HERONS GLEN RECREATION DISTRICT (HGRD)
LONG RANGE PLANNING AD HOC COMMITTEE MEETING
January 20, 2020, 9:30 A.M., Card Room C
MINUTES

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Chair Fred Gignac	X	GM J.B. Belknap	X
Vice Chair Ron Glasgow	X	Controller Lynn Garcia	X
Jim Burnett	X	Supervisor Howard Young, Liaison	X
Jerry Hentges	X	Board Chair Don Misener	X
Bob Herbstritt	X	Supervisor Mary Ann Polvinen	X
Peter Overs	X	John Cowgill	X
Ron Turcot	X	Jon Edinger	X
		Dick Thomas	X
		Board Sec. Julie Heimlich	X

I. **CALL TO ORDER** – Chair Gignac called the meeting to order at 9:30 a.m.

II. **APPROVAL OF MINUTES** – Ron Glasgow made the first motion to approve the November 11 meeting minutes and Jerry Hentges made the second motion. The minutes were approved as written.

III. **GENERAL MANAGER'S REPORT**
GM Belknap reviewed:
Fitness Center

- WPM is on site today to dig up the pipes for FGUA to inspect the reconnections tomorrow. They will slurry the abandoned pipes, refill the hole, put another layer of asphalt and restripe which should be done by the end of this week. Once the parking lot is completed, they will work to get the Final CO and contact Commercial Fitness to move the equipment into the building and coordinate the opening. If WMP does not get the work done this week, they will try to obtain a temporary CO. GM Belknap stated that times will be set up for residents to pick up the access cards and sign the waivers. Fobs can be purchased for $15 each. He noted that the building will remain open for two weeks to allow residents time to pick up the access cards. The hours of operations will be from 5 a.m. to 10 p.m. but if residents do need to get in prior to 5 a.m., they will work out a process since someone will need to be there to turn on the TVs. The rules and hours of operations will be posted. There will be a sign-in book for visitors and quests since residents cannot sign waivers for their guests.

Engineer-Bond Projects and Golf Course

- The engineer for the Bond does not need to be bid out since it is less than $35K but the golf course engineer does. They are looking at getting one engineer to do both. They interviewed Hole Montes and Waldrop for the golf course and both have copies of the master plan and they will give them the Bond projects so they can also bid on being the bond engineer.

IV. **NEW BUSINESS**
A. **Construction Management Sub Committee**
Peter Overs reviewed the attached summary from the sub committee's last meeting and discussed:

- The district needs to establish a definitive list of projects and their scope of work.

- Engage the services of a Design and Build Firm to provide budgets and time lines.
- Engage the services of a value engineer to certify the numbers established by the design and Build firm for the Bond.
- Develop an RFP for someone to assist the District to develop and provide management of the projects.
- The golf course should be kept separate.

Peter Overs stated that the subcommittee is recommending hiring a construction management firm and if needed, they will help develop and RFP for an engineer.

The committee discussed:

- The subcommittee's role going forward-creating RFP's for the golf course engineer, RFPs for the Construction Manager and the scope of work for each project.
- Golf Course engineer-need to hire one within the next few months for Ron Garl to develop a biddable set of plans which will take an estimated 4 months in order to get bids in the fall. They need an engineer firm for getting the permits which should not be an issue unless they get into the preserves on Hole #5. If the Army Corp of engineers gets involved for work needed in the preserves it could delay getting permits another year.
- Bulk Heads-options wood/rubble rock/stacked stone. The golf course project is due to be started in April 2021 and be completed in October 2021.
- Bids for the golf course engineer-Tom Hart needs to advise if they need to get public bids or if they can pick. They interviewed Hole Montes and Waldrop and both have copies of the master plan and have experience working with Bonds. The policy states that amounts over $25K that they need to get three bids but that is an internal policy that the Board can change.
- Permits are not required for the irrigation-they are working with Dave Ragan on the irrigation design.
- Hiring an engineer on retainer to work on all the projects.

B. Results of Meeting between JB, Dan Parker, and John Cowell with Stultz, Inc.

John Cowgill reviewed their meeting with Stultz, a Construction Management Firm and the committee discussed:

- Stultz is a local company and has a lot of experience as construction managers-would be good process to hire a construction manager to oversee all the projects.
- They would evaluate design professionals and hire contractors to do the work.
- We need to provide them with the scope of work for each project then they would give us the estimates-we should not give them our estimates. They would give estimates to the value engineer to certify the Bond numbers.
- Formatting their contract-either put on retainer or pay them service by service.
- Need to hire a local company familiar with Lee Country permitting and processes.
- Stultz fees-hourly fees or % of all the projects. John Cowgill and GM Belknap will follow up to get their fee list.
- Defining the scope of work for each projects-having the subcommittee work with people familiar with each project to develop the scopes of work. This needs to be detailed and specifically state what we want for each project.
- Restaurant-developing the scope of work from the drawings. They cannot get costs until they pick out materials and this can be defined later.
- Bond underwriters requires that a Bond engineer validate the projects-Stultz could possibly do both so they wouldn't need to hire a separate bond engineer.

- Prioritizing the projects.
- Golf Course will be separate-should not be part of the RFP for the construction manager (Stultz).
- Development orders-possibly only able to have one open at one time. This depends on how it is written and if the projects are on the same strap then multiple development orders can be open at one time. DR Horton property should not be an issue since their development orders are under their name and not under the District. Tom Hart needs to clarify.
- Strap maps-need to verify with the county.

