is working well.
- They will continue to have all the golf tournaments but will only be going off tee #1.
- The minimum requirement for outside play-Counsel Hart stated that there is no minimum. If this is questioned, they could state that they are not letting outside play due to possible contamination from the virus.
- Reduced staff-John Abbot is doing starts and Mike is doing score cards and tee times. They are trying to keep people working.

**F&B**

- Continuing to work on improving service and the process for carry out orders.
- They changed the phone system to improve the process for handling incoming calls for orders.
- They will start doing cookouts tomorrow for hotdogs and hamburgers to help improve the lunch sales.
- Possibly doing a 50% profit margin on alcohol sales (currently 100% mark-up). Counsel Hart stated that the restaurant can deliver alcohol with orders as long as the container is sealed.
- Looking at selling paper goods if they can receive enough from the supply companies.
- A Letter was sent out to residents asking for donations for the F&B staff to help fund unearned gratuities. This will be paid out this week to the staff and a letter will be attached explaining the District's appreciation and the reason for the increase in pay.

The Supervisors and GM Belknap discussed:

- Tracking the donations through the administrative budget.
- Reviewing payroll in two-week intervals for payouts-tracking donations.
- Paying bonuses to restaurant staff that are continuing to work-compensation for their hard work. This will be reviewed later for payouts.
- There will be no pay increases to the restaurant staff that are not working.
- H2B workers-required to be paid through the end of April. Most of the H2B workers are going north when their time is up but there are 3 that are supposed to go back to Jamaica.

The lease for their housing will be up in April so the District might need to look at extending that if the H2B workers cannot return to Jamaica.

- Possibly layoffs-compensation for the differences in unemployment pay (\$275 per week is standard in Florida).

GM Belknap stated that he is trying to get information from Oasis for what employees are entitled to and what we are responsible for paying exploring the Federal assistance programs due Covid-19 since all employees are leased and are paid through Oasis.

#### **March Financials**

- The restaurant and golf are the only loss revenue as this point. The golf member guest play is down 36% and F&B is down 53% gross profit margin as they expected. The District possibly might be able to recapture losses through government services and Business Risk Insurance.

#### **V. TREASURER'S REPORT-February 2020**

Supervisor Schwarz reviewed the February Financial report:

- All Department - \$133,833 favorable to budget.
- Golf Operations- \$97,874 favorable to budget.
- Other than Golf Operations- \$35,959 favorable to budget.

Supervisor Schwarz noted that the District could move money from the Reserves through a resolution if they are short at the end of the year.

The Supervisors and GM Belknap discussed:

#### **Fitness Center**

- Still working on final costs-Gates needs to pay subcontractors.

#### **Pool**

- Some pavers need to be repaired-Dan Parker is looking at repairing what he can without having a trip hazard. GM Belknap stated that he will have Stultz review the pool repairs that are needed.

#### **VI. DISTRICT COUNSEL'S REPORT**

Counsel Hart discussed:

**Resolution 2020-18** A resolution approving expenditures from 2019/2020 Capital Improvement Funds a not to exceed amount of \$9,000 for Waldrop Engineering to serve as the District's Bond engineer for the proposed new issue of District Bonds, subject to approval of the final contract by the Districts General Manager and Counsel.

- Supervisor Kulkoski made a motion to approve **Resolution 2020-18** and Supervisor Schwarz seconded the motion. The Supervisors approved.

Counsel Hart suggested adding another Special Board meeting in April and Supervisor Young suggested moving the time to earlier. The Supervisor discussed setting a Special Board meeting on Monday April 13 at 9:30 a.m.

- Supervisor Kulkoski made a motion to approve having a Special Board meeting on April 13<sup>th</sup> at 9:30 a.m. and Supervisor Young seconded the motion. The Supervisors approved.

**Resolution 2020-19** A Resolution approving expenditures from the 2019/2020 Golf Operations and Maintenance Budget for golf course equipment leases contract with DLL Financial Solutions. Counsel Hart noted that he does not have the details yet from the contract that is needed for the resolution so he suggested the Board hold off approving this until at next week's Board meeting. GM Belknap stated that he received the contract today. **This is on hold.**

**Resolution 2020-20** A resolution accepting the vote tabulation of the District's election held on March 24, 2020 for one member of the Board of Supervisors of HGRD and declaration of candidates elected: Karen Mars-718 votes and Mary Ann Polvinen 739 votes.

- Supervisor Kulkoski made a motion to approve **Resolution 2020-20** and Supervisor Young seconded the motion. The Supervisors approved.

Counsel Hart stated that the Board needs to approve using resident volunteers to assist staff members due to the shortage of staff at the Supervisors election vote counting since it is not in their policy and noted that both candidates approved.

- Supervisor Kulkoski made a motion to approve resident volunteers to assist staff members at the Supervisors election vote counting and Supervisor Schwarz seconded the motion. The Supervisors approved.

#### **DR Horton**

Counsel Hart stated that he has received the Mylar picture from the engineer for the plat for Lot #32 and needs the Board's approval for the Chair to sign the Mylar picture. The Supervisors discussed the picture and the property layout. Counsel Hart noted that the District will also need to pay a \$435 fee to submit it to the country. He said that the county offices are currently closed but they are accepting electronic copies. Counsel Hart noted that they are on track and expect to close with DR Horton in mid to late May.

- Supervisor Kulkoski made a motion to approve the Chair to sign the Mylar picture for the plat for lot #32 and Supervisor Polvinen seconded the motion. The Supervisors approved.

Supervisor Young asked about the Sunshine laws being suspended due to the virus. Counsel Hart stated the rules have temporarily changed and the Board is no longer required to have 3 board members present for a quorum and they can all meet electronically (Skype/Zoom etc.). Counsel Hart noted that the Board can also give minimal notices to the public regarding meeting dates. Counsel Hart stated that the Board can talk to each other and justify it.

#### **Bond**

Chair Misener asked if residents that just purchased a home in on March 23<sup>rd</sup> can vote on the bond and Counsel Hart said yes and that the previous residents can also vote since they owned the home when the Bond referendum ballot was sent out. This will add to the total amount of votes needed to pass the Bond referendum. Chair Misener asked about selling the bonds and Counsel Hart stated that since the market was closed that maybe no bonds are going to market now. Counsel Hart stated that he talked to Hank Fishkind, Bill Reagan and Bond Counsel and they all think that they are still on track for bond sales in July. He noted that the District can ask the Trustee for money before the bonds are sold. The Supervisors discussed:

- Stultz Project management is working on completing cost estimates for all the projects-GM Belknap has a meeting with them at the end of the month to discuss.
- Stultz is reviewing grouping projects together and sequencing the project list. There could be some cost savings by grouping projects together.
- Development orders-need Stultz or the engineer to advise if the District can do all the projects under one DO. Counsel Hart stated that the District needs to know the strap number if they can do all the projects under one DO. GM Belknap stated that he could have Stultz come in and speak with the Board regarding the DO's.

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

- A. Long Range Planning, March Mtgs-No recommendations**
- B. Golf Course Renovation, Mar. 5-No recommendations**
- C. Finance Mtg, Mar. 16**

Adopt Policy that the Non-Resident golf members are afforded a one-time prorated membership.

- Supervisor Kulkoski made a motion to adopt the policy to afford non-resident golf members a one-time prorated membership when they first join and Supervisor Schwarz seconded the motion. The Supervisors approved.

Contract with DLL Financial Solutions for lease Golf Course Maintenance Equipment-Resolution 2020-19 is on hold will be reviewed at the next Board meeting.

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

**VIII. OLD BUSINESS**

**Project Updates** – There were no project updates.

**Club Benchmarking Reserve Study**–they may not be available to do the study on April 20<sup>th</sup>.

**Fitness Center**

Supervisor Young asked about the flawed glass window in the fitness center and GM Belknap stated that Gates is looking at it to get it repaired.

**IX. NEW BUSINESS**

Supervisor Kulkoski read the attached notice that he would like to have sent out to the residents from the Board thanking the candidates. Chair Misener noted that this does not need to be a resolution. The Supervisors approved sending out the notice.

Supervisor Polvinen noted her concerns regarding emails being sent out from MailChimp under the District's account that are not from the District. GM Belknap stated that he would follow up.

Supervisor Polvinen asked about the path behind the clubhouse being changed to one-way. She noted that it is currently a safety hazard having a two-way cart path and GM Belknap stated that he received a response from the insurance company regarding it and will send a copy of the report out to the Board. The Supervisors discussed the path, to be followed up upon review of the Insurance Policy.

Chair Misener stated that since this is the last official meeting of the current Board that he wanted to thank the Board for allowing him to be the Chair and he noted that next year will be a lot more complicated for anyone who will be the Chairperson. He thanked the Board for their support and noted that it was a good working Board. Supervisor Polvinen noted that she enjoyed working on the Board and felt they had a lot of good discussions without arguing. Supervisor Polvinen thanked Karen Jessop for helping count the Supervisor election votes.

**X. RESIDENT COMMENTS**

There were no resident comments.

**XI. NEXT WORKSHOP/MEETINGS**

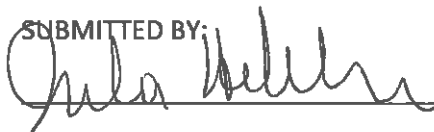
- A. Special Board Mtg (Board Orientation), Wed., Apr. 1, 2 p.m., Cd Rm C
- B. Long-Range Planning Committee, Mon., Apr. 13<sup>th</sup> & 20<sup>th</sup>, 9:30 a.m., Cd Rm C
- C. Facilities & Amenities, Mon., Apr. 20, 2:30 p.m., Cd Rm C
- D. Finance Committee-Joint Mtg with Board, Mon. Apr. 27. 9:30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

**XII. ADJOURNMENT** – The meeting was adjourned at 3:27 p.m.

/jh Attachments

4/13/20  
Date

4/13/20  
Date

SUBMITTED BY:  
  
Julie Heimlich, Board Secretary

APPROVED BY HGRD BOARD:  
  
Don Misener, HGRD Board



**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)
<b>ADMINISTRATION</b>						
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)	<b>3,337</b>	10,002	(0)	<b>10,002</b>
<b>RESTAURANT</b>						
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	<b>(2,519)</b>	13,500	0	<b>13,500</b>
<b>CLUBHOUSE</b>						
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	<b>(4,555)</b>	(2,454)	0	<b>(2,454)</b>
<b>CLIS Dept.</b>						
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	<b>2,535</b>	17,519	0	<b>17,519</b>
<b>Fitness Center</b>						
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	<b>(1,093)</b>	(2,609)	0	<b>(2,609)</b>
<b>SUBTOTAL</b>						
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	<b>(2,295)</b>	35,959	0	<b>35,959</b>

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable /			Favorable /
<b>GOLF MAINTENANCE</b>						
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
<b>PRO SHOP</b>						
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
<b>ALL DEPARTMENTS</b>						
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
<i>From Golf Operations</i>	<i>58,424</i>	<i>44,247</i>	<i>14,177</i>	<i>104,427</i>	<i>6,553</i>	<i>97,874</i>
<i>From Other than Golf Operations</i>	<i>(2,295)</i>	<i>0</i>	<i>(2,295)</i>	<i>35,959</i>	<i>0</i>	<i>35,959</i>

GOLF MEMBERSHIP STATUS  
FOR MONTH ENDED FEBRUARY 2020

					AMOUNT
	COUPLE	SINGLE	Non-Res Coup	Non-Res Sing	PAID (pre-tax)
<b>End of Month Totals for 2019-2020</b>					
604 Total Paid Members February 29, 2020	157	223	8	51	\$ 1,424,287
<b>Current Year Totals 2019-2020</b>					
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)
<b>Budgeted Totals</b>					
573 Members Budgeted As of February 29, 2020					
573 Members Budgeted As of March 31, 2020					
<b>Prior Year Comparison</b>					
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.**

**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
April 29, 2020, 2 P.M., Card Room C/Zoom  
MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
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	7

- I. **CALL TO ORDER** – Chair Don Misener called the meeting to order at 2:04 p.m.
- II. **PLEDGE OF ALLEGIANCE** – Chair Misener led the Pledge.
- III. **ROLL CALL** – Board Secretary Julie Heimlich called the roll and attending the meeting by Zoom were: Chair Don Misener, Supervisor Howard Young, Supervisor Jayne Schwarz, Supervisor Mary Ann Polvinen, Supervisor William Kulkoski, General Manager J.B. Belknap, Controller Garcia and Counsel Tom Hart.
- IV. **APPROVAL OF MINUTES**- Supervisor Polvinen made a motion to approve the minutes for the Special Board meeting on April 1 and Special Board meeting on April 13 and Supervisor Kulkoski seconded the motion. The minutes were approved as written.

V. **GENERAL MANAGER'S REPORT**

GM Belknap reviewed the attached report.

**Financials**

The District subsidized the F&B staff through the end of April 19 pay period and that the H2B workers are now gone. GM Belknap stated that he has a staff meeting tomorrow to work with the department managers to get strategies to come up with \$75K budget cuts for the \$125K loss due to the Covid-19 virus issues.

**New Dumpster Fencing**

GM Belknap talked to Dan Parker about the permitting issue regarding the fence. Dan Parker said that previously the District was looking at a larger locked structure for the dumpster but they could not get the permitting so the dumpsters need to stay where they are at. Supervisor Young asked about moving the trucks at the maintenance building area if they would still need all that space for the fence and GM Belknap stated the 2 dumpsters will utilize most of the space.

**Resolution 2020-25** Approving expenditures from 2019/2020 Capital Budget for a new chain-link fence around the dumpster for a not to exceed amount of \$7500 by Tropical Fencing.

- Supervisor Kulkoski made a motion to approve **Resolution 2020-25** and Supervisor Young seconded the motion. The motion passed unanimously.

**South Florida Water Management District and Lee County Irrigation Order**

Tim Kortanek is working on getting an exception for the water restrictions. Supervisor Young asked about using the wells and GM Belknap said he would ask Tim Kortanek.

**Stultz**

Stultz is working on a contract proposal. GM Belknap will forward to the Supervisors when he receives it.

**VI. TREASURER'S REPORT-March 2020**

Supervisor Schwarz reviewed the attached March Financial report:

- Administration- \$9,617 favorable YTD.
- Restaurant-\$42,650 unfavorable YTD.
- Clubhouse-\$11,213 unfavorable YTD.
- CLIS-\$17,192 favorable YTD.
- Fitness Center-\$4,609 unfavorable YTD.
- Golf Maintenance-\$25,252 favorable YTD.
- Pro Shop-\$62,208 favorable YTD.
- All Department -\$55,797 favorable YTD.
- Golf Operations- \$87,460 favorable YTD.
- Other than Golf Operations- \$31,663 unfavorable YTD.

Supervisor Polvinen asked about selling the Pro Shop merchandise. GM Belknap stated that he is working with John Abbott. John Abbott will be sending a notice to the residents reminding residents that items can be purchased from the Pro Shop and delivered. GM Belknap stated that he does not think doing a sidewalk sale is a good option since people should not be touching items. Supervisor Kulkoski noted his concerns that people are not going to be buy items that are not offered at a discount. GM Belknap stated that the Pro Shop does have specialty items with the Herons Glen Logo that residents might want to purchase. GM Belknap noted that there is \$40K on the balance sheet for merchandise. Supervisor Young asked about the April numbers in the Budget Forecasting summary attached and Controller Garcia stated the estimates were figured thru April 23<sup>rd</sup> as worst-case scenarios. Controller Garcia stated that she has requested that all departments turn in all invoices by Monday, May 4<sup>th</sup>.

Chair Misener asked about layoff's and GM Belknap stated that he is working with the managers and will have a recommendation at the Special Board meeting on May 6<sup>th</sup>. Supervisor Kulkoski asked about making loans to employees that are getting laid off from the \$20K resident donations for the F&B Staff to supplement their income until they can receive unemployment. The employee would be required to pay it back. Supervisor Schwarz said that that there is no way to collect the loan money. Chair Misener noted his concerns that the District should not be giving out loans. Supervisor Young stated that he is not in favor of giving out loans. The Supervisors discussed and agreed that the District should not be giving out loans. GM Belknap stated that he is working with Jason Miller on staffing according to demand and will have a recommendation plan at the Special Board meeting on May 6<sup>th</sup>.

**VII. DISTRICT COUNSEL'S REPORT**

Counsel Hart discussed and reviewed:

**Resolution 2020-23** A resolution approving a preliminary special assessment report relating to special assessments to be levied in the District to amortize bonds issued to finance acquisition of improvements and recreational facilities within the District; approving engineering report confirming the District's ability to construct the contemplated improvements using the Bond proceeds; electing to use the uniform method of collecting special assessments; calling for a public hearing at which the District shall consider the adoption of a Non Ad Valorem assessment roll in connection with such bond assessments.

- Supervisor Kulkoski made a motion to approve **Resolution 2020-23** and Supervisor Schwarz seconded the motion. The motion passed unanimously.

**Resolution 2020-24** A resolution calling and fixing the dates of the meetings of the Board of Supervisors for the calendar year 2021.

- Supervisor Young made a motion to approve **Resolution 2020-24** and Supervisor Polvinen seconded the motion. The motion passed unanimously.

**Resolution 2020-26** A resolution approving expenditures from 2019/2020 Golf Course Special Improvements Fund a not to exceed amount of \$291,000.00 for Phase II of the Golf Course architect project by Ronald M. Garl Golf Course Design, Inc.

The Supervisors discussed the estimates breakdown for Phase II with Jon Edinger, Chair of the Golf Course committee. Jon Edinger explained the breakdowns and stated that he received a pay schedule from Ron Garl and noted that the amount in the resolution needs to be changed to \$300,000 for Phase II. The Supervisors discussed the amounts. Chair Misener asked about moving Hole #10. GM Belknap stated that he spoke with Ricky Nix who said that \$200K is a good estimate for moving Hole #10. The Supervisors discussed the costs estimates for Hole #10. Chair Misener noted his concerns that the District will be land locked if they do not move Hole #10. Supervisor Young asked for a detailed breakdown on the cost estimates for moving Hole #10 and Jon Edinger stated that he would ask Ron Garl.

- Supervisor Kulkoski made a motion to approve **Resolution 2020-26** with changing the amount to **\$300K** under Section A and Supervisor Polvinen seconded the motion. The motion passed unanimously.

**Resolution 2020-27** Amending the District's policies and procedures regarding community guidelines and disciplinary procedures for Covid-19 Declared emergency. Section III.C regarding disciplinary proceedings is amended to include: The described appeal proceedings will not be available during the period of declared public emergency resulting from Covid-19. Section I.B regarding statements is amended to include the following: During the period of declared public emergency due to Covid-19, all CDC community guidelines for Covid-19 must be complied with by all persons using the facility of the Herons Glen Recreation District. Supervisor Young asked about removing Covid-19 statement so this resolution could be used for any emergency. The Supervisors discussed and agreed that the Covid-19 should remain in the resolution.

- Supervisor Young made a motion to approve **Resolution 2020-27** and Supervisor Kulkoski seconded the motion. The motion passed unanimously.

Chair Misener noted his concerns that people are not following social distancing on the golf course and the Board needs to remind the community. Supervisor Polvinen stated that kids on bikes have been seen riding on the golf course paths.

