

BOARD OF DIRECTORS MEETING
THE MONARCH AT ROYAL HIGHLANDS, INC.
June 26, 2020

A meeting of the Board of Directors for The Monarch at Royal Highlands, Inc. was held at 9:00 a.m. in the Crown & Shield. Those present: Dick Sjogren, Steve Ryan, Ann Carter, Esther Patterson, Vince Laverghetta, Steve Bryan, Therese Buono and Bob Keating. Bill Ortvals was absent. Craig Misch, General Manager, Terry Stephenson, Course Superintendent, Linda Eaton and Lisa Applewhite F/B Managers, Crown & Shield, were also in attendance.

President – Dick Sjogren

Dick Sjogren called the meeting to order. The Minutes of the June 12 meeting were approved.

Superintendent's Report – Terry Stephenson

- Got pump station and well meter calibrated for St Johns River Management.
- Talked to Mr Leibold about wye strainer drain (on pump station). They are coming sometime in July.
- Also talked to Mr Leibold about lightning strike arrestors for satellites. He is to send us a quote.
- Talked to Wesco, Global, and Statewide about a quote for a 3500 Sidewinder. Quotes from Global and Wesco received. Prices range from \$19,500 for a 2016 model with 985 hrs to \$22,795 for a 2015 model with 1429 hrs. Will await quote from Statewide and discuss further.
- Sprayed greens with liquid fertilizer and insecticide.
- Since there was not enough money budgeted to buy granular fertilizer for fairways and tees, planned to use liquid fertilizer. It doesn't last as long but was within budget. Spoke with Dick Sjogren who authorized spending the money needed for the granular type. Board in agreement.
- Finished edging bunkers and cart paths
- Putting additional coquina at cart path entrances and exits. If we have any left, it goes on #6.
- Terry will not be here the week of June 29th – having cataract surgery.

Dick mentioned that the fairways are not looking good and suggested we get on a regular fertilizer program at a cost of \$20,000. Board will consider this option for next year's budget.

Building and Grounds Report – Bob Keating

Something has to be done with the driveway leading into the maintenance building, the pot holes are huge and now we are wearing the grass out on the west side of the road, I am sure the resident there is not very happy. Terry advised that he has put patch in there and concrete and it is not solving the problem. Vince mentioned that Royal Highlands are redoing some road surfaces later this year and when they do, we might be able to tag onto what they are doing. He will find out the schedule. Bob said that resurfacing would be the best decision.

A solution is needed to the drain on the 18th tee box. It looks like it was dug up but it also looks like water has still been standing. Terry said it is on his “to do” list when he returns from surgery.

Mulch was delivered on Friday 6/19 at a cost of \$386.00 for 10 yards. Steve Bryan has 6 volunteers to spread it on Tuesday 6/30. Should have enough to complete the remaining beds. We need 3 tanks of Round-Up to get ahead of the mulch and spray the weeds in the beds. Bob will spray all beds on Monday. Steve Bryan said he needed the tractor and rakes and shovels to spread the mulch. James is aware of this and will have it ready before 8:30 a.m. on Tuesday.

The two trees planted on #16 fairway are diseased and are dying. Craig to talk to Lori Slater (who donated the funds to buy and plant the trees) about removing the infected trees.

F&B Manager – Linda Eaton

Ann presented Linda with a check and a list of all those who contributed toward her retirement gift. Steve Bryan presented Linda with a glass plaque from the MMGA members in appreciation for all that she has done for this group over the years. Linda was overwhelmed and very appreciative to everyone.

Lisa Applewhite, our new F&B Manager, was acknowledged and welcomed into the Board.

Manager’s Report – Craig Misch

June is turning into a very nice revenue month. The golf course is trending to be up to budget over \$10,000 and almost \$12,000 over last year's revenue. The Restaurant is trending to be up \$3,500 over budget and last year's revenue. The community is really supporting us, and the staff is doing a great job keeping things moving upward. Looks like another great month!