GM Belknap stated that due to all the issues with the fitness center and the pool that they need to hire a construction manager to oversee all the projects and convey this to the residents. This might help pass the Bond if residents know the projects will be managed better in the future. Chair Gignac asked Bob Herbstritt to help with the golf course scope of work. Peter Overs stated that the subcommittee will work with the people over each project to help develop the scopes of work and they should have this done in the next 2-3 weeks for the next LRP meeting.

C. **Capital Reserve Study Findings and Recommendations** -Ron Turcot, GM Belknap, & Controller Garcia

Ron Turcot explained the reserve study for asset tracking, future replacement costs and useful life information that is needed for LRP. He stated that they met before the LRP meeting in November and they met again last Friday to discuss selecting a company to do the reserve study for a recommendation to the Board. Ron Turcot noted that they need to get this done so it can be added to the budget going forward. GM Belknap stated they need to track the costs of replacing capital equipment and asset inventory and he noted that they talked with 3 companies: Dude Solutions, Dreux Issac, and Club Benchmarking. GM Belknap discussed Club Benchmarking:

- They need 2-3 days to go through the inventory then another 14 weeks to develop the plan.
- They have experience working with private clubs.
- Their proposal is estimated at $20K which is higher than the other two company's proposals but they supply excel spreadsheets and pivot tables that can be used and updated by us to track more information and they do not charge annual fees going forward. The other two companies only supply PDF files and any changes need to go back to them to update the files for additional fees.
- They have recommendations from other company controllers that they do good work.

GM Belknap stated that they are recommending using Club Benchmarking to do the reserve study. He noted that they are more expensive but thinks it will be good to hire them since they will provide more input and oversight. Ron Turcot noted that Supervisor Jayne Schwarz is almost done reviewing the assets for write off's and that should be done by the end of the fiscal year. He noted that Club Benchmarking is the best and is recommended by other clubs in the area so they are recommending to the Board to hire Club Benchmarking for estimated cost of $20K to be added to the budget for next year. Chair Gignac asked if it needs to be bid and Ron Turcot stated no because the cost is under $25K. Chair Gignac asked when Club Benchmarking could start if approved and GM Belknap stated March or April to do the survey then it will take another 14 weeks to develop the plan and useful life information. Controller Garcia noted that their threshold is $2,500 and if this could be changed to $5K and GM Belknap stated that they should be able to change it. The committee discussed:

- Tracking updates- Club Benchmarking supplies excel spreadsheets so we can update the files but the other two companies send pdf files and charge extra fees to update.
- Need to ensure maintenance records are kept up to date-managers will be responsible for their areas and tracking of their equipment.

- Club Benchmarking should be able to provide ways to help us keep information up to date-developing best practices.
- Making sure the information is being received from managers and getting updated.
- Doing physical inventories-yearly and each department manager needs to be responsible for their areas.
- Issues with the naming of assets-difficult to track when assets have different names for the same equipment.
- Developing a numbering system and procedures for properly identifying and tagging each asset. Asking Club Benchmarking what their suggestions are to ID assets.
- Inventory tracking to be added as part of the manager's job description.
- Managing the cost of equipment and future replacement costs-Club Benchmarking recommends doing every 4 years to review the costs.

Chair Gignac asked the committee if they support their recommendation to the Board to hire Club Benchmarking to do the reserve study and the committee agreed.

D. **Selection of Engineer for Bond Certification**-this was discussed previously during the meeting. GM Belknap will follow up with Counsel Hart if they need to go public to get golf course engineer bids.

E. **Additional Discussion**

Ron Turcot stated that they need to review the LRP report and validate the report with the staff. GM Belknap stated that nothing gets put on the report without going through LRP first. Chair Gignac suggested this be put on the agenda for the next meeting.

V. **NEXT MEETING DATE** – February 10 at 9:30 a.m.

VI. **ADJOURNMENT** – The meeting was adjourned at 11:18 a.m.

Attachment
/jh

2/10/20
Date

APPROVED BY COMMITTEE

Fred Gignac
Fred Gignac, Chair

At our last meeting we had an in depth discussion of the engineering and project management needs of the District both in the short term and long term. All agreed that it is imperative that the District establish a definitive list of projects and their scope. Once that has been completed, we would recommend engaging the services of a Design and Build Firm to provide budgets and time lines for each project. At the same time the District needs to engage the services of a value Engineering Firm who will certify the numbers established by the Design and Build firm. We don't know if a RFP is needed but our Committee has a draft which we will work on if needed. Finally we will need to prepare an RFP for someone to assist the District to develop and provide management of the projects. It was also agreed that the engineering for the Golf Course Renovation should be treated as a separate matter and given the fact that Ron Garl is not responsible for the procurement, supervision or management of the engineering of the project we will need to engage the services of a construction management firm.

HERONS GLEN RECREATION DISTRICT (HGRD)
LONG RANGE PLANNING AD HOC COMMITTEE MEETING
February 10, 2020, 9:30 A.M., Card Room C
MINUTES

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Chair Fred Gignac	X	GM J.B. Belknap	X
Vice Chair Ron Glasgow	X	Controller Lynn Garcia	X
Jim Burnett	X	Supervisor Howard Young, Liaison	X
Jerry Hentges	X	Board Chair Don Misener	X
Bob Herbstritt	X	Supervisor Mary Ann Polvinen	X
Peter Overs	X	John Cowgill	X
Ron Turcot	X	Jon Edinger	X
		Dick Thomas	X
		Board Sec. Julie Heimlich	X

I. **CALL TO ORDER** – Chair Gignac called the meeting to order at 9:29 a.m.

II. **APPROVAL OF MINUTES** – Ron Turcot made the first motion to approve the January 20 meeting minutes and Ron Glasgow made the second motion. The minutes were approved as written.

