

FLCC Board of Directors Meeting Minutes
Monday, June 24, 2019, 6:30 pm

In Attendance: Brett DeGallery, Steve Gress, Deborah McManus, John Statler (via cell), Bob Stumpf, Bret Shifflett

Absent: Ron Ball, Fred Jenne, Michael Woodcock

Also Attending -- Larry Welford (for expansion update)

Deborah McManus called the meeting to order 6:35 pm

Harbor Club Expansion - Construction Update (Larry Welford)

- Sewer Line – County has been very difficult. All post site approval: Changed connection point, required additional work where pro shop connects, had to draw new plans and profiles, and requiring easement to go through full planning review at a cost of \$2300.
 - Deed of Dedication and title search completed
 - Easement / plan under review at county
 - When review is completed, easement and deed will need to be signed by Asset Mgt and filed at the county
- Parking Lot Construction – Delays caused by Holladay construction, expected to start in next or so.
- Exterior Modifications
 - Replacing sconces on existing HC on front and back to match sconces on the 2 additions
 - Added outside lighting at the MG and EC veranda to enhance dining experience
 - Transition points between existing Hardie Plank and new Hardie Plank are selected. Painting of the existing HC to match additions will be done later in the project after the dust/dirt has settled.
 - Added outside hose bibs and electrical outlets to improve maintenance & landscape processes.
- Member Grill
 - Roofing to be finished next week
 - HVAC curbs set on roof
 - Screening wall framing is up
 - Hardiplank is on site, installation starting very soon
 - Rough plumbing is in and inspected
 - Electrical is marked / additional interior outlets being identified
 - New grease trap installed
- Event Center
 - Foundations complete
 - Slab complete
 - Wall framing progressing
 - Roof trusses to be erected Thursday
 - Sheathing & roof will follow right behind framing.
- Roof Leader collection system – Design is complete, continuing to negotiate with subs.
- Bar Details – Architect has provided more detail than what was in the construction drawings. Reviewing samples of granite, wood type, wood stain. Limits of stone on rear wall under review. Considering making bar longer (wider) to store more equipment.
- Servery I – Details mostly worked out, architect to provide updated detailed drawing
- Servery II (was a “Passage” in construction drawing) – Bret would like more equipment and water and electric service in this room to serve from finishing kitchen to event center. Adding countertop set at height rolling carts fit beneath. Working out details and costs.
- Kitchen Equipment – Equipment selection finalized, designer will come verify dimensions and plumbing/electrical when rough-in is completed.

FLCC Board of Directors Meeting Minutes
Monday, June 24, 2019, 6:30 pm

- Member Grill Window discussion – Some members want larger windows. We are asking the architect for background on the decision on window sizes and whether it is feasible to change them at this stage in the project. A change will add cost to the project and delay schedule (siding already going up), but members have offered to put in money to cover the cost if feasible. We are working with the architect and GC on this possibility.
- Upcoming activities:
 - Complete sewer line and switch over.
 - Exterior siding at MG
 - Bring in HVAC trapes
 - Event Center framing, windows, Tyvek, roof, siding
 - Doors are a few weeks away
 - Parking Lot construction

Harbor Club Expansion - Other Expenses (John Statler)

- Raven Hi Fi to be on site this coming Thursday to pinpoint electrical needs for TVs/speakers in MG.
- Precision Technologies equipment and service contracts for fire alarm system and security system being put in place this week.
- Fire pit selections made. Contractor working on pricing for masonry and electrical service for it.

Harbor Club Expansion – Interior Design (Deborah for Ron Ball)

- Starting to ramp up interior furniture/décor layouts and selections. Anne Hale Interior Design, the firm who worked for the architect and selected our interior finishes and fixtures, has been retained by the club to help with interior design selections in the following areas: Member's Grille, MG restrooms, Hall of Fame, Event Center lobby, Bride's room, and Event Center restrooms.
- Ron will be the design firm's primary contact. He has already briefed them on project status and goals of our selections. Initial layouts have been drafted and reviewed.
- Ron has re-engaged the interior design subcommittee to help provide input to the interior design team and to provide creative and cost effective solutions. His committee will keep an eye on Fawn Lake Yard Sale FB group as one potential source of inexpensive high-quality décor items, especially appropriate in the bride's room for example, and will review with Heather and the interior designers if any items seem appropriate for our project.
- The interior design committee will do a walk through of the spaces in early July when the event center framing is complete. We anticipate Anne Hale Interior Design to be on site in early August.

