



**GOLF COURSE RENOVATION  
AD HOC ADVISORY COMMITTEE  
CHARTER  
HERONS GLEN RECREATION DISTRICT**

This Ad Hoc Committee is subject to the General Policies which apply to all of Herons Glen Recreation District's committees. This committee will meet as needed by establishing meeting times, dates and locations and making those known to the Board of Supervisors.

At HGRD, the threat of aging greens and plan for a golf course renovation provides the opportunity to identify areas of strength and weakness on the golf course to be included in the scope of work for the scheduled 2021 golf course renovation project. The Ad Hoc Committee's basic function will be to work with the Golf Course Consultant/Architect to serve as a review, research and analytical arm of the Board. The Committee's deliverables are as follows:

- Conduct SWOT Analysis of the Golf Course to be included in the scope of work. These areas will include but are not limited to:
  - Tees
  - Greens
  - Fairways
  - Rough
  - Bunkers
  - Bulkheads
  - Out of Bounds
  - Cart Paths
  - Drainage
  - Irrigation
- Work with Golf Course Consultant/Architect to identify and recommend goals and plan for renovation to include:
  - Surveys, focus groups with various demographic user groups (good players, beginning players, MGA, LGA, senior men, senior women, etc.) for input and feedback
  - Goals and analysis to be provided on a hole-by-hole basis
- Develop a Master Plan Showing Improvements to the Golf Course
- Prioritizing/Phasing of work
- Identify timeline
- Generation of cost estimates and phasing schedules to aid in planning for the implementation of the improvements
- 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 \$50k 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.

### **Committee formation and general operations**

The Golf Course Renovation committee will consist of a minimum of five members to a maximum of seven members selected by the Board of Supervisors from a list of Volunteers. The General Manager will serve as ex-officio member of and liaison for this committee and his/her staff will be available to provide support as required. The Golf Course Consultant architect will also serve as an ex-officio member of the committee.

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

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The committee will report directly to the Board of Supervisors, which has the responsibility to provide general direction and oversight. Updates to the Board should be reported at its regular workshop meetings following any meetings of the ad hoc committee.

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

All ad hoc committee meetings must be posted and open to the public in accordance with Florida Sunshine Laws.

**Adopted at the February 26, 2020 HGRD Board Meeting**