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**THE LANDINGS RACQUET CLUB**  
**MINUTES OF BOARD OF DIRECTORS MEETING**  
**JULY 19, 2005**

**CALL TO ORDER**

The meeting was called to order by President Jack Jost at 2:03 p.m. in the Lakeside Club, at the Landings Racquet Club, Sarasota, Florida.

**DETERMINATION OF A QUORUM**

Present were Jere Berkey, Bob Fernander, Gordon Garrett, Judy Greene, Jack Jost, Marilyn Newman and Ralph Ricapito constituting a quorum. Also present were Kevin Richards, LRC Manager and Shirley Jones of Progressive Community Management, Inc. (PCM).

**CONFIRMATION OF PROPER MEETING NOTICE**

The notice for the meeting was posted in accordance with Bylaws of the Association and requirements of Florida Statutes.

**APPROVAL OF MINUTES**

A **motion** was made and seconded to accept the minutes of the June 21, 2005 meeting of the Board of Directors. *Each director present voted in favor of the motion. Motion passed.*

**TREASURER'S REPORT – Jere Berkey**

For the first six month, after deducting depreciation, there is a net income of \$11,000 and without deducting depreciation, the net income is \$24,000. The income comes from two categories: summer memberships and initiation fees.

Kevin indicated he thought that five or six of the summer members will continue their membership on a permanent basis.

The requested corrections to the balance sheet were instituted. The operating fund has approximately \$220,000. Reserves, which are comprised of two items, the insurance fund and the capital improvement fund, have approximately \$67,000.

The first CD is due to mature sometime at the end of August or the first part of September. This will need to be redeemed to pay the balance of this year's expenses.

**MANAGERS REPORT – Kevin Richards**

(Copy of Report attached to these minutes filed in the Association's corporate minutes book as Exhibit A.)

- Fitness center bathrooms will be open and available for use before the contractor goes on vacation.
- The wall around the pool will also be cleaned when the pool deck is cleaned. The upkeep and cleaning of the pool and pool deck should be done more often than once every couple of years. This should be built into the annual budget. The cost is approximately \$450. It was last done two years ago. The staff may be able to keep up the routine cleaning using the low pressure washer owned by the Club. Sealing the deck is an option that may need to be considered and perhaps included in next year's budget. The original paver installation, which was done four or five years ago, was sealed and the sealer was to last five years.
- Due to a loss of employees, the sealing of the parking lot did not begin on July 18 as planned. The new commencement date is Wednesday, July 20th. The larger half will be done this week, and will need to stay closed for 48 hours. The other half will be done next Friday, July 29th. Striping will be done on Saturday, July 30th.
- The question of an additional handicapped space was raised. The code requires a specific number of handicap spaces. Once a spot has been added, it cannot be taken back. The Board of Directors will take it under consideration.

**THE LANDINGS RACQUET CLUB, INC.**  
**MINUTES OF BOARD OF DIRECTORS MEETING – JULY 19, 2005**  
**Page 2**

1 **COMMITTEE REPORTS**

2 **Tennis:** Two courts will be unavailable for the next month due to fence replacement.

3  
4 **Pool and Spa:** Nothing to report.

5  
6 **Social Committee (Marilyn Newman and Judy Greene):** Jazz by the Pool will be the last Sunday in October  
7 (the 30th). Gordon Garrett has arranged for the entertainment for this activity. Movie Night may need to be  
8 changed from the first Thursday of the month as this is when LMA has their monthly board meeting. LMA will  
9 be asked to move their meeting to the other room. If that is not an option, the movie night may be changed to  
10 the second Thursday of the month.

11  
12 The movie screen has been ordered and will be delivered but the staff will need to install it. Jack Jost looked into  
13 purchasing a projector to be used by the Club. The cost is around \$1,000 for a DVD projector. Consideration  
14 will be given to renting a system to see how the proposed Kid's Movie day is received, and then the decision to  
15 purchase the equipment can be further evaluated.

16  
17 **Landscaping (Sylvie LeGuen):** The landscape contractor's responsiveness regarding specific requests and  
18 attendance at meetings has been determined to be unacceptable to the Landscape Committee. Kevin will be  
19 meeting with the contractor on Thursday, July 21, 2005.

20  
21 **Fitness Center/Library (Ralph Ricapito):** Work is proceeding on the renovation of the restrooms. The new  
22 shelves in the library have been installed and are already being filled. The elliptical machine will be ordered in  
23 early August.