III. **GENERAL MANAGER'S REPORT**
GM Belknap reviewed that attached report and discussed:
Fitness Center

- Received the Temporary Certificate of Occupancy was received this morning. The low voltage permit is still needed but did not affect the certificate of use. They have 30 days to get the low voltage permit for the Final CO.
- Game Plan going forward:
  - Insurance Builder's Risk replaced by insurance policy.
  - Wednesday: Commercial Fitness will be moving equipment from the lobby to the new center.
  - Thursday: Stag and clean the equipment and finish the punch list this week.
  - Friday: Open at 5 a.m. There will not be an opening celebration at this time.

Bond Progress Report Updates

- Timing: Outlining project list; referendum
- February 24th meeting with Hank Fishkind: Financial Advisor for Bond Strategy-outreach and education.
- Fishkind's methodology and engineer report.
- Golf course-engineer & irrigation design report.
- Restaurant & Ballroom refine costs.
- Bond Townhall-March 3rd Fishkind, Regan, and Garl will be presenting. The bond vote will not need to go through the Supervisor of Elections. The Supervisors are planning a vote in the spring.

DR Horton-Engineer's Progress

- Utility submittal FGUA
- Tom Hart Title certification

Reserve Study Update

- Club Benchmarking contract executed-work to begin May 1st.
- Measuring Capital Health article-importance of raising capital funds.

IV. NEW BUSINESS

A. Construction Management Sub Committee

Peter Overs reviewed the attached committee report and the committee's recommendations:

- That the District retain the services of a Project Management Firm for the Bond Projects and all future projects warranted.
- That the District retain Stultz Inc for such services.

Peter Overs asked if the LRP committee is going to accept their proposal to the Board of Supervisors. Ron Glasgow made a motion to move forward to adopt the subcommittee's recommendation for a recommendation to the Board and Bob Herbstritt seconded the motion. The committee all approved.

The committee discussed:

- They need to include as much detail as possible so Stultz does not put a lot of hours into trying to figure out what they want. The more hours that they have, the more it will cost.
- Keeping the subcommittee in place to help GM Belknap going forward.
- Need costs to compare Stultz proposal to-contacting other companies. The subcommittee will review the proposal and do more checking if needed.
- Stultz has a lot of good references-suggested picking their last 10 projects and contacting them for references.
- Golf Course-working with the subcommittee to develop the RFP for the golf course engineer.

B. Capital Reserve Study - Ron Turcot Update

Reviewed under GM Belknap's report.

C. Capital and Deferred Projects Review-

Dan Parker stated that he is looking forward to getting the reserve study done. There are lot of items for new projects that need to be added to LRP. The committee and Dan Parker discussed:

Clubhouse Roof

- Crowther Roofing-should have their report and price for replacing the roof today. The price will include everything for replacing the roof and bringing some items up to code (raising the air conditioners, etc.).
    - The reserve study will give the codes and a lot of working areas need broke down more to make sure all is covered. Dan Parker is working on a list for the reserve study.
    - Having Crowther Roofing give a presentation on their report to the committee-date to be determined.
    - Roof replacement is in the budget for 2025-possibly breaking the work down and doing in stages (need to plan for funding).
    - Possible damaged caused by Irma-Crowther Roofing fixed the roof for any damage caused by Irma after the storm. There is no structural damage and ongoing repairs are needed due to continuing deteriorations not related to any storm damage.
    - Having CMR evaluate for an insurance claim-possibly getting the roof replaced for $250K deductible. Issues with assigning benefits, possible insurance rates could go up (CMR estimates 6 months to a year to resolve the claim), and could be considered possible fraud due to the time to report the claim since Irma was in 2017 (Counsel Hart previously noted his concerns). The committee agreed that they need to follow up with

CMR for a possible claim and the Board will need to review again for a decision. CMR has attorney's that can make a presentation to the Board.

- Possibly adding the roof as part of the Bond-need to start the project within 3 years but does not need to be completed. Crowther's report would be considered as starting the project.
- Possible roof can be replaced if the tiles are over 20% damaged.
- Possible insurance claim due to micro bursts causing damage after Irma.

Chair Gignac asked GM Belknap to send Crowther's report and CMR's report to the committee to review. Supervisor Young stated that they need a clear understanding in order for the Board to make a decision.

Parking Lot Repairs

- Expensive project-need to start planning for funding.
- Curb damage-needs to be repaired
- Tree roots causing damage-some root damage is being repaired but not cutting down deep enough to dig out the roots.
- Asphalt needs to be done.

Chair Gignac asked Dan Parker to create a scope of work for the parking lot repairs. Dan Parker stated that he will put it together for the reserve study. Supervisor Young suggested that the reserve study be started in April instead of May so they can have the report for the budget workshops in June. GM Belknap stated that he needs to meet with all the department heads to get the information needed for the reserve study and he will contact Club Benchmarking to see if they are available to start in April. Chair Gignac asked where Club Benchmarking is located and GM Belknap stated Boston so they will need to send people down to do the study.

Generators (Restaurant/Clubhouse)

Dan Parker and Bob Herbstritt previously worked together, a couple of years ago, to put a report together on installing generators for the restaurant and clubhouse.

- Data on different sizes of generators that would be needed.
- Restaurant-needed to save food and serve people. Could be used as a shelter point for residents without power.
- Power the ice machines.
- Need to determine the cost benefits-running generators are very expensive, will it cost more than disposing of the food.

Bob Herbstritt stated that he would look for the report to share with the committee but he thinks it was ruled out before because of the costs of the generators.

Store Fronts Glass & Aluminum

- Large and expensive project-both glass and aluminum will need to be replaced.
- Loose and deteriorating-need a plan for funding.
- Adding to the reserve study.
- No current safety issues.
- Replacing the glass with better quality glass-there would be a lot of broken windows during a catastrophic event.

