



CITY OF PORT ORANGE

1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
TELEPHONE 386-506-5500
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www.Port-Orange.org

February 13, 2007

GOLF COURSE BOARD OF DIRECTORS MEETING

The Regular Meeting of the Port Orange Golf Course Board of Directors will be held on Tuesday, February 20, 2007, at 4:30 p.m. in the City Manager's Conference Room, Port Orange City Hall, 1000 City Center Circle, Port Orange, Florida.

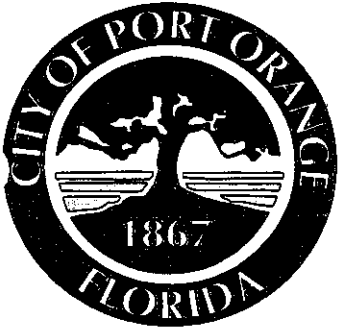
Sincerely,

A handwritten signature in black ink that reads "Kenneth W. Parker". The signature is written in a cursive, flowing style.

Kenneth W. Parker
City Manager

kwp/rlg

cc: Allen Green, Board Member
Margaret Roberts, City Attorney
John Shelley, Finance Director
Jan Parsons, Assistant Public Works Director
Jim Hahn, KemperSports
Tom Saathoff, KemperSports
Donald Koerner, The Golf Club at Cypress Head
Dennis Pickavance, The Golf Club at Cypress Head
Shirley Kelly, Deputy City Clerk



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AGENDA
GOLF COURSE BOARD OF DIRECTORS
CITY OF PORT ORANGE
CITY MANAGER'S CONFERENCE ROOM
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129

February 20, 2007
4:30 p.m.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES – Minutes of Meeting of January 23, 2007

DISCUSSION/ACTION

1. Financial Report
2. Evaluation Report

OTHER BUSINESS

ADJOURNMENT

GOLF COURSE BOARD OF DIRECTORS MEETING
CITY MANAGER'S CONFERENCE ROOM
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA

MINUTES OF THE JANUARY 23, 2007, MEETING

A meeting of the Golf Course Board of Directors was held on January 23, 2007, and was convened at 4:35 p.m.

Present at the meeting were:

Allen Green, Board Member
Kenneth W. Parker, Board Member
John Shelley, Finance Director
Margaret Roberts, City Attorney
Ann Margret Emery, Assistant City Attorney
Jim Hahn, KemperSports
Don Koerner, KemperSports
Dennis Pickavance, KemperSports

A motion was made by Ken Parker, seconded by Allen Green, to approve the minutes of the September 26, 2006, and October 17, 2006, meetings. The motion carried.

Don Koerner presented the Financial Report from December. Revenues for the month of December \$152,678, which was \$14,865 over budget for the month. Year to date revenue is \$424,882, which is \$14,022 over budget. Cost of sales for the month of December was \$17,561. Payroll for the month of December was \$60,619, which is over budget by \$66. Expenses for the month of December were \$48,198, which is \$2,138 under budget. Net income for the month of December was \$3,495, versus a budget of negative \$13,402. For the year, we are \$25,043 ahead of our budget.

Mr. Parker asked about the annual renewals and cart fees. Mr. Koerner responded that 97 annuals had been renewed (35 are double, 62 are single). For the trail fees, 98 have been paid. Five out of the 97 are founders.

A motion was made by Mr. Parker, seconded by Allen Green, to approve the Financial Report. The motion carried.

Mr. Parker asked the number of rounds that were played. Mr. Koerner responded that in December, 4,962 rounds were played. The budget was for 4,450. Last year, 4,713 rounds were played in December.

The Evaluation Report was presented by Mr. Koerner. The Pro Shop received the same rating; Administrative Offices received same rating; Restaurant and bar received same rating. The banquet room moved up .4 due to new vinyl and repairs that have

been made. The kitchen received the same rating; clubhouse restrooms/hallway received the same rating. The clubhouse entrance/parking lot/cart barn received the same rating. Improvements are being made in this area and other improvements are in progress. Mr. Hahn stated that he would like to come back with some suggestions on landscaping improvements to this area. He asked that Margaret Momberger work with them to develop a landscaping plan. Mayor Green discussed the sponsorship program that was adopted by Council and suggested contacting landscaping companies in the area for support. Mr. Hahn estimated that the landscaping would cost around \$25,000; Mayor Green stated that he felt approximately \$150,000 would be needed.