24  
25 **Facilities (Bob Fernander):** Kevin will remind staff that cleaning of the clubrooms should not be done during  
26 activities. The dressing area in the ladies restroom in the fitness center needs to have new curtains.  
27 Approximately \$200 would be needed for the curtains and rods and an additional \$600 for pictures. Approval  
28 was given to proceed with the purchase of curtains and rods at an estimated cost of \$200. The balance of the  
29 items, such as pictures and additional decorating will be deferred to a future meeting for consideration.

30  
31 **Landings Learning Group:** Two additional risers are being built. A place to store them has yet to be  
32 determined.

33  
34 **OLD BUSINESS**

35 **Acoustics in Lakeside Clubhouse:** A decision on further acoustical needs will be made after the next function  
36 has taken place. This will allow for an evaluation of the work which has been done and a better understanding of  
37 what may still be needed.

38  
39 **Deep water irrigation:** A second bid was received which was significantly less than the first. One more bid has  
40 been requested from another company. The two bids which have been received are essentially the same other  
41 than the wide variance in the costs. The final decision will be made after the third bid has been received. Kevin  
42 will present all the bids to the Finance Committee.

43  
44 **Father Son Tournament:** (An Estimated Father/Son Tournament Costs summary is attached to these minutes filed in the Association's corporate  
45 minutes book as Exhibit B.) The Board confirmed its desire to continue with the Tournament and that Landings Racquet  
46 Club wishes to host the tournament. Additional sponsor dollars will change the overall expense exposure for the  
47 Club with a minimum goal being to cover the prize money and the court usage fee to LRC. Any sponsor dollars  
48 brought in by either Robbie or Kevin will be split between them and the Club. Sponsors are informed they may  
49 provide their own banners which are displayed on the property a week before the tournament and for a week  
50 after. Parking during that weekend is a significant issue which needs to be addressed.

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**Page 3**

1 A **motion** was made by Judy Greene and seconded by Gordon Garrett to approve the estimated costs summary  
2 with the “No-Teaching Fee” to be changed to “Tournament Director Fee” and agree to host the tournament.  
3 ***Each director present voted in favor of the motion. Motion passed.***  
4

5 The Board of Directors agreed to provide the USTA with the assurance that the Landings Racquet Club will host  
6 the tournament in 2006.  
7

8 **NEW BUSINESS**

9 **Architectural Assistance:** Jack Jost has presented a proposal to barter with Gary Hoyt to prepare conceptual  
10 plans on how the fitness center might be improved and/or expanded in exchange for the club initiation fee. The  
11 proposal will be reworked and presented at a future meeting with consideration on how to present any proposed  
12 club expansion to the membership.  
13

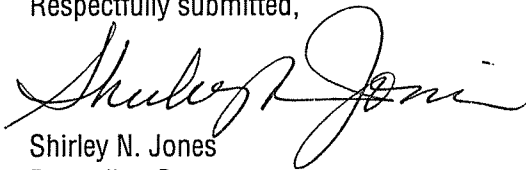
14 **Bocce Court:** The installation of a Bocce Court has been presented to the Board for consideration. Ralph will  
15 ask Colin and Cynthia Wendell to present the Board with a written proposal for installation of a bocce court with  
16 the specifications and related costs.  
17

18 **ADJOURNMENT**

19 There being no further business, a motion was made and seconded by to adjourn.  
20 ***Each director present voted in favor of the motion. Motion passed.***  
21

22 The meeting was adjourned at 3:48 PM.  
23

24 Respectfully submitted,

25   
26  
27

28 Shirley N. Jones  
29 Recording Secretary

# NOTICE

***THE REGULAR MEETING OF THE LANDING RACQUET CLUB BOARD OF DIRECTORS WILL BE HELD AT THE LAKESIDE CLUBHOUSE ON JULY 19, 2005 AT 2:00pm***

## **AGENDA**

**Call to Order**  
**Approval of June 2005 Minutes**  
**Treasurer's Report**  
**Managers Report**

### **Standing Committee reports:**

Tennis  
Pool & Spa  
Social Program  
Landscaping & Irrigation  
Fitness Center/Library  
Facility Maint  
Landings Learning Group