Supervisor Young stated that they need an action plan on needs versus wants for long range funding.

Cart Bridge

- Engineer report-only inspected everything above the water. Found that the bridge is structurally sounds and could be widened.
- Stultz Construction Management has information on an engineer that will inspect below the water for structural damage-they need to be contacted do to the inspection.

- Possibly draining the water from under the bridge to save costs on the inspection-this could cost more than having the underwater inspection done.

GM Belknap will review for a recommendation to LRP. Chair Gignac noted that they need to clarify with the Board if they want the bridge widened.

D. Additional Discussion

Stultz Construction Management Proposal

GM Belknap stated that he just received Stultz's proposal and shared copies of the proposal with the committee. John Cowgill stated that he thinks their proposal is reasonable but that they are not giving them enough data. They need to give them more information on the restaurant and other projects. He noted that the more time Stultz spends trying to determine what they want the more it will cost. John Cowgill suggested putting a budget together. They need to have some flexibility as discussions move forward on the projects and as Stultz needs more hours. Supervisor Young asked why CLIS is not part of the report and GM Belknap stated that they will need to ask Stultz to include it since he thought they were looking at doing the work internally. Supervisor Young suggested that they share the details of the CLIS project with Stultz and Board Chair Misener stated that they need Stultz to include it for outside bids so they can have internal labor costs to include in the Bond. Ron Glasgow suggested doing a not to exceed amount of $10K for Stultz and Supervisor Young stated that they need a recommendation from LRP to the Board. The committee discussed adding the roof to the list of projects for Stultz and Peter Overs suggested that the roof be a separate item and should not be given to Stultz. The committee agreed to give the recommendation of Stultz to the Board at the next Board meeting.

Supervisor Young stated that most of the CLIS work can be done internally by using the golf maintenance staff while the golf course is shut down. Ron Glasgow asked what golfers are going to do while the golf course is closed down and Chair Gignac stated that GM Belknap, John Abbott, and Tim Kortanek are developing a plan. GM Belknap stated that they are looking at doing reciprocals with other clubs like Magnolia Landing and looking at the budget and for Tim's staff. Ron Glasgow stated that some golfers are saying that they want to know what it will cost to play the reciprocals and that some are saying that they won't vote for the bond or rejoin until they know what it is going to cost them. GM Belknap stated that it is hard to know now what the other clubs will charge in 2021 so they won't be able to pin down prices now. The committee discussed:

- Residents won't want to spend extra money if they are already buying a membership.
- Possibly offering half year membership.
- Need to work with Tim Kortanek and John Abbott on a budget for paying other clubs-$1.4M is needed to maintain the course.
- Issues with people being here only for six months paying the same membership dues as full time residents.
- Need to review the different scenarios.
- Should not be an issue for people in the summer since they usually play other courses in the summer. The most impact will be for people coming back in the fall.
- Looking at what can be done this summer to help reduce the time the course will need to be closed. Checking with Ron Garl if they close the course a week earlier if this would change the completion from December 1st to November 1st.
- Working with Buzz at Magnolia landing for reciprocals- possibly he can get us a good deal since he used to work for us.
- Need incentives for golfers to stay a member-possibly charging rejoining fees for members that choose not to renew their memberships that year.

- Possible reduction in rates.

Supervisor Young asked if the LRP committee should be part of the funding while the course is closed down and Board Chair Misener stated that the Board needs to work with GM Belknap to come up with a recommendation and John Abbott needs to be part of that. Chair Gignac stated that for now they need a plan if LRP will be part of the plan for the budget.

V. **NEXT MEETING DATE** – March 2nd and March 16 at 9:30 a.m.

VI. **ADJOURNMENT** – The meeting was adjourned at 11:05 a.m.

Attachments
/jh

APPROVED BY COMMITTEE

3/2/20
Date

Fred Gignac
Fred Gignac, Chair

GM - Long Range Planning Report

LRP Meeting-February 10, 2020

- **Fitness Center Update**
  - Temporary Certificate of Occupancy: This morning Finally! Low voltage permit outstanding but did not affect certificate of use
  - Game plan moving forward
    - Insurance: Builder's Risk replaced by insurance policy.
    - Wednesday: Commercial Fitness moving Equipment from lobby to new center
    - Thursday: Stag and clean. Knockout punch list this week
    - Friday: Open 5am.
- **Bond Progress Report Updates**
  - Timing; Outlining project list; referendum
  - February 24th meeting Hank Fishkind: Financial Advisor for Bond Strategy~Outreach and Education
  - Fishkind's Methodology and engineer report.
  - Golf Course-Engineer & Irrigation design report
  - Stultz and Engineer's bond project report
  - Restaurant & Ballroom refine costs
  - Bond Townhall-March 3rd Fishkind, Regan, Garl.
- **DR Horton Update**: Engineer's Progress
  - Utility submittal FGUA
  - Tom Hart Title Certification
- **Reserve Study Update**
  - Club Benchmarking contract executed
  - Measuring Capital Health article

NOTES:

1) 2019-2020 Annual Revenue: $426,620 CapX & $339,240 Def. Maint.
2) Based on our Property Insurance renewal & deductibles, the Emergency fund is forecasted to be $431,336 with a 2% increase once the fitness center obtains a CO.
3) New Owner Capital Contribution of $3,050 is budgeted at $183,000 in FY '19-'20. (60 new homes sales)

J.B. Belknap ♦ 2250 Avenida Del Vera, North Fort Myers, Florida 33917 ♦ Tel : 239-731-4569

GM Board Weekly Report for February 8, 2020

J.B. Belknap

Stultz should have their cost structure to us for the Long-Range Planning Committee meeting on Monday. Peter Overs, who chairs the sub-committee wrote, "*it is the consensus of the Committee that the District should engage the services of a Project Manager for not only the Bond projects but all future projects as warranted. I believe some members met with Black Diamond and were not impressed. Given the fact that there are not many Project Managers in the area and the positive meetings we have had with Stultz I would like to have the Committee make the following recommendations on Monday:*

1. *The District retain the services of a Project Manager for the Bond Projects and all future projects as warranted.*
2. *That the District retain the services of Stultz Project Management.*
   I realize that some of our members have not been able to meet with Stultz but I believe a majority are in favor of the proposed action. The process has not been ideal, but given the time constraints I feel we have afforded these recommendations adequate due diligence. Please let me know your thoughts both pro and con as this must be a Committee decision."

