

RIVER STRAND GOLF AND COUNTRY CLUB, INC.

MEETING OF THE BOARD OF DIRECTORS

July 18, 2017

A REGULAR meeting of the Board of Directors was held on Tuesday July 18, 2017 at 6:00 PM in the offices of ICON property Management located at 5325 East State Road 64, Bradenton, FL 34208.

A quorum of the Board of Directors was present with Mr. Scott Hancock, Mr. Michael Fisher, and Mr. Terry Lyons, Mr. Eddie Hicks, and Mr. Bob Walsh in person, and via conference phone Ms. Anita Tierney, Mr. Charles Glasser. Also present were Shaun Fitzer, LCAM, Pat Cattanch General Manager, and Wes Miller, President ICON Property Management.

The President, Terry Lyons, called the meeting to order at 6:00 PM. Proper meeting notice was posted throughout the property in accordance with the Florida statutes and the governing documents of River Strand Golf and Country Club.

There were 22 owners present at the meeting who had signed in at the door and seven owners who filled out request to comment to the board forms.

Upon a motion made by Eddie Hicks, seconded by Mike Fisher,

It was voted in motion #17-115: to approve the minutes of June 12, 2017 as presented, motion carried unopposed. **Motion passed.**

Upon a motion made by Bob Walsh, seconded by Mike Fisher,

It was voted in motion #17-116: to approve the minutes of the June 16, 2017 reconvened board meeting as presented, motion carried unopposed. **Motion passed.**

On matters relating to owner comments:

Members were allowed up to three minutes to make comment to the board.

Stanley Nachimsen: Grand Preserve Cove: Compliance matters

Patti Reid: River Hammock Drive: Social committee matters

David Gutierrez: Heritage Grand Place: Non member issues and communications

Madelyn Watson: River Hammock Drive: Womens league operation

Samara Paice (on behalf of Lori Bailey): River Preserve Drive: Womens league operation

Samara Paice: River Preserve Drive: personal golf cart parking

Kelly Case: Willowshire Way: Security at Sanctuary

On matters relating to the General Manager/Community Manager report:

The General Manager read a report to the board and answered questions relating to the matters discussed, and to items of inquiry at his office. There is research still being done on several IT related issues.

The Property Manager thanked the staff, vendors, and committees of River Strand who work with him to maintain and complete many of the task which he is responsible for. A list of 81 items of accomplishments

for the time period of June 16-July 8 was presented to the board. The manager pointed out the following items of importance:

- 1) Request to purchase a tablet computer for the Head Chef as he currently works on a desktop computer that is shared in a limited space with another member of his staff, and this is located in the kitchen which makes it difficult to complete his administrative task. Designed tablet is a Microsoft Surface Pro 3 configured with an I5 processor, 8GB of RAM, 128 GB hard drive, office 2016 productivity software, hard shell case, and a 1 year warranty as a refurbished item. Cost not to exceed \$600

Upon a motion made by Anita Tierney, seconded by Eddie Hicks,

It was voted in motion #17-117: to approve the purchase of a tablet computer for the Head Chef at a cost not to exceed \$600, motion carried unopposed. **Motion passed.**

- 2) Seating area for the front of the restaurant; the manager discussed the history of the prior fountain which was an outside fountain that had been made to work in an interior space. The fountain had maintenance costs over \$2500 that were identified and other costs that could not be easily identified as staff had to spend time and purchase supplies to maintain it. The fountain leaked and wind currents through the entry area caused water to be on the marble floor creating a hazard in a primary travel corridor. An interior designer was hired in 2016 who evaluated the space and made recommendations that would benefit the area and provide enhancements to the restaurant which included the need for additional seating in the front area for patrons waiting to use the restaurant. This included a design which was presented to the board based on an actual construction proposal. The construction has been delayed due to the costs involved being higher than anticipated if the item were to be constructed at a factory location and shipped to River Strand. The manager had found a local source who could build the specified seating area which would not only accommodate 6-8 people seating but would also provide a 4' wide table surface that could be used for multiple purposes. Additionally the seating area could be removable so that the area where it is located could be used during large scale functions where more space would be required. The board requested that consideration be given by the Property management committee to a design that would incorporate a seating area and a fountain.
- 3) Traffic signs: it was brought to the attention of the board that in order to maintain the warranty and the information gathering ability of the digital speed signs purchased last year that a continuing agreement would be necessary with the provider at a cost of \$1500 per sign. The board did not wish to continue this service at this time, but reserved the right to reconsider at a later date.
- 4) There is an upcoming project to trim the palms along Port Habroure Parkway, trimming has already taken place around the clubhouse. Owners were reminded that any palms which cannot be trimmed from the ground level are the responsibility to be maintained by the single family homeowners and were encouraged to have work completed as it is the season to do so.
- 5) 123 first notice of collection letters for the July maintenance fee were sent out this week
- 6) The manager reviewed and requested input on how he is handling compliance as follows:

Compliance action processing:

Time line:

- 1) Compliant received
- 2) CAM responds to complainant
- 3) CAM sends notification of complaint
- 4) Complaint is responded to

- 5) Compliance hearing
- 6) CAM sends notification of compliance if action is recommended
- 7) Board meeting
- 8) CAM sends notification of compliance if action is approved
- 9) Fining (appeals committee)

Key elements included in notification:

- 1) Date of incident
- 2) Details of incident
- 3) Specific violation quoted from governing documents or rules and regulations
- 4) Date of next meeting in which this matter will be considered
- 5) Requested date to respond by

CAM tailors each letter for the specific issue based upon the nature of the issue.

Key elements in a complaint:

- 1) Name, address and contact information for the complainant
- 2) Name, address and or other descriptive of violator
- 3) Date and time of violation
- 4) Nature of violation

CAM reporting:

- 1) Blind copy of emails to chair and co chair
- 2) Copies of all correspondence in folder accessible by chair and co chair
- 3) Detailed list indicating date, address, if responded to, and notes including responses in summary
- 4) CAM report for each meeting providing details of all reports, and other critical issues relating to matters of compliance for the community (guard reports, speed signs, proper rental activity)

CAM requests flexibility to create letter which appear over his signature and license designation. CAM states number of tasks related to this activity is an average of 20 per 4 week period over the past 4 months.

The purpose of this discussion was to ensure that the policy that is now being followed which does not mirror what had been approved by the prior board was understood. Due to change in the FL statute this process does not mirror what had been approved in the past. Further the CAM was requesting the ability to add to the compliance matters relating to reported complaints about advertising in a matter that would lead to violations of the rental control policies in the Covenants of the community, this would be an ongoing large scale project with over 100 violations at the current time. The board made no objection to the procedure detailed to them or the project mentioned.

Upon a motion by Anita Tierney, seconded by Scott Hancock,

It was voted in motion #17-118: to approve the inclusion in the minutes the reports prepared by the general manager and the community manager, motion carried unopposed. **Motion passed.**

On matters relating to the Treasurer's report:

Report is attached at the end of these minutes. A request was made by the liaison of the IT committee to work with the CAM to determine what budgetary line items fall under their responsibility, and that the IT committee is working on a bid process that may require placeholder funds in the proposed budget timeline in order to ensure that it is funded in 2018.

An additional matter was discussed relating to sending out a community update which will be created by the secretary of the board and input was requested from all members.

On matters relating to the community management contract:

Upon a motion made by Eddie Hicks, seconded by Scott Hancock,

It was voted in motion #17-119: to approve a one year agreement for the provision of community and club management services by ICON management to River Strand. This contract has been recommended by the liaisons assigned to this task, reviewed by association legal counsel, and association insurance provider with all items agreed to by all parties, motion carried unopposed. **Motion passed.**

On matters relating to E-Voting:

This is a discussion item only. A preliminary test was conducted with the board which was successful. A short question vote to test with the community with a cover letter will be created by the vice president and the secretary of the board. CAM will work with the IT committee liaison on the compiling of the data to be uploaded into the system.

On matters relating to a teleconference phone:

Upon a motion made by Anita Tierney, seconded by Bob Walsh,

It was voted in motion #17-120: to approve the purchase of one additional cordless polycom VOIP teleconference phone from ITS (the club currently has one). Cost including programming and purchase is about \$1200, motion carried unopposed. **Motion passed.**

On matters related to a policy on the use of amenities or common areas, for any activities that result in personal financial gain:

Upon a motion made by Bob Walsh, seconded by Anita Tierney,

It was voted in motion #17-121: Members, Residents, Transferees or Guests are prohibited from using any of the River Strand Golf and Country club amenities or common areas of, for any activities that result in a personal financial gain to the Member, Resident, Transferee or Guest without the express written consent of the HOA Board. The Board reserves the right to approve or deny any request, with or without cause, without establishing any precedents. Approval may be withdrawn, with or without cause, at any time by the HOA Board. Any Board of Directors approved activity which involves personal or group training or physical activity, shall require proof of licensing or certification, proof of insurance and a liability waiver, by the instructor.

Additional signage to be purchased for the two fitness centers with this rule. The point of contact for the approval of these actions would be the vice president.

Motion carried unanimously, **motion passed.**

On matters relating to River Strand golf leagues:

Upon a motion made by Charles Glasser, seconded by Scott Hancock,

It was voted in motion #17-121: to absorb all golf leagues at River Strand into a subcommittee of the golf activities committee, with all current officers to retain their positions.