#### **DR Horton**

Supervisor Kulkoski asked Counsel Hart to review the conservation land easement issue regarding the DR Horton property. Counsel Hart stated that Lee County wants to know how Magnolia Landing owns the conservation easements around the DR Horton Mystic property. Counsel Hart explained that the conservation easement was granted around 10 years ago to the Southwest Florida Management from Maxi Development but from what Counsel Hart can find out that Maxi Development never owned the conservation area so the easement is invalid. Counsel Hart stated that the easement is not on the title report. Counsel Hart stated that the easement does not touch any of the DR Horton property but portions of it does come close to one Lot #15. Counsel Hart does not feel it is an issue because he thinks the easement is invalid but if it is valid, then the lot will need to be redesigned. Counsel Hart stated that he should have an update from the title company at the Special Board meeting on May 6<sup>th</sup>.

#### **VIII. COMMITTEE REPORTS & RECOMMENDATIONS-NO COMMITTEE MEETINGS**

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

##### **A. Revised Golf Committee Charter**

Chair Misener reviewed the attached revised Golf Course committee charter. He stated that he worked with Jon Edinger, Chair of the Golf Course committee, on the new roles for the Charter and under

section two stating that any change order over 100K would require Board approval needs to be changed to "Any change order over \$50K would require Board approval".

- Supervisor Polvinen made a motion of approve the new Golf Course Committee Charter with revisions to show that any change order over \$50K needs to be approved by the Board and Supervisor Young seconded the motion. The motion passed unanimously.

**B. Board Member Roles**

Chair Misener stated that the Board member job descriptions cannot be found in the Administrative office so he wants to table this discussion until he can find the job descriptions.

**X. NEW BUSINESS**

**A. Liaisons for committees**

1. Chair Don Misener-Golf Course Renovation Committee
  2. Vice Chair Howard Young-Long Range Planning Committee
  3. Treasurer Jayne Schwarz-Finance Committee/Audit Committee
  4. Secretary Mary Ann Polvinen-F&A Committee
- Supervisor Kulkoski made a motion to approve the Board liaisons to the committees listed for each Board member and Supervisor Polvinen seconded the motion. The motion passed unanimously.

**B. Selection of the 2020-2021 Committee Volunteers:**

**Finance Committee:**

1. Ron Glasgow
  2. Tom DeLache
  3. Tim Gies
  4. Larry Pedersen
  5. Ron Turcot
  6. Mary Koenig
  7. Dennis Popp
- Supervisor Kulkoski made a motion to approve the Finance committee members listed and Supervisor Young seconded the motion. The motion passed unanimously.

**Facility & Amenities Committee:**

1. Karen Mars
  2. Steve Lucas
  3. Sandra Dresch
  4. Andrea Edmunds
  5. Kathleen Duwe
  6. Tiff Lauzau
  7. Barry Hopper
- Supervisor Kulkoski made a motion to approve the Facility & Amenities committee members listed and Supervisor Polvinen seconded the motion. The motion passed unanimously.

Chair Misener asked if the District would need interim financial statements for the Bond and Counsel Hart said that he would ask Bond Counsel.

Supervisor Kulkoski asked about Stultz contract proposal and grouping projects together. GM Belknap stated that he should have Stultz contract proposal soon and they are looking at bundling 3 projects together so see how Stultz performs doing those projects as both a project manager and construction manager. Supervisor Kulkoski asked which 3 projects. GM Belknap that they need to review the projects and ask Stultz what they would recommend doing first. Chair Misener noted that the District has 3 years to start the projects and they need to be looking at doing the projects in the summer for the least interference with operations. GM Belknap suggested to review Stultz contract proposal first then ask Stultz for their recommendation on prioritizing and doing the projects.

Supervisor Young stated that the community has had enough warnings on social distancing and people need to start identifying the ones that are violating the policy so the Board can take action to suspend the ones that are not following the policy.

The Supervisors discussed:

- Possibly closing the course.
- Need to identify individual violators for suspensions.
- Having residents take pictures with the time and date when they see violators-issues that pictures can be taken from different angles to appear people are closer together than they



actually are. The Supervisors agreed that they do not want to put out asking residents to submit pictures.

- Most people are following the social distancing rules.
- State requirements on social distancing are changing.

Supervisor Polvinen asked GM Belknap to send a reminder notice out to the residents on the social distancing guidelines but with no reference to submitting pictures. GM Belknap asked if the notice should come from the Board or him. Chair Misener stated that the notice needs to come from the Board. Supervisor Kulkoski stated that he would write up a notice for the Board's approval to send out to the residents.

Supervisor Polvinen stated that the ball washer on #9 does not have a cover. GM Belknap will ask Tim Kortanek to check the ball washers.

Supervisor Kulkoski asked about replacing the clubhouse roof through insurance. GM Belknap stated that the LRP committee was supposed to have a meeting with CMR and our insurance company but the meeting was cancelled due the virus issues. Chair Misener noted that the deductible is \$250K and asked how much it would be to replace the roof. GM Belknap stated that CMR does not give quotes on a new roof. Counsel Hart cautioned if the District files a claim, they could possibly lose their current insurance or the insurance company could raise the rates. GM Belknap stated that he would follow up with the LRP committee on having a meeting with CMR and our insurance company.

**XI. RESIDENT COMMENTS**

Karen Mars reviewed the history of the conservation easement areas. She stated that when Coolidge sold the District property to Taylor Morrison/Woodrow, the conservation area was included. She stated when the sale was completed that Taylor Morrison/Woodrow offered the HOA the deed on the sales center location which the HOA accepted. Taylor Morrison/Woodrow also offered the HOA the conservation areas but the HOA did not take it. Karen Mars said she thinks this is how Magnolia Landing acquired the conservation area. Counsel Hart stated that Lee County wants to know how Magnolia Landing owns the conservation easement and how it touches the Mystic property. Counsel Hart said he is waiting for an update from the title company.

**XII. NEXT WORKSHOP/MEETINGS**

- A. Special Board Mtg, Wed., May 6, 9 a.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

**XIII. ADJOURNMENT-** The meeting was adjourned at 3:45 p.m.

/jh Attachments

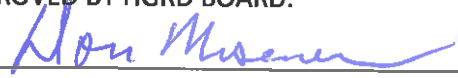
5/20/20  
Date

5/20/20  
Date

SUBMITTED BY:

  
Julie Heimlich, Board Secretary

APPROVED BY HGRD BOARD:

  
Don Misener, HGRD Board



## GM Board Workshop Report for April 2, 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 8<sup>th</sup>-April 18<sup>th</sup>) The total subsidy amounted to \$34k with \$24k coming from resident donations. The subsidy ended April 19<sup>th</sup> 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 costs could be offset and net cash flow would remain neutral.

**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



## GM Board Workshop Report for April 2, 2020

J.B. Belknap

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.

**Hurons Glen Recreation District**

**TOTAL VARIANCE REPORT**

**Mar 31, 2020**

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable / (Unfavorable)			Favorable / (Unfavorable)
<b>ADMINISTRATION</b>						
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
<b>RESTAURANT</b>						
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)
<b>CLUBHOUSE</b>						
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)
<b>CLIS Dept.</b>						
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
<b>Fitness Center</b>						
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)
<b>SUBTOTAL</b>						
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 /
<b>GOLF MAINTENANCE</b>						
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
<b>PRO SHOP</b>						
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
<b>ALL DEPARTMENTS</b>						
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
<i>From Golf Operations</i>	53,233	63,647	(10,414)	157,660	70,200	87,460
<i>From Other than Golf Operations</i>	(67,622)	0	(67,622)	(31,663)	0	(31,663)

**GOLF MEMBERSHIP STATUS  
FOR MONTH ENDED MARCH 2020**

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

**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

**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.**

2<sup>nd</sup> 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.

50K



**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
May 20, 2020, 2 P.M., Card Room C/Zoom  
MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
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	X
Asst Sec/Treas William Kulkoski	Zoom	Residents	11

I. **CALL TO ORDER** – Chair Misener called the meeting to order at 2:00 pm.

II. **PLEDGE OF ALLEGIANCE** – Supervisor Schwarz led the Pledge.

Chair Misener stated that there would be no motion to change the organization of the Board.

III. **ROLL CALL** – Board Secretary Julie Heimlich called the roll and attending the meeting by Zoom were: Chair Don Misener, Supervisor Howard Young, Supervisor Jayne Schwarz, Supervisor Mary Ann Polvinen, Supervisor William Kulkoski, General Manager J.B. Belknap, Controller Garcia and Counsel Tom Hart.

IV. **APPROVAL OF MINUTES**- Supervisor Kulkoski made motion to approve the Board Workshop meeting on April 27, Board meeting on April 29 and Special Board meeting on May 6 and Supervisor Polvinen seconded the motion. The motion passed unanimously.

V. **GENERAL MANAGER'S REPORT**

GM Belknap reviewed the attached report.

**Pool**

The pool closing time will return to the normal summer pool closing time of 8PM. It will open later than normal so Dan Parker can check the pool chemicals. The restrooms are being cleaned regularly and the other gate will be unlocked. The Supervisors discussed increasing the limit in the pool from 15 people to be based on the square footage.

**Fitness Center**

- No more than **15** people will be allowed in the fitness center at one time in order to keep proper distancing. Every other treadmill and stationary bike will be closed. Residents must endeavor to keep proper distancing between themselves and others.
- Hours of Operation: Daily 6AM-10PM. Closed Noon-2PM on Wednesdays for cleaning. (These hours may be amended at the discretion of management.)
- If other residents are waiting, residents will limit their workouts to ½ hour. If a waiting line forms, residents will line up at least 6' apart.
- Users will be responsible that all equipment and touch points must be wiped down and cleaned before and after each use, including free weights.
- Sanitizing: the housekeeping crew will be diligent in sanitizing the equipment but the responsibility lies with the individual user to sanitize before and after use. Wash hands regularly and avoid touching your face.
- Towels will not be provided. Residents must bring their own.
- Staff will be observing in-person from time to time and will utilize cameras to monitor capacity and distancing requirements. Noncompliance of these protocols may result in suspension of service.

### **Restaurant-Ballroom**

- On Saturday, May 23<sup>rd</sup>, the Ballroom will be open for sit down and dine-in service during lunch and dinner hours. The ballroom provides a more open space with better ventilation. We will allow 25% indoor capacity (up to 50 max at a time) with proper physical distancing of at least 6' unless residing in the same household. The restaurant and lounge areas will remain closed.
- Service Staff protocols include wearing gloves and masks on the floor. Tables and Chairs will be sanitized after each sitting. No linen on the table & single use menus.
- Rolled silverware and normal plates will be used during dinner. Trays will be utilized to reduce touch points. Table butcher paper identical to what is used at Romano's Macaroni Grill Italian Restaurant will be placed on the tables for each sitting.
- Dinner reservations are required by calling 239-731-4545.
- The Ballroom Bar will be open to serve alcohol so as to keep the staff in close proximity of the patrons. Full bar service with draft beer available.
- The Ballroom grills will remain open for lunch service 11:30-3:00pm Wednesday-Saturday.
- The veranda will be utilized if needed for the Memorial Golf tournament on Monday. Social distancing will be monitored.

### **Stultz Proposed Contract**

GM Belknap had a meeting with Jeff Stultz and John Cowgill yesterday to talk about some of the contract issues before GM Belknap submits the contract to Counsel Hart and the Board. They reviewed with Stultz looking at projects to do this summer so they can develop good numbers. GM Belknap will send a copy of the contract to Counsel Hart and the Board to review to decide if they want to move forward with Stultz. The Subcommittee will be reviewing the contract for a recommendation to the Board.

## **VI. TREASURER'S REPORT-April 2020**

Supervisor Schwarz reviewed the attached April financial report:

- 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.

Chair Misener noted that a second page was added to the financial sheets for WIP tracking (Work In Process) that will be used for tracking projects including Bond projects. Supervisor Schwarz stated that she talked to Controller Garcia about the detailed project sheets and only using the front sheet. They need a process so everyone only gets the front sheet instead of all the detailed sheets monthly. Chair Misener stated that he still wants a way to review the detailed sheets each month.

## **VII. DISTRICT COUNSEL'S REPORT**

### **Bond**

Bond validation court date is set for July 20<sup>th</sup>. They get 30 days after the Bond validation so it will be late August or September to get the Bond prices. The validation will be done by a local circuit judge and anyone can formally challenge the validation within in the 30 days. Supervisor Kulkoski reviewed the attached draft newsletter to send out to the residents to clarify the letter that was received. The Supervisors discussed the newsletter information. Supervisor Kulkoski asked for the Board's approval to send out the newsletter. Karen Mars

suggested adding “tax” to the wording. Counsel Hart suggested referencing the public hearing on June 15<sup>th</sup>. The Supervisors will review the draft and advise their approvals.

**DR Horton Conservation Easement**

Counsel Hart sent the easement information to the DR Horton engineer, DeLisi Fitzgerald. The engineer will advise changes needed to the plat. Chair Misener asked about access to the conservation area touching Lot #8. Counsel Hart explained that the conservation area is an extension of the wetlands into the Mystic property and there is a way to access it without trespassing. Counsel Hart noted his concerns that it will take time to resolve the issue. Chair Misener asked who will own the conservation area. Counsel Hart stated that it will not go to DR Horton that it might go the HOA. Chair Misener asked about the area that Magnolia maintains. Counsel Hart explained that part is Magnolia Landing, the conservation easement has expanded onto the Mystic property. Counsel Hart will advise the Board as soon as he receives information from the engineer.

**Resolution 2020-28** A resolution amending prior funding account designations for specified projects: 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.

- Supervisor Kulkoski made a motion to approve **Resolution 2020-28** and Supervisor Young seconded the motion. The motion passed unanimously.

**Resolution 2020-29** A resolution calling and fixing the dates of the meetings of the Board of Supervisors for the calendar year 2021. The replaces resolution 2020-24. Supervisor Young noted that the budget workshop dates need to be reviewed since the dates are scheduled so close to the July 4th holiday but this can be reviewed later.

- Supervisor Polvinen made a motion to approve **Resolution 2020-29** and Supervisor Kulkoski seconded the motion. The motion passed unanimously.

**Resolution 2020-30** A resolution approving expenditures from 2019/2020 Golf Course Special Improvement Fund an amount not to exceed \$25,000 for a deposit to G to Z Golf to secure required Bimini grass for golf course renovation; Expend from 2019/2020 Golf Course Special Improvement Fund an amount not to exceed \$32,500 for Waldrop Engineering to provide engineering services for the Golf Course renovation; and Expend from 2019/2020 Golf Course Special Improvement Fund an amount not to exceed \$13,000 for Rhoads & Rhoads Land Surveying, Inc. to provide surveying services needed for the Golf Course Renovation. Counsel Hart noted that this is subject to review of the contract by management and it is intended that this expenditure will be reimbursed from 2020 Bond proceeds. Supervisor Young asked when it will show up in the WIP. Controller Garcia stated that it will not be in the WIP account until it is actually paid for. Chair Misener asked if the survey is for making sure the golf course is not encroaching on home sites. GM Belknap stated they need an auto CAD drawing for the boundary of the district's property. Counsel Hart noted his concerns if the survey is for the whole district that they already have one and the District should not be paying for another survey. GM Belknap noted that the survey is just for the golf course.

- Supervisor Kulkoski made a motion to approve **Resolution 2020-30** and Supervisor Polvinen seconded the motion. The motion passed unanimously.

Chair Misener asked about the rule going forward approving documents by Zoom meetings. Counsel Hart stated that the governor extended the order so the Board can continue to approve through Zoom meetings. Supervisor Schwarz noted that the governor's task force for Phase II includes requiring forums for government meetings.

**VIII. COMMITTEE REPORTS & RECOMMENDATIONS-**

A. Finance Committee, May 11-No Recommendations

- B. F&A Committee, May 11-No Recommendations
- C. Golf Course Committee-Waldrop Engineering and Rhodes & Rhodes

**IX. OLD BUSINESS**

**A. Stultz Contract Proposal**

GM Belknap will have the subcommittee review for a recommendation to the Board. GM Belknap stated that they are reviewing with Stults list of summer projects: storage building, driving range restroom, bocce courts, cart path and reviewing strap information and projects that could be easily started. GM Belknap stated that they are holding off on the restaurant and ballroom for now. The Supervisors discussed with John Cowgill:

- Counsel Hart and the Subcommittee needs to review the contract for a recommendation to the Board.
- A decision needs to be made on what projects to start.
- Holding off doing the storage building-doing the new pickleball courts instead since they will be doing the bocce courts.
- A decision needs to be made on the dogleg for Hole #10-Ricky Nix is working on cost estimates.
- Strap information -Stultz email shows that it does not matter what strap the project is on so the straps should not be an issue.
- Possibly including redoing the surface of the existing pickleball courts that needs to be repaired when adding the new pickleball courts and bocce courts. This needs to be added to Stultz project list.
- Need to find out where all the pipes are-possibly doing a radar for pipes like what was done for the storage building to locate the pipes.

**B. Finalize Public Hearing**

Chair Misener asked about the public hearing if they are supposed have the Board vote first and then ask for resident comments. Counsel Hart stated that there needs to be an explanation first to review the proposal for the special assessment of \$1,594, ask for resident comments, then the Board approves. Karen Jessop reviewed her set up suggestions:

- Do not use the stage so no additional curtain or light touch points.
- Have Don, Howard, and Mary Ann, Tom, and JB seated on floor below stage-face audience for socially distanced. Karen Jessup stated that she thought she heard Bill say he would call in to the hearing.
- One mic at podium for ALL speakers
- No live streaming or video taping
- Supervisor Schwarz will run the sound to limit people up in tight mezzanine space. She has a mic up there if needed. Supervisor Schwarz can audio tape from upstairs or have the Board Secretary put her recorder on podium as that is the only place used to speak.
- Karen Jessop will handle the podium and sole mic at podium. (She will need wipes at podium).

Karen Jessop asked if masks will be required and how many people. Chair Misener noted that after Supervisor Kulkoski sends out the newsletter that possibly not many will attend. Counsel Hart suggested the Board allow as many as the ballroom will hold following social distancing since it is a public hearing. Counsel Hart asked about people being able to hear standing outside. Supervisor Schwarz stated they could open the doors so people can hear from the speakers. Supervisor Kulkoski suggested doing Zoom. Karen Jessop suggested setting up the tables like they are using for dining. Supervisor Young suggested that everyone should stand to maintain social distancing and wear masks. They will direct people to stand 6ft apart and there will be no chairs for the Board or other attendees. The Supervisors agreed.

**C. Yoga Group**

GM Belknap stated that Linda Nickerson asked if the yoga group can move yoga inside because it is too hot to do yoga in the parking lot. The Supervisors discussed:

- Moving them to an activities room maintaining social distancing-issue with being enclosed space and it opens up issues with other people wanting to use the rooms too.
- Possibly using the veranda.
- They need enough room to separate the matts to be 6 ft apart at arm's length (49 sq. Ft. needed).
- Possibly using the fire lane since it's shaded-would need to be blocked off for use.
- Possibly using the lobby area-issue that people still walk through there.