Based on our time constraints regarding the bond, if the recommendation is adopted on Tuesday, Dan and I can then move quickly with Stultz to have them put together cost estimates for the remaining bond projects (restaurant & ballroom) that don't have cost estimates yet. We would then be prepared for the bond engineer to validate all of the potential projects.

Bond Projects: Don has asked me to summarize the Bond priority sheets prior to Tuesday's special board meeting. Tom will be updating the board on last Monday's phone conference involving Hank Fishkind, Bill Reagan, Mike Williams (bond counsel), Ron Glasgow, Tom, Don & myself.

Capital Reserve Study: We have executed the capital reserve study proposal with Club Benchmarking and are in the process of agreeing on a date in early May to begin the process.

Respectfully submitted,
J.B.

Long Range Planning Sub Committee Report on Project Management

February 10, 2020

The Sub Committee through various meetings and interviews have arrived at the following conclusions. It is our unanimous consensus that it would be in the best interest of the District to engage the services of a Project Management Firm for not only the Bond Projects, but all future projects as warranted.

To that end, various Committee members met with three potential Management Firms:

- Gates Construction
- Black Diamond Construction
- Stultz Inc.

As we are all aware Gates Construction is very busy and while very competent, were not very interested in servicing our needs.

Members who met with Black Diamond were not impressed with their presentation.

Our two meetings with Stultz Construction were most productive. They presently have an ongoing relationship with Lee Country and are currently performing Project Management on several County projects. In addition, they have performed work for the Sanibel Fire District and a number of other municipalities. They were given a list of our projects and will be submitting a proposal to establish cost estimates for each project.

The Committee feels strongly that any firm we engage must be local and given the fact that there are not many Project Management Firms in the area, we feel we have done our due diligence.

We therefore recommend the following:

1. That the District retain the services of a Project Management Firm for the Bond Projects and all future projects as warranted.
2. That the District retain Stultz Inc. for such services.

HERONS GLEN RECREATION DISTRICT (HGRD)
LONG RANGE PLANNING AD HOC COMMITTEE MEETING
March 2, 2020, 9:30 A.M., Card Room C
MINUTES

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Chair Fred Gignac	X	GM J.B. Belknap	X
Vice Chair Ron Glasgow	X	Controller Lynn Garcia	X
Jim Burnett	X	Supervisor Howard Young, Liaison	X
Jerry Hentges	X	Board Chair Don Misener	X
Bob Herbstritt	X	Supervisor Mary Ann Polvinen	X
Peter Overs	X	Supervisor Jayne Schwarz	X
Ron Turcot	X	Board Sec. Julie Heimlich	X
		Residents	2

I. **CALL TO ORDER** – Chair Gignac called the meeting to order at 9:27 a.m.

II. **APPROVAL OF MINUTES** – Ron Glasgow made a motion to approve the February 10 meeting minutes and Ron Turcot seconded the motion. The minutes were approved as written.

III. **GENERAL MANAGER'S REPORT** –
GM Belknap reviewed the attached report and discussed:
Fitness Center

- Opened under a Temporary CO-the Final CO is pending receipt of the low voltage permit which is needed for the automatic door. Gates is working with Tier Electric to obtain the low voltage permit. A retainage issue needs to be resolved, Gates is possibly holding back money and has not paid Tier Electric. GM Belknap will be following up with Gates today. They might need to have the Temporary CO extended to keep the fitness center open until the low voltage permit is received.
- The handicap access button is required so the doors can auto lock at 10 p.m.

Bond Progress Report Updates

- Town Hall tomorrow-Fishkind, Garl, Tom Hart to present with Supervisor Young.
- Outlining agenda & project list
- Referendum vote to be held in March.
- Stultz and Engineer's bond project report-refined costs: 5 hrs. with Stultz Week ago
- Golf Course-Engineer RFP has been publicized. They have not received any responses to the newspaper add. Hole Montes and Waldrop have both been given a copy of the RFP.
- Need a Bond engineer to validate the Bond projects-Counsel Tom Hart is working on a recommendation to the Board.

DR Horton Update: Engineer's Progress

- Utility submittal FGUA- Receive water distribution permit
- Tom Hart Title Certification

Reserve Study Update

- Club Benchmarking contract has been executed and they will be evaluating our systems from April 20th – 23rd

Chair Gignac noted his concerns that Dan Parker will need help to make sure all the systems are evaluated. Controller Garcia noted that Club Benchmarking has given them a preliminary schedule: 3

hours with Dan Parker on the clubhouse, 1 hour for the fitness center and then rest of the time is set aside to meet with individual departments. They can add more time for evaluations, if needed. A draft report will be available 6 weeks after the initial evaluation period in April. The report should be done to be reviewed at the Board's June Budget Workshop meetings.

