

**Spring Run Golf Club Community Assoc., Inc.**  
Minutes of the Board of Directors Emergency Meeting  
Thursday, May 7, 2020 2:00 p.m.

**Call to Order**

**Board Members Present online:**

Jim Rock President  
Judy Ehman, VP  
Bob Owens, Treasurer/Secretary  
Jim Vohs, Director  
Vince Corso, Director  
Bill Hess, Director  
Paula Lockhart, Director  
Ex-Officio: Dennis Parass, NR President

**Staff Members Present:**

Mike Zigler, General Manager

**Standard Operating Procedures for Reopening in Phases**

**Mike Zigler, Josh Petrosky,  
Breanna Deriso, Jeff Carter**

Mike Zigler reviewed the details of the state of operations in Phase 1, and indicated that Florida's Phase 1 is too restrictive at maximum 25% capacity for indoor dining to reopen just yet. We will await a 50% order. Josh and Breanna discussed details of services for golfers, and what operations under Phase 2 will look like.

Here is the Club Operations Overview in Phase 1 as it currently stands:

Concierge Services Hours of Operations: Daily 10-7PM except Sundays (239) 949-0710

Food Services

1. Clubhouse Closed to Member Activity
2. Kitchen providing food for take-out and delivery, and coordinating market purchases
3. The Turn snack bar to provide food service to golfers from 7 AM – 6 PM
4. No coffee stations set out for members

Administration

1. Offices closed to members but remain staffed as needed 9-5 PM Mon – Fri.
2. Staff encouraged to return to the office

Golf

1. Pro Shop Closed for member access
2. No Guests Permitted on the course
3. Single Rider Golf Implemented with cart sanitization procedures
4. No towels or tees provided
5. Automatic tipping of \$2.50 per bag for cart staff
6. Members to bring their bags to the club, place them on the cart, and then remove them and take them home
7. Restrooms on the golf course are open and continually sanitized

8. Ice and Water Machines on the golf course are open but no cups, lids, or straws provided
9. No social gathering before, during, or after play
10. No League Play

#### Tennis

1. No Guests Permitted in the courts
2. Ice and water machine will be open but no cups, lids, or straws
3. Players to bring their own balls and serve with their own balls
4. No social gathering before, during or after play
5. No Association Play
6. No ball machine use at this time

#### Bocce

1. Courts closed
2. Bocce Balls removed

#### Club Pool

1. No Guests Permitted
2. Pool to be used for exercise only
3. No outdoor furniture
4. Bring your own chair, towel, cup, noodles or other water aerobics equipment
5. Please limit to 15 persons max in pool area at any one time (Place signs throughout)
6. Limit 2 in the Spa at any one time
7. Please practice social distancing 6' space

#### Fitness Facilities Closed

Josh and Breanna discussed what Phase 1 and 2 F&B services would look like once we can go to 50% capacity:

- 25% too low to reopen dining now
- Will take tables from pool to use at the Turn for golfers
- Greens Room used for storage of tables as many are eliminated in anticipation of reopening
- Disposable items like paper menus, etc. and bringing S&P, sugars to the tables as needed
- Staff wearing gloves and masks, and changing them often
- Heavy duty sanitizer to wipe everything down every 30 minutes
- Making sure staff washing hands
- Reservations for dinner and strict social distancing practices
- Will be planning to do more events outside next season
- Indicated a higher cost of operations

FAQ sheet will be posted explaining hours of operations, menus, and contactless procedures.

#### **Summary Hours of Operations for F&B**

**Josh Petrosky**

Only budgeted in F&B to be open 2 nights per week and closed Wednesdays.

- Recommending golf course stay open Wed mornings only, and dining closed on Wed.
- Reduce F&B options for dinners if we observe demand going down in May.
- Continue take out and delivery, and add tables by the Turn to take care of golfers

- Mike added a comment on staff as it pertains to forgiveness of the PPP Loan: we are going to have to maintain the same level of full time equivalent employees (FTE) over the next 8 weeks (the “Covered Period”), so if the staff has to stay on, they may as well perform a service.

**Golf Operations and Questions for next year’s budget and activities:**

**Jeff Carter**

- Will there be Association play in Jan, Feb, and March?
- Will there be shotguns and walking golf?
- PGA Passes, Reciprocal, and Guests allowed this summer?
- Will there be restrictions on the number of guests if we have only single rider carts (144 golfers per day)?

**Guests and Quarantine Policy**

**Mike Zigler**

- The Board generally agreed to maintain the current policy of not allowing guests to use amenities until at least after June 1, and to follow the quarantine restrictions issued by the Governor.

**Pedestrians on the Golf Course**

**Mike Zigler**

- Brought up again due to the number of email requests from various owners.
- Consensus was that mornings would not work at all, but there was discussion on walking during the evenings
- It was pointed out that there may still be golfers teeing off at 7 PM
- In the end, it was agreed to keep the same policy of no walking on the course as there was no way to enforce it.

**F&B Minimum Extension**

- It was agreed to push this discussion back until later in the summer to see how we are doing financially.

**PPP Loan Update**

**Bob Owens**

- Bob Owens made a detailed explanation of the efforts to secure the PPP Loan, and wanted to make the Board aware that we have done all the proper things necessary for the applications, and that we acted in good faith. Now we have to calculate the forgiveness amount and maximize it.
- It was emphasized that the guidance on this loan is that all compensation and other expenses are on a cash basis (what is actually paid out in cash), not an accrual. Compensation outside the 8-week covered period cannot be included in the forgiveness portion.
- Feels more comfortable with the program now after speaking with the professionals

**Proposal for additional week of hourly PTO**

**Mike Zigler**

- For hourly staff only, equating to approximately \$40,000 for the one week of the current pay period. Single rider golf began again Fri May 1 when the golf operations reopened.
  - **Motion made by Jim Rock, seconded by Jim Vohs, to extend the original 4-week period of PTO for hourly staff to 5 weeks. *Passed unanimously.***

Respectfully Submitted,

Michael Zigler  
General Manager