

BOARD OF DIRECTORS' MEETING
THE MONARCH AT ROYAL HIGHLANDS, INC.
September 12, 2025

A meeting of the Board of Directors of The Monarch at Royal Highlands, Inc. was held at 8:00 a.m. in Mtg Rm B at the Rec Ctr. Those present: Rick Mason, Harold Beasley, Esther Patterson, Bill Ortvals, Bonnie Rex, Terry Pollard, Tom Cvikota and Dean Woodle. Luis Colon, General Manager, Craig Shelton, Course Superintendent, and Dawn Catando, Food and Beverage Manager, were also in attendance.

Rick Mason called the meeting to order. The minutes of the 8/22/2025 meeting were approved.

Course Superintendent – Craig Shelton

Recent Activity:

- Continued spraying herbicide on fairways and rough
- Sprayed tees with final herbicide application before overseeding
- Sprayed mole cricket hot spots
- Sprayed greens with nutritionals and insecticide
- Sodded racoon damage on #3 green
- Sodded shade damage on #8 green
- Began sodding bare areas on collar around #7 green, not complete
- Sod project on hole #2 was completed
- Nursery green project was sodded and completed
- Sod nursery expansion was completed
- Currently edging yardage markers, not complete
- Began edging bunkers but not complete
- Began prepping tees, collars, and approaches for overseeding. We will begin overseeding tees this month which is earlier than scheduled
- Weed-eated around bunkers
- Working on leveling low and high plugs on greens

Notes:

- Hired 5 new employees this week.
- New equipment delivery began this week. We received the 4500 rough mower, and 2 new greens mowers. No definite date as to when remainder of equipment will be delivered.

Notes from the Board

**The Board recommends that a second person on staff get certified as soon as possible. **

Food and Beverage Manager – Dawn Catando

September Events:

9/18 Pick a Partner (MWGA)

9/20 Birthday Bash

Recent Activity:

- Toby is working on bringing in a different type of fish for Friday Night Fish Fry. This may come in at higher cost, however the feedback we have been given dictates that option.
- The specials like Burger Night, Prime Rib Night, and Grilled Ribeye are the most popular of the specials and are holding their own still. Toby is working on some newer special options to be part of the upcoming season. We will be reviewing with Toby the implementation of Fried Chicken as the special for Saturdays, as discussed in board meeting.
- We are still trying to bring in staff. Both Toby and I are still bringing in possible applicants, however it has been a struggle to find and retain the applicants that are applying. We did lose Saphyre Stepney due to

reasons outside of our responsibilities. Stephanie Kent, bartender that we recently hired, is currently out sick, as well as Anisha, our 2nd cook on the line with Toby.

General Manager – Luis Colon

1. FY26 DRAFT Budget – not completed.
2. Florida Department of Environmental Protection, office of Environmental Assessment and Restoration, issued a second email asking for information provided to their office on the original email request. Course Superintendent, Craig Shelton, is the club's appointed representative for any required meetings and reports. Awaiting town hall and report(s) information.
3. Club's Financial review completed and provided to the BOD members. It is posted on the website.
4. Walk-in cooler repairs: a second application of the roof sealer helped minimize the leaks, yet not completely waterproof. A third application will take place this week and next week. We will reassess the effectiveness before a decision is made on more expensive repairs.
5. July Income Statement is in the works. Need some adjustments to the P&L/BS before submitting a completed Income Statement, P&L and BS to the Board of Directors.
6. Down To Earth (DTE) discussion – Need to document DTE's proposal and input/review from Financial Committee as soon as possible. Request adding information to the December annual members meeting.
7. September 1st Membership monthly changes and statistics report (discussion).
8. PAYCOR/PAYCHEX integration – Conducted 3 conference calls and 2 informational meetings about Paychex recommendation to integrate employee benefits to assist in employee retainability. Topics discussed were 401K retirement opportunities, Medical, dental, vision coverage, and Paychex Professional Employer Organization (PEO) platform conversion. The Board of Directors and Management need to decide what the club wants to do going forward to be competitive with the area small business employee practices.
9. Clubhouse flooring upgrade - received a quote from Floors of Distinction on rolled carpeting vs. tile carpeting to renovate the entire clubhouse carpet areas (Pro Shop, Entry, Office and Dining Room). Request a capital expenditure approval for FY25-26 and for the project to be completed as soon as possible to upgrade the worn-out carpet. Since the golf course will be closed on November 4 for overseeding, this would be a good time to get this project done.

Terry Pollard made the motion, seconded by Tom Cvikota, to approve the capital expenditure for Floors of Distinction to replace the carpet in the entire clubhouse areas with carpet tiles in an amount not to exceed \$15,000 (material and labor). Motion approved.