Upon a motion made by Anita Tierney, seconded by Scott Hancock,

It was voted in motion #17-121: to table motion #17-121 to do more analysis on the need to absorb the golf leagues. The motion to table failed with Charles Glasser, Bob Walsh, Terry Lyons, Mike Fisher, Scott Hancock, and Eddie Hicks opposed, and Anita Tierney in favor. **Motion to table fails.**

It was voted in motion #17-121: on the original matter as stated in motion #17-121, motion failed with no member in favor, and Anita Tierney, Bob Walsh, Terry Lyons, Mike Fisher, Scott Hancock, and Eddie Hicks opposed. **Motion fails.**

On matters relating to the participation in golf club championship events:

Upon a motion made by Charles Glasser, seconded by Anita Tierney,

It was voted in motion #17-122: to table any consideration on this issue for further study, motion failed with Bob Walsh, Terry Lyons, Mike Fisher, Scott Hancock, and Eddie Hicks opposed, and Anita Tierney, and Charles Glasser in favor. **Motion to table fails.**

Upon a motion made by Charles Glasser, seconded by Anita Tierney,

It was voted in motion #17-123: to add the following provision to the club rules and regulations:

CLUB CHAMPIONSHIPS

Most tournaments, are open to all Members and Transferees. However, because a "Club Champion" must be a member of the Club, the three yearly Club Championship events have further restrictions for participation.

- 1. The Men's, Women's, and Couple's Championships may allow Transferees to participate in the event within their own separate Division.*
- 2. All participants must have an established GHIN handicap, including a minimum of five (5) rounds played at River Strand.*
- 3. If the registrations are larger than can be accommodated, Tee Sheets will be filled first by homeowners, with the remaining slots allocated to transfer members.*
- 4. The Transferee Division may be Flighted depending on participation.*

Upon a motion made by Terry Lyons, seconded by Scott Hancock,

It was voted in motion #17-123: as an unfriendly amendment to motion #17-123 to change the motion to the following: to allow all members to be allowed to play in all River Strand golf sponsored events and championships inclusive of all owner member, transfer member, and interim member. Motion carried with Anita Tierney and Charles Glasser opposed, and Bob Walsh, Terry Lyons, Mike Fisher, Scott Hancock, and Eddie Hicks in favor. **Revised motion passed.**

On matters related to social committee recommendations:

Upon a motion made by Mike Fisher, seconded by Bob Walsh,

It was voted in motion #17-124: to approve the purchase of 2 rowing machines with one machine to be deployed into each of the club gyms, motion carried unopposed. **Motion passed.**

Upon a motion made by Mike Fisher, seconded by Terry Lyons,

It was voted in motion #17-125: to approve a survey to be sent out via email utilizing the clubs survey monkey account related to social items, motion carried unopposed. **Motion passed.**

On matters related to property management committee:

Upon a motion made by Terry Lyons, seconded by Eddie Hicks,

It was voted in motion #17-126: to approve the scope and work presented to the board for the renovation of the pool and pool deck at 8206 Grand Estuary Trail, for a cost including contingency not to exceed \$20,000. Motion carried unopposed, **motion passed.**

Upon a motion made by Terry Lyons, seconded by Anita Tierney,

It was voted in motion #17-127: to approve the scope of work presented to the board to replace 45 shrubs in the barrier hedge on the east end of Grand Estuary Trail for a cost not to exceed \$2800, motion carried unopposed. **Motion passed.**

On matters related to safety committee:

Upon a motion made by Scott Hancock, seconded by Bob Walsh,

It was voted in motion #17-128: to approve the scope of work presented to the board to install a landscape barrier hedge on the west end of Port Harbour Parkway picking up from where the podocarpus hedge stops west of the Heritage Preserve Run gate and running west bound to the tree and heavy vegetation area cost not to exceed \$10,000, motion carried unopposed. **Motion passed.**

On matters related to the compliance committee:

The following matters related to recommendations for potential fines for compliance issues. A fining (appeals) committee hearing which is required for any items approved and imposed by the board is scheduled for August 7th.

Upon a motion made by Anita Tierney, seconded by Charles Glasser,

It was voted in motion #17-129: to approve and impose a fine of \$50 on 216 River Enclave for failure to timely submit application to the architectural review committee, motion failed with Scott Hancock, Mike Fisher, Terry Lyons, and Bob Walsh opposed, and Eddie Hicks, Anita Tierney, and Charles Glasser in favor. **Motion failed.**

Upon a motion made by Anita Tierney, seconded by Charles Glasser,

It was voted in motion #17-130: to approve and impose a fine of \$50 on 8607 River Preserve for failure to timely submit application to the architectural review committee, motion failed with Scott Hancock, Mike Fisher, Terry Lyons, and Bob Walsh opposed, and Eddie Hicks, Anita Tierney, and Charles Glasser in favor. **Motion failed.**

A motion was made by Anita Tierney to impose a fine on 107 River Enclave for failure to timely submit an architectural review request for a pool installation project. The motion received no second and falls to the floor.