Financial Overview (Deborah McManus)

- Construction loan second draw on June 11th of \$168k. Total loan now stands at \$343,657.57.
- First interest only payment of \$783.99 paid June 12th.
- NTS has put in \$400K cash equity to date. FLCC has put in \$334k cash equity to date.
- Kitchen equipment contracts finalized. Original 2018 lease estimate was \$210k. Final price to be leased is \$212,536.81. We made some equipment changes and locked in prices that were about to increase due to tariffs. Bret with Heather and Josh diligently worked on final equipment list and layout to bring this investment in line with budget. FLCC executed the first half of equipment contract and financing (\$101,787.11) because walk-in cooler and hood system will be delivered and installed in July to tie into roof system, and refrigeration units were included to lock in price. We expect to order the rest of the kitchen equipment in November.

FLCC Board of Directors Meeting Minutes
Monday, June 24, 2019, 6:30 pm

Finance (Deborah / Bret in Michael Woodcock's absence)

- PBMares has completed and signed the 2018 Reviewed Financials. It has been submitted to the bank as required for our loans.
- The annual IRS 990 was e-filed.
- The Finance Committee met June 6th and reviewed YTD financials, projected 2020 financials (including expansion assumptions), and process for transferring business tangible property from AM to FLCC.
- Bret reviewed May financial dashboard:
 - May revenue was strong – Golf Ops and Harbor Club revenue both significantly over budget, initiation fees and dues at budget. Wine Society event, Acoustic Thursdays, and new member socials have all been well attended. Golf rounds and green/cart fees are up \$11k.
 - May expenses were more than budgeted – Food costs were an issue, F&B labor up due to demand and unbudgeted May membership mtg, increased golf lessons meant more pro shop labor, unexpected irrigation repairs due to expansion.
 - Continue to trend overall much better than last year: YTD NOI is \$17k vs (\$39k) same time last year.
- Reviewed current and forecasted cash flow for the club. Because payrolls are scheduled to hit at the very beginning of each month June, July, and August, and August is our second 3-payroll month of the year, cash will be tight and line of credit will be used. This is expected to resolve itself in the late fall and is exactly what the LOC is designed to help with.
- Collections – Following the processes as specified in the By-Laws, we have filed and been awarded by a court a claim against a terminated member for money owed - \$4,151.99. Reviewed details of A/R for this person and process for collecting (garnishment of wages / checking account). Board authorized process to move forward with collection.
- Deborah brought up the process for managing Welford Engineering services on the project. Due to multiple changes required by the county, Welford Engineering professional and surveying fees are more than originally budgeted. After lengthy discussion, the board made two decisions: Welford Engineering will provide a scope of work remaining for project completion along with the associated budget, this scope will be agreed upon with GLMG; Deborah will continue to review and approve Welford Engineering invoices as she does for every vendor and payment that comes out of the expansion account.
- Bret reported bollards invoice at maintenance facility is in. Total invoice is \$1700 and will be split by HOA and FLCC. This is below budget.

Membership Committee (Bob Stumpf)

- Membership Statistics

	May	2019	May	2018	Variance
Golf		202		181	+21
Sports		20		24	-4
Tennis		31		25	+6
Social		266		246	+20
		-----		-----	-----
Totals		519		476	+43

- New Membership Reception/Dutch Dinner at Harbor Club
 - Scheduled for Saturday, August 10 at Sherry Pressley's home
 - Reception time reduced from 5:00-7:00 to 5:30-7:00
- Swing Into Spring
 - Expired on June 23, 2019
 - 14 respondents: 6 new members, 8 upgrades

