

**HERONS GLEN RECREATION DISTRICT  
LONG-RANGE PLANNING COMMITTEE MEETING  
January 16, 2023, at 9:00 A.M., Card Room C / Zoom**

**MINUTES**

<b>MEMBERS</b>	<b>PRESENT</b>	<b>SUPERVISORS/OTHERS</b>	<b>PRESENT</b>
Chair Fred Gignac	X	Supervisor Howard Young, Liaison	X
Vice Chair Beth Brucker	X	GM J.B. Belknap	X
Jeff Buxton	X	Controller Lynn Brew	X
Bob Herbstritt	X	AEC/Office Manager-Wendy Shea	X
Bruce Johnson	X	<b>Optional – LRP Sub-Committee</b>	
Carlton Smith	X	John Cowgill	X
Chuck Miller	X	Jon Edinger	X
Residents	0	Dick Thomas	-
		Supervisors Overs, Schwarz, Polvinen	X

- I. **CALL TO ORDER** – Chair Fred Gignac called the meeting to order at 9:00 a.m. and welcomed those in attendance.
- II. **APPROVAL OF MINUTES** – December 19, 2022 – Chair Gignac asked if there were any changes or additions to the December 19, 2022, Long Range Planning Committee minutes. Bob Herbstritt moved to accept the December 19, 2022, minutes as presented. Bruce Johnson seconded, and the minutes were approved as written.
- III. **GM Belknap Report** – (See Attached Report)  
GM Belknap’s report included updates on the Insurance & Roof, the Bocce, Shuffleboard and Pickleball Courts, the Pool Deck, the Storage Building, the Multi-Use Path, the Restaurant Renovation, FEMA reimbursement and the Fitness Center HVAC issue.

IV. **OLD BUSINESS** –

**A. Progress to date on Development of an Emergency Power Plan – (Beth Brucker/Bob Herbstritt)**

Golf Maintenance Emergency Power Plan

Bob Herbstritt explained the scope of work for the two options for Golf Maintenance. The first option is to supply labor, materials, and permits to install a Portable Emergency Generator which will include: a 100 Amp Manual Transfer Switch, a 100 Amp 30 circuit panel with Main Breaker, a 100 Amp Exterior Weatherproof outlet wired to a Manual Transfer Switch and relocate designated circuits from existing panel to new emergency panel.

The second option for would be for a GM Building Pad Mount which would include supply labor, materials, and permits to install an Emergency Generator and ATS to existing 200 Amp main panel. The system could either be Electrical or a Liquid Propane Gas System.

Examples of the costs breakdowns for the generators and associated equipment were option 1 – a 15KW Gas Generator at a cost of approximately \$3,500 or option 2 – a Building Pad Mount System of a 26KW pad mount generator with a 200A single phase Automatic Transfer Switch for approximately \$7,000.

Administration and Server Area

Bob Herbstritt explained the scope of work for the two options for Administration and the Server Area. The first option would be a temporary EMG for the HGRD Offices, HOA office and the Server room of two (2) 10KW gasoline portable generators and two (2) Kwikool portable air conditioners, 1.1 ton, 115V, 13700BTU. The

second option of a permanent EMG to the HGRD Offices, HOA office and the Server Room would be a 60KW pad mount generator 480/277 Volt 3 phase, 200 A – 2 phase automatic transfer switch 480 Volt and two (2) Kwikool portable air conditioners, 1.1-ton, 115 V, 13700BTU.

The cost breakdowns for generators, associated Equipment and installation for option 1 – the Temporary EMG to the HGRD offices/Server room is approximately \$18,000 or option 2 – a permanent EMG to HGRD Offices/Server room is approximately \$28,000.

Some of the discussions included: Size of liquid propane tanks, purchasing larger tanks due to getting better propane gas prices, burying tanks instead of placing them on pads, how many times will the HGRD need to use the equipment and whether it justifies the cost of permanent equipment versus portable, AC and lighting for Golf Maintenance, HGRD offices, and Server room, FEMA mitigation, Lee County's and the State's procurement contracts for hurricane recovery/generator pricing and the ratio of material to labor for the installation.

After discussion, Bob Herbstritt moved to recommend asking Dan Parker to obtain usable pricing estimates for all the scopes of work for an Emergency Generator System for Golf Maintenance, HGRD Admin office, HOA Office and the Server Room that were outlined in the presentation. Bruce Johnson seconded the motion. After discussion, a vote was taken on the recommendation and passed unanimously.

**B. Strategic Planning Survey Update and next steps – (Jeff Buxton)**

Jeff Buxton informed the committee that as of this morning there has been 778 responses to the survey with an 88% completion rate. The last day to complete the survey will be Wednesday, January 18<sup>th</sup> and then the raw data will be sent to Jeff on Thursday. He will do a report with the top takeaways of the results from the survey to give to the Board of Supervisors and he will try to have it ready by their Board meeting on January 23<sup>rd</sup>. Jeff also informed the committee that he has been working with the Facilities and Amenities Committee on the demographics side and has supplied the group with example Master Plans. They are using the past strategic survey from 2014, along with the recent restaurant survey and information that J.B. Belknap has.

**V. NEW BUSINESS –**

**A. Discussion of short and long-term plans for CLIS, Clubhouse, Golf Course – (Fred Gignac)**

Chair Gignac wanted to bring up the discussion of putting together sub-committees for development of short and long-term plans for the CLIS, Clubhouse, and Golf Course on possible needs now and in the future. He stated that the LRP Committee has not even met with Ryker to discuss the issues and plans for the CLIS system.

**B. Discussion on Storage Bldg. – Problem Solving Task Force Involvement – (Fred Gignac)**

Discussion ensued on the progress or lack of progress on the construction of a Storage building in the Golf Maintenance area. Some of the issues brought up were: the need to move this project to the Problem Solving Task Force to review where it stands and try to get it going and completed, defining the scope of work that needs to be done and make it happen, the difficulty of too many projects right now that Stultz is in charge of, finalizing the scope of work that needs to be done, and the difficulty on obtaining bids for work at the present time. Chair Gignac will ask the Problem-Solving Task Force to investigate options regarding possible Design/Build firms for the Storage building project if it comes out of the scope of responsibility of Stultz Construction.

**VI. NEXT MEETING DATE – Monday, February 13, 2023, at 9:00 a.m. via Zoom or Card Room C**

**VII. ADJOURNMENT - Chair Gignac adjourned the meeting at 10:12 a.m.**

**APPROVED:**

**Chair Fred Gignac  
Long Range Planning Committee  
on February 13, 2023**

**HERONS GLEN RECREATION DISTRICT**  
**LONG-RANGE PLANNING COMMITTEE MEETING**  
**February 13, 2023, at 9:00 A.M., Card Room C / Zoom**  
**MINUTES**

<b>MEMBERS</b>	<b>PRESENT</b>	<b>SUPERVISORS/OTHERS</b>	<b>PRESENT</b>
Chair Fred Gignac	X	Supervisor Howard Young, Liaison	X
Vice Chair Beth Brucker	X	GM J.B. Belknap	X
Jeff Buxton	X	Controller Lynn Brew	Zoom
Bob Herbstritt	X	AEC/Office Manager-Wendy Shea	X
Bruce Johnson	-	<b>Optional – LRP Sub-Committee</b>	
Carlton Smith	X	John Cowgill	X
Chuck Miller	X	Jon Edinger	-
Residents	1	Dick Thomas	-

- I. **CALL TO ORDER** – Chair Fred Gignac called the meeting to order at 9:00 a.m. and welcomed those in attendance.
  
- II. **APPROVAL OF MINUTES** – January 16, 2023 – Chair Gignac asked if there were any changes or additions to the January 16, 2023, Long Range Planning Committee minutes. Bob Herbstritt moved to accept the January 16, 2023; minutes as presented, and the minutes were approved as written.
  