- Identify other areas of concern

Roof-CMR & Crowther

- Florida Building Code 25% Rule
  - The 25% damage rule is for Residential only, the 25% damage rule does not apply to commercial buildings. The clubhouse is a commercial building.
- Contact from the Quarry Club in Naples for reference information -a similar club that CMR was given the assignment of rights for roof replacement.

IV. NEW BUSINESS

A. **Capital Reserve Study Update** -Reviewed during GM Belknap's report.

B. Construction Management Sub Committee Update

Peter Overs reviewed the attached committee report and noted that the Board of Supervisors accepted the committee's recommendation to engage the services of a Project Management Firm (Stultz Construction Management). Ron Glasgow stated that the bids need to be sealed and not to be opened until the bid oversight meeting and Peter Overs stated that the RFP is for the engineer and will not require sealed bids. Chair Gignac asked Bob Herbstritt to help Peter Overs on the Sub Committee.

C. Review of Capital and Deferred Projects Lists

This will be added to the agenda for review at the meeting on March 16th.

D. Discussion of Crowther Report

The committee discussed CMR and Crowther Roofing:

- Crowther estimate -$700K to replace the roof which is a cost reference for estimates since the roof it not due to be done until 2025. The costs need to be adjusted on the project list in 2025.
- CMR report-opinion only and did not contain any cost estimates.
- Working with Stultz Construction Management to get additional bids-they will manage the bid process.
- Need something in writing from both Crowther and CMR asking the same questions to both companies (work history and reviewing their last 3-5 projects similar to ours)-this will be part of the RFP when the work is going to be done.
- Assignment of rights to CMR-The committee discussed:
  - CMR thinks we do have a claim.
  - Possible issue with getting insurance coverage while the claim is being settled which could take years. Insurance companies might not want to insure it while a claim is open.
  - This could be considered fraud since Crowther Roofing report shows that they repaired the damage caused from Irma. Dan Parker previously stated that the current damage is due to normal deteriorations of the roof (weather and inspections caused tile damage).
  - Still need to pay the $250K deductible-better option to pay this then the full amount to replace the roof (estimated $700k).
  - There will be no out of pocket expenses unless the claim is settled-the committee discussed that they should try to get this done now since there is minimal risk and the roof will not need to be done until 2025.
  - Yearly maintenance-should they continue to do yearly repairs during the open claim process.

GM Belknap suggested that CMR speak to the committee at the next LRP meeting but Chair Gignac suggested that rather than having CMR that they should have Stultz Construction Management and a representative from our current insurance carrier speak. GM Belknap stated that he would follow up with Stultz and Gulf Shore Insurance to attend the next LRP meeting on the 16th. Supervisor Young noted that his concerns that no insurance company will guarantee coverage during an open claim.

E. Additional Discussion

There was no other business discussed.

V. **NEXT MEETING DATE** – March 16th and March 30th at 9:30 a.m.

VI. **ADJOURNMENT** – The meeting was adjourned at 10:27 a.m.

Attachments
/jh

3/16/20
Date

APPROVED BY COMMITTEE

Fred J. Gignac
Fred Gignac, Chair

GM - Long Range Planning Report

LRP Meeting-March 3, 2020

- **Fitness Center Update**
  - Temporary Certificate of Occupancy: Low voltage permit outstanding but did not affect certificate of use. Tier Electric & Extension of Temp CO
- **Bond Progress Report Updates**
  - Town Hall tomorrow-Fishkind, Garl, Tom Hart
  - Outlining agenda & project list
  - Referendum
  - Stultz and Engineer's bond project report-refined costs: 5 hrs. with Stultz Week ago
  - Golf Course-Engineer RFP has been publicized.
- **DR Horton Update**: Engineer's Progress
  - Utility submittal FGUA- Receive water distribution permit
  - Tom Hart Title Certification
- **Reserve Study Update**
  - Club Benchmarking contract executed-April 20th start date
  - Identify other areas of concern
- **Roof**-CMR & Crowther
  - Florida Building Code 25% Rule
  - Contact from the Quarry Club

J.B. Belknap ♦ 2250 Avenida Del Vera, North Fort Myers, Florida 33917 ♦ Tel : 239-731-4569

The Board of Supervisors accepted our recommendation to engage the services of a Project Management Firm . They contracted with our recommended firm, Stolz Construction, to evaluate the Bond Projects.

Through the tremendous efforts of John Cowgill, and quick feedback, our Committee was able to produce a RFP for a Golf Course Engineering Firm which has been advertised with responses due shortly. We have been asked by The Golf Course Renovation Committee to review the submissions which we will do shortly after they are received.

Future meetings of our Committee will be held after the vote on the Bond so that we have some certainty as to projects and their funding which will enable us to better define our role if any going forward.

HERONS GLEN RECREATION DISTRICT (HGRD)
LONG RANGE PLANNING AD HOC COMMITTEE MEETING
March 16, 2020, 9:30 A.M., Card Room C
MINUTES

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Chair Fred Gignac	X	GM J.B. Belknap	X
Vice Chair Ron Glasgow	X	Controller Lynn Garcia	X
Jim Burnett	X	Supervisor Howard Young, Liaison	Absent
Jerry Hentges	X	Board Chair Don Misener	X
Bob Herbstritt	X	Supervisor Mary Ann Polvinen	X
Peter Overs	X	Supervisor Jayne Schwarz	X
Ron Turcot	X	Board Sec. Julie Heimlich	X
		Residents	2

I. **CALL TO ORDER** – Chair Gignac called the meeting to order at 9:34 a.m.

II. **DISCUSSION WITH STULTZ/GULF SHORE INSURANCE**
This was cancelled and will be rescheduled at a later meeting. This will be discussed at the LRP meeting on March 30th.