Mayor Green discussed adding additional holes to the course. Mr. Pickavance stated that it would take about 6 months to re-grass the greens; and Mayor Green stated that if the other 9 holes were available, the entire course would not have to be closed.

Mayor Green asked that Margaret Momberger give the staff an overview of what could be done to improve the landscaping at Cypress Head.

Mr. Koerner asked about the paving of the parking lot. Mr. Parker responded that the paving of the parking lot would be an expense of the golf course.

Continuing with the Evaluation Report, Tee conditions received the same rating; fairway conditions received the same rating; primary rough received the same rating; common rough received the same rating; greens conditions received the same rating; bunkers received the same rating; course restrooms received the same rating; cart paths received the same rating; fertilizer and chemical program received the same rating; maintenance and equipment received the same rating; maintenance facility received the same rating; golf course received the same rating and Mr. Koerner is in the process of putting together bid specifications for replacement carts. The overall rating was up to 6.22.

Mayor Green asked about the drainage structures. Mr. Koerner responded that they have been installed and are all finished.

A motion was made by Mr. Parker, seconded by Mayor Green, to accept the Evaluation Report. The motion carried.

Mayor Green suggested having someone cut the big slabs out front into panels. Mr. Koerner stated that this is in the process of being done.

John Shelley stated that he received a call from Chris Lyons regarding the Sales Tax issue. Mr. Lyons has been in contact with the Department of Revenue. The DOR has determined that the City owes the tax but the attorney (Mr. Lyons) has advised us to not make payment since we are not in agreement with the items. Mr. Lyons believes the balance due is \$1,000. DOR feels the charge is \$70,000.

Mr. Hahn stated that at the last Council Meeting, Council approved an extension of KemperSports contract. Mr. Hahn has not received notification of Council action. Mr. Parker stated that the Deputy City Clerk, Shirley Kelly, would provide him with the letter stating that the contract had been extended.

The meeting was adjourned at 5:25 p.m.