Chair Misener asked GM Belknap to measure the veranda area to find out how many can fit with social distancing.

**D. Library**

GM Belknap discussed the requests from residents wanting to use the library. Chair Misener stated that he is also getting requests from residents about using the rooms for ceramics. The Supervisors discussed:

- Possibly only allowing one person at a time in the library.
- Requiring masks and gloves when people return books.
- Asking the library committee for a volunteer to put the books back.
- Putting a label on the returned books box showing that the books cannot be handled for 48 hours.

GM Belknap stated that he would contact the library committee for a volunteer and have the box marked.

**X. NEW BUSINESS**

**A. Butterfly Society**

Supervisor Kulkoski stated that he revised the lease agreement to be less formal and sent it to Karen Mars, Supervisor Polvinen and Counsel Hart to review. Counsel Hart stated that he would review it and advise GM Belknap. Supervisor Young asked if it includes the society being responsible for repair costs and watering the landscaping. Supervisor Kulkoski said that is included and that the Board has final approval on everything. Karen Mars stated that she will review with the F&A committee at their next meeting on June 8<sup>th</sup> for a recommendation to the Board. Counsel Hart stated that he fine with it and the officers of the Butterfly Society will need to sign it. Chair Misener asked about the financial budget. Supervisor Kulkoski stated that the Society has \$9K. Supervisor Schwarz stated that the Butterfly Society is already working to be a non-profit organization so they can accept donations.

**B. Special Board Meeting**

Chair Misener suggested that a Special Board meeting be set up to discuss Stultz Contract and projects. The Supervisors discussed and agreed to set a Special Board meeting on Thursday, June 4 at 9 a.m. Supervisor Schwarz stated that she needs to check her calendar.

**XI. RESIDENT COMMENTS**

Patty Cummings stated that the Board had previously approved to put a 20x30 ft small building by the maintenance area for the new fiber network needed for the new internet service. She said that the building is not needed now but the internet people need to install three small cabinets 2ftx3ft around the community. One cabinet will be on HOA property but the other two cabinet location options are on HGRD property and the HOA needs the Boards approval. She noted that the HOA will be doing landscaping around the cabinets. She reviewed a map of the possible locations. GM Belknap stated that he sent the information to the Board and Counsel Hart. The Supervisors discussed the locations of the cabinets on HGRD property. Counsel Hart needs to review the lease. Supervisor Kulkoski suggested

that the information be given to GM Belknap to make a decision on the location and for him to communicate to the HOA. The Supervisors agreed.

Karen Jessop asked if the Farmers market dates are to be the last Saturday in June and July and GM Belknap said yes. Karen Jessop recommended that when the servers are cleaning the tables and removing the paper covering on the tables to make sure they fold inward when discarding.

Nile Evans asked about opening up pickleball and tennis to play doubles. He noted that the players are complying with social distancing and not handling each other's balls. Each person has their own balls and only serve with their own balls. He noted that players use the rackets to pass balls back. He asked for an explanation since it is an outdoor sport why they can't play doubles. The Supervisors discussed:

- Issues with playing doubles -possibly people are too close together and closer than 6 ft.
- Issues with people handling each other's balls.
- The Punta Gorda PicklePlex is open-they have a sign showing "play at your own risk"
- Having the Pickleball and Tennis association make a recommendation on how they will maintain the guidelines while playing doubles.
- Concerns with contact with other people.
- Our community is a different demographic which is an older community than the PicklePlex.

Supervisor Kulkoski recommended that GM Belknap make the decision. GM Belknap noted from an article that less than 1% are getting infected from outside activities. The sun kills the virus. GM Belknap stated that outdoor activities are safe and since the PicklePlex is open then he is ok with opening up pickleball and tennis for doubles play. Supervisor Polvinen agreed that she is ok with it. Supervisor Kulkoski noted that indoors is more risk. Chair Misener stated they will let GM Belknap come up with tennis and pickleball doubles playing guidelines.

Karen Mars asked about the office being closed how people are getting fitness center cards. The Board Secretary stated that the office is telling people to drop off the fitness center release form into the payment drop box outside of the HGRD administrative offices. She will run the cards/fobs and then call them to arrange a time pick up their cards/fobs.

**XII. NEXT WORKSHOP/MEETINGS**

- A. Public Hearing, Mon., June 15, 5 p.m., Ballroom
- B. Budget Workshops, June 16<sup>th</sup>-June 19<sup>th</sup>, Cd Rm C
- C. Regular Board Meeting, Mon., June 22, 2 p.m., Cd Rm C

**XIII. ADJOURNMENT-** The meeting was adjourned at 3:56 p.m.

/jh Attachments

6/4/20  
Date

6/4/20  
Date

SUBMITTED BY:



Julie Heimlich, Board Secretary

APPROVED BY HGRD BOARD:



Don Misener, HGRD Board



## 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)	
<b>ADMINISTRATION</b>										
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	
<b>RESTAURANT</b>										
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)	
<b>CLUBHOUSE</b>										
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)	
<b>CLIS Dept.</b>										
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	
<b>Fitness Center</b>										
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
		Non-Res	Non-Res		
		Coup	Sing		
	COUPLE	SINGLE			PAID (pre-tax)
End of Month Totals for 2019-2020					

<b>600</b>	<b>Total Paid Members</b>	<b>156</b>	<b>222</b>	<b>8</b>	<b>50</b>	<b>\$ 1,414,360</b>
	May 31, 2020					

**Current Year Totals 2019-2020**

<b>600</b>	<b>Members Paid</b>	<b>156</b>	<b>222</b>	<b>8</b>	<b>50</b>	<b>\$ 1,414,360</b>
	May 13, 2020					
<b>30</b>	<b>Range Membership</b>					<b>\$ 8,250</b>
	May 13, 2020					
<b>18</b>	<b>Handicap Services</b>					<b>\$ 360</b>
	May 13, 2020					
<b>0</b>	<b>Undecided</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>
	May 13, 2020					
<b>41</b>	<b>Members who did not renew</b>	<b>6</b>	<b>22</b>	<b>0</b>	<b>3</b>	<b>\$ (89,851)</b>
	May 13, 2020					
<b>11</b>	<b>Members who received refunds</b>	<b>1</b>	<b>7</b>		<b>2</b>	<b>(23,317.51)</b>
	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

## Board Secretary

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**From:** J.Schwarz <j.schwarz.hg@gmail.com>  
**Sent:** Tuesday, May 19, 2020 4:06 PM  
**To:** Board Secretary  
**Cc:** karen Jessop; J.B. Belknap  
**Subject:** info on suggested June 15 public hearing set up

Julie, Please distribute

Karen Jessop suggested for the June 15th public hearing we:

- Do not use stage. No additional curtain or light touch points.
- Have Don, Howard, and Mary Ann, Tom, and JB seated on floor below stage-face audience...socially distanced. We thought we heard Bill say he would call in to the hearing.
- One mic at podium for ALL speakers
- No live streaming or video taping
- I would run sound to limit people up in tight mezzanine space. I have a mic up there if need individual vote. We can audio tape from upstairs or Julie can put her recorder on podium as that is the only place used to speak
- Karen handles podium and sole mic at podium. (She will need wipes at podium)

This means fewer people in the gathering limit (although stage 2 re-opening info from task force says up to 50 in local government meetings). We won't need to worry who from media is available to run equipment and Karen and I know how to socially distance!

Tom advised nothing legally to preclude this. We need concurrence at Wednesday's meeting.

Thanks,  
Jayne  
[j.schwarz.hg@gmail.com](mailto:j.schwarz.hg@gmail.com)

## Bond Progress

Your Board of Supervisors would like to bring you up to date on the progress we have made on the road to issuing the new Bond and beginning work on the Projects. You did your part and approved by a large margin our going ahead with the issuance of a new Bond. The annual increase to each residence is capped at \$300, or a total of \$1,594, and it will appear once a year on your tax bill. It is technically called a “Special Assessment”, even though it reoccurs every year at the same amount. The Board been working with “the Bond people” to make the borrowing you approved happen so we can get to work on the Project list. There are a series of exact legal steps we need to follow to do it properly and the next step is the “Public Hearing” you received notice of scheduled for June 15<sup>th</sup>. At that hearing the Board will make and approve a motion to move forward with the Bond borrowing you already approved. Residents will have the right to make comments at that hearing just as they can at any of the Board’s regular meetings. The next step after that is approval by a Lee County Court and that is scheduled for July 20<sup>th</sup>. We need to wait 30 days after that before the “Bond people” can go to market to issue the new Bond and we anticipate that occurring late in August or early in Sept.. Once the new money is received it will be under the control of a Bond Trustee to make sure it is spent appropriately on those Projects the Board identified for you. We have heard that some of you were concerned by the language of the Notice that there was some other Special Assessment planned. Rest assured that is not the case. The annual \$300 increase to \$1594 you authorized is it.

In the meantime, the Board has been going ahead with the early stage steps for the Golf Course renovation and developing a game plan for getting the other projects underway in an orderly manner when the money becomes available. All of these projects are complicated, and

the Board wants to do this right. We will keep you updated as we go.  
Thank you again.

**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
June 22, 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	Zoom	District Counsel Tom Hart	Zoom
Secretary Mary Ann Polvinen	X	Board Sec. Julie Heimlich	X
Asst Sec/Treas William Kulkoski	Zoom	Residents	10

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

II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski led the Pledge.

III. **ROLL CALL** – Board Secretary Julie Heimlich called the roll and attending the meeting were: Chair Don Misener, Supervisor Howard Young by Zoom, Supervisor Jayne Schwarz by Zoom, Supervisor Mary Ann Polvinen, Supervisor William Kulkoski by Zoom, General Manager J.B. Belknap by Zoom, Controller Garcia by Zoom and Counsel Tom Hart by Zoom.

IV. **BOND UPDATE-BILL REAGAN**

Bill Reagan discussed the status of the Bonds.

- \$1,594 cap on the yearly tax bill for owners and total bonds cannot exceed \$32M.
- Possibly get an extra \$2M more if Board uses the max of \$1,594.
- Cannot change the \$32M validation but could get a revised engineer's report to cover the extra money as part of the Plan.
- Either need to add additional projects to the Plan to cover the extra money or adjust the cost on existing projects (capitalizing labor, adding 10% to each project or adding \$1M each to the golf course renovation and clubhouse since those are the biggest projects).
- Remaining money could be used to prepay the Bond or to pay for projects already done to increase the Capital Fund.
- Adding the Fitness Center into the Bond-issue with residents thinking this double dipping.

Bill Reagan stated that all the documents are needed by July 15<sup>th</sup>. The plan is to be in the bond market in late July and close on August 20<sup>th</sup> (30 days after bond validation). Supervisor Kulkoski asked about the Bond rating and Bill Reagan explained the rating and insurance. This will be discussed at the July meeting.

V. **APPROVAL OF MINUTES-**

Supervisor Kulkoski made a motion to approve the minutes for the Special Board meeting on 6/4 and Public Hearing on 6/15 and Supervisor Polvinen seconded the motion. The motion passed unanimously.

VI. **GENERAL MANAGER'S REPORT**

GM Belknap reviewed the attached report.

**Fitness Center**-\$32K has been paid to WPM to repair the pipe break. We are working with Gates, WPM and Lotus Architecture to determine who is legally responsible so the District can be reimbursed.

**CMR Roofing**-CMR is willing to accept the terms discussed to do the clubhouse roof replacement for \$250K deductible and complete the roof replacement within 120 days of signing the contract. The Board needs to approve a resolution for an amount not to exceed \$1K to Boyle Leonard Anderson P.A. to craft additional revisions to the CMR proposal and Change Order. This will be sent to the Board for review.

**Stultz Construction**-This will be discussed under old business.

**Golf Course Pump Station Renovations-**The Board needs to approve a resolution not to exceed \$150K to replace the golf course pump station #1 this summer instead of doing in 2021. In addition, the resolution will include replacing the internal cabinet components of pump houses #2 & #3. The box of parts includes electronics, fuses, power, and computing for the pump motors.

**Card Rooms & Bridge Players-** The Card Rooms will remain closed until further notice due to Covid-19.

**Notes from the Budget Meetings**

- The water fountain located in front of the pool will be emptied, cleaned, and filled with dirt with attractive plantings.
- The District Admin office will remain locked until further notice. We will continue staggering shifts so no more than 4 people are in the office at one time.
- The Board instructed management to purchase laptop computers for employees so the staff is not using their personal computers for work. Controller Garcia was assigned the project and will investigate the cost of supplying staff with work laptop computers.
- A letter will be drafted for the golf membership communicating the GC renovation Plan.
- Pricing will be obtained on retrofitting a chiller to the fitness center water fountain.
- A new web-based TV sound system will be purchased for the fitness center to replace the Tunity app.
- Landscaping will be improved at the fitness center and front lobby entrance.
- In the near future, information will be provided from other clubs regarding the possibility of opening the golf course to reciprocals, daily fee play, etc. by July 1<sup>st</sup>.

**VII. TREASURER'S REPORT-May 2020**

Supervisor Schwarz reviewed the attached May financial report:

- Administration- \$5,234 favorable to budget and \$20,285 favorable YTD.
- Restaurant-\$6,326 unfavorable to budget and \$72,995 unfavorable YTD.
- Clubhouse-\$3,867 favorable to budget and \$7,915 unfavorable YTD.
- CLIS-\$6,750 favorable to budget and \$21,683 favorable YTD.
- Fitness Center-\$1,081 favorable to budget and \$2,702 unfavorable YTD.
- Golf Maintenance-\$19,872 favorable to budget and \$47,567 favorable YTD.
- Pro Shop-\$5,135 favorable to budget and \$57,244 favorable YTD.
- All Department - \$35,612 favorable to budget and \$63,347 favorable YTD.
- Golf Operations- \$25,007 favorable to budget and \$104,812 favorable YTD.
- Other than Golf Operations- \$10,606 favorable to budget and \$41,464 unfavorable YTD.

Supervisor Schwarz noted that the variance of \$49,390 unfavorable YTD is on track for what the Board asked management to reduce to be less than \$50k.

**VIII. DISTRICT COUNSEL'S REPORT**

Counsel Hart discussed:

**Resolution 2020-34** A resolution approving a Special Assessment budget report relating to Special Assessments to be levied in the District to operate and maintain the recreational facilities; stating the intention to use Chapter 170 or Chapter 197, Florida statutes as methods of collecting such assessments; calling for a public hearing to be held at which the District shall consider the adoption of a Non Ad Valorem assessment roll in connection with such assessments.

- Supervisor Young made a motion to approve **Resolution 2020-34** and Supervisor Kulkoski seconded the motion. The motion passed unanimously.

The Supervisors discussed the content of the letter to be sent out to the residents by July 15<sup>th</sup> on the budget and doing electronic signatures since some Board members are not here to sign the letter. Counsel Hart stated that it is not a legal document so it is ok to have electronic signatures. Chair



Misener noted his concerns that they are reducing collecting for the Capital Fund since it is already under funded.

**Resolution 2020-35** A resolution approving to engage the law firm of Boyle Leonard Anderson P.A. for the further handling of the District's negotiations and preparation of a contract with CMR Construction and Roofing, LLC at a cost not to exceed \$1,000. To engage the firm of S&P Global Rating Evaluation Service to provide the necessary Bond rating for the District's Series 2020 Bonds at a cost not to exceed \$25,000.

- Supervisor Kulkoski made a motion to approve **Resolution 2020-35** and Supervisor Polvinen seconded the motion. The motion passed unanimously.

**Resolution 2020-36** A Resolution approving expenditures from 2019/2020 Capital Reserves Fund an amount not to exceed \$150,000 for replacement of #1 pump station and improvements to the #2 & #3 pump stations by Rain Bird Company. Supervisor Schwarz noted that this was approved by the Board and not to be reviewed by the Bid Oversight Committee. This is noted in the resolution.

- Supervisor Young made a motion to approve Resolution 2020-36 and Supervisor Kulkoski seconded the motion. The motion passed unanimously.

**PFM Financial Agreement for preparation of District's Tax Roll for regular 2020/2021 O&M Assessments.** Counsel Hart stated that he would have a resolution for the Board to approve at their next meeting. Controller Garcia noted that this is already in the budget. Chair Misener stated that a resolution is not needed since it is in the budget. The contract needs to be signed.

#### **DR Horton-Conservation Easement**

DeLisi Fitzgerald Addendum for \$11,650 to amend the site plan and application to resubmit it. Counsel Hart noted that this would put the amount of District expenses at \$99K for the \$100K limit in the DR Horton contract. He noted that DR Horton is ok with the changes. Chair Misener asked who owns the easement. Counsel Hart said South Florida Water Management. Chair Misener asked about the budget. Controller Garcia stated that it is in the Work In Progress tracker for DR Horton and the funds come out of the Intermediate Capital Fund and gets written off when the property is sold to DR Horton. Chair Misener asked if the purchase agreement is completed. Counsel Hart said not until all the documents are completed. Supervisor Schwarz stated that she would work with Controller Garcia on the budget amendments.

- Supervisor Kulkoski made a motion to approve the DeLisi Fitzgerald Addendum for \$11,650 to amend the site plan and application to resubmit it and Supervisor Polvinen seconded the motion. The motion passed unanimously.

#### **IX. COMMITTEE REPORTS & RECOMMENDATIONS-F&A Committee, June 8**

Karen Mars stated that the F&A committee has two recommendations.

##### **Butterfly Group**

F&A committee is recommending the Board approve the location selected by the group. The Butterfly group does not have design plans yet, they just need approval of the location. Karen Mars stated that her comments at the last meeting regarding the policy on pets not being allowed on Recreation District property was not correct, pets are allowed to be walked in that area. The Supervisors discussed the location and size of the garden. The HOA will be planting vegetation to separate the area.

- Supervisor Kulkoski made a motion to approve the location selected by the Butterfly Group subject to the Board approval of the design and Supervisor Polvinen seconded the motion. The motion passed unanimously.

**Softball Team requesting 2 additional recycle bins**

F&A committee is recommending the Board approve purchasing 2 additional recycle bins but placement of the bins to be made by management. Supervisor Polvinen asked why the softball team want two more when they have issues with emptying the ones that they have now. GM Belknap stated that he would ask Dan Parker to talk to the softball team about getting the bins emptied.

- Supervisor Kulkoski made a motion to give GM Belknap the authority to approve purchasing two recycle bins for \$69 each from the Small Request Fund and Supervisor Polvinen seconded the motion. The motion passed unanimously.

**X. OLD BUSINESS**

**A. Stultz Contract Proposal**

GM Belknap reviewed Stultz contract proposal. The Supervisors discussed with John Cowgill and Peter Overs:

- Fee schedule-5% incremental costs for projects bundled over \$1M-this needs to be verified with Stultz.
- Liquidated damages included.
- Each project will have a budget, schedule and Gantt chart to follow.
- Stultz will manage the design professionals (sub-contractors)-they will not self-perform the work. Stultz will bring the proposals to the Bid Oversight Committee to review for recommendations to the Board.
- Discussed projects for Stultz to start-pickleball courts, bocce courts, tennis courts, shuffle board courts and the multiuse cart path. The pool deck expansion might be tied with restaurant lounge renovation for outside dining.
- Stultz will get the permits.
- Task Force Problem Solving Ad Hoc Committee will review on a regular basis to resolve any issues with Stultz.
- Issues with Stultz doing the work and also managing the projects.
- Each project will have a guaranteed max-but will still have "unknowns".