III. **APPROVAL OF MINUTES** – Bob Herbstritt made a motion to approve the March 2 meeting minutes and Jerry Hentges seconded the motion. The minutes were approved as written.

Chair Gignac noted that during the current situation of the CDC recommending that there should not be any gathering of more than 50 people that GM Belknap could pull from resident's with expertise in architecture to help with seating in the restaurant, etc. Jerry Hentges noted that this is just a recommendation and not a law and GM Belknap stated that they are using the CDC's guidance when making decisions and he will pull from resources within the community, if needed.

IV. **GENERAL MANAGER'S REPORT** – J.B. Belknap
GM Belknap stated that Dan Parker, John Cowgill and himself had a meeting with Stultz and Stultz has provided preliminary cost estimates for the Bond projects for review. He stated that blank Bond ballots are available in the HGRD office and it is a high priority to get residents to vote before they leave for the summer. Chair Gignac suggested that GM Belknap send an update out to residents daily for the next couple of weeks to make sure residents are staying informed. Supervisor Schwarz stated that they went to the Canadian's breakfast meeting to inform them of the importance to vote before the leave.

The committee discussed the Bond vote and procedures:

- Each owner gets one vote.
- 1,075 majority is needed to pass the Bond.
- There is a verification process by the ballot committee to ensure that whoever is voting, can vote and be counted (owner list is from the property appraiser).
- Issue with deceased residents still listed as a property owners-need to follow up with Counsel Hart to make sure they are not being counted in the total votes needed.

V. **NEW BUSINESS**

A. Review of Capital and Deferred Projects Lists-

GM Belknap stated that nothing has been added or changed on the Capital and Deferred lists. He noted that they are waiting on the review by Club Benchmarking that will be done April 20th through April 23rd to make any changes to the lists. Club Benchmarking should not find anything that would need to be added to this year's budget. Their report should be available at the June Budget Workshop meetings for the Board to review for next year's budget.

The committee discussed items on the lists:

Capital List:

- Line Item #26-Sailboat Dock replacement-this will be pushed out, it is in good shape and does not need to be replaced.
- Line Item #33 Golf Course Concrete Cart Path Repair/Renovation-this will be part of the bond for the golf course renovation. The committee discussed the changes needed to the golf course paths, widening of the paths around tee boxes and adding curbing around the greens. The committee discussed the multiuse path. The HOA owns the multiuse path but the HGRD is responsible to maintain it. Board Chair Misener noted that this will be added as a bond project since the HOA does not have the money to renovate the path.
- Line Item #156-Effluent Pond Storage & Pump for the front of the community-this is just a placeholder and no actual money is being collected for this.

Deferred List:

- Replacement of Fire sprinkler heads-should this be moved to Capital if they all need to be replaced at the same time. These need to be replaced when they expire and each one has a different expiration date so these should remain in the Deferred list since they are staggered times for replacements.

Supervisor Jayne Schwarz stated that she reviewed all the items on the Capital and Deferred list that will need to be removed to be part of the Bond. She said that she would bring the list to the next LRP meeting for the committee to review. The money that is being put aside for those items will need to be added to the Capital Fund.

GM Belknap stated that there is $65K in the Capital Fund for replacement of the tables and chairs in the restaurant so he will ask Stultz if this would be included in the restaurant renovation as part of the Bond or if they would still need to use this money to replace the tables and chairs. He noted that Controller Garcia was able to sell some of the old phones from the phone system conversion so they might have a secondary market to sell the tables and chairs.

B. Additional Discussion

There was no additional discussion.

VI. **NEXT MEETING DATE** – The March 30th meeting is cancelled and the April 13th & 20th meetings are tentatively scheduled.

VII**. ADJOURNMENT** – The meeting was adjourned at 10:10 a.m.

APPROVED BY LONG-RANGE PLANNING COMMITTEE
on October 19, 2020

HERONS GLEN RECREATION DISTRICT (HGRD)
LONG RANGE PLANNING AD HOC COMMITTEE MEETING
October 19, 2020, 9:30 A.M., Zoom Meeting
MINUTES

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Chair Fred Gignac	X	GM J.B. Belknap	X
Vice Chair Ron Glasgow	X	Controller Lynn Garcia	X
Jim Burnett	X	Supervisor Howard Young, Liaison	X
Jerry Hentges	X	Board Chair Don Misener	X
Bob Herbstritt	X	Supervisor Mary Ann Polvinen	X
Peter Overs	X	Jon Edinger	X
Ron Turcot	-	Wendy Shea	X
		Residents	0

I. **CALL TO ORDER** – Chair Gignac called the meeting to order at 9:34 a.m.

II. **APPROVAL OF MINUTES** – Chair Gignac asked if there were any changes to the March 16, 2020 meeting minutes and hearing none the minutes were approved as written.

Chair Gignac noted that he hoped that this meeting would bring awareness to the members of the LRP Committee of developments on different issues around the Glen since late March 2020 such as Golf Course Renovation, CLIS, etc.

III. **GENERAL MANAGER'S REPORT** – J.B. Belknap

- Fitness Center Update – There is an ongoing dispute with Gates & WPM regarding who is culpable for the pipe leak in May. The HGRD is currently holding back $10,000 from Gates until the dispute can be resolved.
- DR Horton Update – Horton Engineers are working with SFWMD to refine engineering plans to depict conservation easements, buffers, and wetland lines. Tom Hart has stated that the project will be closing sometime in November.
- Reserve Study Update – Club Benchmarking finished the Reserve Study last month. They have stated that it normally takes 10 weeks before the first draft is submitted. The HGRD has requested the Fitness Center to be done earlier due to lack of a Warranty Book. Since GATES Construction, to date, has not provided the District with a Warranty Book for the fitness center, management asked Club Benchmarking to provide us a report for the facility outlining the capital items related to manufacturer, life span, replacement costs, etc. as soon as they could to satisfy the auditor's request.
- Stormwater Drainage Update – After a basin top was removed at the #2 lake, the flow of stormwater has been rapidly exiting the front 9 of the community. Tim contacted a company called Sewer Viewer to scope the connecting pipe between #2 lake and #3 just to make sure nothing was preventing flow. Sewer Viewer runs a video camera into the pipe to see if there are any obstructions that would restrict stormwater flow. While water is flowing to #3 lake, according to them, the pipe is 50% clogged with sand, sediment, etc. They will furnish us with a video/report with their findings and a quote to clean out the pipe which we will forward to the HOA.