Allen Green, Board Member

**CITY OF PORT ORANGE
INCOME STATEMENT
FOR THE FOUR MONTHS ENDING JANUARY 31, 2007**

	CURRENT ACTUAL	CURRENT BUDGET	% OF BUDGE	LAST YEAR	% OF LAST YEAR	YTD ACTUAL	YTD BUDGET	% OF BUDGE	LAST YEAR	% OF LAST YEAR	ANNUAL BUDGET	% OF ANNUAL
REVENUES												
GENERAL & ADMIN	300	0	0.00	0	0.00	550	0	0.00	250	220.00	0	0.00
COURSE & GROUNDS	81,972	77,583	105.66	81,223	99.69	247,106	222,635	110.99	231,123	106.92	719,120	34.16
CARTS	50,337	50,336	99.61	49,623	101.44	191,126	190,877	100.16	182,251	104.87	584,047	37.68
PRO SHOP	6,887	8,450	81.50	7,029	97.89	32,789	38,200	85.84	35,582	92.15	116,125	28.24
DRIVING RANGE	4,624	4,698	98.42	4,036	114.57	16,398	17,415	93.59	15,296	106.55	53,334	30.15
FOOD & BEVERAGE	24,050	23,150	103.89	24,969	96.32	91,555	92,650	98.82	87,466	104.67	278,410	32.88
CITY SURCHARGE R & R	4,861	5,380	93.48	4,880	99.61	18,090	18,350	98.58	17,236	104.95	50,936	31.77
TOTAL REVENUES	173,031	169,617	102.01	172,760	100.16	587,514	588,077	103.01	569,204	104.97	1,808,792	33.03
COST OF SALES												
PRO SHOP	4,767	5,440	87.63	4,566	104.40	21,300	24,488	87.01	22,284	95.58	72,386	29.43
FOOD & BEVERAGE	9,911	9,029	109.77	9,970	99.41	40,127	36,134	111.05	37,258	107.70	108,580	36.96
TOTAL COST OF SALES	14,678	14,469	101.44	14,536	100.98	61,427	60,614	101.34	59,542	103.17	180,966	33.94
GROSS PROFIT	158,353	155,148	102.07	158,224	100.88	536,087	519,463	103.20	509,662	106.18	1,627,826	32.93
PAYROLL & RELATED												
GENERAL & ADMIN	9,703	10,355	93.70	9,614	100.93	37,766	39,047	96.72	37,653	100.30	119,490	31.61
COURSE & GROUNDS	23,983	22,853	104.86	25,545	92.81	96,868	92,275	104.98	97,740	99.11	276,791	35.00
CARTS	5,976	5,823	102.63	5,308	112.58	23,259	23,259	100.04	19,650	118.37	67,336	34.54
PRO SHOP	8,224	9,266	88.75	8,372	98.23	30,376	35,624	85.27	31,817	95.47	108,984	27.87
FOOD & BEVERAGE	10,745	10,471	102.62	9,917	108.35	42,550	40,643	104.69	37,658	112.99	126,441	33.65
MARKETING	3,774	4,043	93.33	3,793	99.50	14,782	15,479	95.50	15,957	92.64	47,300	31.25
TOTAL PAYROLL & RELA	62,385	62,811	99.32	62,549	99.74	245,601	245,003	100.24	240,475	102.13	746,342	32.91
EXPENSES												
GENERAL & ADMIN	14,521	12,985	111.83	10,706	135.63	55,032	56,486	97.43	52,842	104.14	161,773	34.02
COURSE & GROUNDS	16,754	15,222	110.06	14,577	114.93	86,333	90,664	95.22	76,379	113.03	247,029	34.95
CARTS	4,558	4,696	92.80	5,120	83.12	18,099	18,134	99.81	17,504	103.40	53,102	37.85
PRO SHOP	43	440	9.77	334	12.87	688	2,030	33.89	1,218	56.49	11,050	6.23
DRIVING RANGE	408	725	56.28	540	75.56	937	900	104.11	1,197	78.28	3,608	26.03
FOOD & BEVERAGE	1,345	2,800	48.04	2,313	58.15	8,855	10,450	84.74	6,796	130.30	33,300	26.59
CITY SURCHARGE R & R	4,861	5,200	93.48	4,880	99.61	18,090	18,150	99.67	17,236	104.95	56,822	31.84
MARKETING	3,877	3,215	120.59	2,225	174.25	10,177	13,160	77.33	12,752	79.81	34,605	29.41
TOTAL EXPENSES	46,167	45,283	101.95	40,695	113.45	196,211	209,974	94.40	185,924	106.61	603,281	32.86
NET OPERATING INCOM	49,801	47,054	105.84	54,960	90.58	92,275	64,486	143.08	83,263	110.82	278,203	33.17
MANAGEMENT FEE	7,972	7,973	99.99	7,740	103.00	31,889	31,882	99.99	30,861	103.00	96,396	31.08
INTEREST EXPENSE	14,833	14,833	100.00	14,833	100.00	59,332	59,332	100.00	59,332	100.00	177,996	33.33
NET INCOME	26,996	24,248	111.33	32,407	83.39	1,054	(26,758)	(3.94)	(7,030)	(14.99)	3,811	27.66