Upon a motion made by Anita Tierney, seconded by Bob Walsh,

It was voted in motion #17-131: to approve and impose a fine on 123 Winding River Trail in the amount of \$50 for failure to submit application for rental, and \$150 for a rental less than 30 days, motion carried unopposed. **Motion passed.**

Upon a motion made by Anita Tierney, seconded by Bob Walsh,

It was voted in motion #17-132: to approve and impose a fine on 110 Winding River Trail in the amount of \$50 for failure to submit application for rental, and \$150 for a rental less than 30 days, motion carried unopposed. **Motion passed.**

Upon a motion made by Anita Tierney, seconded by Bob Walsh,

It was voted in motion #17-133: to approve and impose a fine on 7121 River Hammock Drive #201 in the amount of \$50 for failure to submit application for rental, and \$150 for a rental less than 30 days, motion carried unopposed. **Motion passed.**

Upon a motion made by Anita Tierney, seconded by Bob Walsh,

It was voted in motion #17-134: to approve and impose a fine of \$50 on 7609 Heritage Grand for repeated parking of personal golf cart in a restricted area which has appropriate signage, motion carried unopposed. **Motion passed.**

Upon a motion made by Anita Tierney, seconded by Scott Hancock,

It was voted in motion #17-135: to approve and impose a fine of \$75 on 8105 Grand Estuary Trail #401 for excessive speeding in the community, motion carried unanimously. **Motion passed.**

The following items are recommendations from the compliance committee for 1 change in the current rules of the association, and recommendations for consideration of future amendments to the covenants of the community and their inclusion and consideration in the future by the community.

Upon a motion made by Anita Tierney, seconded by Eddie Hicks,

It was voted in motion #17-136: to make the following rule for the community relating to flags:

There shall never be more than two (2) flags on any property in RS.

- *The homeowner may further display in a respectful manner from that flagpole, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, one official United States flag, not larger than 4 1/2 feet by 6 feet, and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such additional flag must be equal in size to or smaller than the United States flag*
- *Seasonal and Welcome flags, of good taste, are allowed*
- *Sports team flags are allowed, the day before, the day of and the day after the team's game.*
- *NO political flags are allowed.*
- *The flagpole and display are subject to all building codes, zoning setbacks, and other applicable governmental regulations, in the county or municipality in which the flagpole is erected. The location and setback must be approved by the RS Architectural Review Committee (ARC). No flags nailed or taped to a wall are allowed.*

Motion carried unanimously, **motion passed.**

Upon a motion by Anita Tierney, seconded by Bob Walsh,

It was voted in motion #17-137: to request the following be submitted to counsel for inclusion subject to counsel's interpretation in the restatement of the covenants of the community:

Traditional Holiday decorations (i.e. Christmas, Hanukkah, Kwanza) can be displayed after Thanksgiving and remain up until one week after New Years. All other Holiday/seasonal decorations may be displayed up to seven (7) days in advance of the Holiday, and should be removed within three (3) days after the holiday has concluded.

Motion carried unanimously, **motion passed.**

Upon a motion made by Anita Tierney, seconded by Bob Walsh,

It was voted in motion #17-138: to request the following be submitted to counsel for inclusion subject to counsel's interpretation in the restatement of the covenants of the community:

10.9 Boats and Vehicles. Vehicles are allowed to park on the street in front of the property they are associated between the hours of 8 am and 6 pm but for no longer than 4 hours. No vehicles shall be parked in the subdivision except on a paved driveway or inside a garage at any other time. No commercial or restricted vehicles shall be parked overnight in the subdivision unless inside a garage. No maintenance or repair of any boat, watercraft, aircraft or vehicle shall be permitted upon any lot except within an enclosed garage. The restriction on vehicles contained in this section shall not apply to vehicles of vendors of residents and or trailers utilized by builders in connection with construction work in the subdivision. RVs would be allowed for the purpose of loading and unloading to access the property; specific arrangements must be made with the property manager.

Should there be multiple vehicles visiting a residence (e.g. for a party or meeting) the best procedure is to email the property manager to let him know that for a specific date and time period, vehicles will be parked on the street.

