



## Recreation District Administration Office Contacts

### HGRD General Manager

**J.B. Belknap**

[hgrdgm@hgrdnfm.com](mailto:hgrdgm@hgrdnfm.com)

#### Responsibilities:

- Overall Management of the Recreation District Facilities & Its Employees
- Supervise Bond Projects



### Financial Controller

**Lynn Brew**

[controller@hgrdnfm.com](mailto:controller@hgrdnfm.com)

#### Responsibilities:

- Monitor HGRD Finances
- Financial Reports & Analysis
- Monthly & Annual Budgets and Audits



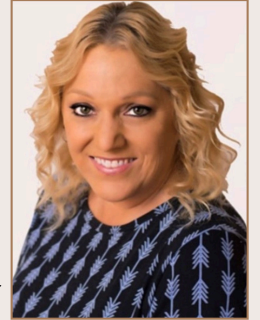
### Assistant Controller

**Sherry Young**

[asstcontroller@hgrdnfm.com](mailto:asstcontroller@hgrdnfm.com)

#### Responsibilities:

- Payroll & Human Resources
- Accounting Services for the Fairways, Meadows & Solana Homeowner Associations



### Assistant General Manager

**Karon Bennett**

[assistantgm@hgrdnfm.com](mailto:assistantgm@hgrdnfm.com)

#### Responsibilities:

- Assist the GM & Board
- Fitness Center & Pool Access
- Email Communications
- Website & Mobile App: [heronsglenc.com](http://heronsglenc.com)



### Accounts Receivable & Accounts Payable Coordinator

**Carol Bratten**

[carolbratten@hgrdnfm.com](mailto:carolbratten@hgrdnfm.com)

#### Responsibilities:

- Reviewing and Processing Vendor Invoices



### Activities & Events

#### Coordinator/Office Manager

**Wendy Shea**

[wendyshea@hgrdnfm.com](mailto:wendyshea@hgrdnfm.com)

#### Responsibilities:

- Scheduling of all Rooms & Events
- Concert Series
- Weekly Email Newsletter



### Member Accounts

**Patricia Provino**

[memberaccounts@hgrdnfm.com](mailto:memberaccounts@hgrdnfm.com)

#### Responsibilities:

- Coordinate Billing for Residents & Golf Members



### Administrative Assistants [reception@hgrdnfm.com](mailto:reception@hgrdnfm.com)

#### Responsibilities:

- Engage with Residents, Guests, and Staff.
- Answer Questions by Email, In-person, or through Phone Calls.
- Provide New Resident Orientations.
- Share Event Information with Residents.
- Sell Tickets for Upcoming Events.



**Carol Teegarden**



**Jackie Totaro**