- III. **GM Belknap Report** – (See Attached Report)  
 GM Belknap’s report included updates on the Insurance & Roof, Bocce Courts, Tennis Courts, Pickleball Courts, the Pool Deck, the Storage Building, the Multi-Use Path, the Restaurant Renovation, FEMA reimbursement and the Fitness Center HVAC issue. Discussion ensued on the insurance and roof inspection: GM Belknap explained that he and Dan Parker had a phone conference with Todd Denham from Jack Brown & Associates who inspected the roof on January 18<sup>th</sup> and he is finishing his written report but told them – in his opinion - the HGRD did not sustain 25% roof damage. His plan, for insurance purposes, is to document the fact that our tile is no longer manufactured hence we cannot match the existing roof. He admitted this approach will be scrutinized by the insurance company, but he will work with us to make that claim. On a parallel track, Todd Denham is going to send GM Belknap a proposal to serve as our owner’s rep on the new roof replacement and will list their costs, scope of services, etc. GM Belknap expects the proposal early next week. Chair Gignac asked if the areas of the roof would be prioritized and if the membrane would be replaced also. GM Belknap stated yes to both questions.
  
- IV. **OLD BUSINESS** –
  - A. **Progress to date on Development of an Emergency Power Plan – (Beth Brucker/Bob Herbstritt)**  
Golf Maintenance Emergency Power Plan  
 Bob Herbstritt explained that through Sourcewell he contacted Generac and will be receiving two prices on generators for the HGRD. Bob is changing the scope of work to include a price for a diesel generator along with a liquid propane generator after speaking to John Cowgill. Once he has the prices for the generators, he will change the scope of work in the proposal to the Board. Chuck Miller asked if Bob Herbstritt had contacted Briggs & Stratton on their prices of generators. Bob Herbstritt did not think that Briggs & Stratton has a commercial generator available. Beth Brucker stated that at a recent HOA Board meeting, they decided to purchase a generator with an underground tank for the guard house. The committee questioned why the HOA didn’t coordinate with the HGRD? GM Belknap will get with Joyce Gillespie and send Bob Herbstritt the HOA generator vendor.
  
  - B. **Strategic Planning Survey Update and next steps – (Jeff Buxton)**

Jeff Buxton stated that the Strategic Planning Survey closed in January and the top takeaway results and comments were presented to the Board of Supervisors and then posted to the HGRD website for residents to view. Jeff also informed the committee that he has been working with the Facilities and Amenities Committee on the demographics side and has supplied the group with example Master Plans. They are using the past strategic survey from 2014, the results of the current survey along with the recent restaurant survey and information that J.B. Belknap has. They are also working on a utilization report for all the HGRD facilities such as card rooms, activity room, ballroom, and Fitness Center. He is hoping to have a “white paper” report from the committee in the next few weeks for their unbiased input. Supervisor Overs stated that the Green Committee is presently reviewing the resident comments regarding the golf course. Jeff stated that he would put together a report on the other groups such as Bocce, Pickleball, etc. to give to the Long Range Planning Committee. He said the Long Range Planning Committee needs to make a recommendation to the Board if they feel that additional courts for Bocce, Pickleball, or any other amenity before the June Budget meetings.

Discussion on the Capital Reserve Study “Club Benchmark”: Discussion included: when would the final Benchmark Report be ready, can we update the report, can we adjust numbers and percentages in the report, and how often should the report be refreshed/redone.

**V. NEW BUSINESS –**

**A. Discussion of short and long-term plans for CLIS, Clubhouse, Golf Course – (Fred Gignac)**

Chair Gignac wanted to bring up the discussion of putting together sub-committees for development of short and long-term plans for the CLIS, Clubhouse, and Golf Course on possible needs now and in the future. He stated that the LRP Committee has not even met with Ryker to discuss the issues and plans for the CLIS system.

**B. Discussion on Storage Bldg. – Problem Solving Task Force Involvement – (Fred Gignac)**

John Cowgill stated the Problem-Solving Task Force will be meeting on Friday, February 17<sup>th</sup> to finalize a recommendation to the Board of Supervisors for their Monday, February 20<sup>th</sup> meeting on which Design/Build method they feel the HGRD should proceed in regard to the Storage Building. The cost of the building ranges from \$400,000 to \$700,000 for a 5,000 square foot building. Some of these figures are four years old and most likely out of date. Supervisor Young stated that the HGRD will have to compromise on bond projects in that some of the planned projects might fall off the table due to cost increases and importance.

**VI. NEXT MEETING DATE** – Monday, March 27, 2023, at 9:00 a.m. via Zoom or Card Room C. There is a possibility that the March meeting date could be changed to an earlier date – as soon as it is decided, the committee will be notified.

**VII. ADJOURNMENT** - Chair Gignac adjourned the meeting at 10:15 a.m.

**APPROVED:**

**Chair Fred Gignac  
Long Range Planning Committee  
on March 13, 2023**

**HERONS GLEN RECREATION DISTRICT  
LONG-RANGE PLANNING COMMITTEE MEETING  
March 13, 2023, at 9:00 A.M., Card Room C / Zoom**

**MINUTES**

<b>MEMBERS</b>	<b>PRESENT</b>	<b>SUPERVISORS/OTHERS</b>	<b>PRESENT</b>
Chair Fred Gignac	X	Supervisor Howard Young, Liaison	X
Vice Chair Beth Brucker	X	GM J.B. Belknap	X
Jeff Buxton	X	Controller Lynn Brew	X
Bob Herbstritt	X	AEC/Office Manager-Wendy Shea	X
Bruce Johnson	X	<b>Optional – LRP Sub-Committee</b>	
Carlton Smith	X	John Cowgill	X
Chuck Miller	-	Jon Edinger	-
Residents	1	Dick Thomas	-
		Supervisor Jayne Schwarz	X
		Supervisor Peter Overs	X

- I. **CALL TO ORDER** – Chair Fred Gignac called the meeting to order at 9:00 a.m. and welcomed those in attendance.
  
- II. **APPROVAL OF MINUTES** – February 13, 2023 – Chair Gignac asked if there were any changes or additions to the February 13, 2023, Long Range Planning Committee minutes. Bob Herbstritt moved to accept the February 13, 2023, and Bruce Johnson seconded the motion. A vote was taken, and the minutes were approved as written.
  
- III. **GM Belknap Report** – (See Attached Report)  
 GM Belknap’s report included updates on the Insurance & Roof Inspection, Bocce/Shuffle Courts, Pickleball, Pool Deck, Storage Building, Multi-Use Path, the Restaurant Renovation, FEMA reimbursement and the Fitness Center HVAC issue. Discussion ensued on the Inspection Report from Jack Brown & Associates. GM Belknap has shared the report with our insurance agent to develop a plan moving forward. If our roofers are 8-months out, we need a mitigation strategy heading into the rainy season. JBA also sent a proposal to serve as our owner’s rep on the new roof replacement. The proposal was for \$8,500 + expenses. The scope includes Prepare specifications for the proper roofing system to meet our needs; Prepare Bid Documents and Project Manual; Assist in the selection of qualified roofing contractors to bid work; Conduct a pre-bid conference on site with invited Roofing contractors; Assist in the sealed bid opening and comparison of bids; Provide background information on bidders; Assist in preparation of contract between Roofing Contractor and Owner/Owner’s Representative.
  
- IV. **OLD BUSINESS** –
  - A. **Emergency Power Plan – Update/Discussion/Next Steps**  
 Bob Herbstritt presented two handouts on the Emergency Power Plan for the Administration and Golf Maintenance Building: a Bid Summary on Electrical Installations and Generator Equipment and a Generator Cost for each scenario. Discussion included the benefits and negatives of Propane vs. Diesel, how long the generator would run with propane vs. diesel, and availability of diesel vs propane if a hurricane hits our area.  
  
 After discussion Bob Herbstritt made a motion to recommend to the Board of Supervisors to contract with Bo Electric for a Golf Maintenance Building LP Gas generator not to exceed \$30,000. Bruce Johnson seconded the motion; a vote was taken, and the motion passed unanimously.  
  