FOR MANAGEMENT PURPOSES ONLY

R & R Projects

Invoice Date	Vendor Name	Repair/Replacement Description	Reference Number	Total Cost	Payment Dates	Payment Amounts
11/10/2002	Scott Barnes Pine Straw	600 Bales of Pinestraw	1730	\$1,730.00	12/26/2002	\$1,730.00
2/25/2003	Jeff Appleford	Landscape	Landscape	\$160.00	2/25/2003	\$160.00
2/25/2003	Mike Cooper	Landscape	Landscape	\$305.00	2/25/2003	\$305.00
2/25/2003	Don Mashaw	Landscape	Landscape	\$55.00	2/25/2003	\$55.00
2/12/2003	Kate Minnock	Wood Armed Chairs - Big Lots	1555-7296	\$170.38	2/12/2003	\$170.38
2/20/2003	Keller Outdoor	50% on Landscape Plants	Landscape	\$19,864.50	3/11/2003	\$9,147.63
3/5/2003	Lowes	Shelves, Bridge Repair	4327	\$426.91	3/12/2003	\$426.91
3/7/2003	Kate Minnock	Golf Cabinet	Lobby	\$188.70	3/7/2003	\$188.70
3/10/2003	Door Specialists	Exterior Door replacement	Clubhouse		3/10/2003	\$2,500.00
3/5/2003	Scott Barnes Pine Straw	1161 Bales of Pinestraw	1754	\$3,105.68	3/10/2003	\$3,105.68
4/1/2003	Diversified Flooring	Tile & Carpet	9382	\$8,800.00	14-Apr	\$8,800.00
4/1/2003	BRS	Banquet Equipment	345413	\$385.70		
4/2/2003	BRS	Banquet Equipment	345416	\$321.68		
4/9/2003	BRS	Banquet Equipment	345419	\$355.56	4/14/2003	\$1,062.94
4/3/2003	Keller Outdoor	Landscape Final	LANDSCAPE		4/14/2003	\$10,716.87
4/1/2003	Better Baricades	Sealing & Restripping Parking	621366	\$4,753.55	4/14/2003	\$4,753.55
4/4/2003	Masterpiece	Baseboard	E165	\$325.00	4/14/2003	
4/1/2003	Masterpiece	Cabinets in Bathroom	1050	\$2,395.00	4/14/2003	\$1,522.50
4/10/2003	Door Specialists	Door Replacement	8667	\$5,325.00	4/14/2003	\$2,825.00
5/1/2003	Masterpiece	Cabinets in Bathroom	1050		5/9/2003	\$2,395.00
5/2/2003	Masterpiece	Mirrors in Bathroom	E175	\$825.00	5/9/2003	\$825.00
5/6/2003	Jaztak	Signs - Parking area	150	\$952.88	5/16/2003	\$952.88
5/1/2003	Masterpiece	Refund of Overpay on Cabinets	1050		6/6/2003	-\$1,197.50
5/22/2003	Lab Safety	Safes/maker Ashtrays (3)	1003328390	\$137.29	6/1/2003	\$137.29
1/26/2004	Simplex Grinnell	Ansul System Kitchen	MD396	\$1,602.83	1/26/2004	\$1,602.83
1/27/2004	Sun-Con Concrete	Sidewalk Repairs	Sidewalks	\$2,736.60	1/27/2004	\$2,736.60
1/31/2004	Wades Bailed Pine Straw	Replacement Pine Straw	W20	\$2,500.00	1/31/2004	\$2,500.00
2/26/2004	Blythe's Garage Door	Garage Door Maintenance	3205	\$3,300.00	2/26/2004	\$3,300.00
3/17/2004	Sams Club	Metal Cabinet	407700321334	\$106.23	3/17/2004	\$106.23
5/18/2004	Simplex Grinnell	Fire Extinguishers	315257	\$789.70	5/18/2004	\$789.70
7/1/2004	RJ Landscape Contractors	Plants, Trees and Irrigation Parking Area	5/14 proposal	\$3,875.00	7/9/2004	\$3,875.00
9/1/2004	Bryson Crane Rental	Replace Pump	211	\$255.00	9/23/2004	\$255.00

