

BOARD OF DIRECTORS' MEETING  
THE MONARCH AT ROYAL HIGHLANDS, INC.  
December 19, 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 A at the Rec Ctr. Those present: Rick Mason, Harold Beasley, Esther Patterson, Bonnie Rex, Tom Cvikota, Dean Woodle, Jeff Scott, Keith Beile, and Bobbie Iredale. Luis Colon, General Manager, Dawn Catando, Food and Beverage Manager, Craig Shelton, Course Superintendent, were also in attendance.

Rick Mason called the meeting to order and welcomed the new Board members: Keith Beile, Bobbie Iredale and Jeff Scott. The minutes of the 12/5/2025 meeting were approved.

The next order of business was to elect officers for 2026 and make committee assignments.

**President:** Dean Woodle nominated Rick Mason to be elected President, seconded by Harold Beasley. Rick accepted the nomination; all were in favor.

**Vice President:** Rick Mason nominated Dean Woodle to be elected Vice President, seconded by Tom Cvikota. Dean accepted the nomination; all were in favor.

**Secretary:** Rick Mason nominated Esther Patterson to be elected Secretary, seconded by Jeff Scott. Esther accepted the nomination; all were in favor.

**Treasurer:** Rick Mason nominated Bonnie Rex to be elected Treasurer, seconded by Esther Patterson. Bonnie accepted the nomination; all were in favor.

The following accepted their appointment as Committee Chair:

**Golf:** Harold Beasley

**Membership:** Jeff Scott

**Building & Grounds:** Keith Beile

**Communications:** Bobbie Iredale

**Marketing:** Tom Cvikota

**Employee Relations:** Dean Woodle will assist with staff issues to support the resolution of conflicts and maintaining an overall cohesive work environment. Responsibilities will be clarified with the new General Manager.

**Course Superintendent – Craig Shelton**

**Current Events:**

- Edged Cart Paths
- Edged irrigation
- Sprayed herbicide for broadleaves
- Sprayed greens for goose and poa annua
- Sprayed greens with fungicide and nutritionals
- Finished prepping bed behind #9 green
- Repaired irrigation at club house
- Top-dressed weak tees with Command
- Working on sodding area right side of #5 green and bad areas on same green
- Worked on leveling bad plugs on greens
- Hand top dressed sodded areas on greens

- Worked on leveling bumpy areas on cart paths. NOTE: some of these areas do not allow tractor access to repair. These locations will require cart path concrete to be cut with a saw and leveled. Will possibly require pouring new concrete as well. Example behind and along #13 tees.

**Notes:**

- Hired 1 new employee who will be starting next Monday.
- Still looking for a spray tech.

**Notes – Board Meeting**

- The tree in the garden area of #16 by silver tees is not in the way of the sprinkler system and can be removed.
- Weed control and new mulch will be used in the garden area behind the #9 green to improve the view from the restaurant.
- The garden near hole #13 green is close to the cart path and could cause an injury to golfers when getting away from or out of their golf cart if they aren't careful where they are stepping. Suggestions were to rope off that area, place a cone in the garden, or put a blue/white garden stake in that corner of the garden.
- The area near the cart path on #2 silver tee box needs to be roped off to alert golfers of the danger of driving down the hill from #1 green to #2 silver tee box (instead of following the cart path which is what they are supposed to do).
- The area between the practice putting green and the pump house is being used by golfers to get to the club house. This creates an issue for golfers who use that area for chipping purposes. Craig will put ropes back up to prevent golfers from using that as a shortcut to the clubhouse. To get to the clubhouse from that area golfers need to cut across #9 fairway behind the white line.
- Craig submitted an additional quote for the tractor mount aerifier for use on tee tops, driving range tee area, fairways, and rough areas. The FAC will review both quotes for purchasing this equipment (leasing is not recommended) and make a recommendation to the board for approval.
- Craig to put together a list of proposed 2026 course projects and submit it to the Board and FAC.

**Food and Beverage Manager – Dawn Catando**

December Past Events

12/2 Precinct 1 Holiday Dinner (63 Attended)  
 12/4 Southlake Golf Lunch (62 Attended)  
 12/6 Fall Scramble Lunch  
 12/8 MWGA Closing Dinner  
 12/13 Birthday Bash (74 Attended)  
 12/14 Holiday Dinner Event Philpot (47 Attended)

December Upcoming Events

12/24 Christmas Eve Buffet (68 Reservations)  
 12/31 New Years Eve Wine Dinner

- Staffing: We still need one Bartender and two more Servers in the Front of House.
- Back of the House has hired a new employee, David Lavaun.
- MWGA Dinner responded with a lot of positive feedback on food and service.
- Birthday Bash was reported to have had excellent service and food.
- Private Function for Mr. Philpot received high praise and excellent feedback.
- Christmas Eve - we are at 68 Reservations.