 Bob Herbstritt made a motion to recommend to the Board of Supervisors to purchase two Genset generators, one 10KW and one 15KW for the Administration offices and the Electrical/Computer room not to exceed \$4500. Bruce Johnson seconded the motion; a vote was taken, and the motion passed unanimously.

**B. Strategic Planning Survey - Update /Discussion/Next Steps –**

Jeff Buxton discussed what items should be included in the 2023 Strategic Plan.

**Facilities & Amenities**–F&A Committee to continue to develop the Community Master Plan which should include: Demographic trends analysis, a Facilities Utilization review and value analysis – develop a clear analysis of the resident value from each amenity, develop a Cost/Usage estimate, compare Cost/Usage against the Resident Survey results for question rating each amenities perceived value, develop a F&A enhancement plan based on the 2023 Resident Survey, develop specific plans to address significant areas of dissatisfaction from the annual resident survey and integrate top Amenity upgrades and new facilities requests into the Facilities Master Plan which should include prioritization and expected timing.

**Growth Plan** – Long Range Planning Committee to develop a community growth plan which should include: an analysis of book value of HGRD over time to determine if the community is properly funding depreciation and if net value is increasing or decreasing, create a list of possible developable open space in the community, examine potential avenues to grow the community such as land acquisition, mergers or acquisitions of nearby communities, develop a long-range Facilities & Amenities Capital Plan by using the F&A enhancement plan, and the Club Benchmarking report, develop an estimate of capital needed to implement the F&A enhancement plan and distinguish each item as Obligatory Capital or Aspirational Capital and identify funding sources and timing for each prioritized item in the F&A enhancement plan and include consideration for the potential risks of reliance on bond financing.

**Governance** – Ad Hoc Committee to complete the annual review of all rules/policies to assure continuous relevance and the HGRD Board to develop annual agenda & strategic goals.

**Services** – Facilities & Amenities Committee to finalize renovation of the F&B facilities – Restaurant/Lounge and Ballroom. HGRD Management to update the financial performance review of the F&B operations performed in 2022 and review financial performance quarterly with the financial goal for F&B to breakeven on variable costs.

**Operations** – HGRD Management to develop a Technology Plan to leverage newer technologies more fully for improved customer service and operational efficiency and develop a more robust IT support capacity to enable new business processes, technology enabled operational efficiencies, new digital services, and stronger cyber security. Problem Solving Committee to finalize plans for the new maintenance building and complete the construction or cancel the plans and develop a clear plan for Community Irrigation System (CLIS). Long Range Planning Committee to develop a Hurricane Preparedness Plan for needed Capital investments based on documented lessons learned from Hurricane Ian.

**C. Club Benchmarking – Progress Update / Next Steps**

GM Belknap and Controller Brew gave a quick Executive Summary of the 20-year Capital Asset Expenditure Plan at an annual inflation rate of 3%. The report was put together by Club Benchmarking. Attached report included the Executive Summary, the Master with no Bond, Deferred Maintenance of \$5k or Leases, and the Bond Items. Discussion included: a budgetary contingency at 10% of total Capital Expenditures, the 20-year Capital Expenditure plan is approximately 14 million, and discussion of changing the inflation rate as needed. The Long-Range Planning Committee will review the report from Club Benchmarking and discuss at the next LRP meeting on March 27, 2023.

**D. Storage Facility – Update / Discussion of PSTF recommendation / Next Steps**

John Cowgill stated the next step is to get an architect/engineer involved and then develop an RFP. Discussion included: reviewing the plans and the needs of the individual groups such as the HOA/HGRD/H2B's to determine what their needs are as far as air conditioning is concerned, having an Automatic Transfer Switch included in the building plans from the beginning, need of dehumidifiers instead of A/C for certain areas of the Storage Facility, and the necessity of obtaining a quote for converting all our paper documents to the cloud. Chair Gignac asked what the procedure is for developing an RFP and John Cowgill stated that they will work with Ryan and the architect and then Counsel Hart will write the RFP and publicize it.

V. **NEW BUSINESS –**

Chair Gignac wanted to make sure the Long-Range Planning Committee members know the LRP is a standing committee and that they need to re-up in April if they want to continue to be a committee member. The Board will send out a request for committee members in early April.

VI. **NEXT MEETING DATE –** Monday, March 27, 2023, at 9:00 a.m. via Zoom or Card Room C.

VII. **ADJOURNMENT -** Chair Gignac adjourned the meeting at 10:25 a.m.

**APPROVED:**

**Chair Fred Gignac  
Long Range Planning Committee  
on March 27, 2023**



**HERONS GLEN RECREATION DISTRICT**  
**LONG-RANGE PLANNING COMMITTEE MEETING**  
**March 27, 2023, at 9:00 A.M., Card Room C / Zoom**  
**MINUTES**

<b>MEMBERS</b>	<b>PRESENT</b>	<b>SUPERVISORS/OTHERS</b>	<b>PRESENT</b>
Chair Fred Gignac	X	Supervisor Howard Young, Liaison	X
Vice Chair Beth Brucker	X	GM J.B. Belknap	X
Jeff Buxton	X	Controller Lynn Brew	-
Bob Herbstritt	X	AEC/Office Manager-Wendy Shea	X
Bruce Johnson	X	<b>Optional – LRP Sub-Committee</b>	
Carlton Smith	X	John Cowgill	-
Chuck Miller	X	Jon Edinger	-
Residents	2	Dick Thomas	-
		Supervisor Jayne Schwarz	X
		Supervisor Peter Overs	X

- I. **CALL TO ORDER** – Chair Fred Gignac called the meeting to order at 9:00 a.m. and welcomed those in attendance.
  
- II. **APPROVAL OF MINUTES** – March 13, 2023 – Chair Gignac asked if there were any changes or additions to the March 13, 2023, Long Range Planning Committee minutes. Bruce Johnson moved to accept the March 13, 2023, and Jeff Buxton seconded the motion. A vote was taken, and the minutes were approved as written.
  
- III. **GM Belknap Report** –  
 GM Belknap’s report included an update on the pool deck construction which started on Monday, March 27<sup>th</sup> that will hopefully shorten the time that the pool will be closed on April 17<sup>th</sup>. The work will be an inconvenience and messy to those using the pool. Carlton Smith stated that some residents have expressed concern that notification given out stated the pool would close after Easter which will be April 10<sup>th</sup>. GM Belknap stated that the pool closure as it stands now will be Monday, April 17<sup>th</sup> not the 10<sup>th</sup>. He will send out a clarification of the pool closure date. A Bocce update video has been made and is currently being edited and will be sent out to the residents by the end of the week. GM Belknap is currently waiting on Collier Paving to submit a third bid on the multi-use paving project. Once he receives the third bid, it will go to the Bid Oversight Committee for a recommendation to the Board of Supervisors.
  
- IV. **OLD BUSINESS** –
  - A. **Strategic Planning Survey – Comments from LRP Committee members, GM, Board members to “Items for 2023 Plan” & Initial discussion regarding implementation** –  
 Jeff Buxton discussed what his plan was for presenting “Items for the 2023 Plan” to the Board of Supervisors at their April 3<sup>rd</sup> meeting. Jeff will be working this week to finalize the full draft to be presented to the Board next month which will include suggestions made to him from board members and from LRP committee members. Beth Brucker had a few questions on the preliminary draft report such as if other methods have been used not just the survey, the facilities utilization should encompass the clubhouse as an amenity along with the Pro Shop not just the card and activity rooms, Facilities & Amenities Committee was not in charge of renovations, lake management should be included along with the CLIS system, and when discussing future Energy Management plans it should include Solar. Beth Brucker gave Jeff Buxton her ideas and comments in written form to use for the full draft.