FLCC Board of Directors Meeting Minutes
Monday, June 24, 2019, 6:30 pm

- 9 Full Golf, 1 Sports, 3 Tennis = 13
- Hard Hat Special (coupon book for HC, tennis, and golf activities) was previously approved and now launched.
 - June 21-September 30
 - Electronic distribution to membership tied to referral bonus
 - Distribution to all Fawn Lake residents, approximately 900 copies
- Fawn Lake Open House
 - June 30, 2019, 12-3 pm – targeted to prospective golfers
 - Advertising:
 - 12,600 direct mail postcards to nearby residents with \$100k+ incomes via USPS' EDDM.
 - Postcards delivered to community nonmembers
 - Digital Pay Per Click ads
 - Facebook Event that was shared and invited friends to
 - 105 reservations; many more anticipated
 - Activities in all three venues: golf, tennis, and Harbor Club
 - 10 Minute Golf Lesson, Computerized Swing Analysis, Putting Contest, Golf Course Tour, Tennis Drills, Exterior Tour Harbor Club Expansion, Food Sampling, Raffle, Grand Prize \$750 Towards Initiation Fee
 - NTS will underwrite most of expense and have a sales/information table
 - Volunteers are being solicited.
 - Next planning meeting is Wednesday, July 26
- Contest to Rename the New Member Grille and Event Center
 - Discussed contest proposal and who would be selecting the final names. Also discussed the possibility of keeping the Harbor Club name for the entire dining complex and then naming the 3 rooms based on substantial donations, similar to other venues. Contest / naming discussion tabled until next month.
- We Want You Back promotion
 - Research through membership files identified 164 former club members who still reside in the neighborhood
 - Would like to do a letter "We Want you Back" promotion
 - Potential incentives
 - Hard Hat Special
 - x months free dues tied to a specific expiration date (short promotion)
 - Discussion on current offering rules for rejoining initiation fee requirements which needs more research.
 - Promotion tabled.
- Membership Types
 - Susan Avery proposal spurred discussion on other membership changes
 - Special one subject meeting on July 17 to formulate recommendations

Bob briefed board on the Fitness Group activities.

- Ground Rules
 - FLCC events must be on FLCC property or outside the gates
 - Non-FLCC must use quarterly coupon for FLCC event
 - Not use FLCC email system to advertise joint events
 - TriYogathon
 - US Pickleball Open, initial concept with play on courts
- US Pickleball Open, Sunday, June 9, 2019
 - Advertised via pickleball email list
 - 28 attendees, AV system worked well on big screen, ordered from menu, great night!

FLCC Board of Directors Meeting Minutes
Monday, June 24, 2019, 6:30 pm

- Fitness Express Proposed (Harbor Club Happenings, Tennis Times, Golf Gazette). Board feedback was that fitness would not be it's own amenity but would be a "club within a club" like the Wine Society under Harbor Club / Social. It would need a logo and information on activities could be included in the Country Club Communique and the Harbor Club Happenings.
- Clubs within a Club
 - Hiking (Bruce Heintz)
 - Biking (Carol Max)
 - Running (Jeff Kramer)
 - Yoga (Alicia Schwartzman)
- Running...Board approval requested for a July 4th run and a monthly group run on the golf course. Serious concerns with setting the precedent for running on the golf course which is contrary to our golf course usage policy and against all that we have been working to communicate and enforce. Second equally big concern is the danger and liability of having runners on our course, especially given the uneven sections of our cart path. A monthly run was not approved. The possibility of a twice a year run (July 4th and Turkey Trot) under consideration pending insurance review. Follow up to take place this week.

Golf Committee (Brett DeGallery)

Reported on Golf Committee mtgs held May 17th and June 21st, complete minutes posted on Golf Blog.