We continue to have problems with the internet going down between 10:30 a.m. and 12:00 p.m. each day. This has been going on for about 3 weeks now and Comcast has been here everyday and still cannot find out why it is dropping. It appears we are getting a power surge from somewhere – but don’t know where. This affects our credit card charges, our email, and our phones (preventing food orders being taken and golf requests being handled). An alternate solution using AT&T is not financially feasible – costing about \$400/month.

Also, the air conditioning unit is a problem – cannot get it to stop leaking. We have had the maintenance person out here 5 different times and it has been cleaned and the coils washed and still not fixed. This is the big unit which would probably cost \$15,000 to replace. Craig has confidence in the abilities of this maintenance person and will keep the Board advised as to his progress.

Craig will watch closely the July billing to ensure all customers receive their bill in a timely manner. He has put a process in place to alert him of any bills not received so a bill can be sent to the homes of those customers. Non receipt of electronic bills could possibly be the result of the email provider of the recipient and maybe the emails are being “blocked” or put in “spam”.

We are in the middle of our 6-year lease on carts, and Craig will look into our options to see what we can do about this arrangement, if anything, to make this item more financially feasible.

Treasurer's Report – Steve Ryan

1. Pro Pump paid \$59,864.50 on 6/15/20.
2. PPP Expenditures as of 6/24/2020 are \$104,324.
3. \$50,000 to transfer to Raymond James.

Treasurer's Report				
<u>Account</u>	<u>Account Type</u>	<u>Bank</u>	<u>APY</u>	06/26/20 <u>Balance</u>
Cash - Operating	Checking	BB&T	0.00%	197,203.35
Petty Cash	Currency	Office Safe	0.00%	1,400.00
Capital Reserve	Checking	BB&T	0.25%	29,744.96
Ford Interest Advantage	Note/Checking	Ford Interest Advantage	2.40%	35,302.77
Non Operating Investment Account	Cash	Raymond James	0.25%	-
Non Operating Investment Account	Institutional MM	Raymond James	2.01%	183,482.05
Cash Balance as of 06/26/2020				447,133.13
Change from 06/12/2020 Report				(36,661.34)
BB&T Loan	Monthly On 28th...\$10,101.43		4.80%	905,672.61
PPP Loan				129,675.00
Personal Note	Monthly on 1st...\$2191.00		6.00%	145,654.50
Monthly Lease Payments				5,039.28
Accounts Payable				26,943.93
BB&T Credit Card				147.81
Cash Balance 06/26/2020				447,133.13
Cash Balance 06/14/2019				264,742.31
Difference				<u>182,390.82</u>

Vice President – Vince Laverghetta

Vince proposed that Therese Buono document the processes that are currently in place to update our website and act as a backup for Ann. Ann will also show her how the Newsletter is done. The Board agreed and Therese will get with Ann to start the process. This will not start until after August 1st because of Therese traveling to and from New York. This is for everyone's safety as we will be working closer than the 6' social distancing.

Vince wanted to revisit the current contract with Golf Now to see if it was feasible to look at alternatives. Craig explained that Golf Now is the biggest, best and most well-known service of its kind and it does everything for us – provides operating systems for the tee sheets, schedules, marketing tools, and helps save on products from food and beverage to supplies. To switch to another system would require a software change and retraining all employees. Vince asked Craig to step back and look at others just to be sure as a business it is the right choice.

Secretary – Esther Patterson (nothing to report)

Golf – Steve Bryan

MMGA volunteers will be spreading mulch on June 30th at 8:30 a.m.

We have a full roster for the July 5th Couples Tournament. A big thank you to Carol Smith who donated the money from the Brick Fund to buy a new grill for the patio. Also, a thank you to Keith Beile for driving to Orlando to pick up the grill.

Golf Committee/Handicap Committee will resume July 1st checking scorecards again. Lisa Ritchey will send out an email of what they are doing.