**B. Club Benchmarking Capital Asset Expenditure Plan – Discussion and development of a plan to meet the Board Budget meetings timetable** –GM Belknap handed out a Capital Planning Report (see attached) that stated the Asset Management is a continuous process to keep up with ongoing depreciation of Property, Plant & Equipment (Obligatory Capital) along with Aspirational investments to meeting evolving expectations of the next generation of residents. The report stated that “Obligatory Capital” is ongoing investments to repair and replace existing assets. Best practice for funding obligatory capital is on a “pay-as-you-go” basis by residents obligated to cover their consumption of assets (depreciation) through recurring capital dues (assessments). “Aspirational Capital” is investment and new amenities to meet the ever-changing needs of new members five to seven years down the road. Best practice for funding aspirational capital is through initiation fees (new owner capital) for incoming residents as they will enjoy more of that aspirational investment over time than more tenured residents who have a shorter time horizon along with another funding vehicle which is bonds. Discussion ensued on the Club Benchmarking Capital Asset Expenditure Plan which included the following issues: discussion of depreciation as a government entity vs. a regular business, Club Benchmarking representatives met with all managers for 4 or 5 days to go over details of their department, needs vs. wants, that the Benchmarking Capital Asset is just one of the tools used to determine the budget, process of updating and verifying the Capital Asset Plan, capital vs. deferred, how warranties work in the plan, and whether staff can handle updating the Capital Asset Plan or whether a subscription plan with Club Benchmarking needs to be pursued.

Chair Gignac felt that it was important to have individual managers come to a LRP Committee meeting to give their understanding of the Club Benchmarking report that deals with their department and to let the committee know what is going on in the field and any concerns or needs that they might have. Carlton Smith stated that if there are concerns on any aspect of the Club Benchmarking report, they should be relayed to the General Manager to determine if a manager needs to attend a LRP meeting to answer any questions.

Discussion ensued on whether certain Bond items should be in the Club Benchmarking Capital report or in the deferred report. An example is when the restaurant renovation occurs, the restaurant furniture is in the C.B. Capital report and set to be replaced in 18 years. Restaurant furniture does not have a long useful life and should be moved to the deferred list. Bob Herbstritt and Carlton Smith will work with Supervisor Peter Overs to review the Bond items in the Club Benchmarking to determine if they need to be moved.

Jeff Buxton stated that the LRP Committee should contact GM Belknap or Controller Brew if they see any errors on the Club Benchmarking Capital report. He feels the LRP Committee should in the next month or two be gathering the needs of the community, have a firm understanding of the inflow of monies needed in the next couple of years and work with Supervisor Jayne Schwarz and Controller Lynn Brew, put together the F&A top lists of wants (if that is not available, then the top 10 aspirational wants from the resident survey), and determine whether items need to be funded by Bond monies or Deferred.

**V. NEW BUSINESS –**

**A. Volunteer Appreciation Reception – Wednesday, April 19<sup>th</sup> – 4:30 p.m. Ballroom – Please RSVP – 1<sup>st</sup> Invite went out on March 17<sup>th</sup>, 2<sup>nd</sup> Invite will go out on March 31<sup>st</sup>.**

**B. Committee Sign-up for 2023-2024 – Signups will occur in April via an email request from the Board of Supervisors.**

**VI. NEXT MEETING DATE – Monday, April 17, 2023, at 9:00 a.m. via Zoom or Card Room C.**

**VII. ADJOURNMENT - Chair Gignac adjourned the meeting at 10:57 a.m.**

**DRAFT APPROVED:**

**Chair Fred Gignac  
Long Range Planning Committee  
on April 17, 2023**

**HERONS GLEN RECREATION DISTRICT**  
**LONG-RANGE PLANNING COMMITTEE MEETING**  
**April 17, 2023, at 9:00 A.M., Card Room C / Zoom**  
**MINUTES**

<b>MEMBERS</b>	<b>PRESENT</b>	<b>SUPERVISORS/OTHERS</b>	<b>PRESENT</b>
Chair Fred Gignac	X	Supervisor Howard Young, Liaison	X
Vice Chair Beth Brucker	X	GM J.B. Belknap	X
Jeff Buxton	X	Controller Lynn Brew	Zoom
Bob Herbstritt	X	AEC/Office Manager-Wendy Shea	X
Bruce Johnson	X	<b>Optional – LRP Sub-Committee</b>	
Carlton Smith	X	John Cowgill	X
Chuck Miller	X	Jon Edinger	-
Residents	0	Dick Thomas	-
		Supervisor Jayne Schwarz	X
		Supervisor Peter Overs	X

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- III. **GM Belknap Report – (See Attached)**

GM Belknap’s report included:

**Insurance & Roof Inspection:** GM Belknap has been in contact with our insurance agent from Gulfshore Insurance discussing the clubhouse roof. To satisfy the insurance carrier, we will have Crowther Roofing do repairs so the roof is watertight. The mitigation measures call for them to remove all the loose tiles, glue down coverings, (peel & stick), etc. Crowther is 4-6 weeks out just for the repair work. The Jack Brown & Associates proposal was executed for the pre-construction phase of the roof replacement. (\$8,500 to prepare bid docs, assist in roofer selection, review contract, etc.) Once a contractor is selected, the Board can decide whether to use JBA as an owner’s rep for the construction phase. (approx. 2% of the total cost.)

**Bocce/Shuffle Courts:** Asphalt paving for the parking areas was completed Friday. Jeff Stultz told GM Belknap Saturday that the building review passed Friday. Jeff will check the status of the Lee County Fire Permit today. Once the Fire permit is issued, Mor Sports can then put the light poles in and install the clay. That leaves Shade Structures representative “Stoney” as the final piece to install the shade structures. The landscaper is due to be onsite the week of April 24<sup>th</sup>. Supervisor Young asked if bollards could be used instead of bumpers. GM Belknap stated he will check into whether bollards can be used.

**Pickleball:** Asphalt paving of the parking areas was completed Friday. Grading between the courts/berms, shell path, pavers and additional sitework are all in the queue. Stoney is scheduled to set the pickleball shade structure posts the same time he sets the bocce/shuffle posts.

**Pool Deck:** The rain delayed some of the grading but most of the drainage and electrical is in place around the perimeter. The pool closed today until completion. Stultz said they will start in earnest taking the white fence down, pulling pavers, repairing concrete on the deck, etc.

**Multi-Use Path:** The Bid Oversight/Finance committee met on Wednesday to review the MUP proposals. They have recommended hiring Collier Paving for the MUP widening. Hole Montes will communicate with Collier so they can put us on the schedule in conjunction with the HOA road work. The two items that GM Belknap will follow up on this week are 1) the erosion across from #18 tee and 2) having Tim/Ryker schedule No Limit Irrigation to move the CLIS pipe.

**Restaurant:** Ryan from RG Architecture met Saturday with GM Belknap along with Janine and Beth to refamiliarize himself with the project. Ryan's partner, Charles Gutekunst passed away on April 7<sup>th</sup>, so Ryan has fallen behind. Discussion centered around the bar equipment layout. Another meeting will be scheduled this week to firm up the plans. Jeff Stultz said on Thursday that delivery of the construction documents for permitting and bidding will be delayed one week to May 5<sup>th</sup> which will back up the entire schedule by a week. GM Belknap should hear from the Copperleaf GM by at least Monday the 24<sup>th</sup> on the outcome of the Copperleaf vote. Karon Bennett has the mover on notice as to possible dates.

**FEMA:** A letter was sent to the FEMA representatives on Friday to inquire about any additional information they may need to decide on our claim. We are expending a lot of time and resources gathering requested information and want to make sure these efforts are not in vain.

**Fitness Center HVAC Issue:** The thermostats called for in the plans are scheduled to be installed. Dan Parker is seeking bids to seal the air leakage. Once completed, we'll observe the conditions and work with Bob in getting MK back on site to determine if anyone was at fault.

#### IV. **OLD BUSINESS –**

##### A. **Strategic Planning Survey – Draft Discussion –**

Jeff Buxton has finalized the full draft to be presented to the Board next month which will include suggestions made to him from board members and from LRP committee members. All he needs is a recommendation from the Long-Range Planning Committee to approve the draft. After discussion, Jeff Buxton stated that he made a few additions to the draft dated March 29<sup>th</sup> and will send the final draft to the committee for review. The changes were just small corrections. After discussion, Bruce Johnson moved to accept the final draft of the Strategic Plan with said changes draft made after March 29<sup>th</sup> and present the plan to the Board of Supervisors at their upcoming meeting. Chuck Miller seconded the motion. A vote was taken, and the motion was approved unanimously.

