

San Carlos Golf Club

Special Meeting – Coronavirus

04-03-2020

Attendance: Ron Fisher, Terry Weller, Max House, Ed Tully, Seda Butler, Billie Allardyce, Bob Deeley, Hugh Manning and Gary Keating

Absent: Jeff Doyal

Guest: Robyn DeMattia

President Ron Fisher called the meeting to order at 10:00 am.

The meeting was called regarding Coronavirus and the procedures the club is following now and in the future incase the state mandates golf courses to close.

Gary explained that the employees are eliminating all items that would be touched by a customer and employee. Examples would be receipts given for the starter, lids and straws on cups.

The club hired a cleaning company, to do a hospital cleaning of the clubhouse and proshop at the cost of \$500.00.

All employees have stepped up; continually cleaning and sanitizing after customers have been at the proshop, snack window, and golf carts.

Due to the 30 day lockdown by Florida, each employee is carrying a card and letter from our pro, stating that they are employed at San Carlos Golf Club and their position is essential. This is in case they are stopped by the Police early in the morning on the way to work.

Maintenance Department was having concerns for their safety and Jason explained that some of his employees were going to walk out. After Jason met with Gary and Robyn DeMattia, it was understood that the main concern was not having a restroom in the maintenance area and they were using the public restroom on Hole 17. It was recommended by Seda Butler that the restroom on

Hole 17 becomes unisex on one side and Maintenance Only on the other side. Gary is going to look into this recommendation.

However, 4 out of 12 employees have chosen to be laid off or furloughed depending on their individual case. Robyn will be mailing letters to these 4 employees handling each case according to HR rules and regulations.

Being proactive, Gary made arrangements to have temporary labor if needed.

Discussion took place regarding if Tallahassee or PGA closes our club, what steps would take place to maintain our course. Jason could be on a limited schedule because he can run the pumps from his home. However, he cannot take care of the irrigation lake from home. This is where we need to upgrade our technology at San Carlos in the near future.

If Robyn has a laptop, she could continue to pay bills and work from home. A motion was made by Billie Allardyce and seconded by Bob Deeley giving Robyn permission to purchase a laptop immediately.

We need to purchase another Quick Book and upgrade our hardware and software.

Ron Fisher asked what would be the number 1 priority if we closed and that would be the greens. The greens need water to stay in great condition, but the cutting of the greens can be done weekly instead of daily.

If San Carlos closes, Gary would send out an email to all members stating no members can play golf during the closure. Members however, will be asked to start a security watch of our grounds and buildings.

Presently, we are requiring one person per cart, unless it is a husband – wife together. The cost for golf is \$60.00 per round and there are limited tee times. We have 60 carts so that means 60 in the morning and 60 in the afternoon can be used. We have opened our course to walkers all day and not just in the mornings. This too will help with revenue. The club is going to credit cards only, no cash for the protection of our employees.

The question was asked how much money needs to be made for us to be solvent. Gary said \$4,500.00 daily and if he sees that we are not going to be solvent, he will come to the board for us to close down.

The number 1 priority for our club is the health of our employees. It has been brought to our attention that golfers are getting beers and going out to their trucks and cars to tailgate. Congregating is not allowed so Gary is going to have to have employees or members monitor the parking lot, which may cost payroll to be higher for employees with overtime.

Hugh Manning has concerns regarding our employees wearing masks daily. CDC has not confirmed that they must wear them, but Gary is still looking for mask or bandanas. If found, the board will then meet and a decision will be made regarding wearing them at all times.

Hugh also suggested the board send a message to the employees for their hard work and extra efforts. Our President Ron Fisher has done this request.

Payroll Protection Program was discussed and Hugh Manning and Max House will be working on the application for our bank to review. Doesn't mean we will use it or not without legal advice regarding our tax ramifications.

We also have insurance on San Carlos Golf Club that if we close due to Coronavirus we would file a claim due to loss of revenue.

Finally, the Building Committee met regarding the roof and a quote from Crowther Roofing. They have recommended to the board that we accept the contract regarding Roof Check Program. The three year program will cover repairs and upgrades to all buildings except the maintenance building, two roof inspections yearly, written reports regarding the condition of the roofs on all buildings and 24 Hour emergency VIP service. The total for the service is \$12,000.00 for three years. A motion was made by Max House and seconded by Terry Weller that the club signs the three year contract with Crowther Roofing. The motion passed.

The board wants to Thank Gary and his entire staff for the fantastic job; keeping the club open and still being in compliance with the mandates regarding Coronavirus. A meeting can be called at anytime regarding immediate decisions that need to take place.

Max House made a motion to adjourn at 11:01am, seconded by Terry Weller,
Board Adjourned.

Minutes Respectively Submitted By

Billie Allardyce