Motion carried unanimously, **motion passed.**

Upon a motion made by Bob Walsh, seconded by Anita Tierney,

It was voted in motion #17-139: to request the following be submitted to counsel for inclusion subject to counsel's interpretation in the restatement of the covenants of the community:

10.13 Trash. Lot Owners shall keep their Lots free of trash, refuse, junk, litter, and debris. Lot Owners shall place all garbage, trash, and other refuse in sanitary trash containers. For the purpose of this section a trash container is defined as a metal or rigid plastic container with a lid able to hold several plastic garbage bags. Containers shall not be placed along any Neighborhood Road or Community Road except on the morning scheduled for refuse collection. Containers shall be removed promptly, along with any debris, after collection. Either Developer or the ARC may require the use of standard containers for the collection of garbage, trash, and other refuse

Motion failed with Terry Lyons, Charles Glasser, Mike Fisher, Scott Hancock, and Eddie Hicks opposed, and Bob Walsh, and Anita Tierney in favor. **Motion failed.**

On matters related to the creation of a subcommittee of the Compliance Committee:

Upon a motion made by Anita Tierney, seconded by Bob Walsh,

It was voted in motion #17-140: to appoint a subcommittee to investigate rental violations to be chaired by Samara Paice, motion carried unopposed. **Motion passed.**

On matters related to the information technology committee:

Upon a motion by Anita Tierney, seconded by Scott Hancock,

It was voted in motion #17-141: to authorize ICON to arrange for the purchase and installation of Three POS devices for use in the main Clubhouse and Tiki Bar dining areas and in the golf beverage cart. Said purchase should not exceed a one-time charge of \$7,500 and recurring charge of \$250 per month and Should be for POS devices that will be compatible with whatever Club Management system the Board eventually authorizes be used. (Note: this will require collaboration with the IT Committee.).

Upon a motion made by Terry Lyons, seconded by Bob Walsh,

It was voted in motion #17-142: to amend motion #17-141 and send this matter back for consideration and recommendation of the IT committee. **Motion carried with Anita Tierney opposed, and Charles Glasser, Bob Walsh, Terry Lyons, Scott Hancock, and Eddie Hicks in favor. Motion passed**

On matters related to the finance committee:

Upon a motion made by Scott Hancock, seconded by Terry Lyons,

It was voted in motion #17-143: to approve the recommendation of the finance committee to establish a banking relationship with Fidelity bank and open a money market account for the reserve fund with Terry Lyons, Scott Hancock, Dennis Colletti, and Wes Miller as authorized signers. Account is subject to discussion with current banking relationship partner BB&T not matching the promotional offer of 1.25%. Motion carried unopposed. **Motion passed.**

Other association matters:

Next meeting to be held on August 22nd at 4PM at the offices of ICON management

There being no further business the meeting was properly adjourned at 11:30PM

Respectfully Submitted,

_____, Bob Walsh, Secretary

Shaun Fitzer, LCAM

On Behalf of River Strand Golf and Country Club

General Manager's Report

Golf Operations – Golf rounds are behind budget in member play (-230), Reciprocal play (-150), Public play (-300) and was up in Guest play (+140) for the month of June. Total golf revenue was off around \$25,000 for the month of June and is off around \$38,000 for the year. The largest shortfall in revenues is noted in Cart Fee revenue which was off by almost \$19,000 in June and is off by almost \$56,000 for the year. Efforts made to control payroll and other manageable expenses for the year show that expenses are \$18,000 less that budget for the year.

Golf Maintenance – Golf Maintenance expenses were below budget for the month by almost \$35,000 and expenses are below budget for the year by more than \$219,000. The major areas where expenses are less that budget YTD are chemicals (\$110,000), fertilizer (\$53,000) and Mulch (\$38,000). Timing for incurring the expense is due to timing and some may be due to the decision to not overseed the tees and fairways this winter. Additionally, the weather was such this winter that the need to spray fungicides was greatly reduced. Further work is being done in preparation of the 2018 budget to better determine the potential cost reductions correlated to the decision to not overseed in the winter months. Fertilizer use will pick up more in the fall which should result in a good portion of the surplus being used. Mulch application is scheduled for November/December which will result in most of that surplus being used. Chemicals should come in below budget but it is uncertain at this time as to how much money will be saved. All three 9-hole golf courses have had their first round of heavy maintenance and all have come back from the maintenance in good shape. We were able to paint the interior

one of the bathrooms during its closure and will paint the interior of the other two bathrooms during the second closure period. Bridges will also have bad boards replaced during the second stage of maintenance and the bridges will also be painted.

Food & Beverage – Use of the restaurant continues to be strong in part due to new programming introduced in June. Overall food revenue was up by almost \$10,000 for the month and is up by almost \$66,000 for the year. The Food committee is working closely with management to identify and resolve the issues that are impacting the food cost. Special events now require a projected costing before the event and then a summary report showing the actual costing and the accompanying profit or loss from those events. A new Sunday special Breakfast/Lunch (brunch) menu was implemented on July 9 with great success. Follow up discussions to review the Sunday event were reviewed by Board members, the Food & Beverage Chair and members of management. Determination was made to require reservations in hope of better controlling seating in the dining rooms in hope of improving the delivery times of menu items to patrons.

Tennis – Tennis continues to perform well as revenues for the month of June were better than budget by almost \$200 and by about \$1,800 for the year. The summer tennis member program started in June has resulted in 8 new summer members.

