

Executive Summary Board Meeting Minutes

Tuesday, October 20, 2020 9:00am

Attending: Karen Adair, Debbi Berit, Claire Comstock, Don DiBrita, Mike Meersman, Mark Mitchell, Ron Rosselot, Lisa Dillinger (staff); via conference – Mike Kennedy, Tom Spaeth, Joseph Iafe (GM), Dan Newman (Dir. of Finance)

President's Report – Claire Comstock

- Introduction of Mark Thomas (New GC Superintendent) Mark gave an overview of the course conditions after his first 4 days on the job.
- Board of Governors Meeting Minutes approval for 9-22-20
A motion to approve the minutes from the 9.22.20 Board meeting was made and seconded, motion approved.
- Nominating Committee Discussion
Mr. Rosselot would like to chair the committee, Mrs. Berit and Mr. Mitchell stated interest in serving on the committee. Mr. Meersman to call a meeting of last year's committee to constitute this year's committee.
- Veteran's Recognition – We have a current list of Veterans. Suggestion was made to email out the list on Veterans' Day.

Finance Committee Report – Debbi Berit

- Review September 2020/YTD Financials
Balance Sheet: The balance sheet was reviewed first. Operating Cash balance is \$234,724. The Capital Reserve balance is \$1,149,826. The \$1,250,000 loan was paid off at SunTrust and it transitioned to Wells Fargo October 7, 2020.
Summary Income Statement: The Net Operating surplus for the month was \$34,039 which was \$20,440 favorable to budget. This was due to the \$18,037 in CARES Act payroll tax credits that were received from the government in September. The revenue exceeded budget by \$6,630. Net Operating income, excluding the tax credit, had a \$16,002 surplus for the month of September, which was \$2,403 better than budget.
Dues: Dues exceeded budget for the month due to higher than budgeted golf dues, which were offset by the shortfall in sports and social dues. Year to date the dues have exceeded budget by \$943.
Administration: The Administration expenses were \$3,359 less than budget in September. This was mostly due to the \$2,505 payroll tax credits. The unbudgeted payroll fees were \$850 and they were partially offset by the CSI rebate for the month of \$156. Legal fees were more than budget due to the Fairway Bend easement. Computers were more than budget due to purchasing an updated fixed asset software for Dan's laptop.
Membership & Marketing: Membership operated \$5,633 better than budget in September. This includes \$717 in payroll tax credits as well as \$3,125 that was not spent in education due to events being cancelled due to COVID.

Golf: Revenue of \$63,125 was \$3,092 higher than budget. The payroll tax credits in Golf were \$2,811. Total golf rounds for the month were up 10.0% from 2019 and guest rounds were down 62.0%. Cart rounds were down 20.2% while trail fees were 21.8% higher for the month compared to 2019. Golf merchandise sales of \$5,875 were \$125 less than budget. Year to date merchandise sales are \$2,095 more than budget. The surplus of \$25,282 in September was \$7,325 more than the budget. Excluding the tax credits, the surplus was \$22,471 which was \$4,514 more than budget. The YTD surplus of \$519,925 in golf is \$66,714 more than the budget. Excluding tax credits of \$43,888 the surplus of \$476,037 is \$22,826 more than budget.

Golf Course Maintenance: The tax credits in golf maintenance for September were \$2,816. Excluding the tax credits, the \$111,127 in expenses were \$5,146 less than the budget in September. Recruiting costs of \$8,318 for the new golf course superintendent was unbudgeted. Variances in September included being under budget in chemicals and fertilizers which was offset by water. The water was high to periods with high heat and little rain, which was followed by periods of too much rain.

F&B: Food sales of \$28,419 were \$479 more than budget and beverage sales of \$9,793 were \$1,807 less than budget for the month of September. This department was affected by the COVID-19 shutdown by not having the bar open as well as not having the dining room fully open. The payroll tax credits were \$7,811 in the food and beverage department. The monthly deficit, excluding the tax credits, of \$42,389 were \$5,071 worse than budget. The year to date deficit, excluding the \$121,964 in tax credits, of \$374,126 is \$52,243 worse than budget.

Tennis: The tennis department operated \$8,763 worse than budget in September. This includes a \$826 payroll tax credit. This was offset by a timing difference in resurfacing the courts, which was budgeted for \$5,200 in August but cost \$8,847 in September. Excluding tax credits, year to date Tennis deficit of \$125,210 is \$2,444 better than budget.

Clubhouse: The maintenance department operated \$120 worse than budget for September. This included a \$552 payroll tax credit. Year to date maintenance, excluding tax credits of \$8,619 has a deficit of \$281,580 which is \$41 better than budget. This includes \$5,654 overage in air conditioner repairs.

Capital: The only capital addition in September was \$2,185 for the ice machine on #13. There will be a lot of capital payments made in October including a bar cooler that was purchased in December and not billed until October.

Membership: The Membership worksheet indicates we have 336 golf members as of September 30, 2020. In addition, there are 169 social members and 44 sport members. As of today, we are over the 325 Golf member cap.

AR Aging: The aging report has 2 members over 90 days. Both have been contacted.