- I am currently working with Dean on Facebook - I hope to have that finished and up and running by the end of week.
- I did speak with Carolyn Upchurch in regard to sending out flyers to the community, so she will be posting for us for Royal Highlands.
- The flyer and email blast has been sent out for feedback and comments for the suggestion box posted in the restaurant attached to the front hostess stand. Since posting I have received 2 comment cards with the feedback of "Great Service & Carmen is Great".

### **Notes – Board Meeting**

- Dawn advised the Board that the linen tablecloths were her own personal supply and she keeps them at her residence. When the need arises, she uses them at the restaurant.
- The Board cautioned Dawn about purchasing supplies that promote the vendor's brand, i.e., the red cups bought from Coca Cola.
- The Board has heard complaints about the lack of consistency in the preparation of certain items from the kitchen. Rick will discuss this further with Toby.
- Dawn mentioned that the new Facebook page is ready to release but needs to add Communications Board Member as administrator. Use of this social media platform is for the purpose of attracting external customers. It was discussed that Dawn should talk to the administrator of the Royal Highlands Facebook to determine if we can also advertise on that community. There may be restrictions on that page for advertising a business.
- There was some discussion about the daily eblasts being sent to all members informing them of the daily/weekly specials. Some members are complaining about the excessive emails they are receiving while other members are appreciative of this regular information. The Board agreed that Dawn continue to send out the eblasts as she is currently doing but we need to monitor for members choosing to "unsubscribe" showing a disinterest in seeing these emails.
- It was decided that when there is information not particularly related to food choices, that a separate eblast be sent out highlighting that information in the subject.

### **General Manager – Louis Colon**

- Received the Profit & Loss (P&L) Statement and the Balance Sheet (BS) for November. We are reviewing the GLs for Maintenance and Occupancy. I will provide a copy of the financials minus the Income Statement (IS) when both departments complete the review and needed changes/updates (if any) are made.
- Handed out the fingerprinting process to the new Board members. This needs to be done by end of January.
- Printed the Employee's Loan list and provided it to the accountant for the Balance Sheet update.
- Provided Rick Mason with the FY2024-25 corporate tax report from the accounting firm for review and final signoff for electronic tax filing with the State of Florida, which makes us compliant.

### **President – Rick Mason**

General Manager Update: We have narrowed our search to two candidates and have a second interview today with one of them. We hope to have a decision made soon.

### **Secretary – Esther Patterson**

Reviewed with the new Board members the various Board meetings held, the process for approving minutes, location of all Board motions and policies on the website, the logistics of the Board meetings, etc.

## Treasurer's Report – Bonnie Rex

Treasurer's Report					12/17/2025
Account	Account Type	Bank		APY	Balance
Cash - Operating	Checking	Truist		0.00%	\$ 70,962.48
Petty Cash	Currency	Office Safe		0.00%	\$ 1,200.00
Non Operating Investment Account	Note/Checking	Ford Interest Advantage		4.59%	\$ 284,636.84
Non Operating Investment Account	Institutional MM	Raymond James		4.34%	\$ 18,674.94
	Cash Balance at	12/17/2025			\$ 375,474.26
	Cash Balance at	12/5/2025			\$ 349,615.25
		Change from previous Treasurer's Report			\$ 25,859.01
	Cash Balance at	12/17/2025			\$ 375,474.26
	Cash Balance at	12/24/2024			\$ 393,938.80
		Change from Last Year			\$ (18,464.54)
Account	Due	Final Payment	Monthly Amount	Interest %	Balance
Truist Loan	Monthly on 4th	Sept 2031 - \$445,713	\$ 6,216.34	7.90%	\$620,436.59
Personal Note (2020 Pump House)	Monthly on 1st	Feb 2027	\$ 2,191.28	6.00%	\$ 29,557.58
Personal Notes (2024 Golf Carts)	Monthly on 1st	Jan 2031	\$ 4,709.00	0%-6.5%	\$246,086.34
	Total Long Term Debt at	12/17/2025	\$ 13,116.62		\$896,080.51
	Total Long Term Debt at	12/5/2025			\$896,080.51
		Change from previous Treasurer's Report			\$ -
	Total Long Term Debt at	12/17/2025			\$896,080.51
	Total Long Term Debt at	12/24/2024			\$984,340.84
		Change from Last Year			\$ (88,260.33)
Accounts Payable					n/a
Truist Credit Cards					\$ 46.76

### Marketing – Tom Cvikota

Offered to use his membership card to all 3 major warehouse clubs if needed on an emergency basis for kitchen/bar supplies.

### Membership – Jeff Scott (Nothing to report)

### Building and Grounds – Keith Beile (Nothing to report)

### Golf – Harold Beasley

Next golf committee meeting is scheduled for January 6<sup>th</sup>.

The Member Guest solicitation letters are ready to be mailed.

### Communications – Bobbie Iredale (Nothing to report)

Meeting adjourned at 9:05 a.m. The next Board Meeting is scheduled for January 9, 2026, at 8:00 a.m. in Mtg Rm A at the Rec Ctr.

Respectfully submitted,  
Esther Patterson