- Reviewed membership numbers. Highest number of Golf Memberships (222) in 5 years.
- Reviewed Golf Rounds Played report – 4508 total rounds as of May 31, 45% increase vs last year.
- Addressed member email requesting enforcement of USGA rules and handicap system with 3-pronged response:
 - Sent a reply, published letter on BLOG
 - Forming a rules & handicap subcommittee
 - Move on, continue our great season
- There will be a major roll-out for the new world handicap index in 2020. With our established golf committee and rules & handicap subcommittee established, we are getting ahead of the game to ensure a smooth rollout at our club.
- Golf Committee to assist Membership Committee with Golf Open House, staffing golf stations.
- New "Course Guide" desired by guests. Bench Craft Company, an advertising business, will be creating these free of charge.
- The Golf Committee recommended an update to the golfer dress code:

Background: each year our ladies request to wear a "theme" shirt for their Member-Member. In the past, there have been a small number of complaints from other members that allowing this is a violation of our dress code. The shirt isn't tacky, it's spirited and fun. If it makes them happy and their event better, we wanted to find a way to say yes. This is keeping in line with our "Golf Program Guiding Principles," two of which are:

- *Provide our members and guests the best possible golf experience.*
- *Create a fun environment for friendly competition while also maintaining respect for the Rules of Golf.*

With that being said, it is a slippery slope when we start to grant exceptions. We prefer to have something in writing that gives our committee the authority to use our best judgment in these circumstances' vs random waivers to our rules.

Brett DeGallery made a motion to make the following change to the **Golf Attire** section, **page 10** of the FAWN LAKE COUNTRY CLUB RULES AND POLICIES by adding the following bullet under both **Gentlemen's Attire & Ladies' Attire**: *"Theme appropriate shirts" can be worn at special events with prior consent from the Golf Committee.*

FLCC Board of Directors Meeting Minutes
Monday, June 24, 2019, 6:30 pm

Motion was seconded by John Statler. After discussion, motion passed unanimously 4-0.

- Ladies Golf – Committee offered any support needed for ladies events. Ladies' Member-Member July 6-7.
- Men's Golf –
 - "Players Assistants" for private tournaments is well received.
 - Men's Member-Guest went great, appreciation and thanks to the Tournament Co-Chairs Keith Armstrong & Terry Thompson.
 - Saturday Sweet 16 Matches continue to be a great success with participation 33% higher than last year.
- Jr Golf – 28 players make up 2 teams, matches going well for both teams, positive feedback from kids and members.

Greens Committee (Brett DeGallery)

Reported on Golf Committee mtgs held May 17th and June 21st, complete minutes posted on Golf Blog. Working to keep Golf & Green Committee's close on all issues golf

- Dave presented a slide show summary of the past month, it is available on his blog:
<http://flccturfcare.blogspot.com>
 - Topdressing program
 - Spray program
 - Venting greens
 - Bunker Sand
 - Staff challenges a big concern!
- Dave presented a summary of what is ahead
 - Summer Greens Program
 - Bunker Work
 - Sod Work
 - Irrigation Work
 - Fairway Aeration – Tuesday, July 9. Why don't we do it on a Monday? We had to book the contractor and we wanted to save the Monday for an Outside Event or Tournament. No outside event is scheduled. May move back to Monday if the contractor is available.
- Long-Range Planning Committee (LRPC) met on June 17
 - Members: Jim Bost (Chair), Dan Harris, Greg Ried, Bob Ryan, Dave Smith
 - Committee discussed timeline and budget expectations.
 - Specific responsibilities were divided up among the members.
 - The Committee proposed the concept of a "Sample Hole". Hole #7 was identified as a good place to start (needs cart path repairs, has a single bunker and a bridge). The concept is to show our members where we want to get.
- Cart Path rules for groups with more than 2 carts were discussed.
- "Bump" signs were added along the cart paths. We are aware of needed repairs and the LRPC is working on that. In the meantime, we added the signs to caution golf cart drivers. Tactful and well received.
- The "whiteboard" on the Pro Shop porch has been removed. We are looking at other options to post pin positions, green speeds, etc, potentially inside by the desk to promote "checking-in".
- The ball washer on the first tee was broken. It will be replaced soon.
- Steve brought up hydrilla treatment requires no irrigation water for a set # of days, looking at date.