John Cowgill stated that they will review the discussion items with Stultz and management will review the contract with Counsel Hart.

- Supervisor Kulkoski made a motion to authorize management to approve the Stultz contract subject to review by the Task Force Committee recommendation, Counsel Hart and management review and Supervisor Polvinen seconded the motion. Supervisor Young approved the motion, Supervisor Schwarz approved the motion, Supervisor Polvinen approved the motion, and Supervisor Kulkoski approved the motion. Chair Misener opposed the motion. The motion was approved by a majority vote.

**XI. NEW BUSINESS**

**A. Selection of Audit Advisory Committee Members**

Chair Misener selected Ron Turcot, Supervisor Young selected Dennis Popp, and Supervisor Schwarz selected David Brendsel to be on the Audit Advisory Committee. The committee will work with the Treasurer of the Board, Supervisor Schwarz. The Supervisors approved the selections.

**B. Book Club Including Bible Reading**

The Supervisors discussed the HGRD room request from Janet Slater for a book club to meet which will include discussing the Bible. Janet Slater explained that the Book Club will be discussing different books on spirituality and the Bible will be included in their discussions. This will not be a religious service. The Supervisors discussed the policy and laws regarding separation of church and state. Counsel Hart stated that there is no clear definition and the Board has the right to make the decision either way to allow the book club or not. The Board requested that Janet Slater resubmit the request stating that it is a Book

that there is no clear definition and the Board has the right to make the decision either way to allow the book club or not. The Board requested that Janet Slater resubmit the request stating that it is a Book Club (removing the Bible reading reference) and submit the request to the F&A committee for review. Janet Slater stated that she would resubmit the request to the F&A committee.

**XII. RESIDENT COMMENTS**

Mary Wright, chair HOA Grounds Committee, noted her concerns that there are areas of HGRD property that are not being maintained per the HOA policies that there is dead grass and landscaping in some areas. She stated that the grounds committee is sending letters to residents for the same issues that they are seeing with the HGRD property. She also noted the landscaping in front of the clubhouse looks bad. The Supervisors discussed irrigation and fertilizing issues. Patty Cummings stated that the HGRD needs to also follow the HOA standards that the residents are required to follow but if there are irrigation issues then the HGRD needs to notify the HOA. GM Belknap stated that he would follow up with Tim Kortanek and Rich Link regarding the landscaping and irrigation issues.

Supervisor Kulkoski suggested that another meeting be scheduled in July and it was noted that there is already scheduled meetings on July 13<sup>th</sup> and July 15<sup>th</sup>. Supervisor Kulkoski suggested changing the Board Workshop meeting on Monday the 13<sup>th</sup> to a regular Board meeting and change the time to 1 pm and cancel the Wednesday, July 15<sup>th</sup> meeting. The Supervisors approved.

**XIII. NEXT WORKSHOP/MEETINGS**

- A. Regular Board Workshop, Mon., July 13, 2 pm, Cd Rm C
- B. Regular Board Meeting, Wed., July 15, 2 p.m., Cd Rm C

**XIV. ADJOURNMENT-** The meeting was adjourned at 4:37 pm.

/jh Attachments

8/12/20  
Date

8-14-20  
Date

SUBMITTED BY:  
Julie Heimlich  
Julie Heimlich, Board Secretary

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



## GM Weekly Board Report for June 20, 2020

J.B. Belknap

**Fitness Center Pipe Break Update:** Yesterday I was in contact with Marco Petretta, GATES' Director of Construction & Operations to gain his insight in helping us determine the cause of the pipe break. I communicated to him that we had to come out of pocket \$32k through no fault of our own and are in the process of making a determination who may be legally responsible for the repair costs so we can seek reimbursement. Marco will be talking to WPM, Mike Aiello and Bob Fike from GATES to ascertain what caused the break. Mike Sheeley has also been notified.

**CMR Roofing:** Per your instructions, I spoke with Tim Berry of CMR concerning the replacement of the clubhouse roof. Based on his willingness to agree to certain conditions the District requested, you've asked me to reengage with attorney Michael Leonard-not to exceed \$1K- to craft additional revisions to the CMR Proposal and Change Order. (Attached to this email is the original CMR Proposal & Change Order.) These revisions would include certifying the Change Order or supplemental conditions takes precedence over the Proposal regardless of the insurance company's position. Currently, the Proposal allows CMR to decline the work if it does not like the carrier's claim position. The revisions would stipulate that CMR complete the roof within 120 days of signing the contract. I will update you on the progress.

**Stultz Construction:** We've been going back and forth with Stultz regarding contract language that protects both parties. After speaking with Jeff Stultz yesterday, we should have an acceptable Continuing Service agreement today that I can send Tom for his review. As was discussed last week, once Tom advises, I will circulate among the board prior to Monday's meeting.

**Golf Course Pump Station Renovations:** Per Tim's request and the board's concurrence, a Resolution will be drafted to replace golf course pump station #1 by the maintenance building this summer, rather than in 2021. In addition, the resolution will also include replacing the internal cabinet components of pump houses #2 & #3. The "box of parts" include electronics, fuses, power, and computing for the pump motors.

After talking with Tim yesterday and confirming pricing, the Resolution would reflect a "not to exceed" cost of \$150K for both the pump replacement and box of parts for both cabinets. Tim and Rich will also discuss the possibility of using Rain Bird for CLIS.

**Card Rooms & Bridge:** Wendy has been getting requests from the card/bridge players to reopen the card rooms as well as the ballroom for card playing. With your permission, Wendy would book the groups and contact each group leader to review the requirements of wearing masks, limiting the number of participants, bringing their own sanitizer, social distancing, etc. These card groups are the only activity that is still prohibited. In speaking to them, everyone involved is aware of the risks and will take the appropriate precautions.

### **Other Notes from the Budget Meetings:**

- The water fountain located in front of the pool will be emptied, cleaned, and filled with dirt with attractive plantings.
- The District Admin office will remain locked until further notice. We will continue staggering shifts so no more than 4 people are in the office at one time.
- Lynn will investigate the cost of supplying staff with work computers.
- A letter will be drafted for the golf membership communicating the GC renovation Plan.
- Pricing will be obtained on retrofitting a chiller to the fitness center water fountain.
- A new web-based TV sound system will be purchased for the fitness center to replace the Tunity app.
- Landscaping will be improved at the fitness center and front lobby entrance.
- In the near future, I will provide you information from other clubs regarding the possibility of opening the golf course to reciprocals, daily fee play, etc. by July 1<sup>st</sup>.

Respectfully submitted, J.B.

**Hérons Glen Recreation District**

**TOTAL VARIANCE REPORT**

**May 31, 2020**

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE Favorable / (Unfavorable)	ACTUAL YTD	BUDGET YTD	VARIANCE Favorable / (Unfavorable)	18-19 FY COVID-19 Forecast Budget	FY Budget	VARIANCE Favorable / (Unfavorable)
<b>ADMINISTRATION</b>									
Operating Revenue	8,447	9,723	(1,276)	147,258	138,592	8,666	181,748	173,082	8,666
Operating Expenses	58,110	64,619	6,510	627,945	639,564	11,619	894,082	906,399	12,318
Operating Income	(49,663)	(54,897)	5,234	(480,687)	(500,972)	20,285	(712,333)	(733,317)	20,983
Assessment	54,897	54,897	0	500,971	500,971	0	733,317	733,317	0
Net Income	5,234	0	5,234	20,285	(0)	20,285	20,983	(0)	20,983
<b>RESTAURANT</b>									
Operating Revenue	33,048	69,430	(36,381)	791,650	956,148	(164,498)	854,475	1,129,350	(274,875)
Operating Expenses	69,286	99,342	30,056	1,037,858	1,129,361	91,503	1,262,032	1,452,119	190,087
Operating Income	(36,238)	(29,912)	(6,326)	(246,208)	(173,214)	(72,995)	(407,557)	(322,769)	(84,788)
Assessment	29,912	29,912	0	173,214	173,214	0	322,769	322,769	0
Net Income	(6,326)	0	(6,326)	(72,995)	(0)	(72,995)	(84,788)	(0)	(84,788)
<b>CLUBHOUSE</b>									
Operating Revenue	0	0	0	12,950	10,000	2,950	12,950	10,000	2,950
Operating Expenses	54,820	58,687	3,867	500,028	489,162	(10,865)	729,840	719,684	(10,156)
Operating Income	(54,820)	(58,687)	3,867	(487,078)	(479,162)	(7,915)	(716,890)	(709,684)	(7,206)
Assessment	58,687	58,687	0	479,162	479,162	0	709,684	709,684	0
Net Income	3,867	0	3,867	(7,915)	0	(7,915)	(7,206)	0	(7,206)
<b>CLIS Dept.</b>									
Operating Revenue	15,269	14,792	477	127,694	125,951	1,743	186,343	184,600	1,743
Operating Expenses	27,539	33,813	6,274	253,853	273,973	20,120	385,876	408,472	22,596
Operating Income	(12,271)	(19,021)	6,750	(126,159)	(148,022)	21,863	(199,533)	(223,872)	24,339
Assessment	19,021	19,021	0	148,022	148,022	0	223,872	223,872	0
Net Income	6,750	0	6,750	21,863	0	21,863	24,339	0	24,339
<b>Fitness Center</b>									
Operating Revenue	0	100	(100)	3,476	800	2,676	3,876	1,200	2,676
Operating Expenses	1,865	3,046	1,181	34,328	28,951	(5,377)	49,048	43,654	(5,394)
Operating Income	(1,865)	(2,946)	1,081	(30,853)	(28,151)	(2,702)	(45,172)	(42,454)	(2,718)
Assessment	2,946	2,946	0	28,151	28,151	0	42,454	42,454	0
Net Income	1,081	0	1,081	(2,702)	0	(2,702)	(2,718)	0	(2,718)

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE Favorable / (Unfavorable)	ACTUAL YTD	BUDGET YTD	VARIANCE Favorable / (Unfavorable)	18-19 FY COVID-19 Forecast Budget	FY Budget	VARIANCE Favorable / (Unfavorable)
<b>SUBTOTAL</b>									
Total Operating Revenues	56,764	94,044	(37,280)	1,083,027	1,231,491	(148,464)	1,239,392	1,498,232	(258,841)
Total Assessments	165,463	165,463	0	1,329,520	1,329,520	0	2,032,096	2,032,096	0
Total Operating Expenses	211,621	259,507	47,886	2,454,011	2,561,011	107,000	3,320,877	3,530,328	209,451
Net Income	10,606	0	10,606	(41,464)	0	(41,464)	(49,390)	0	(49,390)
<b>GOLF MAINTENANCE</b>									
Operating Revenue	0	0	0	0	0	0	0	0	0
Operating Expenses	105,936	125,808	19,872	868,441	916,009	47,567	1,362,782	1,365,642	2,860
Net Income	(105,936)	(125,808)	19,872	(868,441)	(916,009)	47,567	(1,362,782)	(1,365,642)	2,860
<b>PRO SHOP</b>									
Operating Revenue	128,416	135,233	(6,817)	1,351,069	1,349,783	1,286	1,842,674	1,860,782	(18,108)
Operating Expenses	22,328	34,280	11,952	307,869	363,827	55,958	413,115	495,140	82,025
Net Income	106,088	100,953	5,135	1,043,200	985,956	57,244	1,429,559	1,365,642	63,917
<b>ALL DEPARTMENTS</b>									
Total Operating Revenues	185,180	229,277	(44,098)	2,434,096	2,581,274	(147,178)	3,082,065	3,359,014	(276,949)
Total Assessments	165,463	165,463	0	1,329,520	1,329,520	0	2,032,096	2,032,096	0
Total Operating Expenses	339,885	419,595	79,710	3,630,321	3,840,846	210,525	5,096,774	5,391,109	294,336
Net Income	10,758	(24,854)	35,612	133,295	69,948	63,347	17,387	0	17,387
<i>From Golf Operations</i>	152	(24,854)	25,007	174,759	69,948	104,812	66,777	0	66,777
<i>From Other than Golf Operations</i>	10,606	0	10,606	(41,464)	0	(41,464)	(49,390)	0	(49,390)

GOLF MEMBERSHIP STATUS  
FOR MONTH ENDED MAY 2020

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

600	Total Paid Members	May 31, 2020	156	222	8	50	\$	1,414,360
Current Year Totals 2019-2020								

600	Members Paid	June 16, 2020	156	222	8	50	\$	1,414,360
30	Range Membership	June 16, 2020					\$	8,250
18	Handicap Services	June 16, 2020					\$	360
0	Undecided	June 16, 2020	0	0	0	0	\$	-
41	Members who did not renew	June 16, 2020	6	22	0	3	\$	(89,851)
11	Members who received refunds	June 16, 2020	1	7		2		(23,317.51)

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



## **AGREEMENT FOR CONSULTING SERVICES**

This agreement ("Agreement"), made and entered into this 8 day of June, 2020 by and between Herons Glen Recreation District ("Client") and PFM Group Consulting, LLC ("PFM") sets forth the terms and conditions under which PFM shall provide services.

WHEREAS, the Client desires to obtain the services of an PFM to provide consulting services; and

WHEREAS, PFM is capable of providing the necessary services.

NOW, THEREFORE, in consideration of the above-mentioned premises and intending to be legally bound hereby, the Client and PFM agree as follows:

### **I. SCOPE OF SERVICES**

PFM shall provide, upon request of the Client, the services set forth in Exhibit A to this Agreement. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Agreement agreed by Client and PFM. Services provided by PFM which are not specifically referenced in the scope of services set forth in Exhibit A of this Agreement shall be completed as agreed in writing in advance between the Client and PFM. Upon request of Client, PFM or an affiliate of PFM may agree to additional services to be provided by PFM or an affiliate of PFM, by a separate agreement between the Client and PFM or its respective affiliate.

### **II. WORK SCHEDULE**

The services of PFM are to commence as soon as practicable after the execution of this Agreement and a request by the Client for such service. Exhibit A will include a time table governing the work and dates for deliverables.

### **III. COMPENSATION**

For the services provided under this Agreement, PFM's professional fees shall be paid as provided in Exhibit B to this Agreement. Client shall pay expenses as provided below.

#### **1. Reimbursable Expenses**

In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, lodging, telephone, mail, and other ordinary cost and any actual extraordinary cost for graphics, printing, data processing and computer time which are incurred by PFM. Upon request of Client, documentation of such expenses will be provided.

#### **2. Other Services**

Any services which are not included in the scope of services set forth in Exhibit A of this Agreement will be subject to separate, mutually acceptable fee structures.



#### IV. TERMS AND TERMINATION

This Agreement shall be effective from June \_\_, 2020 until successful project completion, anticipated to be on or before June 30, 2021, unless terminated in writing by either party upon thirty (30) days written notice to the other party.

Upon termination, PFM will be paid for all services performed and costs and expenses incurred up to the termination date.

#### V. ASSIGNMENT

Neither party may assign this Agreement or its rights or obligations hereunder without the prior written consent of the other party; provided, however, that PFM may, upon notice to the Client, assign this Agreement or the rights and obligations under this Agreement to any subsidiary or affiliate or successor of PFM. Subject to the foregoing, this Agreement shall be binding on the parties hereto and their respective successors and assigns.

#### VI. INFORMATION TO BE FURNISHED TO PFM

All information, data, reports, and records in the possession of the Client or any third party necessary for carrying out any services to be performed under this Agreement ("Data") shall be furnished to PFM and the Client shall, and shall cause its agent(s) to, cooperate with PFM in its conduct of reasonable due diligence in performing the services, including with respect to the facts that are necessary in its recommendation(s) to the Client in connection with a transaction or financial product and/or relevant to a Client's determination whether to proceed with a course of action.

To the extent Client requests that PFM provide advice with regard to any recommendation made by a third party, Client will provide to PFM written direction to do so as well as any Data it has received from such third party relating to its recommendation. Client acknowledges and agrees that while PFM is relying on the Data in connection with its provision of the services under this Agreement, PFM makes no representation with respect to and shall not be responsible for the accuracy or completeness of such Data.

#### VII. NOTICES

All notices given under this Agreement shall be in writing, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the designated below. The parties designate the following as the respective places for giving notice, to-wit:

Heron's Glen Recreation District  
2250 Heron's Glen Blvd.  
Suite 100  
N. Ft. Myers, FL 33917

Stanley Geberer, Senior Managing Consultant  
PFM Group Consulting, LLC  
12051 Corporate Boulevard  
Orlando, FL 32817  
Phone: (407) 723-5900  
[geberers@pfm.com](mailto:geberers@pfm.com)

## **VIII. TITLE TRANSFER**

All materials, except functioning or dynamic financial models, prepared by PFM pursuant exclusively to this Agreement shall be the property of the Client. Subject to the exception described above, upon termination of this Agreement, at Client's reasonable request no later than three (3) years after the termination of this Agreement PFM shall deliver to the Client copies of any and all material pertaining to this Agreement.

## **IX. PFM's REPRESENTATIVES**

### **1. Assignment of Individuals**

The services set forth in this Agreement shall be provided by professional employees of PFM and affiliates of PFM as determined by PFM in its sole discretion. PFM may, from time to time, supplement or otherwise amend the team members.

### **2. Changes in Staff Requested by the Client**

The Client has the right to request, for any reason, PFM to replace any member of the PFM staff. Should the Client make such a request, PFM shall promptly suggest a substitute for consideration by the Client.

## **X. INSURANCE**

PFM shall maintain insurance coverage with policy limits not less than as stated in Exhibit C.

## **XI. LIMITATION OF LIABILITY**

Except to the extent caused by willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties under this Agreement on the part of PFM or any of its associated persons, neither PFM nor any of its associated persons shall have liability to any person for any act or omission in connection with performance of its services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any financial or other damages resulting from Client's election to act or not to act, as the case may be, contrary to or, absent negligence on the part of PFM or any of its associated persons, upon any advice or recommendation provided by PFM to Client.

## **XII. INDEPENDENT CONTRACTOR**

PFM, its employees, officers and representatives at all times shall be independent contractors and shall not be deemed to be employees, agents, partners, servants and/or joint venturers of Client by virtue of this Agreement or any actions or services rendered under this Agreement. Nothing in this Agreement is intended or shall be construed to give any person, other than the Parties hereto, their successors and permitted assigns, any legal or equitable rights, remedy or claim under or in respect of this Agreement or any provisions contained herein. In no event will PFM be liable for any act or omission of any third party or for any circumstances beyond PFM's reasonable control including, but not limited to, fire, flood, or other natural disaster, war, riot, strike, act of terrorism, act of civil or military authority, software and/or equipment failure, computer virus, or failure or interruption of electrical, telecommunications or other utility services.

## **XIII. APPLICABLE LAW**

This Agreement shall be construed, enforced, and administered according to the laws of the State of Florida. PFM and the Client agree that, should a disagreement arise as to the terms or enforcement of any provision of this Agreement, each party will in good faith attempt to resolve said disagreement prior to pursuing other action.