Issues – Inquiries to the General Manager's office have been few in June. Questions come in from new owners and from tenants about use rights and access privileges. Most times the issue is related to an individual who has either purchased or rented and has someone staying with them, or that the unit was either purchased or rented by multiple individuals. Management has consistently held to the position that only one "family unit" can have use rights and access privileges at any one time. Management has also received an inquiry from an owner inquiring about the right to sell their use rights (golf privileges) to a third party while the resident continues to reside in the unit. It was explained to the resident that use rights must stay with the property.

Staffing – Staffing in all areas continues to be a challenge. Though turnover is expected in today's market, the time required to identify and fill vacancies appears to take longer and longer. Currently we are short in the following areas;

Golf Maintenance – short 3 full time positions (currently filling in with temp service personnel)

Tiki Bar – short 3 part time positions; also looking for an assistant supervisor as Doreen left in June leaving Laura Kommick as the sole supervisor. Wendy and Sam have been assisting more due to this. Currently the shortage is being filled by restaurant servers looking for additional hours.

Admin – short one full time position. Interviewing is being conducted currently with hope of having a new team member on board by August.

Community Association Manager 6/13-7/8

Association matters:

- 1) Test of HOA online system – sample survey and proxy vote successfully completed
- 2) Work with data exports from in house systems to upload into HOA online systems
- 3) Coordinate and attend ARC meeting with 19 applications reviewed – completed minutes, and provided approval letters with explanation or denial correspondence
- 4) Receipt and review of 13 ARC applications as of 7/7
- 5) Attend Compliance meetings – prepare summary report for each meeting
- 6) Correspond with 24 owners on compliance matters
- 7) Inspect for open house signs 3 weekends – speak with 7 realtors about rule
- 8) Follow up on collection matters with legal counsel – 4 issues
- 9) Follow up on collection matters relating to the suspension of use rights effective July 5
- 10) Process approved signed contracts with pond professional-updated to Property management committee shared drive
- 11) Received 2016 audit and post on website
- 12) Review 2016 audit and discuss with finance committee
- 13) Monthly financials posted on website through May
- 14) Reviewed and prepared detailed variance analysis for financial statement and provided to finance committee, coordinated all department heads who also performed analysis and provided to the committee

- 15) Provided organization for committees though creation of multiple shared computer drives which allow documents to be posted in easy to access location through the internet
- 16) Board minutes through May posted on web site
- 17) Prepared minutes for fining "appeals" committee June meeting
- 18) July newsletter article
- 19) Provided reserve allocation tables and project year end reserve balance to Delta engineering
- 20) Coordinate use of Bayside Church for town hall in October
- 21) Coordinate use of ICON offices for June and July board meetings
- 22) Follow up with Spectrum cable regarding offering related to contract
- 23) Contact vendors regarding 2018 budget
- 24) Train front desk to track association vendor certificates of insurance
- 25) Assist and advise on collection matter with developer owned units – have collected 2nd quarter dues from all units

Pool matters:

- 26) Completion of installation of developer paid for fire pit at Sanctuary
- 27) Updated RFP and update bids for 8206 Grand Estuary Trail pool and pool deck refinishing
- 28) Pool certificate renewals at all 11 bodies of water
- 29) Acid washing of lazy river and coordination for irrigation repairs and replacement of plants while body of water was closed
- 30) Coordinate bids and installation of VGB pool grates
- 31) Install approved signs at all pools
- 32) Install approved signs at clubhouses and pools relating to no smoking or vaping
- 33) Meet with cleaning company regarding 2X per week satellite bathroom cleaning
- 34) Drainage lines at main pool and Sanctuary equipment backpack inspected by camera service and information provided to engineering firm
- 35) Coordinate purchase order with Social committee for purchase of new pool furniture and coordinate pickup for repairs pool furniture – communicate and post notices for community

Fitness center matters

- 36) Repair to interior lights in Sanctuary fitness center
- 37) Coordination of effort for floor cleaning at Sanctuary between cleaners and equipment maintenance company for the fitness machines
- 38) Purchase items for gym area – replace lock that had keys stolen with combination lock, purchase scale that was stolen, match fabric to repair worn out cushions covers in gym, replace torn folding mats (all items under \$100 each)
- 39) Repairs to ABDUCTOR and treadmill in main club fitness center
- 40) Repairs to leg curl machine in Sanctuary gym
- 41) Repair to door closer on sanctuary gym leading out to pool

Clubhouse matters:

- 42) Tile and floor cleaning in main clubhouse
- 43) Negotiation with DATUM for continuation of computer support
- 44) Replace front door hinges – specialty 5" hinge had to be special ordered
- 45) Work with assistant restaurant manager to implement food ordering at tikki bar – assistant manager programmed Point of sale machine for menu and now orders can be entered at the tikki and print out in the kitchen
- 46) Install and configure new computer for restaurant manager – windows 7 i3 computer from 2007 removed
- 47) Update memory in restaurant chefs computer
- 48) Install former CAM computer for the tennis professional – update from windows vista to windows 7 AMD computer from 2006 removed
- 49) Coordinate electrician to install required infrastructure for new equipment in kitchen
- 50) Coordinate roof inspection in golf pro shop
- 51) Coordinate air conditioning repair in golf pro shop
- 52) Coordinate quarterly maintenance for all air conditioning systems
- 53) Coordinate installation of additional ductwork in kitchen for mechanical room and chefs office

- 54) Coordinate pest control for golf carts
- 55) Coordinate rodent removal

Staffing matters:

- 56) Employee injury reported and coordinated with workers compensation insurance carrier

Grounds matters:

- 57) Bids received for fencing at pickleball courts – entrance between two halves of court and exterior gate facing Heritage Preserve Run, replace wind screens
- 58) Maintenance staff repaired pickleball gate
- 59) Outside fence company repair to Sanctuary dumpster area gate – replace rusted hinges
- 60) Bids received for landscape projects – trim palms on Port Harbour pkwy 108 palms
- 61) 80 palm trees trimmed around main clubhouse
- 62) Repair to maintenance golf cart requiring new batteries
- 63) Document week of June 12 missed landscape mowing – make up mowing and other work performed on weekends and on the July 4th holiday
- 64) Pole light repairs throughout the community
 - a. Report 2 pole outtages (River Preserve and Winding River) to FPL and followup
 - b. Meet with FPL representative regarding issue with leaning pole on Willowshire across from Clubhouse – FPL performed repairs
 - c. Light inspection of parking lot lights found only 1 light out as of 6/16
 - d. Coordinated with tennis professional and provided lift machinery to repair lights on tennis courts
- 65) Report and work with pond maintenance company on issues relating to floating vegetative matter – issues documented in video and resolved
- 66) Inspect and video all ponds on Estuary and Tributary golf courses – make videos available to property management committee
- 67) Maintenance staff paint Heritage Preserve Run stop area with required white line
- 68) Maintenance staff pressure wash halfway houses and paint floors and replace baseboard on Estuary and Tributary courses
- 69) Maintenance staff painting interior of halfway house on Sanctuary golf course

Security matters:

- 70) Additional training on envera guest system – made administrator of the system to be able to directly look up information
- 71) Coordinated with ENVERA to replace DVR at main guardhouse at no cost and reposition various cameras at gate
- 72) Updated RFP and bids for automated entry access and burglar alarm systems Property management committee
- 73) Repair to golf maintenance fire system – replace pull station
- 74) Multiple repairs to barrier arms performed after hours
- 75) Pedestrian gate repairs due to electrical issues – coordinate and followup to complete under warranty
- 76) Purchased no fishing or swimming signs – to be delivered 7/10
- 77) Purchased barrier arm warning signs to be delivered 7/13
- 78) Bids received for landscaping along Port Harbour Parkway
- 79) Bids received for fencing in open area on Port Harbor Parkway
- 80) Implemented do not allow access to person who had been parking Honda Odyssey truck on exterior of the property and fishing on golf course, ran plate thru envera and found owners name who is not a river strand resident or on any guest list
- 81) Maintenance staff install dimmable lights in guardhouse to allow evening guard to be able to see up the road which is typically in a glare

In September of 2016 the community purchased 2 programmable traffic monitoring “speed sign” devices. The cost of the devices included one years warranty and service. The service for the devices is the online monitoring of the devices. This monitoring service is what allows me to pull data from the devices and be able to sort it into the monthly reports that I provide to the compliance committee. The reporting tells us:

- 1) How many cars went past the sign
- 2) Classifies the speed that the car that goes past the sign as moving at or under speed limit, between speed limit and 10 miles over, 10 miles over and 20 miles over, more than 20 miles over.
- 3) Captures and stores this information by location (it has to be reprogrammed each time it is moved in order to separate out the information)
- 4) Causes the sign to flash when someone drives by over the posted speed limit
- 5) Would allow a message to be added to the sign for people travelling over the speed limit (instead of just flashing it could be programmed to say "slow down")

Additionally the company provides support to the CAM in maintaining the reporting system (phone support)

And we are provided with a warranty on the equipment itself or at least reduced by 50% costs for items that would not be under warranty

Now that the year is expiring in order to continue with this service the company is asking for \$1500 per sign (total \$3000) to continue with the above items. Without this agreement the service will stop in September and the signs will just be useful to identify speeds, but will provide no reporting.

The following based on the recommendation from the interior designer hired by the club in 2016. It would provide additional seating for people waiting to utilize the restaurant, flexibility to be removed when not in use, and additional flexibility to be a center piece as it has a raised table surface in the middle for decoration.