President – Rick Mason

- Florida Department of Environmental Protection, office of Environmental Assessment and Restoration, issued a second email asking for information provided to their office on the original email request. Rick will discuss this issue with the Royal Highlands HOA as they probably received the same letter.
- Down To Earth, a golf course maintenance company, made a presentation to the Board last month regarding their services and provided a proposal based on our goals to enhance the course conditions. Their proposal was presented to the Finance Advisory Committee for review and recommendations (see FAC below). Much discussion followed with the Board in view of the pros and cons of doing business with this firm. Rick will get more information from other golf courses who have used their services for further discussion at the next Board meeting.
- Next month we need to start the process of putting a nominating committee together for candidates to run for the Board. We will have 4 openings available and need to decide how many need to be filled. The bylaws indicate 7-9 members are required, and we currently have 8. Bill asked the Board to consider seasonal equity members running for office. This would require a bylaw change.

Secretary – Esther Patterson (Nothing to report)

Treasurer's Report – Bonnie Rex

Treasurer's Report					9/11/2025
Account	Account Type	Bank	APY	Balance	
Cash - Operating	Checking	Truist	0.00%	\$	25,882.97
Petty Cash	Currency	Office Safe	0.00%	\$	1,200.00
Non Operating Investment Account	Note/Checking	Ford Interest Advantage	4.59%	\$	371,170.02
Non Operating Investment Account	Institutional MM	Raymond James	4.34%	\$	18,480.50
	Cash Balance at	9/11/2025		\$	416,733.49
	Cash Balance at	8/20/2025		\$	468,487.24
		Change from previous Treasurer's Report		\$	(51,753.75)
	Cash Balance at	9/11/2025		\$	416,733.49
	Cash Balance at	9/10/2024		\$	544,266.84 *
		Change from Last Year		\$	(127,533.35)
Account	Due	Final Payment	Monthly Amount	Interest %	Balance
Truist Loan	Monthly on 4th	Sept 2031 - \$445,713	\$ 6,216.34	7.90%	\$ 626,613.44
Personal Note (2020 Pump House)	Monthly on 1st	Feb 2027	\$ 2,191.28	6.00%	\$ 35,627.27
Personal Notes (2024 Golf Carts)	Monthly on 1st	Jan 2031	\$ 4,709.00	0%-6.5%	\$ 256,474.22
	Total Long Term Debt at	9/11/2025	\$ 13,116.62		\$ 918,714.93
	Total Long Term Debt at	8/20/2025			\$ 926,087.67
		Change from previous Treasurer's Report			\$ (7,372.74)
	Total Long Term Debt at	9/11/2025			\$ 918,714.93
	Total Long Term Debt at	9/10/2024			\$ 1,005,565.83
		Change from Last Year			\$ (86,850.90)
Accounts Payable					n/a
Truist Credit Cards				\$	465.45
* 9/10/24 Cash Balance included new loan deposit of \$85,052.36					

Note: The Treasurer's Report includes a comparison of Long-Term Debt to the previous Treasurer's Report and Last Year's report (similar to the Cash Balance information we provide).

Finance Advisory Committee

Bonnie presented the Board with feedback from FAC members regarding the proposal as submitted by Down To Earth. Their summary comments were: Something of this magnitude should not be rushed into...an RFP with our specs and benchmarks for performance should be sent to other vendors so that additional quotes can be obtained (increasing our ability to negotiate the contract)... References should be thoroughly checked (current and prior)...The bottom line is they do not recommend accepting this proposal at this time due to the above and the additional cost.

Membership – Bill Ortvals

Adds

Paul Brock	Limited General Single	eff. 9/1/25
Barbara Lopez	Limited General Single	eff. 9/1/25
Kelly Philpot	added to Mike – Family General	eff. 9/1/25

Status Changes

David Schmitz	Resigned Limited General	eff. 9/1/25
Bonnie Rex	Moved to Equity Single	eff. 9/1/25
Dianne Christie	Resigned Single Equity	eff. 9/1/25
Sharon Grimm	Resigned Single General	eff. 9/1/25
Rick Nelson	Resigned Single Equity	eff. 9/1/25

Building and Grounds – Terry Pollard (Nothing to report)

Golf – Harold Beasley

- The 2026 Golf Calendar is complete and posted on the website.
- Upcoming Event:
November 9th - Couples Club Championship

Marketing - Tom Cvikota

Board was provided with an informational flyer from a neighboring golf club regarding football season specials to see if there was any interest. Luis will review with Dawn.

Communications – Dean Woodle

- Will send out an eblast asking members that would be willing to volunteer to support the golf course superintendent in our continued battle against weeds. This group would be notified of times in the near future to go out and support specific weed removal tasks around greens and fairways.
- Will send out an eblast advising members that there are still a couple of gardens that need sponsors.
- Dean will send another email to equity members on how to sign into Equity section of the website.
- Need to work with Luis for updates to the membership list (resignations, changes, etc).

Meeting adjourned at 10:05 a.m. The next Board Meeting is scheduled for September 26, 2025, at 8:00 a.m. in Mtg Rm A at the Rec Ctr.

Respectfully submitted,
Esther Patterson