##### B. **Club Benchmarking Capital Asset Expenditure Plan – Discussion and development of a plan to meet the Board Budget meetings timetable –**

Jeff Buxton met with Controller Lynn Brew, J.B., and Jayne Schwarz to gather more information on the Club Benchmarking Capital Reserve plan for analysis. At this point, Jeff explained that the capital plan is fluid and is being reviewed to assist the Board of Supervisors determine which capital assets should be reserved for through capital assessments in the next 20 years- Obligatory (Maintenance) Capital- and which items should be included in the Strategic Plan-Aspirational (Growth) Capital when the next bonding opportunity presents itself in 2038. Jeff will work with management to present planning options to the Board for the June budget meetings.

##### C. **Disposal of Public Records – Discussion (Carlton Smith)**

Carlton Smith was asked by the committee to research the HGRD Document Retention procedures for a governmental entity. The subcommittee was trying to reduce the space requirements of the HGRD records. Carlton Smith reviewed the Florida Department of State ([myflorida.com](http://myflorida.com)) and spoke with the Records Management Liaison Officer for the state and the HGRD is classified as a GS1-SL and was given the information on how to dispose of Public Records. (See attached report). Carlton Smith also spoke with Karon Bennett, Assistant GM and found out that the staff has a good handle on converting the hard copies to electronic and

that there is not that much excess record storage that is needed in the new storage building. The process of converting the records is ongoing.

**D. LRP Subcommittee report on Club Benchmarking, Master No Bond, Deferred Maintenance, and the Bond item spreadsheet.**

The following recommendations are being forwarded from the Long-Range Planning Committee to the Herons Glen Recreation District Board of Supervisors.

1) On the Bond Sheet under Structure Location, 01 Clubhouse (Building Services) move all roof top line asset ID 80-1-0207 thru 80-1-0214 to Master NO Bond, DEF MAINT, 01 Clubhouse under Room Area Name, Building Services or Kitchen line.

The committee's comments were in keeping with other assets listed on the Master NO BOND spread sheet as an example, Line 07 Golf Course Maintenance Facility, and Fitness Operation. This also meets the definition of Obligatory Capital of ongoing investment to repair and replace .....

2) On the Bond Sheet under 01 Clubhouse (Herons Nest) move all line asset ID 11-1-0181, 0179,0187,0186, 0180,0182,0184, and 0185 to Master NO Bond, DEF MAINT, 01 Clubhouse under asset name Structure Location 01 Room Area Name, Herons Nest, after clubhouse kitchen, bar, and dining renovations and estimate to be to be added to next year's budget cycle for obligatory life cycle.

The committee's comments, this was in keeping with other assets listed on the Master NO BOND spread sheet as an example, Line 01 Clubhouse, Room Area, Private Dining, Main Dining Foyer, and Grand Ballroom This also meets the definition of Obligatory Capital of ongoing investment to repair and replace ..., committee concerns of bonded renovations vs on going needs of repairs or replacement after renovations. Other concerns of purchase of previous owned furniture life cycle number will need to be adjusted for new asset Service Life.

3) On the Bond Sheet under 01 Clubhouse (Private Dining) move all line asset ID 11-1-0172 ,0171,0170,0176, and 0174 to Master NO Bond, DEF MAINT, under Structure Location, 01 Clubhouse, Room Area Name, Private Dining after clubhouse kitchen, bar, and dining renovations and estimate to be to be added to next year's budget cycle for obligatory life cycle.

The subcommittee's comments, this was in keeping with other assets listed on the Master NO BOND spread sheet as an example, Line 01 Clubhouse, Room Area, Private Dining, Main Dining Foyer and Grand Ballroom This also meets the definition of Obligatory Capital of ongoing investment to repair and replace ....., committee concerns of bonded renovations vs on going needs of repairs or replacement after renovations. Other concerns of purchase of previous owned furniture life cycle number will need to be adjusted for new asset Service Life.

4) The Subcommittee recommends that Room Area Names need to be accumulated together with function, while reviewing the spread sheet it was noted that information is in other locations than the asset name.

The subcommittee's comments are, examples Master No Bond, spread sheet Room Area, Building Services, Asset name Exhaust Fan, Kitchen Make up Air Unit MAU 1 and 2 and not in the Room Area, Kitchen. When trying to understand what is needed in the restaurant, dining, kitchen, food and beverage, Herons Nest, Eagle Nest and the Grand Ballroom, HOA Conference rooms Gazebo/Breeze Way are mixed into their separate line items within the clubhouse 01 fields.

- V. **NEW BUSINESS –**
  - A. **Committee Sign-up for 2023-2024 – Signups will occur in April via an email request from the Board of Supervisors.** The deadline for submission of the Committee sign-up has been extended until the 19<sup>th</sup> of April.
- VI. **NEXT MEETING DATE –** Monday, May 1, 2023, at 2:00 p.m. via Zoom or Card Room C.
- VII. **ADJOURNMENT -** Chair Gignac adjourned the meeting at 10:18 a.m.

**APPROVED:**

**Chair Fred Gignac  
Long Range Planning Committee  
on May 1, 2023**

**HERONS GLEN RECREATION DISTRICT**  
**LONG-RANGE PLANNING COMMITTEE MEETING**  
**May 1, 2023, at 2:00 P.M., Card Room C / Zoom**

**MINUTES**

<b>MEMBERS</b>	<b>PRESENT</b>	<b>SUPERVISORS/OTHERS</b>	<b>PRESENT</b>
Beth Brucker	X	Supervisor Howard Young, Liaison	X
Jeffrey Buxton	Zoom	GM J.B. Belknap	X
Fred Gignac	X	Controller Lynn Brew	Zoom
Bob Herbstritt	-	AEC/Office Manager-Wendy Shea	X
Bruce Johnson	-		
Dennis Popp	X	Supervisor Jayne Schwarz	X
Carlton Smith	Zoom	Supervisor Peter Overs	X
Residents	1		

- I. **CALL TO ORDER** – Supervisor Howard Young called the meeting to order at 2:00 p.m. and welcomed those in attendance and on Zoom.
  
- II. **ELECTION OF CHAIR AND VICE CHAIR AND REVIEW OF CHARTER** – Supervisor Young asked for nominations for Chair of LRP and Beth Brucker nominated Fred Gignac. Jeff Buxton seconded the nomination. A vote was taken, and Fred Gignac was unanimously voted Chair of the 2023-2024 Long Range Planning Committee. Supervisor Young asked if there were any nominations for Vice-Chair and Fred Gignac nominated Beth Brucker. Carlton Smith seconded the nomination. A vote was taken, and Beth Brucker was unanimously voted as Vice-Chair of the 2023-2024 Long Range Planning Committee.

**Roll call** – Supervisor Young asked that there be a roll call of the new committee members. Wendy Shea, AEC/Office Manager took roll call – attendees are listed above. Supervisor Young stated that he was grateful that Dennis Popp agreed to serve on the LRP Committee. He brings immense knowledge of financial background that will help the LRP Committee this coming year.

**Long Range Planning Standing Committee Charter** - The LRP Committee reviewed the Charter and discussed the scope of responsibilities.

- III. **APPROVAL OF MINUTES** – April 17, 2023 – Chair Gignac asked if there were any changes or additions to the April 17, 2023, Long Range Planning Committee minutes. Hearing none, Chair Gignac moved to accept the April 17, 2023, minutes as presented.