FLCC Board of Directors Meeting Minutes
Monday, June 24, 2019, 6:30 pm

Tennis Committee (Fred Jenne via e-mail)

Tennis Capital Reserve mid-year request was voted on via e-mail on Monday June 10th. Summary:

The Tennis Building Improvement Project includes:

- Insulate walls with R-19 and insulate ceiling with R-30
- Sheetrock and finish interior walls and ceiling making ready for paint
- Frame wall around interior electrical panel, cover with sheet rock, install slab door for access to electrical panels
- Cut out for new front entryway door
- Install entryway door and hardware. It will be a Jeld-Wen 36" x 80" 9 Lite Primed Steel Prehung Front Door with brick mould. The color will be white to match the rest of the tennis hut trim.

Benefits:

- Safety improvement (a/c for summer campers and pro during hot days, finished space nearby in cases of severe weather)
- Improved member service (pro can remain close to courts during the day to help with reservations, ball machine, etc)
- Improved marketing (pro can monitor court usage and better identify those using court who are prospective members)
- New retail space (we can more easily sell tennis balls, racquets, shirts)

COST: \$3,675 best price from Landis Enterprises LLC, local Class "A" contractor. Much lower than \$6,000 originally budgeted.

Deborah McManus motioned and Fred Jenne seconded the following: *I make a motion to amend the 2019 capital reserve spending plan to include up to \$3,675 in funding for the tennis hut improvement project.*

Board discussed and voted via e-mail. Motioned passed unanimously in favor (7-0).

Report by Fred:

- Tennis Shed Update project nearly complete. A commercial front door was added to the building. Interior insulation and drywall was installed. With A/C, refrigerator, and front door, this is now a much more functional space for the tennis pro and our program.
- Open and Senior Tennis Club Championship Registration ends on Friday, June 21st. Our Tennis Pro will seed players and make random draws. Updated match protocol will be announced in order to make certain that the Championship Series is completed by August or September, dependent upon draw size.
- Breakfast at Wimbledon Saturday July 13 (annual event): Members may begin play at 7AM, breakfast buffet at 9AM and view Women's Final at the Harbor Club. Tennis whites preferred.
- Court Priority Issue: Discussed court priority involving club vs. individual events.
- Intramural League Update: Commissioner Jim Silk reported that the league games are very competitive with both teams quite close at this point in the season. (Captain John Scrivani's team has now taken over the lead as of last weekend.) Incorporating Sign-up Genius has been very helpful to the league captains.
- Shirts: Discussion re. appropriate tennis attire and shirt vendor.
- 3 and me sign-up(s) for Grandmaster strategy sessions with pro.

FLCC Board of Directors Meeting Minutes
Monday, June 24, 2019, 6:30 pm

- LOW vs. FLCC Grandmasters Tournament is in final planning stages. LOW will host first event (as FLCC hosted previously).
- Lighting: Further discussion re. additional pathway illumination required.
- Marketing/Communication to FL Community: Discussion involving where different members actually obtain their information for golf, tennis and other leisure activities. Best practices for electronic communication.

Harbor Club Committee (John Statler)

June meeting scheduled for June 27th

- **Member Guest follow up. June 6-8**

Both members and guests very happy and impressed with both the course and meals provided. Field only limited by Harbor Club space and potential for next year to be even bigger field.

Fresh look of Harbor Club with rental furniture was very classy and noticed by all. Meals were excellent with generous portions. Overall, Event was very positive and was a great showcase for both the golf course and the Harbor Club. Both the golf course staff and Harbor club staff did a terrific job for all three days.

- **Maintenance expenses for existing Harbor Club refrigeration units**

Service contract for existing refrigeration units was not in place over last year or more. Two refrigeration units needed a coil cleaning and added Freon. Two under bar units for wine and beer need new compressors, estimate is \$1475 per unit to replace. Going forward, a service contract “must” be in place for the new and older equipment.

- **Synergy meeting for FLCC outside events both Golf tourneys and HC events**

Discussion included advanced notification for all events. There is a perception that guard gate and HOA is not being notified. Bret has created an email template for all events that our department heads will send to the guard gate in advance. This form will provide notification and some specifics of the event but will also serve as an electronic copy for all involved.