Operations Report – Joseph Iafe

- Construction Committee Update

Since my last update at the September 22 Board meeting, the committee has met (2) times and typically meets every two weeks. Currently:

- The Limited Development Order Type C LDO was submitted to the Village of Estero on Friday, October 16 and included a \$800 permit fee.
- Included in the Order is a parking lot plan that includes re-stripping in some areas to obtain additional parking spaces. 177 total spaces are required for the new permit. Included in the 177 spaces will be 159 vehicle spaces and (36) golf cart spaces which accounts to the same as (18) vehicle spaces. The new spaces will be 9' feet wide. Resurfacing of the parking lot will be requested for construction at a later date as to not interfere with the C/O and the Member pavilion.
- Staging Plan underway by Heatherwood.
- Architectural plan continues to be developed.
- Wine storage at Mulligans has been added.
- Handicap lift has been added for handicap access to the back of the clubhouse.
- Kitchen drawings has been finalized and added to the architects plans.
- Grille Door to close at night and to tie to fire alarm to isolate Fitness Area, locker rooms and card rooms for 24-hour access to the membership.
- Soil boring proposal and scheduled has been requested.
- Interior Design has begun.
- The A Design Studio Interior design team has presented Interior design concepts and will meet with the ECC Interior Design Committee.
- Color and “inspirational” proposals presented.
- Project remains on schedule and a new schedule update will be issued.

- Golf Course Condition Update

On October 9, the Club sent a Membership wide communication on the current state of the conditions of our golf course and the immediate measures being put in place to improve conditions. These included:

1. Outsourcing the trimming and de-vining of the golf course
2. Outsourcing pre and post emergents to all beds to prepare for annual pine straw application.
3. Bushwood tree services completed a sunlight analysis on hole #17 green to assist in knowing what trees to trim and/or remove.
4. Add unbudgeted fertigation to our irrigation system.
5. Created a new fertilizer program for the golf course.
6. Research solutions to water quality issues including the installation of a potential water system to assist in improving the quality of the water.

- With Mark Thomas now on board, Joseph will work with him to develop a Comprehensive Plan that we can also share with the Membership in the next few weeks after Mark has had time to analyze the golf course and its future needs.

- Golf Cart Discussion
The Club is in a crisis area with our Club golf cart fleet versus the golf cart needs while under a voluntary single rider golf cart program.

- Front Entry Railing Request
We had an incident on 9/25/20. A member was walking up the sidewalk to the front entrance, fell and was injured. 2 members associated with the individual inquired/recommended that we might install a railing similar to/from the Mulligans entrance.

The incident was brought to the House & Entertainment Committee for a recommendation because it falls under their Committee Charter to look after the clubhouse property. It was noted that there will be handicap access in the rear with the renovation and that we have 1 handicap-access option in the front.

H & E Motion: Assuming the existing railing in front is compliant, a motion was made that no changes be made at this time and that handicap access to the entire facility should be reviewed during the upcoming renovation.

A motion to approve the H & E motion was made and seconded, motion approved.

- Holiday Fund Letter Approval
A motion to accept the letter as presented was made and seconded, motion approved.

Membership Committee Report – Mike Meersman

- October Membership Changes for Approval

Membership Changes for Approval

Bancroft, Steven & Linda	Social	Purchased from Crouthamel
Eaton, Stephen & Simoneau, Suzanne	Silver Family	Purchased from Lovick
Mason, Alan & Sandy	Social	Purchased from Rupp
Scott, Joseph & Kathryn	Social	2 nd home purchased, Johns
Allen, Florene	Annual Tennis Single	
<u>Resign</u>		
Crouthamel, John & Mary	Social	
Lovick, David & Nancy	Social	
Rupp, William & Nancy	Silver Sr. Family	

Change

Johns, Larry & Helen	Non-Resident Golf
Minne, Paul & Jean	Vines to Belle Lago

A motion to approve the above membership changes was made and seconded, motion approved.

Ad Hoc -COVID-19 Task Force – Tom Spaeth

- Motion from October 2 Meeting: Maintain current restrictions for restaurant capacity, per table maximum to (8), Mulligans bar table service only, quarantine requirements and clubhouse meeting limit to (15) at this time.

Motion made and seconded on the above, motion approved.

- Motion from October 16 Meeting: Change from original agenda: Assuming they are allowed to enter the US, to waive the 14-day quarantine requirements for members returning to ECC. ***Motion made and seconded on the above, motion approved.***

House and Entertainment Committee Report – Tom Spaeth

- The 2020-2021 Entertainment Calendar has been completed.
- Snack Shop reopened September 30 eliminating the outside beverage station.
- Shield guards have been purchased for hybrid buffets to ensure a safe food environment.
- A tent has been rented for the Season Opener in addition to indoor seating.
- Our internal inventory system has been covered to digital.
- Ongoing meetings with Edward Don's project manager on the kitchen renovation have been held.
- The additional September 30th golf tournament was a great success with 80 golfers and rave reviews on the three-course plated lunch that was served.

Greens Committee Report – Mike Kennedy

- New Golf Course Superintendent, Mark Thomas, started on October 15.
- Membership communication sent on October 9 sharing immediate maintenance practices that are being added to normal operations to assist in improving course conditions immediately.
- Summer Annuals were pulled to make way for winter planting.

Racquet Committee Report – Karen Adair

- Court 3 was top-dressed by our in-house professionals.
- Score posts and cups have been returned to the courts and will be sanitized daily.
- The tennis department has been utilizing internal staff to cross-train and maintain the courts saving some benefit and payroll dollars.
- Pickleball to resume in November.

Golf Committee Report – Mark Mitchell

- Motion: Recommend eliminating the \$1.00 Outside Services mandatory gratuity
Motion made to remove the \$1 fee, seconded, motion approved.
- Motion: Recommend allowing the SW Florida Junior Golf Association Parent/Junior event scheduled for July 10, 2021
Motion to allow the above tournament was made and seconded, motion approved.

Adjourn – *Motion made to adjourn at 1:20pm, seconded, motion approved.*

**Next scheduled meeting: All Member Meeting, Monday, November 9, 2020, 9am
Board Meeting at 8am**