IV. **GM Belknap Report**

GM Belknap’s report included:

**Sports Complex:** MorSports had been waiting several weeks for Lee County to issue permits for the bocce/shuffleboard courts. The permits were approved but as of Friday they were still going through File Verification. According to Stultz, MorSports will return May 8<sup>th</sup> to finish the job of installing the light poles/shade canopies, resurfacing the shuffleboard courts, and distributing Har-Tru clay on the bocce courts. GM Belknap anticipates reopening the Sport Complex in late May. Shade structures may be here this week according to the Stultz superintendent whom GM Belknap spoke with earlier today.

**Pickleball Courts:** The asphalt paving connecting the parking areas east of the courts has been completed. Grading between the courts/berms, shell path, pavers and additional sitework are all in the queue. The pickleball shade structure posts will be set the same time as the bocce/shuffle posts. Once the new courts are complete, the plan



is to have MorSports assess the condition of the current courts. Supervisor Young stated that Pickleball Court #4 was flooded with the recent rain and GM Belknap said he would check into the situation.

**Swimming Pool Deck:** The demolition of the deck has been completed along with the installation of additional drainage and electrical conduit. Stultz is now grading for the pavers, removing the bullnose coping, preparing for the new water fountain installation, and repairing the existing deck. Installing new pavers/coping, fencing, lighting, and the water feature will be next in the queue for a scheduled late May reopening. (Based on the expected useful life of outside pool deck pavers, it was decided to replace the existing pavers, which according to our records, were 30-years old.)

New pool deck furniture is scheduled to arrive at the end of June. We will also be receiving additional pool décor from Copperleaf Country Club. New landscaping pottery/plants will be placed throughout the deck.

**Restaurant:** The design team is currently in the pre-construction phase which includes completing construction documents, permitting and project bidding to submit for budget approval by the end of May. As GM Belknap mentioned back in February, the District will be purchasing slightly used (4-year-old) furniture from Copperleaf at The Brooks in Estero. Copperleaf is also undergoing a clubhouse renovation this summer. It was slated to cost \$17.3M but with cost overruns, it's now nearly \$20M. Karon has scheduled the moving company to pick up the furniture on June 1<sup>st</sup> with a June 2<sup>nd</sup> delivery to Herons Glen. The furniture is in excellent condition and is a higher caliber than what we were planning on buying new. In our estimation, and that of the interior decorator, this purchase will save the district over a quarter of a million dollars from what was originally proposed. (Disposing/donating of our current furniture is being explored.) In addition, as part of the Copperleaf purchase arrangement, lobby furniture, decorative lighting and artwork are also included. This will give us an opportunity to work with a design team to upgrade the lobbies for a more inviting first impression and a lower cost.

**Multi-Use Path:** The HGRD Board accepted the Finance Committee's recommendation to use Collier Paving to widen and improve the multi-use path along Herons Glen Blvd. from Via La Quinta to Kayla Way. (HOA plans on resurfacing from Kayla to Kaiden). Collier Paving is the same company the HOA selected for their large road work project; therefore, we will be coordinating with them on the schedule.

**Roof:** GM Belknap reached out to Jack Brown & Associates this past week regarding the pre-construction phase of the roof replacement. Crowther Roofing is scheduled to make the "peel & stick" repairs by the end of May to ensure the roof is watertight through the rainy season.

**Storage Building:** John Cowgill is working on getting estimates. He shared with GM Belknap that some of the contractors he's spoken with express reservations about commitments for future work due to workforce considerations. "They can't hire people and the ones they can hire really don't want to work but they do want pay checks." Sounds familiar.

**Fitness Center HVAC Issue:** Dan is working on having the thermostats replaced and getting bids to seal the air leakage. Once completed, we'll observe the conditions and work with Bob Herbstritt in getting MK back on site to determine if anyone was at fault.

## V. **OLD BUSINESS –**

### A. **Review and make final recommendation to the Board on the 2023 HGRD Strategic Plan-**

Jeff Buxton has finalized the full draft to be presented to the Board after including some small changes from Karen Mars and some other committee members. After discussion, Chair Gignac made a motion to accept the final version of the 2023 Strategic Plan and forward it to the Board of Supervisors for their approval. Beth Brucker seconded the motion, and a vote was taken, and the motion passed unanimously. Jeff Buxton will convert the document to a PDF and forward it to the committee.

**B. Final Recommendation for Club Benchmarking -**

Jeff Buxton met with Controller Lynn Brew, J.B., and Jayne Schwarz to gather more information on the Club Benchmarking Capital Reserve plan for analysis. At this point, Jeff explained that the capital plan is fluid and is being reviewed to assist the Board of Supervisors to determine which capital assets should be reserved for through capital assessments in the next 20 years- Obligatory (Maintenance) Capital- and which items should be included in the Strategic Plan-Aspirational (Growth) Capital when the next bonding opportunity presents itself beginning after 2036. Jeff will work with management to present planning options to the Board for the June budget meetings.

Discussion ensued on the committee's final Club Benchmarking recommendation included the following issues: recategorization of some of the items that are part of the Bond for 2023, reclassifying the useful life of equipment, furniture, etc., items labeled and should be classified for future bond projects, and taking the Club Benchmarking report and comparing it with the deferred list to merge into one report. Management will be working with the departments to review and compare the reports and merge them into one report during the month of May. GM Belknap stated that they will work to get it completed before the budget meetings.

- VI. **NEW BUSINESS** – It was suggested that the Finance Committee and the Long-Range Planning Committee have a joint meeting in June to review the updated Club Benchmarking Asset management report before presenting it to the Board of Supervisors. Jeff Buxton stated that he would only need a couple of days to make any management changes to the report.
- VII. **NEXT MEETING DATE** – To be determined but more than likely will be a Joint meeting of Finance and Long-Range Planning on Monday, June 5<sup>th</sup> at 9:00 a.m. in Card Room C / Zoom.
- VIII. **ADJOURNMENT** - Chair Gignac adjourned the meeting at 3:03 p.m.

**APPROVED:**

**Chair Fred Gignac  
Long Range Planning Committee  
on October 9, 2023**

**HERONS GLEN RECREATION DISTRICT  
LONG-RANGE PLANNING COMMITTEE MEETING  
October 9, 2023, at 9:00 A.M., Card Room C / Zoom**

**MINUTES**

<b>MEMBERS</b>	<b>PRESENT</b>	<b>SUPERVISORS/OTHERS</b>	<b>PRESENT</b>
Beth Brucker, Vice Chair	X	Supervisor Howard Young, Liaison	X
Jeffrey Buxton	Zoom	GM J.B. Belknap	X
Joyce Forman, Alternate	Zoom		
Fred Gignac, Chair	X	Controller Lynn Brew	X
Bob Herbstritt	Zoom	AEC/Office Manager-Wendy Shea	X
Bruce Johnson	X		
Dennis Popp	X	Supervisor Jayne Schwarz	X
Carlton Smith	-	Supervisor Peter Overs	X
Residents	0		

- I. **CALL TO ORDER & WELCOME** – Fred Gignac called the meeting to order at 9:00 a.m. and welcomed those in attendance and on Zoom. Chair Gignac also wanted to thank GM Belknap and his management team for all the improvements at the Glen since he left in May.
  
- II. **APPROVAL OF PRIOR MINUTES – May 1, 2023** – Chair Gignac asked for approval of the Long-Range Planning Advisory Committee minutes for May 1, 2023. Bruce Johnson moved to accept the minutes for May 1, 2023. Beth Brucker seconded the motion. A vote was taken, and the minutes were approved as presented.
  