#### **XIV. ENTIRE AGREEMENT; SEVERABILITY**

This Agreement represents the entire agreement between Client and PFM and supersedes all prior agreements, contracts, arrangements, or communications between the parties with respect to the subject matter addressed herein, whether oral or written. This Agreement may not be amended or modified except in writing signed by both parties. For the sake of clarity, any separate agreement between Client and an affiliate of PFM shall not in any way be deemed an amendment or modification of this Agreement. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

#### **XV. EXECUTION; COUNTERPARTS**

Each party to this Agreement represents and warrants that the person or persons signing this Agreement on behalf of such party is authorized and empowered to sign and deliver this Agreement for such party. This Agreement may be signed in any number of counterparts, each of which shall be an original and all of which when taken together shall constitute one and the same document.

IN WITNESS THEREOF, the Client and PFM have executed this Agreement as of the day and year herein above written.

#### **Herons Glen Recreation District**

Name:

Title:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **PFM Group Consulting, LLC**

By: Stanley Geberer

Title: Senior Managing Consultant

Signature: Stanley Geberer Digitally signed by Stanley Geberer  
Date: 2020.06.08 15:53:37 -04'00'

Date: June 8, 2020

## **EXHIBIT A**

### **SCOPE OF SERVICES AND TIMETABLE**

#### **1.0 Scope of Services**

- 1.1 Secure from the County Property Appraiser the list of District properties that are currently on the County's tax roll. Such list should consist of the proper tax identification number for each property, and the owner's name and address.
- 1.2 Coordinate with the Developer and the District in ascertaining that such list correctly represents those properties that lie within the District and are subject to the Special Assessments ("Assessments") connected with the issuance on August 1, 2006 of the District's Special Assessment Bonds, Series 2006 ("Bonds"), for the funding of the District's purchase of certain of the recreational facilities within the District from the Developer.
- 1.3 Coordinate with US Bank, N.A. ("Trustee") with regard to any Bonds that have been redeemed through the payment of Assessments in full since the initial tax roll was prepared.
- 1.4 Calculate the proper amount of Assessment to be due from each property owner on his or her tax bill for the coming tax year and ascertain that such amounts are sufficient to pay the annual debt service of the Bonds (including any fees for the County Tax Collector and the County Property Appraiser).
- 1.5 Upon completion of the District's tax roll, certify and transmit to the County Tax Collector such tax roll in electronic or other form satisfactory to the County Tax Collector.

**EXHIBIT B**

**COMPENSATION FOR SERVICES**

Task 1 \$5,000

Plus reasonable out of pocket expenses, if any, per Section III, to complete the scope of services outlined above in Exhibit A.

## **EXHIBIT C**

### **INSURANCE**

PFM Group Consulting LLC ("PFM") acting as MANAGER shall provide and maintain the following levels of insurance coverage at all times subsequent to the execution of this Agreement:

PFM Group Consulting LLC ("PFM") has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains professional liability and fidelity bond coverages which total \$40 million and \$25 million single loss/ \$50 million aggregate, respectively. PFM also carries a \$10 million cyber liability policy.

Our Professional Liability policy is a "claims made" policy and our General Liability policy claims would be made by occurrence.

#### **Deductibles/SIR:**

Automobile \$250 comprehensive & \$500 collision  
Cyber Liability \$50,000  
General Liability \$0  
Professional Liability (E&O) \$1,000,000  
Financial Institution Bond \$75,000

#### **Insurance Company & AM Best Rating**

Professional Liability (E&O).....Endurance American Insurance Company; (A+; XV)  
.....Argonaut Insurance Company; (A+; XIV)  
.....Everest National Insurance Company; (A+; XV)  
.....XL Specialty Insurance Company; (A+; XV)  
.....Continental Casualty Company; (A; XV)  
.....Starr Indemnity & Liability Company; (A; XV)  
.....Federal Insurance Company; (A++; XV) Financial  
Institution Bond.....Federal Insurance Company; (A++; XV)  
.....Great American Insurance Company; (A+; XV)  
.....U.S. Fire Insurance Company; (A; XV) Cyber  
Liability.....Greenwich Insurance Company (A+; XV)  
.....Arch Insurance Company; (A+; XV)  
General Liability.....Great Northern Insurance Company; (A++; XV) Automobile  
Liability.....Great Northern Insurance Company; (A++; XV) Excess /Umbrella  
Liability.....Federal Insurance Company; (A++; XV) Workers  
Compensation.....Vigilant Insurance Company; (A++; XV)  
& Employers Liability

The DISTRICT (and its staff, consultants, and supervisors as applicable) will be listed as additional insureds on the General Liability and Automobile insurance policies described above. The DISTRICT (and its staff, consultants, and supervisors as applicable) will be listed as a joint loss payee on the Commercial Crime insurance as part of the Financial Institution Bond Coverage. None of the policies above may be canceled during the term of this Agreement (or otherwise cause the DISTRICT to not be named as an additional insured or joint loss payee where applicable) without thirty (30) days written notice to the DISTRICT. MANAGER will furnish the DISTRICT with a Certificate of Insurance evidencing compliance with this section prior to Agreement commencement and upon request.

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**DELISI FITZGERALD, INC.**  
*Planning – Engineering – Project Management*

June 16, 2020

Mr. J.B. Belknap  
General Manager  
Heron's Glen Recreation District  
2250 Avenida Del Vera  
North Fort Myers, FL 33917

Re: Mystic at Herons's Glen  
Professional Services Proposal Addendum #2

DeLisi Fitzgerald, Inc. (DFI) is pleased to offer the following proposal for the civil engineering, surveying, and landscape architecture services for revising the plans and permits needed to accommodate a recorded SFWMD conservation easement discovered on the property.

If you have any questions, please let me know.

Sincerely,  
DELISI FITZGERALD, INC.



Andrew D. Fitzgerald, P.E.  
*President*

We are pleased to offer Heron's Glen Recreation District (Client) with the professional services outlined below for the Heron's Glen project located in Lee County, Florida.

Tasks	Budget
<b>17. Revised Site Plan</b> Prepare in revised site plan in AutoCad to accommodate recorded SFWMD conservation easement.	<b>\$750 L.S.</b>
<b>18. Construction Plan Revisions</b> Prepare revised construction plans including paving, grading, and drainage, signing and marking, water distribution system, wastewater collection and transmission systems, and erosion control plans.	<b>\$2,700 L.S.</b>
<b>19. Code Minimum Landscape Plans Revisions</b> In conjunction with David Jones and Associates, Inc., revise the code minimum landscape plan in accordance with the Lee County Land Development Code based on the revised site plan.	<b>\$500 L.S.</b>
<b>20. Photometric Plan Revisions</b> In conjunction with T.R. Transportation, Inc., prepare revised photometric plan in support of the Lee County Development Order Amendment.	<b>\$500 L.S.</b>
<b>21. Lee County Development Order Amendment</b> Prepare, submit, and support a submittal to Lee County for a Development Order Amendment and address requests for additional information. This task includes meetings with Lee County staff and/or the local fire district necessary to obtain permit approval.	<b>\$2,500 L.S.</b>
<b>22. SFWMD ERP Modification</b> Prepare, submit, and support SFWMD ERP modification package to District for the revised site plan. This task includes preparing separate SFWMD water management analysis to support revised plans. This task also includes addressing RAI's as needed for approval.	<b>\$3,000 L.S.</b>
<b>23. Revised Boundary Survey</b> In conjunction with Metron Surveying and Mapping, LLC, revise boundary survey in accordance with a revised title certification describing the recorded SFWMD conservation easement.	<b>\$500 L.S.</b>
<b>24. Revised Plat</b> In conjunction with Metron Surveying and Mapping, LLC, revise the plat to address the revised site plan.	<b>\$1,200 L.S.</b>
<b>TOTAL BUDGET</b>	<b>\$11,650</b>



### **FEE SCHEDULE**

Reimbursable Expenses will be billed at cost plus 10%.

Billing for services and reimbursable expenses will be submitted monthly. Invoices are due and payable upon receipt. Invoices not paid within 30 days shall accrue interest at a rate of 1.5% per month from the due date until paid. If payment is not received within 45 days from date of invoice, work will stop until the total unpaid balance has been received. The project schedule and schedule of deliverables will be subject to the Client's timely payment of fees. In the event it is necessary for DFI to employ an attorney to collect sums due under this Agreement, Client shall be responsible for all costs incurred, including consultant's reasonable attorney fees.

### **ADDITIONAL SERVICES**

Services not specifically included in Scope of Services will be performed as additional services on an hourly basis, plus reimbursable expenses in accordance with the Rate Schedule enclosed with this Agreement. Services and fees provided in this Agreement are based upon governmental rules, regulations and policies in effect at the time of execution of this Agreement. Should changes take effect during the period services are being performed and result in additional DFI work requirements, this Agreement will be modified by approval of the parties. In addition, DFI will perform additional services beyond the work described within this Agreement as requested and authorized by the Client. When such work can be identified in advance, DFI will provide a reasonable estimate for such work and written authorization obtained.

### **SERVICES NOT INCLUDED**

Services not specifically included in this Agreement are as follows:

1. Landscape Plans other than those described;
2. Structural Engineering Services;
3. Materials Testing;
4. Hazardous Waste Assessments;
5. Legal Services;
6. Geotechnical Engineering;
7. Irrigation Water Withdraw Permitting;
8. Survey Services other than those described;
9. Listed species survey;
10. Bidding, Construction Administration, and Certification services;
11. NPDES Monitoring Inspections, and Reporting;
12. Services not specifically described in Scope of Services.

### **RESPONSIBILITIES OF CLIENT**

DeLisi Fitzgerald's performance under this Agreement is contingent upon the Client providing DFI with the following information:

1. All documents, information relating to special or extraordinary considerations, existing permits, maps, deeds, easements, abstracts, surveys, topography or other information in the Client's possession relating to the project.
2. In writing, Client's criteria, design, construction and other requirements for the project.
3. Guarantee of access to, and make provisions for, DFI to enter the public and private lands as required to perform their work under this Agreement.
4. Client shall pay all project related fees.

### **PROVISIONS AND CONDITIONS**

1. This proposal is effective for a period of 45 days from the date shown. If not accepted in writing within this period, DFI reserves the right to modify any portion thereof or withdraw the proposal in its entirety.
2. All documents, including original drawings, notes, data and report originals are and shall remain the property of DFI as an instrument of service. If so requested in writing, the Client will be provided reproducible drawings and other documents in consideration of which the Client agrees to use them without alteration solely in connection with the project.
3. This Agreement may be terminated with or without cause by either party upon a seven (7) day written notice. In the event of termination, Client shall be bound to pay DFI for all services rendered to the effective date of termination, all reimbursable expenses and collection and/or legal fees. Neither DFI nor its sub-consultants shall be jointly, severally or individually liable to the Client more than the greater of \$100,000, or the compensation to be paid pursuant to this Agreement.
4. All findings, analysis and recommendations made by DFI will be based on facts actually discovered. DFI does not guarantee that it will or can discover all facts and circumstances which are applicable to the property or the potential use, development, or disposition thereof. The parties further acknowledge that through the passage of time changing governmental policies, procedures and regulations concerning the development can affect the ultimate and permissible uses and development of the property and no party can assure the outcome of governmental decisions or the cost of obtaining approvals or of developing the property.
5. DFI and the Client agree that if a dispute arises out of or relates to this contract, the parties will attempt to settle the dispute through good faith negotiations. If direct negotiations do not resolve the dispute, the parties agree to endeavor to settle the dispute by mediation prior to the initiation of any legal action, unless delay in initiating legal action would irrevocably prejudice one of the parties.
6. DFI does not guarantee the performance of any construction contracts by contractors, nor assume responsibility for contractor's failure to furnish and perform work in accordance with

the plans and specifications prepared by DFI. DFI shall not be responsible for the means, methods, or procedures of construction chosen by the contractor for safety precautions, or for any failure by the contractor to furnish and perform their work.

We hope that this Agreement is satisfactory. If acceptable, please sign and return one original copy, which will serve as our authorization to proceed. By signing below, the undersigned hereby represents and warrants that they have full authority to contract on the Client's behalf for the fees and services proposed herein.

Sincerely,  
**DELISI FITZGERALD, INC.**

  
\_\_\_\_\_  
Andrew D. Fitzgerald, P.E.  
*President*

**HERON'S GLEN RECREATION DISTRICT**

\_\_\_\_\_  
J. B Belknap  
*General Manager*

\_\_\_\_\_  
Date

**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
July 13, 2020, 1 P.M., Zoom  
Minutes**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
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	16

I. **CALL TO ORDER** – Chair Don Misener called the meeting to order at 1:01 p.m.

II. **PLEDGE OF ALLEGIANCE** – Chair Misener led the Pledge.

III. **ROLL CALL** – Board Secretary Julie Heimlich called the roll and attending the meeting by Zoom were: Chair Don Misener, Supervisor Howard Young, Supervisor Jayne Schwarz, Supervisor Mary Ann Polvinen, Supervisor William Kulkoski, General Manager J.B. Belknap, Controller Garcia and Counsel Tom Hart.

Chair Misener said that he would be changing the format of the zoom meetings going forward that he will be doing a round robin format for input from the Board members to help reduce the interruptions and people talking over each other.

IV. **BOND UPDATE**-Bill Reagan, Mike Williams and Kevin Plenzler

Bill Reagan discussed the status of the Bonds and explained the Bond Structures from his report and discussed the rating and the insurance options for the Bond money either doing Option 1 A-Underlying Rating or Option 2 AA Rated Bond Insurance. He discussed the amounts for each option and noted that Option 2 with the insurance would be the better option. The Supervisors discussed the options and the money amounts. The Board unanimously approved that Option 2 AA Rated Bond with the insurance would be the best selection and thanked Bill Reagan and the team for their hard work on getting the best deal for the Bonds. Counsel Hart noted that Mike Williams, Bond Counsel and Kevin Plenzler with Hank Fishkind who did the methodology report are on the call for any questions.

Counsel Hart reviewed the attached Delegation Resolution regarding the Bond reports. Counsel Hart noted that the offering statement, the methodology report and the engineering report have all been updated since they were last approved. He asked if there any questions from the Board on the Resolution 2020-37 that they are approving today. Supervisor Kulkoski ask if there are any documents in the resolution that they need to go over in detail. Counsel Hart stated there are no issues that he is aware of that Bill Reagan has reviewed all the documents and Mike Williams prepared the resolution. Chair Misener stated that he has read all the documents and that he did not see anything wrong in the documents. Bill Reagan asked that Bond Counsel explain some of the documents but neither Mike Williams or Kevin Plenzler were able to talk on the call. Chair Misener asked which documents Bill Reagan wanted Counsel Hart to explain. Bill Reagan asked that they review the delegated award in the resolution that delegates authority to the Chairman and Vice Chairman to accept the bid within the parameters to approve the Bond issue to expedite approval so that they do not have to have another Board meeting for approval of the Bond issue. Chair Misener asked about the 4.5%. The Supervisors discussed changing 4.5% to 4%. Bill Reagan suggested using a not to exceed of 4% but that they could

request a Special Board meeting if it goes over 4%. The Supervisors agreed for a not to exceed of 4% but that they would need to have an emergency Board meeting if it goes over 4%. Supervisor Kulkoski asked if they need schedule another Board meeting and cancel if it is not needed and if they need to have both the Chairman and Vice Chairman available on the day of the actual pricing to approve it. Counsel Hart stated that it reads in the resolution that either the Chairman or Vice Chairman and the manager approves it. Chair Misener asked Bill Reagan if there is anything else he wants Counsel Hart to report on and Bill Reagan said no it is already all been gone over and they are in good shape to approve the resolution but if anything would need to be changed, they would have time to do that by scheduling another Board meeting. Chair Misener asked if they need a motion for Option 2. Counsel Hart said yes, they need a motion to approve the resolution with the amendment of 4% instead of 4.5% that is in the Resolution, and he stated that Option 2 with the insurance is already part of the resolution.

**Resolution 2020-37** A Resolution authorizing the issuance of and awarding the sale of its not exceeding \$32,000,000 principal amount of Herons Glen Recreation District Non-Ad Valorem assessment and refunding Bonds, series 2020 for the principal purpose of currently refunding all of the outstanding Herons Glen Recreation District Special Assessment and Special Assessment refunding Bonds, series 2006; and constructing, acquiring, improving and equipping recreational facilities; delegating to the Chairman or Vice Chairman of the Board of Supervisors of the District, subject to compliance with the applicable provisions hereof, the authority to award the sale of such 2020 Bonds to FMS Bonds, INC. by executing and delivering to such underwriter a Bond purchase contract; approving the form of and authorizing the execution of the first authorizing the execution of the first supplemental trust indenture; making certain findings; approving form of said 2020 Bonds; approving the form of the preliminary official statement and authorizing the use of the official statement and the preliminary official statement and the execution of the official statement; approving the form of the continuing disclosure agreement and authorizing the execution thereof; delegating to the District Manager the authority to purchase a Municipal Bond Insurance policy guaranteeing debt service payments on some or all of the 2020 Bonds and a Surety Bond for deposit to the series 2020 Reserve Account; approving and engineering report prepared by Waldrop Engineering; authorizing certain officials of Herons Glen Recreation District and others to take all actions required in connection with the issuance, sale and delivery of said 2020 Bonds; calling the Bonds to be refunded for early redemption; providing certain other details with respect to said 2020 Bonds; and providing an effective date.

- Supervisor Schwarz made a motion to approve **Resolution 2020-37** with changing to 4% and using Option 2 Insurance Policy Bond rated and Supervisor Kulkoski seconded the motion. The motion passed unanimously.

Supervisor Young asked about the timing. Bill Reagan stated that the Bond Validation hearing is July 20th and it would be 30 days after the validation is signed by the Judge. He estimated August 23rd or 24th for the Bonds to go to market.

**V. APPROVAL OF MINUTES- None**

**VI. GENERAL MANAGER'S REPORT**

GM Belknap reviewed the attached report.

**Covid 19:**

The restaurant will remain closed for the remainder of July. Rather than closing the restaurant down from August 1<sup>st</sup> through August 11<sup>th</sup> for our yearly scheduled kitchen/restaurant cleaning, the plan is to move the cleaning to the last 2 weeks of July if all of the staff tests negative for the virus. All F&B staff has been tested and we are awaiting results. On August 1<sup>st</sup>

the plan is to reopen for dinner “take out” only and open the ballroom grill for lunch until the spike in cases subsides and/or the Board feels comfortable in seating residents in the facilities. We will also look at possible outside eating options.

The one caveat to consider is that the server who tested positive just took another test yesterday since she hasn’t experienced any symptoms. A “false positive” test could impact our future decision making. We’ll continue to monitor the situation and make any necessary changes to our policies.

#### **Fitness Center Pipe Break**

GM Belknap has been in contact with all the fitness center players, including MK Architecture’s Mike Sheeley and Brian Foret, the PM. Thus far, GM Belknap noted that he has had no reaction to Marco’s (GATES) email sent in late June explaining their position. He asked the Board for the authority to formally engage with General Counsel’s partner, Aaron Hack, to assess our situation and give us options. The Supervisors discussed sending a formal letter or hiring a forensic engineer to determine the root cause of the break. The Supervisors agreed that GM Belknap should work with Aaron Hack for input to get an engineer for the forensic investigation and the costs.