Finance and Audit – Therese Buono

Received updates to manual from Steve. Will talk to Linda Gietz to go through applications and responsibilities she is doing and will put together a checklist of goals and metrics to perform to.

Membership – Bill Ortvals (Absent)

New: Lori Slater General Member Single – eff 7/1/20

Status Changes: Susy Pita from Social Golf Program to Limited General Single – eff 6/1/20
Henry Maguire from Seasonal Equity Family to Seasonal Equity Single – eff 7/1/20

Medical (16): Bev Race
Harry Taylor
Tom Campbell
Richard Taylor
Tom Christie
Len Vieira
Ann Carter
Tom Lawrenson
Judy Keating
Bob Hadley
Dave Fitch

Jackie Klein
Sally Tubbs
Bob Gravatt
Kathy Sjogren
Martha Wolff effective 7/1/20

Resigned: Michele Gottlieb – 7/1/20

Off Medical: Dave Kozlowski effective 6/20/20
Bob Keating effective 7/1/20

Communication – Ann Carter

The numbers from the Crown & Shield from June 11 - thru June 24 are as follows:
Note – Numbers include take out and dine-in meals including the total dollar.

6/11– Thursday Dinner Special (Ham-3) 16 Lunches, 32 Dinners=\$861
6/12- Friday Dinner Special (Scallops-30) 37 Lunches, 77 Dinners=\$1,869
6/13 - Saturday Dinner Special (Salmon-12) 24 Lunches, 23 Dinners=\$959
6/14 – Sunday Dinner Special (Ahi Tuna-5) 45 Lunches, 14 Dinners=\$767
6/15- Monday Dinner Special (Stuffed Peppers-5) 8 Lunches 19 Dinners=\$513
6/16– Tuesday Dinner Special (Lobster Mac & Cheese-20) 39 Lunches, 31 Dinners=\$1,101
6/17 – Wednesday Dinner Special (Lasagna-14) 25 Lunches, 33 Dinners = \$912
6/18 – Thursday Dinner Special (Country Pork-7) 27 Lunches, 27 Dinners = \$860
6/19 – Friday Dinner Special (Shrimp Trio-27) 40 Lunches, 66 Dinners=\$1,934
6/20 – Saturday Dinner Special (Liver & Onions-28) – 39 Lunches, 47 Dinners=\$1,356
6/21 – Sunday Dinner Special (Ham-16) 27 Lunches, 18 Dinner - \$716
6/22 – Monday Dinner Special (Meatloaf-12) 11 Lunches, 28 Dinners=\$718
6/23 – Tuesday Dinner Special (Turkey-39) 25 Lunches, 59 Dinners=\$1,392
6/24 – Wednesday Dinner Special (Chicken & Ribs-17) 44 Lunches, 39 Dinners=\$1,060

For the period through 6/11 thru 6/24 (14 business days) 61 pizzas were sold = 4.3/day

Dinner & Lunch Specials for the month of July are:

Sundays' – Served with your choice of a cup of soup, or dinner salad

July 5 - Sliced Beef Tenderloin served with starch & vegetable \$16.99
July 12- Pot Roast with mashed potato, gravy, & vegetable \$14.99
July 19- Crab stuffed Haddock with served with rice & vegetable \$15.99
July 26 – Ground Beef Stuffed Peppers with vegetable of the day \$12.99

Mondays' – Served with your choice of a cup of soup, or dinner salad

July 6- 1/3 Rack BBQ Ribs and Chicken with French fries & Coleslaw \$16.99
July 13- Seared Ahi Tuna served with starch & vegetable \$18.99

July 20- Blackened Snapper with pineapple salsa, served with starch & vegetable \$15.99
July 27- Meatloaf served with mashed potato, gravy, & vegetable \$12.99