Parking passes for wedding events was discussed. Guests would receive colored passes specific to the event so that security could quickly identify vehicles parked in areas other than HC parking lot. Would it help the guard gate to have a stack of passes either blank or with names to help expedite the process for a large event? We asked the HOA to provide us with the current event parking pass so that we may assist with printing. A large event and potential for large commercial vehicles bringing guests would require communication and pre-planning from all parties. Large commercial vehicles would have to use Commercial gate and buses would have to find a suitable parking spot vs clogging up the HC lot.

Our new parking lot and number of spaces was detailed. Our new lot has 219 car spaces and 35 golf cart spaces. These numbers also include the HOA circle and the golf course spaces. It was determined that except under the most demanding times, ie. Golf tourney and wedding, we will have sufficient parking. Additionally, we have created 4 handicap spaces in the main parking lot which is up from zero provided in our old lot.

FLCC Board of Directors Meeting Minutes
Monday, June 24, 2019, 6:30 pm

Parking spots and flow for Harbor Club events was also discussed. Harbor Club will provide an attendant to help guests make the left turn into the parking lot vs continuing down into the HOA circle. All agreed that signage is needed for events to help with traffic flow. A format for the signage and its approval needs to be accomplished. There are many areas that need “no parking signs” for when lot is full (such as swim meets) but most if not all of those would be on HOA streets. The correct overflow area was determined to be up Longstreet Dr along hole #10.

All agreed 2020 would be a year to iron out our processes as 2021 could see a very full schedule for outside events.

Social Committee (Ron Ball via e-mail)

- Recent events
 - Mother’s Day sold out
 - First Patio Friday on May 31 patio totally booked well in advance
 - Memorial Day club was open 11:30 am to 4 pm
- Reviewed Harbor Club upcoming events
- Wine Society Update
 - Now 56 members
 - Communications
 - Not seeing mention of Wine Society lately in Club communications
 - Need to continue communicating to build membership
 - Are we communicating directly with Wine Society members? Haven’t seen anything since joined.
 - Upcoming events
 - 2nd complimentary tasting, Saturday, July 13th
 - Private Wine Society dinner, Saturday, August 17th
 - 3rd complimentary tasting, Wednesday, September 11th
 - Wine Trivia night, Wednesday, October 9th
 - Club wine dinner, Saturday, October 19th
 - Private wine dinner, Saturday, November 9th
 - 4th complimentary tasting, December 7th
- Event Center
 - Perception by many members is that Event Center is just for weddings. No direct benefit for members.
 - Social Committee believes there are all kinds of possibilities for the Event Center in addition to Mother’s Day, Easter, New Year’s Eve, Member-Guest, etc:
 - Entertainment
 - Music groups – rock, jazz, tribute acts, etc., lots of local musicians
 - Also, entertainers traveling to perform in DC
 - “An Evening With ...”
 - Book author
 - Celebrity from Riverside Center for the Performing Arts.
 - Example: Sally Struthers

FLCC Board of Directors Meeting Minutes
Monday, June 24, 2019, 6:30 pm

- Good promo for Riverside Center because FLCC has potential for a lot of attendees
- Education
 - Lectures
 - Art lessons
 - Dance lessons
- Murder Mystery Dinner
 - Fun, profitable event
 - Can buy all kinds of kits with instructions for up to 100 players
- Corporate
 - Planning meetings
 - Employee outings
- Private member events
- Anything else we can imagine
- Doing an ROI is key to planning
- Golf Course Tour
 - Many social members have never seen how impressive the golf course is. Talked about doing a golf cart tour of the course open to all FLCC members
 - Bret Shifflett, Emily Emr and Drew Falvey working on plan
- Want to do summer beer/cider event
 - Invite local breweries to showcase beers
- Looking for ways to get more demographics on club member so can tailor more events

New Business – Deborah discussed 2020 board election process and need for early identification of board member candidates. The Nominations Committee consists of 5 members, 2 of which are sitting board members. Deborah McManus and John Statler will be on the committee and will form the rest of the committee soon.

Meeting adjourned at 10:25 pm

Next meeting: Monday, July 22, 6:30 pm