Chair Gignac asked for a progress report on whether the HGRD will be using CMR for replacement of the clubhouse roof. GM Belknap stated that early in March, CMR was willing to put on a new roof with a deposit or deductible of $250,000. The HGRD retained an insurance attorney who advised them that they needed to have specific verbiage in the contract with CMR and that CMR refused to add the verbiage. The Board of Supervisors decided to end the contract with CMR.

IV. **PROBLEM SOLVING TASK FORCE UPDATE** – Peter Overs presented his Problem-Solving Task Force report (see Attached). The Problem-Solving Task Force met last Friday and reviewed 4 proposals for engineering services for the designated Bond Projects. After thoroughly reviewing all the bids and the supporting documentation it was the consensus of the Committee to eliminate Johnson Engineering and Holes Monte. They then had in in-depth discussion with Stultz regarding the remaining two proposals, of Waldrop Engineering and Banks Engineering, to clarify questions raised by the Committee and the reasoning behind their recommendation. The committee had two items of concern which were the disparity in cost and the issue of permitting coordination. The committee decided to direct Stultz to contact Lee County to get a more definitive answer regarding the permitting issue. In addition, they were instructed to meet with Waldrop Engineering to refine some of their costs. They anticipate having answers this Friday and will present their recommendation to the Board next week.

V. **GOLF COURSE COMMITTEE UPDATE** – Jon Edinger gave an update to the LRP Committee on the progress of the Golf Renovation Committee. He discussed Ron Garl's contract related to both the 5% inflation and the 10% contingency. Also discussed was the timing of construction contracting bids, increasing the number of new sprigs to the course to shorten the closure time-frame, harvesting sprinkler heads prior to the irrigation project, work that will be done adjacent to the lakes, what work that Tim's crews will be doing once the work begins, and palmetto removal. The engineer submitted development order permitting plans to the county this week. Contractor RFP's will be sent in November and bids should be received mid-December. The committee will then present the bids to the Board of Supervisors by mid-January. Jon Edinger stated that the golf course renovation has minimal landscaping and minimal cart path work. Both issues can be handled by golf maintenance later or prior/during the renovation. Supervisor Young asked whether landscaping on #7 or #1 would be disrupted during the renovation. Jon Edinger stated that most landscaping would be staying. He said that there might be issues with #10 (rows of trees) or #16 (giant palm trees) which may need landscaping but feels the contingency should be sufficient. Chair Gignac stated that he feels that the bonus penalty is a good idea and stated the task force could manage the bonus penalty for the golf renovation committee. Supervisor Young stated that it is vital that the sprigs are in by July to make the deadline of re-opening the course by November. Chair Gignac expressed his concern on how to keep residents off the course when the renovation begins. GM Belknap stated that it will take a lot of messaging to the residents and working with the construction companies to maintain a safe environment.

VI. **RESERVE STUDY UPDATE** – Waiting on the Club Benchmarking to present the first draft in 10 weeks.

VII. **CLIS UPDATE** – Supervisor Young gave an update on the CLIS bond project and what has transpired in the last few months. Originally, grounding was thought to be a major issue with the CLIS system, but after reviewing the data, the grounding piece of the project will be further evaluated. Modification of the current irrigation system's sprinkler heads for each of the houses remains the main driver of the project. Quotes were obtained for an outside company to make the modifications on the irrigation system for each home. The prices ranged from $600 to $1700 per yard. Day labor was also considered but the quality of the laborers was not deemed sufficient. It was decided that the labor should be outsourced with a professional irrigation company, No Limit Irrigation. A contract is currently being crafted to present to the Board for consideration. No Limit quoted $600 per home to make the

necessary modifications for approximately 1,050 homes. It was also determined that there will not be a need to put in another pond in the front section which was originally part of the bond package. The CLIS project work should begin the first part of December and the outsourced company will be doing modifications to approximately four homes per day. When the golf course renovation begins, many on the golf maintenance employees will used to supplement the company that is doing the modifications. Chair Gignac stated that the committee will discuss at later meetings whether the CLIS modifications should be part of the LRP next year.

VIII. **NEW BUSINESS** – Ron Glasgow expressed his concern that the Board needs to adapt or deny that items on the Capital and Deferred list need to be removed as part of the Bond and the money the money that is being put aside for those items need to be added to the Capital Fund. Supervisor Young stated that after the Reserve Study will help to determine the need or not. He stated that right now it is premature to move all the monies to the Capital Reserves. Supervisor Young totally agrees that the HGRD must build reserves and will address it after the Reserve Study.

IX. **NEXT MEETING DATE** – November 9, 2020 at 9:30 a.m. via Zoom subject to change if 1st draft of the Reserve Study becomes available. GM Belknap will check to see when the Reserve Study 1st draft will be complete.

X. **ADJOURNMENT** – The meeting was adjourned at 10:27 a.m.

/kb

1/18/21

Date

APPROVED BY COMMITTEE

Fred J. Gignac

Fred Gignac, Chair