#### **Golf Course Renovation #10 Update**

GM Belknap reviewed the attached cost estimates for moving Hole #10 estimated cost \$78,705 with contingency. He noted that Earthview located the pipes in the area and there are no major finds. Supervisor Young asked about if Earthview looked at the pipes under the pickleball courts. GM Belknap said that he would need to follow up with Tim Kortanek.

#### **Golf Course Maintenance**

Tim Kortanek will be sending out presentation to residents, it will document what was accomplished during the shutdown. GM Belknap noted that Tim Kortanek needs to spend \$17K to kill the nematodes and due to the current budget issues, that they will check with the supplier if they can break the payments up to conserve cash. Supervisor Young asked if they get a discount for paying it all now. GM Belknap stated that most companies do not offer discounts but he will ask the supplier.

### **VII. TREASURER’S REPORT-June 2020**

Controller Garcia reviewed the attached June financial report and assumptions.

- Administration- \$2,208 favorable to budget, \$22,493 favorable YTD and expected to end the year \$23,017 favorable to budget.
- Restaurant-\$325 unfavorable to budget, \$73,319 unfavorable YTD and expected to end the year \$78,105 unfavorable to budget.
- Clubhouse-\$6,961 favorable to budget, \$954 unfavorable YTD and expected to end the year \$422 unfavorable to budget.
- CLIS-\$1,929 favorable to budget, \$23,791 favorable YTD and expected to end the year \$25,649 favorable to budget.
- Fitness Center-\$286 favorable to budget, \$2,416 unfavorable YTD and expected to end the year \$2,428 unfavorable to budget.
- Golf Maintenance-\$22,186 unfavorable to budget, \$25,381 favorable YTD and expected to end the year \$19,554 unfavorable to budget.
- Pro Shop-\$1,957 unfavorable to budget, \$55,287 favorable YTD and expected to end the year \$64,033 favorable to budget.
- All Department - \$13,084 unfavorable to budget, \$50,263 favorable YTD and expected to end the year \$12,188 favorable to budget.

- Golf Operations- \$24,143 unfavorable to budget, \$80,668 favorable YTD and expected to end the year \$44,479 favorable to budget.
- Other than Golf Operations- \$11,059 favorable to budget, \$30,405 unfavorable YTD and expected to end the year \$32,291 unfavorable to budget.

Controller Garcia reviewed the assumptions. GM Belknap noted that the Covid-19 budget goal was to cut \$75K out of the \$150K unfavorable to budget and it is now down to \$50K unfavorable to budget but they will need to look at July since there will be no income in the restaurant. Controller Garcia noted that the budget included 25% capacity in the restaurant (including take-out orders). Supervisor Schwarz noted that the cash on hand at end of June was \$228K and asked if that amount include assessments from quarter 3 for Capital and Deferred accounts that would normally be moved to those reserves. Controller Garcia said yes, approximately \$200K belongs in the Capital and Deferred accounts.

The Supervisors discussed allowing more than 4 people to sit a table together. Management needs to monitor social distancing. The Supervisors discussed the issues with residents using club carts instead of their own carts. Some golf carts have been updated to add plastic dividers so 2 can share a cart but there are not enough carts for outside play.

- Supervisor Polvinen made a motion to approve the June financial report and Supervisor Kulkoski seconded the motion. The motion passed unanimously.

#### **VIII. DISTRICT COUNSEL'S REPORT**

Counsel Hart reviewed:

##### **2020-2021 Budget Letter**

This will be mailed out to residents at the end of July. Counsel Hart noted that the governor has extended the rule until September 5<sup>th</sup> that they do not need 3 Board members present for quorums at meetings. For the Budget approval meeting in September, the Board can continue to have Zoom meetings.

##### **DR Horton**

Drew Fitzgerald is working on submitting the revised documents to the County for the lot changes due the conservation easement issue on the DR Horton property. The County has up to 60 days to approve the revised plans.

##### **Stultz Contract**

The Supervisors discussed:

- Amended contract to allow Stultz to hire the architect and engineer.
- Fixed fee for pre-construction services.
- Stultz will be the contractor and they will hire all the sub-contractors.
- Issues that no one will be overseeing Stultz.
- Having Stultz complete 5 projects to see how they perform (bocce courts, pickleball courts, pool deck, storage building and multiuse path). Stultz will review for projects that can be done under the same straps.
- Creating a metrics for the process.
- 18% interest penalty for late payments-need to know how long it will take to get money from the Trustee when payments are due.
- Savings on sales tax-having Stultz issue the purchase orders under the Recreation District.
- The Task Force committee responsibilities- attending weekly meetings with Stultz and GM Belknap, reviewing change orders and making sure projects are staying on time for completions. The champion for each project will be involved in the meetings with Stultz and the Task Force Committee.

- Stultz will manage the engineer (not many projects will require an architect).
- Changing the 18% penalty to 10% and modify wording on payment based on timing the money is received from the Trustee. Possibly adding 5 days from receipt of payment due to the time needed to get money from the Trustee.
- Management of the bid process-the Task Force Committee will manage all the Bond projects except for the golf course renovation.

**Resolution 2020-38** A Resolution approving expenditures from 2019/2020 Capital Account for a not to exceed amount of \$35,000 for Projects to be reviewed, priced and initiated by Stultz Construction.

- Supervisor Kulkoski made a motion to approve **Resolution 2020-38** with changes to show 10% penalty for late payment and change the language regarding timing for payment based on time it takes to receive money from the Trustee and Supervisor Polvinen seconded the motion. Supervisor Young, Supervisor Schwarz, Supervisor Polvinen and Supervisor Kulkoski approved **Resolution 2020-38** and Chair Misener opposed. The motion passed with a majority vote.

**IX. COMMITTEE REPORTS & RECOMMENDATIONS-**

**A. No Committee Meetings**

**X. OLD BUSINESS**

**A. CMR Update-Clubhouse Roof Replacement**

GM Belknap stated that he sent Tim Berry from CMR our attorney Michael Leonard's contact information. Tim Berry said that their attorney would contact Michael Leonard who will then communicate any updates to us. The proposed contract is for the District to pay the \$250K deductible to CMR and with all roof work being completed within 120 days regardless of CMR's settlement with the insurance company. Counsel Hart stated that the Board can give GM Belknap authorization to approve the contract with CMR.

- Supervisor Young made a motion to give authorization to GM Belknap to approve the CMR contract for the Clubhouse roof replacement for the District only paying \$250K deductible and the work must be completed within 120 days but if there are any changes to the contract then a Board meeting will need to be set up for the Board to approve the contract and Supervisor Kulkoski seconded the motion. The motion passed unanimously.

**B. Bid Oversight Responsibilities**

Supervisor Schwarz noted her concerns that the Finance Bid Oversight committee has overlapping responsibilities with the Golf Course Renovation committee for reviewing bids over \$25K. She stated that the Board needs to agree on what the responsibilities are for the Finance Bid Oversight Committee regarding Bond projects. The Supervisors discussed:

- Golf Course Renovation committee should only be reviewing bids for the golf course renovation.
- Finance Bid Oversight Committee may not have the knowledge for the technical review of bids.
- Having the Finance Bid Oversight Committee only review bids for all projects other than Bond Projects.
- Task Force Committee responsibilities reviewing bids for all the Bond projects except the golf course renovation.
- Task Force Committee-creating a flow chart for how the process will work for reviewing bids for all the Bond projects.
- Policy change will be needed for the Bid Oversight Committee and Task Force Committee responsibilities.



Supervisor Young stated that he would work with Peter Overs to create a flow chart of the bid review process for Bond projects with the Task Force Committee then he will send to the Board to review before a policy change is made. A resolution will need to be approved for a policy change. The Board agreed that the Finance Bid Oversight Committee will not review projects under the Bond Plan.

**XI. NEW BUSINESS**

**A. Tribute for Conrad Weyer**

Supervisor Polvinen suggested naming the street for the DR Horton property for the 15 new homes after Conrad Weyer as a tribute. The Supervisors discussed:

- DR Horton will need to approve the street name.
- DR Horton engineer Drew Fitzgerald will need to determine if the street already has a name.
- Naming of the street needs to be done before the homes are built.
- Possibly changing the name on the street around the Clubhouse-issue that the address would need to be changed for the Recreation District which shows 2250 Herons Glen Blvd.
- Naming the entrance to the new neighborhood-who has the authority HOA or DR Horton? They need to determine if DR Horton or the HOA is responsible for building the entrance wall similar to others in the community.

Chair Misener asked Counsel Hart to work with DR Horton and their engineer Drew Fitzgerald on naming the street for the DR Horton property. Facilities and Amenities Committee will look into options for the tribute.

**XII. RESIDENT COMMENTS**

Andy Edmunds asked when the pool deck is renovated if a cooling top coat will be put on the pavers. The current pavers get very hot and needs a coating to keep the pavers cool. She suggested opening a window to the bar so people from the pool could order food and drinks.

Andy Edmunds asked if the local high school golf team is going to be allowed to practice and play matches since the golf course is currently close to outside play and if not, if they are going to notify them of an alternate place to play. The high school golf team is supposed to start at the end of July. The Supervisors discussed:

- Only allowing them to use the course for practice but not for match play.
- Not allowing parents but some students cannot drive so parents would have to bring them.
- Allowing them to play but not using carts.
- Issues with enforcing social distancing.

GM Belknap said he can work with John Abbott on setting it up but he needs the Boards approval to allow outside play. Chair Misener asked Andy Edmunds to confirm with the school if they are going to have the golf team start at the end of the month, then the Board will make a decision if they are going to allow them to use the golf course.

Supervisor Kulkoski asked if they should schedule a Board meeting in August. Chair Misener suggested that they wait until after the Bond validation meeting on July 20<sup>th</sup> to set the next meeting date since there is a 30-day requirement for the Bond after the Judge signs the validation. The Supervisors agreed to wait to set the next meeting date until after the Bond Validation hearing.

**XIII. NEXT WORKSHOP/MEETINGS**

**A. None in August**

**XIV. ADJOURNMENT-The meeting was adjourned at 4:14 p.m.**

XIV. **ADJOURNMENT**-The meeting was adjourned at 4:14 p.m.

/jh Attachments

8/12/20

Date

8-14-20

Date

SUBMITTED BY:

Julie Heimlich

Julie Heimlich, Board Secretary

APPROVED BY HGRD BOARD:

Don Misener

Don Misener, HGRD Board



## **GM Weekly Board Report** for July 11, 2020

J.B. Belknap

### **COVID:**

As discussed at the last meeting, the restaurant will remain closed for the remainder of July. Rather than closing the restaurant down from August 1<sup>st</sup> through August 11<sup>th</sup> for our yearly scheduled kitchen/restaurant cleaning, the plan is to move the cleaning to the last 2 weeks of July if all of the staff tests negative for the virus. All F&B staff has been tested and we are awaiting results. On August 1<sup>st</sup> the plan is to reopen for dinner "take out" only and the open the ballroom grill for lunch until the spike in cases subsides and/or the board feels comfortable in seating residents in the facilities. We will also look at possible outside eating options.

The one caveat to consider is that the server who tested positive just took another test yesterday since she hasn't experienced any symptoms. A "false positive" test could impact our future decision making. We'll continue to monitor the situation and make any necessary changes to our policies.

### **Fitness Center Pipe Break Update:**

I have been in contact with all the Fitness Center players, including MK Architecture's Mike Sheeley and Brian Foret, the PM. Thus far, I've had no reaction to Marco's (GATES) email sent in late June explaining their position. I would like to ask the board for the authority to formally engage with Tom's partner, Aaron Hack to assess our situation and give us options. (The leak area that was opened up has been re-asphalted. See picture below)

### **CMR Roofing Update:**

I spoke with Tim Berry from CMR this week and sent him attorney Michael Leonard's contact information. Tim said their attorney will contact Mr. Leonard, who will then communicate any updates to us.

### **Stultz Construction:**

The latest Stultz contract with the amended language regarding the Architect & Engineer (AE) was sent to you. Don wanted to make sure the board had a full understanding of the changes. Once the board authorizes Don to sign per the Board's Motion to Approve, I will call Stultz to set up a meeting as soon as possible in order to determine which projects can be bundled for possible commencement and completion this summer.

### **Golf Course Renovation & #10 Update:**

Another golf course meeting is schedule for this coming Thursday which will include Jon Edinger, Don, Tim, Ricky Nix, Jim Ink from Waldrop Engineering and Rhodes Surveying. Various items related to the course and critical path elements will be discussed. Ricky Nix called Tim yesterday and indicated that he intends to make a site visit sometime next week. Ricky also sent me a text saying that he and Ron will provide a cost for relocating #10 green by this Monday.

Earth View was here this week to locate power, cable, irrigation, sewer lines, etc. that could potentially be underneath the proposed green complex. A report will be emailed to us but Tim stated that no major line impediments were found. The report will be provided to the engineer, surveyor, Ron Garl and RTC Irrigation for their review as well.

### **Golf Course Maintenance**

Tim will be providing a PowerPoint presentation to the membership early next week. It will document what was accomplished during this past week's shutdown. He did say because of the favorable weather they were able to complete each scheduled task. Based on member feedback, we will be reviewing whether or not to close the course for a full week during the last scheduled week closure.

### **Bid oversight:**

Ron Turcot has scheduled a bid oversight meeting on Tuesday to discuss three proposals for lake bank erosion mitigation. \$50k is earmarked each year in deferred maintenance for this purpose. Tim will be in attendance to provide background and recommendations.

### **Miscellaneous**



## GM Weekly Board Report for July 11, 2020

J.B. Belknap

- Landscaping has been improved at the front entrance to the administration offices and by the ballroom. (pictures below) Other areas, including the fitness center and lobby front entrance, will also be addressed.
- I left a message for Joyce immediately following last week's board meeting to remind her that the District is considering widening a portion of the cart path on HG Blv.
- An email from Jayne will be sent today for the board's review on Monday outlining what role the bid oversight committee should play as it relates to the golf course renovation.
- Dan and his team are in the process of converting the fountain into a landscape area. The conversion has been met with mixed reviews, which I will address this in my Tuesday newsletter article.

Respectfully submitted,  
J.B.



*(pictures courtesy of Jayne Schwarz photography)*

**Heron's Glen Recreation District**

**TOTAL VARIANCE REPORT**

Jun 30, 2020

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE (Favorable / Unfavorable)	ACTUAL YTD	BUDGET YTD	VARIANCE (Favorable / Unfavorable)	19-20 FY COVID-19 Forecast Budget	FY Budget	VARIANCE
<b>ADMINISTRATION</b>									
Operating Revenue	5,486	7,923	(2,436)	152,744	146,515	6,230	179,312	173,082	6,230
Operating Expenses	62,199	66,843	4,644	690,144	706,407	16,263	889,612	906,399	16,787
Operating Income	(56,713)	(58,921)	2,208	(537,399)	(559,892)	22,493	(710,300)	(733,317)	23,017
Assessment	58,921	58,921	0	559,892	559,892	0	733,317	733,317	0
Net Income	2,208	0	2,208	22,493	(0)	22,493	23,017	(0)	23,017
<b>RESTAURANT</b>									
Operating Revenue	26,266	47,303	(21,037)	817,916	1,003,451	(185,535)	862,680	1,129,350	(266,670)
Operating Expenses	58,934	79,646	20,712	1,096,791	1,209,007	112,216	1,263,555	1,452,119	188,564
Operating Income	(32,667)	(32,343)	(325)	(278,876)	(205,556)	(73,319)	(400,874)	(322,769)	(78,105)
Assessment	32,343	32,343	0	205,556	205,556	0	322,769	322,769	0
Net Income	(325)	0	(325)	(73,319)	(0)	(73,319)	(78,105)	(0)	(78,105)
<b>CLUBHOUSE</b>									
Operating Revenue	(1,250)	0	(1,250)	11,700	10,000	1,700	11,700	10,000	1,700
Operating Expenses	52,391	60,602	8,211	552,418	549,764	(2,654)	721,806	719,664	(2,142)
Operating Income	(53,641)	(60,602)	6,961	(540,718)	(539,764)	(954)	(710,106)	(709,664)	(442)
Assessment	60,602	60,602	0	539,764	539,764	0	709,684	709,684	0
Net Income	6,961	0	6,961	(954)	0	(954)	(422)	0	(422)
<b>CLIS Dept.</b>									
Operating Revenue	14,398	14,815	(417)	142,092	140,766	1,326	185,926	184,600	1,326
Operating Expenses	30,162	32,507	2,345	284,014	306,480	22,465	384,150	408,472	24,322
Operating Income	(15,763)	(17,692)	1,929	(141,922)	(165,714)	23,791	(198,224)	(223,872)	25,649
Assessment	17,692	17,692	0	165,714	165,714	0	223,872	223,872	0
Net Income	1,929	0	1,929	23,792	0	23,791	25,649	0	25,649
<b>Fitness Center</b>									
Operating Revenue	348	100	248	3,823	900	2,923	4,123	1,200	2,923
Operating Expenses	3,159	3,197	38	37,488	32,149	(5,339)	49,006	43,654	(5,352)
Operating Income	(2,812)	(3,097)	286	(33,665)	(31,249)	(2,416)	(44,882)	(42,454)	(2,428)
Assessment	3,097	3,097	0	31,249	31,249	0	42,454	42,454	0
Net Income	286	0	286	(2,416)	0	(2,416)	(2,428)	0	(2,428)
<b>SUBTOTAL</b>									
Total Operating Revenues	45,248	70,141	(24,892)	1,128,275	1,301,631	(173,356)	1,243,741	1,498,232	(254,491)
Total Assessments	172,655	172,655	0	1,502,175	1,502,175	0	2,032,096	2,032,096	0
Total Operating Expenses	206,844	242,795	35,951	2,660,855	2,803,806	142,951	3,308,128	3,530,328	222,200
Net Income	11,059	0	11,059	(30,405)	0	(30,405)	(32,291)	0	(32,291)

[illegible]

GOLF MEMBERSHIP STATUS  
FOR MONTH ENDED JUNE 2020

					AMOUNT	
					Non-Res	Non-Res
					Coup	Sing
					PAID (pre-tax)	
End of Month Totals for 2019-2020						
600	Total Paid Members	156	222	8	50	\$ 1,414,360
	June 30, 2020					
Current Year Totals 2019-2020						
600	Members Paid	156	222	8	50	\$ 1,414,360
	July 11, 2020					
30	Range Membership					\$ 8,250
	July 11, 2020					
18	Handicap Services					\$ 360
	July 11, 2020					
0	Undecided	0	0	0	0	\$ -
	July 11, 2020					
41	Members who did not renew	6	22	0	3	\$ (89,851)
	July 11, 2020					
11	Members who received refunds	1	7		2	(23,317.51)
	July 11, 2020					
Budgeted Totals						
573	Members Budgeted					
	As of June 30, 2020					
573	Members Budgeted					
	As of July 31, 2020					
Prior Year Comparison						
585	Members Paid for fiscal yr 2018-19					
	as of June 30, 2019					
585	Members Paid for fiscal yr 2018-19					
	as of July 31, 2019					

**Hérons Glen**  
**PRELIMINARY #10 GREEN RELOCATION**  
**ADDITIONAL COST ESTIMATE**

Prepared by  
**RON GARL GOLF COURSE DESIGN**  
**704 SOUTH MISSOURI AVENUE**  
**LAKELAND, FLORIDA**  
**PHONE: (863) 688-8383**  
**July 13, 2020**

<u>CONSTRUCTION ITEM</u>	<u>COST</u>
1. Mobilization	Included in original estimate
2. Strip Existing Turf New Green Complex Area, Haul & Bury (25,000 sq.ft. @ \$.20/sq.ft.)	5,000
3. Earthwork – Move Earth from existing green to new green location (1,600 cu.yds. @ \$4.00/ cu.yds.)	4,800
4. Earthwork –Import-Fill Allowance *1,500 cu.yds. @ \$20.00/cu.yd.)	30,000
5. Rough Shaping (Additional Allowance)	3,000
6. Golf Course Drainage - Additional Allowance (pipe and drainage basins)	5,000
7. Rip Rap Construction (100 l.f. @ \$26.00/ l.f.) average 20' of slope	2,600
8. New Automatic Irrigation System (Additional Allowance)	5,000
9. Remove & Dispose of existing greens drainage pipe and gravel	Included in original estimate
10. New USGA Greens Construction with Granite	Included in original estimate
11. Fine Shaping	3,000
12. Additional Rotadation New Green location area (2.00/Acres)	2,000
13. New Bunker drainage, including outfall and G-Angle sand) 900 sq.ft. @ \$ 2.00/ sq.ft.	Included in original estimate
14. Cart Paths (New concrete path 225 lin.ft. @ \$ 30.00 /lin.ft.)	6,750
15. Grassing - Sprig Fairways & Roughs (Bimini 2.00/Acres @ \$2,200/ Acre)	4,400
16. Grassing - Sod	Included in original estimate
17. Grassing - Sprig Putting Surfaces	Included in original estimate
18. Hand Labor	Included in original estimate
19. As-builts	Included in original estimate
<b>SUB TOTAL</b>	<b>\$ 71,550</b>
<b>CONTINGENCY</b>	<b>10% <u>\$7,155</u></b>
<b>TOTAL</b>	<b>\$78,705</b>

\* Cubic yards is an estimate only and shall be revised upon a completed Golf Course Grading Plan.