\$ 2480.00

Frame and paint finish on the face and top of a circular bench with decorative trim in size of approx. 8' wide and 4' high (price includes lumber, decorative trim, nails, screws, legs, etc)

Note: The customer was provided with drawings, measurements and other details and is in agreement. The customer will provide name of paint color and brand to use. EG&M will provide one delivery, free of charge, to River Stand Country Club or to the company who will be providing the upholstery for seat and back rest. Estimate for total job \$4000.

Treasurer's Report July 18, 2017

1. River Strand Financials for May 2017 (Thousands)

Month of May 2017	2016	2017	2017		2017
Actual vs. Budget Variance	Act.	Act.	Bud.		
Admin/Clubhouse Profit resale, +20 Lennar unsold	30.5	43.3	(2.3)	45.6 Fav.:	+21.5
					+10
Special Proj, -9 Bank Charges					
Pro Shop/Golf Profit Chem/fert, +10 Spec. Proj, +9 Guest	15.8	17.8	(6.7K)	24.5 Fav:	+35
					Fees, -
27 Cart fees, -5 Non-Mem fees					

Food and Beverage (Loss) (25.8) (55.8) (11.9) 43.9 Unfav: -11
Payroll, - 10 2016 Adj, -7 Conc Rev,

-7

Rest rev, -5 Cost of Sales

Consolidated Profit (Loss) 20.5 5.3 (20.9) 26.2 Fav

Jan - May 2017

Admin/Clubhouse Profit	149.5	237.8	(5.9)	243.7 Fav.
Pro Shop/Golf Profit	487.6	547.0	366.2	180.8 Fav
Food and Beverage (Loss)	(22.6)	(5.1)	43.7	48.7 Unfav
Consolidated Profit (Loss)	614.5	779.8	404.0	375.8 Fav.

Golf Allocation Profit 350.6

Social Allocation Profit 429.2

2. Quarterly Profit to Revenue Analysis (attached)
 - a. Provides trend by quarter starting in 2015

3. Audit Report 2016
 - a. Requested detailed back up for journal entries and still waiting
 - b. Received Audit Invoice - \$38K+, \$15 K over last year and budget, requested supporting back up for additional cost, need back up and previously requested supporting journal documents before paying bill

4. Audit Report Feb 2017
 - a. ICON told we should receive in July

5. Collection Policy
 - a. Completed and submitted to attorney
 - b. Will suspend member privileges after 30 days past due, members have right to appeal to fining committee

-
6. Proposed Allocation of revenues and expenses between Golf and Social
 - a. No additional feedback since reviewed last month
 - b. Plan to use new allocations for 2018 budget
 - c. Alan computing impact of new allocations on historical financials, to be used in negotiation with Lennar

 7. 2018 Budget (attached)
 - a. Updated budget calendar by Pat

 8. Investment Strategy
 - a. Currently earning less than .25% on cash in bank account
 - b. Potential to earn 1.25% guaranteed on account with Fidelity, also checking with BB&T

Consolidated											
		2015	Net			2016	Net			2017	Net
	Revenue	Net	%		Revenue	Net	%		Revenue	Net	%
1st Q	2,500	322	12.9%		2,753	378	13.7%		3,120	642	20.6%
2nd Q	2,079	126	6.1%		2,292	143	6.2%				
3rd Q	1,778	(107)	-6.0%		2,027	99	4.9%				
4th Q	2,259	(362)	-16.0%		2,537	(82)	-3.2%				
Pro Shop/Golf											
		2015	Net			2016	Net			2017	Net
	Revenue	Net	%		Revenue	Net	%		Revenue	Net	%
1st Q	1,119	319	28.5%	#	1,131	333	29.4%		1,163	441	37.9%
2nd Q	821	71	8.6%	#	850	149	17.5%				
3rd Q	628	(71)	-11.3%	#	670	(7)	-1.0%				
4th Q	917	113	12.3%	#	909	118	13.0%				
F&B											
		2015	Net			2016	Net			2017	Net
	Revenue	Net	%		Revenue	Net	%		Revenue	Net	%
1st Q	541	15	2.8%	#	582	10	1.7%		701	66	9.4%
2nd Q	367	(21)	-5.7%	#	353	(69)	-19.5%				
3rd Q	234	(74)	-31.6%	#	269	(89)	-33.1%				
4th Q	523	41	7.8%	#	433	(56)	-12.9%				
Admin											
		2015	Net			2016	Net			2017	Net
	Revenue	Net	%		Revenue	Net	%		Revenue	Net	%
1st Q	840	(30)	-3.6%	#	1,038	34	3.3%		1,255	134	10.7%
2nd Q	890	(1)	-0.1%	#	1,090	65	6.0%				
3rd Q	917	-	0.0%	#	1,090	193	17.7%				
4th Q	819	(383)	-46.8%	#	1,196	(144)	-12.0%				