### **Old Business**

- a. Lakeside Clubhouse Cuppola Area Acoustics
- b. Deep well/Lake water info/update & Status
- c. Fitness Center Bathroom Upgrade Status
- d. 2005 Father/Son Financial Agreement & Tournament Re-newal
- e. Driveway re-sealing and striping status
- f. Other items TBD by LRC Board of Directors

### **New Business**

- a. Architectural Assistance/Hoyt Action
- b. Other Items TBD by the LRC Board of Directors

### **Executive Session**

### **Adjournment**

# LRC Managers Report

**July 19, 2005**

1. The monthly court work provided by TCM (Total Court Maintenance) will be performed on 18-20 July. During this visit, courts will be lightly scarified (to try and control spread of har-pan), edges and net areas luted and about 750 lbs of new material added to each court. All outside ditches that were not previously
2. "dug out" will be done to provide better drainage. Algae and mold areas will also be treated. Old fencing on courts 3-4 will be taken down and monthly maintenance will be performed on courts 1-2 and 5-8 during this period (18-20 July). We will be w/o fencing on courts 3-4 for about 2 weeks as the LRC staff prepares the fence poles and rails for new primer and paint. TCM will return on or about the 8<sup>th</sup> of August to put the new fencing up on courts 3-4, remove the old fencing on 1-2 and perform regular maintenance on courts 3-4. We will be w/o fencing on courts 1-2 for about 10-12 days. TCM will return on or about the 24<sup>th</sup> of August to put the new fencing up around courts 1-2 and perform the monthly maintenance on all 8 courts for August. This is a tentative schedule agreed to by both parties and could be adjusted if necessary.
3. Several "housekeeping" projects were also worked on over the past 3-4 weeks. We have completed installation of a "bumper" area for the one wall of the Fitness Center that was being damaged by the moving/walking treadmills. We added yet another double bookcase in the Poolside Clubhouse for our ever growing library. We have started construction on two (2) additional stages for the Landings Learning Group events as well. The entire pool deck area will also be professionally pressure cleaned as well as the entire concrete walkway starting in front of the Lakeside Clubhouse and ending where the steps are going to Court #1. This work will be done the week of 25 July. Pool deck area and pool will be closed one day from around 11am – 4pm or until deck has been cleaned.
4. We have two (2) new LRC employees. Becky Miller and Aaron Reilly started working a few weeks ago. Please stop by the Pro-Shop and say hi. These new employees replaced Rachel Holt and James Caulk who left the LRC about a month ago. Becky and Aaron work the Pro-Shop and they have both been trained on the afternoon court maintenance we do every day as well as all the other tasks I expect all my employees to do on a daily basis. Aaron also works every other Sunday morning coming in at 5:30am to open the facility and start working on the courts
5. Work on the Fitness Center bathroom renovation project is on-going. Work was delayed about a week based on the contractor that was selected unexpectedly lost a couple of his people and a job he had already started prior to signing our agreement took 3-4 days longer to complete based on rain/bad weather. Additionally, the owner of this company is going on a family vacation the week of 25 July, so not much will be done during that week. Latest estimate is we will have our bathrooms re-opened for full use by Monday, 25 July even if all the work (ie..., replacing the counters and sinks) is not done. Job will be totally completed by the middle of August.
6. I will be on vacation from 18 August – 24 August.

## Estimated Father/Son Tournament Costs - (2005)

### EXPENSES:

	<i>Tournament Director</i>	
Robbie Salum "No-Teaching Fee"		\$600
Court usage fee to LRC		\$850
LRC extra Personnel costs	55 hrs @ \$10/hr	\$550
Food & drink for players		\$300 (some food donated by LRC members + Alberston's gives us a "break".
Balls		\$100
T-Shirts and Programs		\$600
Referees & Umpires		\$400
Tournament Desk help		\$150
Mailing, misc costs		\$150
Prize Money		\$2,500
1 <sup>st</sup> Prize - \$1,200		
2 <sup>nd</sup> Prize - \$700		
3 <sup>rd</sup> Prize - \$400		
4 <sup>th</sup> Prize - \$200		
		\$6,200

### INCOME:

28 teams @ \$175/team	\$4,900
USTA "Supplement"	\$800
Sponsorships	<u>\$500</u>
	\$6,200

Robbie and I are still working on getting a couple of sponsors to off-set the expenses. USTA requires an answer from all Clubs hosting USTA Tournaments by 31 July 2005 for the 2006 season!!