**NOTES:**

- a) This estimate does not charge any environmental work to the golf course.
- b) This preliminary estimate will vary for each site depending on specific site conditions.
- c) This estimate does not include any provisions for rock.
- d) This estimate represents the golf course designer's best judgement as a design professional familiar with the golf course construction industry. It is recognized, however, that the golf course designer has no control over the contractor's method of determining bid prices or over competitive bidding or negotiating conditions. While the golf course designer cannot and does not warrant or represent that bids or negotiated prices will not vary from the Preliminary Cost Estimate, the Preliminary Cost Estimate represents the golf course designers best, good faith estimate of construction costs based upon his knowledge of current market conditions and construction techniques.
- e) The owner shall include a contingency amount (as a percentage of the total) which would be applicable to the project, the projects' location and its features.

No Meeting  
August 2020

**HERONS GLEN RECREATION DISTRICT  
REGULAR BOARD MEETING  
September 30, 2020, 2 P.M., Card Room C/Zoom  
MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
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	7

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

II. **PLEDGE OF ALLEGIANCE** – Supervisor Kulkoski led the Pledge.

III. **ROLL CALL** – Board Secretary Julie Heimlich called the roll and attending the meeting by Zoom were: Chair Don Misener, Supervisor Howard Young, Supervisor Jayne Schwarz, Supervisor Mary Ann Polvinen, Supervisor William Kulkoski, General Manager J.B. Belknap, Controller Lynn Garcia, and Counsel Tom Hart.

IV. **APPROVAL OF MINUTES**- Supervisor Kulkoski made a motion to approve the Special Board meeting on 8/26 and the Budget Public Hearing meeting on 9/2 and Supervisor Polvinen seconded the motion. The motion passed unanimously.

V. **GENERAL MANAGER'S REPORT**

GM Belknap reviewed:

**Board Secretary Vacancy**-GM Belknap will be doing phone screens on several candidates tomorrow and will identify 3-4 candidates for the Board to interview via Zoom.

**Pool Capacity**

GM Belknap stated that he is reviewing increasing the pool capacity to 35-40 on the deck and from 15 to 24 in the pool and from 2 to 3 in the spa. The Supervisors discussed increasing the capacity. Supervisor Young asked about a Plan B. GM Belknap stated that plan B would be to look at time increments if there are too many people. The Supervisors approved to increase the pool capacity.

**Golf Course-Outside & Guest Play**

GM Belknap stated that he has been getting questions about allowing guest play and outside play. The Supervisors discussed:

- Guests must ride in the same cart as the member.
- Guests that come together can ride in the same cart.
- Possibly charging for carts for people that want their own cart and do not want to share a cart.
- Possibly removing the cup liners and opening up the ball washers.

The Supervisors approved to allow outside play and members to bring guests.

**Card Rooms-Remain Closed**

GM Belknap stated that he spoke with Wendy Shea on scheduling options for card games in the ballroom and they determined that they cannot manage the logistics to keep people separated and due to some card games would be interrupted by people talking. GM Belknap stated that residents are going to have to continue to play games in their homes until the Card Rooms can be opened. They could possibly use the veranda. Chair Misener asked if they will have to take the partitions down for yoga so they can maintain 6 ft. GM Belknap stated yes that Dan Parker will be organizing that. Supervisor Young asked why some social activities are in the ballroom instead of the restaurant. GM Belknap stated that they requested to be in the ballroom due to the high ceilings and better ventilation.

### **Fitness Center Capacity**

Supervisor Polvinen asked if they are going to increase the capacity in the fitness center. GM Belknap stated that currently, only 15 people are allowed at time, but they will need to look at this as more people come down and possibly doing time slots.

### **HGRD Office Opening**

- The HGRD office will be opening with full staff on Monday, October 5<sup>th</sup> 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.

## **VI. TREASURER'S 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.

Chair Misener asked if there are any Bond capitalizing adjustments by the auditors for year end.

Controller Garcia stated none that she knows of but she has not started looking at year end yet and they also have new auditors this year so she is not sure what they might find. Supervisor Schwarz stated that the auditors might look at capitalization for labor for the Bond next year. Chair Misener asked about the projections for year end. Controller Garcia stated that is based on the Covid budget. Supervisor Schwarz stated that the auditors look at bad debts and other relief programs, such as PPP which we do not have.

Controller Garcia asked about permitting the golf course outside play since state restrictions were changed and most activities are permitted to be 100% open. She questioned if the District is required to allow outside play since we are a government entity. Counsel Hart stated that since they own the golf course, they can impose restrictions. If they want to continue to exclude outside play, they can. Supervisor Polvinen asked if the public comes in to play golf if they are allowed in the restaurant if the restaurant has availability and not at 50%. Chair Misener stated that he is ok with that.

## **VII. DISTRICT COUNSEL'S REPORT**

Counsel Hart reviewed:

#### **DR Horton**

Counsel Hart stated in order to close with DR Horton they need 3 separate permits. The revised Development Order is approved, and the SWFL Water management permit is approved. They are still waiting on the 3<sup>rd</sup> permit to be approved for the revised plat which was submitted to Lee County. He noted his concerns that it could be 4-5 weeks to go through the approval process. He discussed with DR Horton the possibility of extending the contract closing date originally set for November 26<sup>th</sup> if they cannot get this permit approved in time. Counsel Hart stated that DR Horton said they would like to see if this can be approved but if it cannot, they will be looking at extending the contract deadline. DR Horton wants to close in October, they are hoping to have everything by the end of October. Counsel Hart stated that he reviewed the contract and it stated per the Declaration of Covenants that the owner will pay the district assessments and taxes will be prorated. He noted that he needs to find out if this will include the Bond assessment.

#### **Gates/WPM**

Counsel Hart stated that he will work with GM Belknap to handle it.

#### **Expenses of the Carts Paths to the Bond -Golf Course Renovation.**

Counsel Hart asked that the Board approve a motion to move the expenses for the cart path repairs on #7 & #17 to the Bond for the Golf Course Renovation. Chair Misener noted that in the Bond expenses for the Golf Course Renovation does have a line item for the cart paths.

- Supervisor Kulkoski made a motion to reclassify the cart path expenses on #7 and #17 to the Bond expenses for the Golf Course Renovation and Supervisor Polvinen seconded the motion. The motion passed unanimously.

### **VIII. COMMITTEE REPORTS & RECOMMENDATIONS**

Karen Mars reviewed

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).
- Billiards Group-refelt tables (\$500 each table).
- Fitness Center- Xult Hanging Exercise mats and wall mat rack for hanging mats (\$350) and Plyo box (\$550).

Supervisor Polvinen made a motion to approve all the requests for the Small Request Funds requests except the wicker deck box (\$139) and Supervisor Young seconded the motion. Chair Misener asked why the District is paying for items for the Butterfly Society since this is not an amenity. Karen Mars stated that the Butterfly Society is an HGRD recognized association so they can ask for funds from the Small Requests Funds. Chair Misener asked if the Butterfly Society received the land agreement. Supervisor Kulkoski stated that he thinks so but he will need to check with them. They need a design from the Butterfly Society. Supervisor Young stated that the Butterfly Society is also responsible for irrigation if there is not any in that area. The motion passed unanimously.

Controller asked if the Small Request funds can be approved to move into next year since the items are not purchased yet. Supervisor Schwarz stated to hold the funds in the Deferred and do not close out yet. Chair Misener noted that Dan Parker will need to purchase the items for the tax exemptions. Counsel Hart asked for a list of items and costs for a Resolution to be approved. Supervisor Young asked that next year these requests are done earlier so the expenses can be done before year end. Karen Mars stated that usually they are done by August 1<sup>st</sup> but due to the Covid issues this year, they were late getting them in.

**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.

- Chair Misener made a motion to approve the Tennis Policy change in both the Policy & Procedures manual and also in the Rules and Regulations manual and Supervisor Polvinen seconded the motion. The motion passed unanimously. Counsel Hart noted that he will have a resolution at the next meeting.

## **IX. OLD BUSINESS**

### **A. Golf Membership newsletter**

GM Belknap stated that the budget showed 510 by the end of October and they have 432 members that have rejoined. He noted that this number includes the Canadians that are not rejoining. Supervisor Kulkoski suggested allowing non-members play in leagues but they have to pay the highest rate fee. The Supervisors discussed:

- Extending the late fee charge for another 10 days.
- Not everyone knows the rules for Men's and Ladies leagues must be a member to join a league- this needs to be communicated.
- Communicating the priorities of tee times-members get seven days, non-members get 3 days.
- Sending out the 2021 rate sheet with the newsletter-subject to change based on the market.
- Possibly eliminating the 10-play card.
- Non-members playing in league play will only be allowed to use the driving range on the days they are playing.
- They will not be allowed to play in any tournaments.
- The Pro Shop staff needs to monitor the tee sheets.
- Exceptions should only be for International people that cannot come back due to travel restrictions.
- The League Associations need to change their bylaws to allow non member people to join leagues.

Chair Misener stated that he does not think they should go with Supervisor Kulkoski's suggestion and Supervisor Young agreed. Supervisor Schwarz stated that all three Associations have to change their bylaws first before the HGRD can make a policy change so any decision needs to be put on hold. If all three associations do not change their bylaws, then no changes will be made to the HGRD policies.

### **B. Restaurant 50% Capacity Plan**

GM Belknap reviewed his plan for going to 50% capacity in the restaurant and lounge. He noted that with 6ft social distancing they can have 8 bar stools at the bar. The Supervisors discussed:

- Not allowing people to walk up and get drinks from the bar. Everyone must be seated.
- Everyone is required to wear a mask unless they are seated (drinking/eating).
- No one is permitted to move tables-management needs to make sure this is not happening.
- If issues continue, they will go back to 25%.
- Possibly doing 25% at the bar-4 to 6 bar stools.
- Enforcing no-service to people that move tables.
- Only having four chairs at a table-people that come together can sit together.
- People must maintain 6ft social distancing and they are not allowed to move tables.

Supervisor Kulkoski stated that he is opposed to opening the bar and only supports going to 50% in the restaurant and not allowing 50% in the lounge. Chair Misener, Supervisor Young, Supervisor Polvinen and Supervisor Schwarz approved to allow GM Belknap to go to 50% in the restaurant and lounge as long as everyone is maintaining social distancing of 6ft and no one is allowed to move tables.

### **C. Funding for the Cart Path work to the Golf Renovation Bond Project**

This was discussed earlier in the meeting.

**D. Projects-Engineer Request for Proposal Items**

Chair Misener asked about the pool deck renovation having a fire pit and noted that he did not recall that the Board approved that. Supervisor Polvinen stated that the Board has not had a consensus on that yet or a water feature. She noted that some residents were asking about it. Supervisor Polvinen recommended that they need to have a meeting with Stultz first before they discuss the pool deck designs. GM Belknap stated that they received the Civil Engineer proposals, and they are being reviewed by Stultz. Once they receive the report from Stultz, then it will go to the Task Force Committee and the Board to review. Supervisor Polvinen noted that it is too premature to discuss yet and they need to conduct focus group meetings.

Chair Misener asked about the 12 fixtures that are showing for the driving range bathroom and if all these fixtures are needed. GM state that he has not seen that yet, but this can all be amended in the design phase.

**X. NEW BUSINESS**

There was no new business discussed.

**XI. RESIDENT COMMENTS**

Patti Cummings thanked GM Belknap and Counsel Hart for making sure the HOA assessments are included in the DR Horton contract. She noted her concerns that residents have already had input in the projects, and they should be not adding additional items to project to the Bond plan. Supervisor Polvinen stated that they have not had focus group meetings for the restaurant or the pool yet so they will be getting resident's input. Patti Cummings asked since the Card Rooms were not being open if the marbles events scheduled on Sunday evenings in the Ballroom if the Ballroom is going to be available. She stated that they have 4 dates reserved January through April and they need to know soon if they are going to be able to use the Ballroom for these dates. Patty Cummings asked if they go to 24 people in the pool and 3 in the spa who is going to monitor that. GM Belknap stated that he periodically checks when he is the area, but they have to rely on residents following the rules since they do not have a lifeguard. Chair Misener noted that the people using the pool have been good about monitoring the capacity. Supervisor Kulkoski suggested sending out a letter that they will go to 24 people limit in the pool but if the rules are not followed, then they will go back to 15 people limit. Patti Cummings asked if they are letting outside play and guests on the golf course why Bocce cannot open all the courts for play since it is outside. Supervisor Schwarz stated that the Bocce Association is working on getting a proposal together for a plan on expanding to use all 4 courts. The Board needs to have this plan in writing from the Bocce Association before the Board will move forward with a decision. Patti Cummings asked about the HGRD receptionist using the table in the hallway outside the HOA office for a new resident orientation. GM Belknap stated that he would need to follow up. The Board Secretary noted that it was a one-time issue, from talking with the receptionist earlier, that the residents did not have a masks so the receptionist said she did not want them in the office and the residents did not want go out to the tables in the breezeway so she used the HOA table.

Karen Mars asked that the Board authorize GM Belknap to approve the Bocce Association proposal for using 4 courts, so they do not have to wait for another Board meeting for approval. Supervisor Young stated that GM Belknap can review the proposal, but he needs to get the Board's approval which can be done through emails.

Cindy Farley asked if reservations are required in the lounge. She stated that she and her husband wanted to go to the lounge but were told that they needed a reservation, so she started making reservations. She stated that she has witnessed other people getting seated without reservations, so

she wants to know if reservations are needed in the lounge. GM Belknap stated that he would find out and let her know.

Supervisor Schwarz asked if the Governors executive order that Board members do not have to be present on site for a quorum is still extended until the first part of November. Counsel Hart stated that he thinks this is up tomorrow as of October 1<sup>st</sup> they are required to have 3 Board members present at meetings for a quorum.

GM Belknap asked if the Board agrees that they can sell the 10-Play passes. Chair Misener stated they will wait until next month to make a decision after they know how many have joined the golf membership. The Supervisors agreed to wait until next month to make a decision on selling the 10-play cards.

**XII. NEXT WORKSHOP/MEETINGS**

- A. Long Range Planning, Mon., Oct. 19, 9:30 am, Zoom/Cd Rm C
- B. F&A Committee, Mon., Oct. 19, 2:30 pm, Zoom/Cd Rm C
- C. Golf Renovation, Thurs., Oct. 22, 9 am, 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

**XIII. ADJOURNMENT**-The meeting was adjourned at 4:02 pm.

/jh Attachments

11/5/20

Date

11-5-2020

Date

SUBMITTED BY:

Julie Heimlich

Julie Heimlich, Board Secretary

APPROVED BY HGRD BOARD:

Don Misener

Don Misener, HGRD Board





## 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 29<sup>th</sup> 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 29<sup>th</sup> 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.





## 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 1<sup>st</sup>. 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

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)
<b>ADMINISTRATION</b>									
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
<b>RESTAURANT</b>									
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)
<b>CLUBHOUSE</b>									
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
<b>CLIS Dept.</b>									
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
<b>Fitness Center</b>									
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

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)
Net Income	529	0	529	(1,553)	0	(1,553)	(1,557)	0	(1,557)
<b>SUBTOTAL</b>									
Total Operating Revenues	38,962	59,632	(20,670)	1,192,581	1,434,439	(241,858)	1,230,120	1,498,232	(268,113)
Total Assessments	178,696	178,696	0	1,849,926	1,849,926	0	2,032,096	2,032,096	0
Total Operating Expenses	210,963	238,328	27,365	3,066,774	3,284,365	217,591	3,285,768	3,530,328	244,560
Net Income	6,695	0	6,695	(24,267)	0	(24,267)	(23,552)	0	(23,553)
<b>GOLF MAINTENANCE</b>									
Operating Revenue	0	0	0	0	0	0	0	0	0
Operating Expenses	112,322	116,656	4,335	1,239,205	1,255,735	16,530	1,364,090	1,365,642	1,552
Net Income	(112,322)	(116,656)	4,335	(1,239,205)	(1,255,735)	16,530	(1,364,090)	(1,365,642)	1,552
<b>PRO SHOP</b>									
Operating Revenue	123,329	121,486	1,842	1,724,521	1,734,119	(9,598)	1,848,133	1,860,782	(12,648)
Operating Expenses	26,828	32,222	5,393	389,983	461,623	71,639	417,040	495,140	78,100
Net Income	96,500	89,265	7,235	1,334,538	1,272,496	62,041	1,431,094	1,365,642	65,452
<b>ALL DEPARTMENTS</b>									
Total Operating Revenues	162,291	181,118	(18,827)	2,917,101	3,168,558	(251,457)	3,078,253	3,359,014	(280,761)
Total Assessments	178,696	178,696	0	1,849,926	1,849,926	0	2,032,096	2,032,096	0
Total Operating Expenses	350,113	387,206	37,093	4,695,962	5,001,722	305,760	5,066,898	5,391,109	324,212
Net Income	(9,126)	(27,392)	18,266	71,065	16,761	54,303	43,451	0	43,451
<i>From Golf Operations</i>	(15,821)	(27,392)	11,570	95,332	16,761	78,571	67,003	0	67,003
<i>From Other than Golf Operations</i>	6,695	0	6,695	(24,267)	0	(24,267)	(23,552)	0	(23,553)

GOLF MEMBERSHIP STATUS  
FOR MONTH ENDED AUGUST 2020

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

**HERONS GLEN RECREATION DISTRICT**  
**BOARD MEETING MINUTES**  
October 28, 2020

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

- I. **CALL TO ORDER** – Chair Don Misener called the meeting to order at 2 pm.
- II. **PLEDGE OF ALLEGIANCE** – Chair Misener led the Pledge.
- III. **ROLL CALL** – Board Secretary Karon Bennett called the roll (attendees are listed above).
- IV. **APPROVAL OF MINUTES**- Supervisor Kulkoski made a motion to approve the minutes from the Board Workshop on September 28, 2020 and Board Meeting minutes on September 30, 2020 and Chair Misener seconded the motion. *The motion passed unanimously.*

V. **GENERAL MANAGER’S REPORT**

GM J.B. Belknap followed up on his report from Monday. On Tuesday’s letter included a note on the league play for non-members affected by international travel and insurance restrictions, to play in league play pending the unanimous support and rule changes of all three associations.