- III. **GENERAL MANAGER’S REPORT** - J.B. Belknap–GM Belknap’s report included:
  - Roof:** CMM has completed the tear off and sealed both the clubhouse and the tennis restroom roofs. An outside company was hired to act as our “clerk of the works” to ensure the roof is installed to the specifications laid out in the RFP. Lee Co. also inspects three times to certify code compliance. Some of the stone coated Decra villa metal panels have already been installed on the east & north side of the ballroom. The goal is to have a new roof by the end of November.
  - Restaurant:** Confirmation was received Saturday that the bar wall and new bar equipment did ship Friday, October 6<sup>th</sup>. The following are items anticipated to be completed during the second week of October: Templating the quartz bar top; installing cabinets; bar side décor; and flooring, The LVT flooring in the bar area will be the same as the lobby. Realistically, construction should be finished mid-November but clean up, furniture placement, computer linked ups, obtaining the CO, etc. must also be completed.
  - Pickleball:** Stultz received the engineer’s lighting plan for the LDO. The Board authorized me to have Stultz Construction hire a private provider to expedite permitting. Because the County is so backlogged with permitting requests, they’ve now outsourced the permitting process to engineering firms acting as private providers to inspect and expedite issuing permits. We are using private providers for the restaurant, pickleball and now the pool deck for lighting. Once the permit is received, MorSports will schedule light installation and court painting.
  - Sports Complex:** ~**Bocce:** The engineer completed his certification walk and we are now awaiting the County’s final inspection. Once we have the final, the paver walkway to the parking lot will be completed in-house along with tree rearrangement for the final placement of the storage shed. Irrigation is being tweaked for uniform coverage. The steel sub said that they expect to have the drain cover brackets back from the galvanizer on Friday and will install the following week. ~**Tennis:** New clay was installed this past week. Dan is working with Wisconsin Lab and Kirkwood on the light head replacements damaged by Hurricane Ian. **Swimming Pool Deck:** Pending items include outside lighting and installing the ramp railing. The light permit info has been sent to the private provider. The heads for the lights should arrive next week, but no confirmation on the poles yet.

**Lobby:** The lobby and surrounding rooms are substantially completed. A few items remain such as molding around the columns, the replacement of several items, etc.

**Ian Repairs:** Dan is beginning to make inroads finding contractors to repair some of the ancillary buildings on the second property insurance policy. For example, Roman roofing is repairing the #5 & #17 restroom roofs, Reaves is rebuilding the golf course maintenance pump house structure, and CMM is reroofing the sports complex restroom. All these Ian repairs are still under construction and will be submitted to the insurance company for recoverable damages.

**AED Location Change:** The AED machine that was originally in the lobby has been moved outside under the breezeway next to the main restaurant entrance. The location signs will be modified to show the new site.

**Impact Windows and Doors:** Dan has engaged a company to replace the HOA windows that have been leaking, particularly since Ian. He's selected BNT IMPACT WINDOWS & DOORS to do the work for \$8k. These windows are impact resistant up to 150-175 mph. winds. He has also asked them for additional quotes for other windows/doors around the clubhouse.

**Parking Audit Final:** The engineers from Hole Montes provided us with a parking audit this summer at both the clubhouse and fitness center. It disclosed our current parking plan was developed and executed to design standards and in compliance with the land development specifications and permit. If the District decided that usage required additional parking spaces, the LDO would have to be modified prior to constructing them.

**Golf Membership:** While the membership numbers below may trend up slightly next week, as of now, total golf memberships are down nearly 10% from budget projections and revenue is 13% below projections. Bruce is reviewing the list and polling some of the resident and non-resident '23 members who chose not to renew to gain insight as to why. With the shortfall, the General Manager will ask for Board authority allowing Bruce to pursue potential non-resident members currently on the waiting list.

HGRD Golf Membership							
10/6/2023							
	Res Sing	Res Household	Non Res Single	Non Res Household	Total Members	Revenue	
EOFY Actuals	208	163	39	9	591		
2024	186	155	25	9	539	\$1,615,000	
2024 Budget	207	162	39	10	590	\$1,847,927	
Variance from Budget	-21 -10%	-7 -4%	-14 -36%	-1 -10%	-51 -9%	\$232,927	13% ↓

GM Belknap also stated that the Strategic Plan has provided management with a road map on how the HGRD operates and therefore it is helpful when there are questions from residents such as why the restaurant amenity loses money.

GM Belknap stated that Dan Parker informed him this morning that Bose are waiting for the gas permit from Lee County to finish the installation of the generator for Golf Maintenance. Supervisor Young suggested that management purchase a large portable propane tank and connect it to the generator and wait on obtaining the permit until the beginning of next year.

Supervisor Young stated that if the District elects to discontinue Wind Insurance coverage, the windows at the Clubhouse should be Hurricane Impact Rated. He asked that while BNT Impact Windows and Doors will be replacing the HOA windows at the Clubhouse, they will need to bid out the Clubhouse windows and Doors. Dennis Popp suggested alternatives be explored.

IV. **OLD BUSINESS –**

A. **Development & Implementation of Community Growth Plan- Dennis Popp & Carlton Smith**

Dennis Popp stated that he and Carlton Smith met during the summer and the first step would be to obtain a site plan of Herons Glen to review and then meet with County Land Use representatives to determine possible developable open space in the community. They would then examine any potential avenues to grow the

community, such as land acquisition, mergers, or acquisitions of nearby communities. GM Belknap stated he would provide a site map of Herons Glen. Supervisor Young stated that they should look at the possible land available near Magnolia Landing.

**B. Hurricane Preparedness Plan - Bob Herbstritt & Bruce Johnson**

Bruce Johnson presented a draft of a Herons Glen Recreation District Hurricane Preparedness Plan which included a HGRD Managers detailed checklist. This draft is in the beginning stage and plan on getting more in depth by looking at other Hurricane Plans for other developments. Supervisor Young stated that the plan must include information such as Who, What and Where and must include the processes to the overall Hurricane Preparedness Plan. The plan should include a written Hurricane Response plan/checklist which identifies the roles and responsibilities during emergency incidents. Supervisor Overs stated that the HOA has a detailed Hurricane Plan and that he is sure that the HOA will provide a copy of the plan to review.

Jeff Buxton asked whether the Long-Range Hurricane Preparedness Plan should include needed Capital Investments based on documented lessons learned from HGRD management following the recent Hurricane which would include consideration of increasing reserve funds. Supervisor Young stated that this issue has been addressed by the Board of Supervisors and they will handle the financial consequences and reserve funds for catastrophes.

V. **NEW BUSINESS** – Supervisor Young informed Jeff Buxton that the Board of Supervisors would like the Strategic Plan yearly resident survey to be in the residents’ hands by December 1<sup>st</sup>. Jeff Buxton thanked Supervisor Young for the update and stated that it should not be an issue since most of the survey from last year is consistent with the new proposed survey. He stated there is a special section that could be revised for new pertinent questions.

VI. **NEXT MEETING DATE** –Monday, November 13, 2023, at 9:00 a.m. in Card Room C / Zoom.  
Supervisor Young asked if there is a need to continue with monthly meetings instead of quarterly or every other month meetings. Chair Gignac would like to continue with monthly meetings through November and then will consider any changes.

VII. **ADJOURNMENT** - Chair Gignac adjourned the meeting at 9:47 a.m.

**APPROVED:**

**Chair Fred Gignac  
Long Range Planning Committee  
on November 13, 2023**

**HERONS GLEN RECREATION DISTRICT**  
**LONG-RANGE PLANNING COMMITTEE MEETING**  
**November 13, 2023, at 9:00 A.M., Card Room C / Zoom**  
**MINUTES**

<b>MEMBERS</b>	<b>PRESENT</b>	<b>SUPERVISORS/OTHERS</b>	<b>PRESENT</b>
Beth Brucker, Vice Chair	X	Supervisor Howard Young, Liaison	X
Jeffrey Buxton	Zoom	GM J.B. Belknap	X
Joyce Forman, Alternate	X	Dan Parker-Clubhouse Facilities	X
Fred Gignac, Chair	X	Controller Lynn Brew	Zoom
Bob Herbstritt	X	AEC/Office Manager-Wendy Shea	X
Bruce Johnson	X	Supervisor Karen Mars	X
Dennis Popp	X	Supervisor Jayne Schwarz	X
Carlton Smith	X	Supervisor Peter Overs	X
Residents	0		

- I. **CALL TO ORDER & WELCOME** – Fred Gignac called the meeting to order at 9:00 a.m. and welcomed those in attendance and on Zoom.
  