Tuesdays' – Served with your choice of a cup of soup, or dinner salad

July 7- Liver & Onions with bacon, mashed potatoes, gravy & vegetable \$12.99
July 14- BBQ pulled pork & chicken with French fries & Coleslaw. \$15.99
July 21– Corned beef & cabbage served with boiled potato & carrots \$13.99
July 28 – Meat Lasagna with bread stick \$12.99

Wednesdays' – Served with your choice of a cup of soup, or dinner salad

July 1- Grilled Swordfish Steak served with starch & vegetable \$17.99
July 8- Jerk Chicken served with pineapple salsa, rice, & vegetable \$13.99
July 15- Lobster Mac & Cheese with bread stick \$15.99
July 22- Baked Turkey Dinner with stuffing, mashed potatoes, gravy & vegetable \$13.99
July 29- Pot Roast with mashed potatoes, gravy, & vegetable \$14.99

Thursdays' Dinners – Served with choice of a cup of soup or dinner salad

July 2 –Ground Pork Stuffed Peppers with vegetable of the day \$12.99
July 9 – Meat Lasagna with bread stick 12.99
July 16 – Veal Parmesan served with pasta & vegetable \$14.99
July 23 – 1/3 Rack BBQ Ribs and Chicken with French fries & Coleslaw \$16.99
July 30- Sliced Beef Tenderloin served with starch & vegetable \$16.99

Fridays' – Dinners – Served with choice of a cup of soup or dinner salad

July 3– Baked Cod with lobster sauce, served with starch & vegetable \$14.99
July 10– (Surf/Turf) Crab cake & Sliced Beef Tenderloin served with starch & veg. \$18.99
July 17 – Seared Sea Scallops served with starch & vegetable \$18.99
July 24–Seafood Combo, (4 shrimp (grilled or fried), half order Cod w/lobster sauce, garlic butter mussels) w/ starch & vegetable \$18.99
July 31- Seafood Scampi \$16.99

Saturdays' – Served with your choice of a cup of soup, or dinner salad

July 4- Salisbury Steak served with mashed potato, onion & mushroom gravy & vegetable \$12.99
July 11- Sliced Pork loin with gravy, mashed potato, & vegetable \$14.99
July 18- Filet of Beef with Shrimp (choice of grilled or fried), served with starch & vegetable \$18.99
July 25- Liver & Onions with bacon, mashed potatoes, gravy & vegetable \$12.99

July Lunch Specials

Shrimp Bucket **\$10.99**

5 fried shrimp & fries

Grilled Bratwurst **\$ 8.99**

On a hoagie roll with sauerkraut & side of spicy brown mustard served with 1 side

Pastrami on Rye **\$10.99**

Grilled rye bread, swiss cheese, grilled onions & mustard served with 1 side

Romaine Wedge **\$10.99**
Romaine, tomato, red onion, bacon, blue cheese dressing, blue cheese crumbles, cucumber

Buffalo Chicken Flatbread **\$ 9.99**
Mixed cheese, blue cheese crumbles, chopped buffalo chicken tenders and ranch

Grilled Turkey Burger **\$10.99**
With spinach, tomato & feta cheese, served with 1 side

Impossible Burger **\$12.99**
On a Kaiser roll with lettuce, tomato and onion serviced with 1 side

Liaison Question

Wondered if you could bring up to the board about our fountain again. If we're not going to fix it, then maybe they could move it somewhere? It looks awful lying on the bank of the pond.

Answer

It will be hauled away. Thank you for your input.

President - Dick Sjogren

Regarding the situation surrounding the COVID-19, we need to be mindful of how we think the situation will be next year and what our business will be like in the future.

A suggestion was made about using portable thermometers when entering the community and Vince will take this idea to the Royal Highlands Board.

Meeting ended at 9:20 a.m. to go into Closed session.
Meeting reconvened at 9:35 a.m. Meeting adjourned at 10:40 a.m.

Next Board Meeting will be held at 9:00 a.m. at the Crown & Shield on Friday, July 10.

Respectfully submitted,
Esther Patterson, Secretary