J.B. expressed that he’d like to see outside entertainment moved to the Ballroom with a Covid protocols in place. Outside entertainment in the parking lot will not take place due in large part to the handicap parking issues. Cardroom C will remain closed.

Lynn Garcia was at a conference, therefore, JB continued with the Finance Report. Jayne Shwarz suggested that the General Manager give only the highlights on bottom-line operating results, eliminating the presentation of the Treasurer’s Report during Regular Board Meetings going forward. The Board agreed.

VI. **MANAGEMENT OPERATION RESULTS - September 2020**

J.B. began with the End of Year results reporting a preliminary \$66,000 operating budget surplus for fiscal year 2020. Key drivers included the F&B operations which was unfavorable to budget by \$71K. Expenses were cut in restaurant operations by \$140K which mitigated the total loss.

CLIS payroll was \$40K favorable to budget which offset some of the non-golf operational unfavourability.

Key drivers of golf: \$79K in increased membership revenue but was offset by a decrease in the guest play, public play, outside play and gross profit reduction in merchandise sales. The main driver to favorability in golf was due to the Pro Shop payroll reduction of \$45K.

Based on the Year End favorability, J.B. requested that the Board issue the bonuses (\$10K) and merit increases (\$10K) as Supervisor Schwarz previously mentioned at the Board Workshop. Discussion arose concerning equalities and timeline of the increases. Supervisor Schwarz stressed the urgency of this 2020 impact on financials. Secretary Mary Ann Polvinen added that the Compensation Committee has met and they are finalizing the proposal for the Board for the ranges on the management portion of salary ranges for each position. Discussion continued on when merit increase would be given based on evaluations, anniversary dates and certain points of the year.

Vice Chair Howard Young made a MOTION that merit increases be provided to those who did not receive them between April 2020 and September 2020, retroactive. ***The motion passed unanimously.*** Further, Vice Chair Howard Young made a MOTION to give the General Manager the authority to award performance bonuses after consulting with Board members individually. ***The motion passed unanimously.***

## VII. DISTRICT COUNSEL'S REPORT

Counsel Hart reviewed the DR Horton contract and stated that they are working on an amendment to the purchase contract to be approved on November 6, 2020. He explained that, should the Board approve the change, closing would take place within a few days. DR Horton would buy the entire Mystic Parcel and would be responsible for finalizing the plat and paying required fees. They would do so before March 31, 2021. Once the plat is filed, DR Horton would transfer back the recreation parcel, build infrastructure, including the roads, lots and services to those lots. Once complete DR Horton would deed back to Herons Glen everything with the exception of the roads. The roads would be deeded back to the HGHOA. Additionally, HG will waive requirement to pay back anything that they paid for engineering of the property. Discussion continued.

Counsel Hart questioned whether Waldrop Engineering will be an Engineer hired by Stultz or an Engineer hired by the HGRD. J.B. confirmed that based on the contract Stultz will hold and manage the contractors for the Engineers and Architects (A&E).

## VIII. COMMITTEE REPORTS & RECOMMENDATIONS

- A. **Long Range Planning**, Oct. 19, Chair Fred Gignac – No report
- B. **Facilities & Amenities**, Oct. 19, Chair Karen Mars reminded J.B. to mark the potential butterfly facility for the committee to review.
- C. **Golf Course Renovation**, Oct. 22, Chair John Edinger  
Mrs. Polvinen mentioned the dogleg on #10 and questioned its approval. J.B. referenced the Board minutes from August 12, 2020. Based on those minutes, it was concluded that if the relocation of #10 was less than \$100K, the Board approved it being in the Master Plan. Chair Misener confirmed that the plan for the dogleg on #10 was included in the budget.
- D. **Problem-Solving Task Force, Oct. 23 - Continued**  
Chair Peter Overs stated that the PSTF recommends that the Board approve of Stultz Inc. to enter into an agreement submitted by Waldrop Engineering dated October 23, 2020 for professional services in connection with the specified Bond projects. J.B. clarified some questions the Board had about adding additional projects beyond the five already given. Unless the size or footprint was changed, a DO was not needed. He explained that Stultz indicated that Waldrop could amend the golf course Development Order submittal to include additional 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 other projects. Asst Sec/Treas William Kulkoski made the recommendation to approve the agreement entering



with Waldrop. MOTION to retain Waldrop as Engineer for Bond projects within the proposal. ***Motion opposed - 4/1 with Chair Misener opposed.***

E. **Finance Committee**, Oct. 26, Chair Ron Glasgow – No report

F. **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.

G. **Problem-Solving Task Force, Oct. 23**

Further discussion took place concerning the engineering for the Bond projects. 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 other 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.

## IX. **OLD BUSINESS**

- A. **Bocce Update** - Ron Glasgow, the Bocce Association President led a discussion concerning bocce courts. He will request to open all four bocce courts and allow league play while social distancing during the November 6, 2020 Special Meeting.
- B. **Conrad Weyer Memorial** - Chair Don Misener made a MOTION to have the Facilities and Amenities Committee come up with a plan for a new Conrad Weyer Memorial. Secretary Mary Ann Polvinen seconded the motion. ***The motion passed unanimously.***
- C. **Concert Series Recommendation** - Vice Chair Howard Young made a MOTION for the Board to postpone concert series to the next fiscal year. Secretary Mary Ann Polvinen seconded the motion. ***The motion passed unanimously.***
- D. **Golf Course Membership** - Discussion continued on safety precautions for Covid-19 during shot gun starts on the golf course. The Board agreed on the importance of conformity amongst all sporting events as well as dining.

## XII. **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

## XIII. **ADJOURNMENT** – The meeting was adjourned at 4:14 pm.



11/18/2020

Date

11/18/2020

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Board Secretary

APPROVED BY HGRD BOARD:

Don Misener

Don Misener, HGRD Board

GOLF MEMBERSHIP STATUS  
FOR MONTH ENDED SEPTEMBER 2020

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

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

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

**Current Year Totals 2019-2020**

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

**Hérons Glen Recreation District**

**TOTAL VARIANCE REPORT**

**Sep 30, 2020**

<b>DEPARTMENT</b>	<b>ACTUAL MTD</b>	<b>BUDGET MTD</b>	<b>VARIANCE</b>	<b>ACTUAL YTD</b>	<b>BUDGET YTD</b>	<b>VARIANCE</b>
			<b>Favorable / (Unfavorable)</b>			<b>Favorable / (Unfavorable)</b>
<b>ADMINISTRATION</b>						
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	<b>(1,338)</b>	15,278	(0)	<b>15,278</b>
<b>RESTAURANT</b>						
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	<b>6,603</b>	(70,931)	(0)	<b>(70,931)</b>
<b>CLUBHOUSE</b>						
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	<b>7,600</b>	10,787	0	<b>10,787</b>
<b>CLIS Dept.</b>						
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	<b>2,446</b>	37,463	0	<b>37,462</b>
<b>Fitness Center</b>						
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	<b>(413)</b>	(1,966)	0	<b>(1,966)</b>
<b>SUBTOTAL</b>						
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)
<b>GOLF MAINTENANCE</b>						
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)	<b>(5,796)</b>	(1,354,908)	(1,365,642)	<b>10,734</b>

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
			Favorable / (Unfavorable)			Favorable / (Unfavorable)
<b>PRO SHOP</b>						
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
<b>ALL DEPARTMENTS</b>						
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			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)	57,847	60,125	(2,278)	GM Bonuses budgeted for \$8500, awarded \$5,000. Freezes on bonuses and salaries/wages due to COVID-19
Payroll	30,771	34,416	3,645	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)	145,620	122,889	(22,931)	
Restaurant							
Food Sales - Dining Room	6,277	8,387	(2,110)	225,378	310,000	(84,622)	Sales down due to COVID-19 restrictions
Beverage Revenue - DR	1,449	1,918	(469)	58,681	96,000	(37,339)	Sales down due to COVID-19 restrictions
Food Sales - Lounge	10,592	15,954	(5,362)	278,349	320,000	(41,651)	Sales down due to COVID-19 restrictions
Beverage Revenue - Lounge	6,507	11,901	(5,394)	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	61,024	85,482	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	281,873	286,787	24,914	Matching staffing requirements with revenue, which was down due to COVID-19
Payroll, Service	8,064	13,086	5,022	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. \$28,772 of this subsidy was covered by the money donated by the residents.
Payroll Taxes & Fees	3,676	5,808	2,132	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	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)	2,971	-	(2,971)	
Dishes & Glassware	-	4,000	4,000	2,528	4,000	1,472	Tracking COVID-19 related expenses
Entertainment Lounge	-	1,500	1,500	8,425	18,675	10,250	Not necessary due to increased take-out only during COVID-19
Clubhouse							Have not had entertainment in the lounge since the start of COVID-19
Payroll	13,035	14,488	1,453	159,776	175,353	15,577	Nate is working less than 40 hours. Replaced Gary's position.
Contingency	180	-	(180)	13,487	-	(13,487)	Tracking COVID-19 related expenses
Tennis Court Maintenance	1,298	5,350	4,054	5,517	12,650	7,133	Down 1-2 staff members throughout the year
CLIS							
Payroll	14,875	17,632	2,757	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			Month End Explanation ≥ \$1k	Year End			Year End Explanation ≥ \$12k
	Actual	Budget	Variance Over (Under)		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 Tucor decoder.	81,230	51,612	(9,618)	
Small Tools	1,009	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	803	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.	22,993	29,576	6,583	
Landscape Plant/Supplies	-	400	400					10/31/19 6417.26 was an additional pine straw application that was not originally budgeted but was purchased to freshen up landscape beds.
Lease	26,584	12,493	(14,091)		38,653	24,000	(14,653)	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.
Seed, Sod, Sand	3,743	1,854	(1,889)	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.
Pro Shop				Sand purchased to replenish bunkers.	34,636	26,761	(7,875)	
Membership Fees	116,557	111,896	4,661					
Member Guest Fees	75	2,372	(2,297)	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.
Public Play Fees	-	4,209	(4,209)	COVID-19 limited the guests that were allowed	97,132	115,515	(18,383)	COVID-19 limited the guests that were allowed
Pro Shop, Mdse	2,640	3,921	(1,281)	COVID-19 closed the course to public play	92,483	129,648	(37,165)	COVID-19 closed the course to public play
COS, Pro Shop Mdse	2,008	2,745	737	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.
Payroll	12,857	16,625	3,768	Fewer starters and rangers needed due to lack of outside play	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.
					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
				<b>Income</b>				
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	<b>TOTAL Income</b>	903,453	906,399	(2,946)	975,907
68,614	70,803	(2,189)	78,186	<b>Gross Profit Margin</b>	903,453	906,399	(2,946)	975,907
				<b>Expenses</b>				
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	<b>TOTAL Expenses</b>	888,175	906,399	18,224	823,943
(1,338)	0	(1,338)	8,326	<b>Net Income/(Loss)</b>	15,278	(0)	15,278	151,964



Herons 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

**Hérons 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
				<b>Expenses</b>				
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	<b>TOTAL Expenses</b>	1,354,908	1,365,642	10,734	1,238,010
(115,702)	(109,907)	(5,796)	(38,876)	<b>Net Income/(Loss)</b>	(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
				<b>Income</b>				
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	5,680	(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	<b>TOTAL Income</b>	1,847,699	1,860,782	(13,083)	1,849,061
				<b>Cost of Revenues</b>				
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	<b>TOTAL Cost of Revenues</b>	54,442	80,246	25,804	65,669
120,706	123,597	(2,891)	123,175	<b>Gross Profit Margin</b>	1,793,257	1,780,536	12,722	1,783,392
				<b>Expenses</b>				
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	<b>TOTAL Expenses</b>	362,254	414,893	52,640	352,370
96,466	93,146	3,320	96,256	<b>Net Income/(Loss)</b>	1,431,003	1,365,642	65,361	1,431,022

**Heron's 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
				<b>Income</b>				
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	<b>TOTAL Income</b>	721,384	719,684	1,700	682,361
57,499	57,499	0	49,067	<b>Gross Profit Margin</b>	721,384	719,684	1,700	682,361
				<b>Expenses</b>				
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	(7,838)	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	<b>TOTAL Expenses</b>	710,596	719,684	9,087	662,680
7,600	0	7,600	10,562	<b>Net Income/(Loss)</b>	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
				<b>Income</b>				
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	<b>TOTAL Income</b>	410,294	408,472	1,822	394,267
33,708	32,941	768	33,268	<b>Gross Profit Margin</b>	410,294	408,472	1,822	394,267
				<b>Expenses</b>				
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	<b>TOTAL Expenses</b>	372,832	408,472	35,640	350,668
2,446	0	2,446	5,430	<b>Net Income/(Loss)</b>	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
				<b>Income</b>				
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	<b>TOTAL Income</b>	46,409	43,654	2,755	28,053
3,265	3,233	32	2,680	<b>Gross Profit Margin</b>	46,409	43,654	2,755	28,053
				<b>Expenses</b>				
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	<b>TOTAL Expenses</b>	48,374	43,654	(4,720)	23,496
(413)	0	(413)	1,258	<b>Net Income/(Loss)</b>	(1,966)	0	(1,966)	4,557

Herons Glen Recreation District				
Restaurant Percentages				
As of Sep 30, 2020				
Restaurant Variance Report	Month to Date		Year to Date	
	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 MEETING**

**November 18, 2020, 2 P.M., Cardroom C and Online through Zoom**

**MINUTES**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>OTHERS</b>	<b>PRESENT</b>
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. **PLEDGE OF ALLEGIANCE** – Chair Misener
- III. **ROLL CALL** – Board Secretary Karon Bennett called the roll (attendees are listed above).
- IV. **APPROVAL OF MINUTES** – Chair Don Misener made a MOTION to approve the Board Workshop Meeting 10/26, Regular Board Meeting 10/28 and Special Board Meeting 11/06. *The MOTION passed unanimously.*
- V. **GENERAL MANAGER'S REPORT** J.B. Belknap
  - The Covid matrix for the Herons Glen paper is being created with the deadline being Friday to get the item into the paper.
  - Signs concerning Covid have been placed on the doors at entry points to the District.
  - Stultz is coordinating meetings on December 1<sup>st</sup> or December 2<sup>nd</sup> with Waldrop Engineering regarding the Bonds projects. J.B. will notify all Champions of the dates and schedule in 30 minutes for each Champion. Supervisor Kulkoski requested that the meetings be held on the Veranda in open air, J.B. agreed.
  - The current golf cart shortage has created demand that warrants 1 pm shotgun on Tuesdays and Wednesdays to accommodate players who want to play in the afternoon.
  - Effective immediately, Stephanie Trapani, Assistant Controller will be taking 3 months off for medical reasons. The Controller's staff will be working together to fill the void.
  - Dan Parker has installed removable mesh pool fencing around the pool to accommodate outside dining with the space for up to 10 tables. This will be a nice option for guests who find dining outside more comfortable during the Covid crisis. Supervisor (or Vice Chair) Young questioned the lighting by the pool. J.B. stated that the fencing is the best option until an electrical engineer can determine a plan for permitting during the renovation. The fence will be up for dinner only, in the evening the F&B staff will put it up and the Building Maintenance staff will take it down in the morning,



- Supervisor Kulkoski stated that the budget for the employee Christmas party was \$5,000. J.B. and Lynn agreed that the total would be split equally amongst 100 employees from the HGRD. \$50 will be added in with the Employee Holiday Fund from the residents.

**VI. MANAGEMENT OPERATION RESULTS - 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.

**VII. DISTRICT COUNSEL'S REPORT**

Thomas Hart, Esq.

Counsel Hart reviewed the status of discussions with DR Horton regarding the contract extension and the renegotiation the 3<sup>rd</sup> amendment. DR Horton has agreed to pay for the bond for the infrastructure, they will close within 15 days after their corporate sign-off, they will purchase everything except for the recreational parcel that was platted (the North side of the parcel). HG will be responsible for any engineering expenses over 100K. DR Horton will finish the permitting. What is occurred to date is all that would be paid, \$101K plus \$4-\$7K for the engineer.

The agreement will get underway by March 31<sup>st</sup>. Counsel Hart proposed that he'd like to read the contract carefully, therefore, he'd like to continue today's meeting until Monday, November 23, 2020 at 11:30 AM at which point a final document that Counsel Hart has reviewed will be presented.

Supervisor Kulkoski stated that paragraphs #4 and #9 of the Horton contract need to be corrected. Counsel Hart confirmed that he will do so.

**VIII. COMMITTEE REPORTS & RECOMMENDATIONS** No Reports

**IX. OLD BUSINESS**

Counsel Hart requested amendment to the 2019-2020 Fiscal Budget. Resolution 2020-42 approving the amended version of the District's 2019-2020 fiscal year budget is attached. Supervisor Kulkoski moved to approve resolution. ***The RESOLUTION was approved unanimously.***

**A.** Supervisor Kulkoski made a MOTION to approve the location of the Butterfly garden. Supervisor Polvinen seconded the MOTION. ***The MOTION passed unanimously.***

**X. NEW BUSINESS - NONE**

**XI. RESIDENT COMMENTS – NONE**

**XII. NEXT WORKSHOP/MEETINGS**

- A.** No Board Meetings in December
- B.** TBD - Long Range Planning, Mon., Dec. 7, 9:30 am, Zoom
- C.** Facilities & Amenities, Mon., Dec. 7, 2:30 pm, 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

XIII. **CONTINUED UNTIL: MONDAY, NOVEMBER 23, 2020 at 11:30 AM ON ZOOM**

XIV. **ADJOURNMENT-** The continued meeting was adjourned at 11:37AM.

1/28/2021  
Date

SUBMITTED BY:

Karon Bennett  
Karon Bennett, Board Secretary

1/28/2021  
Date

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.**