- II. **APPROVAL OF PRIOR MINUTES – October 9, 2023** – Chair Gignac asked for approval of the Long-Range Planning Advisory Committee minutes for October 9, 2023. Bruce Johnson moved to accept the minutes for October 9, 2023. Bob Herbstritt seconded the motion. A vote was taken, and the minutes were approved as presented.
  
- III. **GENERAL MANAGER’S REPORT** - J.B. Belknap—GM Belknap’s report included:  
**Roof:** CMM is awaiting additional Decra Villa panels to finish up various areas on the roof. Dan is working with the clerk of the works and CMM to ensure the flat roof is installed correctly. Drip edge, flashing, gutters, and downspouts continue to be installed. The goal is to have a new roof by the end of November. Supervisor Young asked Dan Parker if they found out why there was a leak on the roof. Dan Parker stated that a layer was not installed and caused the leak – it has since been corrected and any damage has been fixed. Supervisor Young also asked what our warranty on the roof is. Dan Parker stated that materials 20 years and labor 10 years.  
  
**Restaurant:** This week’s schedule includes:
  - Installation of tile behind the bar. Carpet in PDR and dining room Wednesday. LVT flooring next week.
  - Plumbers to install the bar equipment Tuesday.
  - Arrival of Quartz tops installation.
  - Receive final mechanical, electric and plumbing inspections.
  - Install accent tiles on the bar wall. (Jayne Schwarz, Beth Brucker, Karen Mars) – aka PBS to work with interior decorator.
  - Heavy construction cleaning.
The three remaining inspections: MEP final; Building final; & Fire final. We will assist Jeff Stultz, Stultz Construction, in any way possible to receive approval as soon as possible. Realistically, construction should be finished in late-November but clean up, furniture placement, computer linked POS, obtaining the CO, etc. must also be completed. Pressing for early December opening.  
  
**Pickleball:** As Jeff Stultz explained, the private provider had electrical questions which Dan provided answers to Friday. Per the County, Jeff has had to get our architect involved regarding the lighting plan review so we’re still in a holding pattern, something that unfortunately we’re getting accustomed to. Once the permit is received, Stultz will schedule Mor Sports for the light installation and court painting.

**Sports Complex:**

**Bocce:** Still awaiting the County's final inspection. Once we have the final, the paver walkway to the parking lot will be completed in-house along with tree rearrangement for the final placement of the storage shed. The galvanized drain cover brackets have been installed. Dan and Stultz have spoken with Mor Sports about replacing the mat on court #2 if they can't resolve the watering issue.

**Tennis-**Dan has been working with Wisconsin Lab and Kirkwood on the light head replacements from Hurricane Ian. The lights are scheduled to ship at the end of this month with installation beginning on December 11th.

**Swimming Pool Deck:** Both the light posts and heads are now on-site. The plan is to close the pool on Thursday November 16<sup>th</sup>, so they can be installed. Pool deck lighting will give us flexibility with outside dining once the restaurant is online as well as offering extended swimming hours. Recommendations regarding new hours of operation as they relate to pool usage and deck accessibility will be forthcoming. Dan stated on Thursday that he will install automatic door openers leading out to the pool deck from the restaurant to provide easier access for the staff. Dan Parker had an electrical engineer in last Friday, to review the additional lighting for the pool and determine the proper amperage.

**Lobby:** The lobby and surrounding rooms are completed. GM Belknap thanked Jayne Schwarz, Beth Brucker, Karen Mars – aka PBS and the decorator for their hard work on the lobby.

**Ian Repairs:** Roman roofing repaired roofing on #5 & #17 restrooms although fascia still needs to be attached. Reaves is rebuilding the golf course maintenance pump house structure. Final repair costs will be submitted to the insurance company for recoverable damages.

**Impact Windows and Doors:** BNT IMPACT WINDOWS & DOORS is scheduled to replace the HOA windows and various vulnerable District office windows. These windows are impact resistant up to 150-175 mph. winds. Dan Parker stated that the impact windows have been ordered and should be delivered in 3 – 4 weeks.

**Multi Use Path/Crosswalks:** Dan has talked with Collier Paving about a safety issue at the corner of Athenia and HG Blvd. Collier will have to grind down portions of the "D" curb in a few areas to avoid it becoming a potential tripping hazard. They've completed painting the various crosswalks the District is responsible for and we are in the process of obtaining the required "cart crossing" signage.

**Lake Bank Erosion:** Since we have numerous residents desiring lake bank work behind their house, GM Belknap has reached out to various engineering firms with the objective to establish and explain what metrics are used in determining the lake bank restoration priority list to avoid playing favorites. Tom Hart recommended engineer, Mark McCleary. GM Belknap provided him with the Atwell Lake management plan that was required after the golf course renovation along with our current priority list. Once he's evaluated the plan, GM Belknap will schedule a meeting to discuss various options moving forward including a proposal and the associated costs.

**IV. OLD BUSINESS –****A. Development & Implementation of Community Growth Plan- Dennis Popp & Carlton Smith**

Dennis Popp stated that he and Carlton Smith obtained a site plan from GM Belknap to review possible developable open space in the community. Carlton Smith stated after investigating the site plan and getting on the county website they have identified two possible parcels that could possibly be developed in the future. One location is behind the lake on the new Mystic Way. There is approximately 4.5 acres available and is a parcel of land leading to that area that could serve as a road. Discussion ensued on the many parcels of land in the Herons Glen area that are owned by different companies such as the HOA, Magnolia Landings, and the original developer of Herons Glen. Another possible available land is a parcel behind the Golf Maintenance Building. Discussion included: possible purchase of land for HGRD use, identifying what can be done in those two areas of land that the

HGRD owns, and developing a master plan for Herons Glen. Dennis Popp and Carlton Smith will continue to obtain more information on land available for the HGRD expansion.

**B. Hurricane Preparedness Plan - Bob Herbstritt & Bruce Johnson**

After last month's meeting, Bruce Johnson and Bob Herbstritt worked on a Hurricane Preparedness Plan that included information such as Who, What and Where and the process to the overall Hurricane Preparedness Plan. An HGRD Emergency Reaction Team (ERT) Plan was presented to the committee to review. (See attached). This plan primarily addresses the threat of a widespread disaster that would normally be expected with the occurrence of a hurricane. However, the plan will also be used as a basic guide for the HGRD response and recovery from the more limited disasters such as tornados, fires, maintenance shed chemical or fuel explosions. Disaster planning will be used to anticipate potential emergencies and to develop a plan to prepare and recover from these emergencies. This planning will help serve to protect HGRD Properties and reduce employee injuries, as well as to notify residents of those preparations being made. In addition, disaster planning will provide for a quick recovery so that operations can be resumed as soon as practical.

The committee discussed the plan and some ideas brought up which included: focus on facilities and not the HOA or residents personal evacuation plans; communicate the information on how the plan will work to the residents, review the American Red Cross plan; base the plan on "warning" / "watch" or wind speeds; create a checklist for the HGRD to help protect assets; ensure the plan is flexible; and using position titles instead of names.

Bruce Johnson and Bob Herbstritt will meet with GM Belknap and the department managers to put together a draft HGRD Emergency Reaction Team Plan by the Long-Range Planning meeting in January for the committee to review.

**C. Strategic Plan and Survey – Jeff Buxton**

Jeff Buxton stated that he is currently working with the Board of Supervisors to put out a Survey to the residents sometime at the beginning of January. They are waiting to put the survey out until the restaurant reopens in early December so the residents can see the new operation for a month or so before answering a survey. After analysis is started in late January, the 2024 Strategic Plan will be available sometime in March.

- V. **NEW BUSINESS** – No new business was brought up.
- VI. **NEXT MEETING DATE** –Monday, January 22, 2024, at 9:00 a.m. in Card Room C / Zoom.
- VII. **ADJOURNMENT** - Chair Gignac adjourned the meeting at 10:08 a.m.

**APPROVED:**

**Chair Fred Gignac  
Long Range Planning Committee  
on January 22, 2024**