9/14/2004	Nationwide Protect. Ser.	Duct Smoke Detectors and Samp Tubes	37371	\$1,574.32	9/23/2004	\$1,574.32
9/30/2004	DH Rainwater	Replacement of Door Locks	5818	\$377.00	9/30/2004	\$377.00
9/28/2004	Watertronics	60HP VHS Motor (Pump)	53353	\$2,675.00	10/7/2004	\$2,675.00
10/7/2004	Watertronics	credit for Crane Service on Pump	53353-cm	-\$225.00	10/7/2004	-\$225.00
10/15/2004	Joe Millers Mulch	Mulch replacement	2012	\$990.45	10/15/2004	\$990.45
10/19/2004	Angela's	Kitchen Equip.-Waffle Mach & Burners	84994	\$330.15	10/19/2004	\$330.15
10/21/2004	Scott Barnes Pine Straw	Baled Pinestraw	1907	\$2,846.20	10/21/2004	\$2,846.20
10/25/2004	Joe Millers Mulch	Mulch replacement	2015	\$223.65	10/25/2004	\$223.65
12/8/2004	Grainger	Mirror for Cart Crossing	945-030473-9	\$133.16	12/23/2005	\$133.16
1/27/2005	Angela's	Bar Stools (8)	87071	\$1,090.20	1/27/2005	\$1,090.20
2/1/2005	Coastal Restaurant	Reachin Freezer	5733	\$1,485.67	2/1/2005	\$1,485.67
3/22/2005	Buchanan Electric	Range/Parking light replacement	22042	\$1,293.25	3/22/2005	\$1,293.25
4/5/2005	Rick's Trucking	Pine Straw	Pine Straw	\$2,446.25	4/5/2005	\$2,446.25
4/7/2005	Rick's Trucking	Pine Straw	1214	\$2,446.25	4/7/2005	\$2,446.25
4/11/2005	Port Orange AC	Ventilation Fans Clubhouse Restrooms	3911	\$1,197.06	4/11/2005	\$1,197.06
5/1/2005	Conrad Yelvington	Sod	Sod	\$111.50	5/1/2005	\$111.50
5/1/2005	GCS Service	Grill for Kitchen	421530	\$843.68	5/1/2005	\$843.68
5/1/2005	VW Grainger	Bev Cart Trailer	9457291061	\$141.08	5/1/2005	\$141.08
6/1/2005	Lesco	3 Park Benches	6LN XU8A	\$1,293.98	6/1/2005	\$1,293.98
6/1/2005	Lesco	1 Park Bench	6LN XU8A	\$445.20	6/1/2005	\$445.20
6/10/2005	CMS Plumbing	Water Heater Computer Replacement	Water Heater	\$320.00	6/10/2005	\$320.00
6/23/2005	Port Orange AC	A/C Compressors 2 units	3991	\$2,989.46	6/23/2005	\$2,989.46
6/28/2005	Port Orange AC	A/C Compressors 2 units	3996	\$34.08	6/28/2005	\$34.08
7/11/2005	Port Orange AC	Cooler Compressor 1 unit	4013	\$973.37	7/11/2005	\$973.37
8/1/2005	M & M Sales & Service	Irrigation pump	7775	\$9,390.00	8/1/2005	\$9,390.00
8/1/2005	Port Orange AC	A/c Dual Capacitor Replacement	4064	\$168.27	8/1/2005	\$168.27
8/1/2005	Port Orange AC	Ice Machine Computer Board&Transformer	4065	\$538.89	8/1/2005	\$538.89
9/1/2005	Corbett Crane	Reset Pump	30751	\$288.90	9/1/2005	\$288.90
9/1/2005	Corbett Crane	Pull Pump	30690	\$288.90	9/1/2005	\$288.90
9/2/2005	Buchanan Electric	Pump Irrigation	22500	\$497.98	9/2/2005	\$497.98
9/2/2005	Buchanan Electric	Pump Irrigation	22499	\$2,184.75	9/2/2005	\$2,184.75
9/13/2005	Corbett Crane	Pump Irrigation	31290	\$288.90	9/13/2005	\$288.90
9/20/2005	Corbett Crane	Motor for Pump	31308	\$321.00	9/20/2005	\$321.00
9/25/2005	M & M Sales & Service	Pump Irrigation	7804	\$2,900.00	9/25/2005	\$2,900.00
9/30/2005	AIG Insurance	Pump Insurance Claim Funds	Insurance Funds	-\$523.54	9/30/2005	-\$523.54
12/7/2005	Agricultural Permitting	Meter Compliance Services	633	\$784.20	12/7/2005	\$784.20
12/13/2005	Buchanan Electric	Range Light Replacement	22730	\$3,350.00	12/13/2005	\$3,350.00

12/20/2005 Rick's Trucking	Pine Straw	1480	\$2,350.00	12/20/2005	\$2,350.00
2/3/2006 Pro Plus	Tank instalment 1 of 2	Tank	\$250.00	2/3/2006	\$250.00
2/6/2006 D. Koerner	Security System - Cameras and Recorder	Sec Sys	\$620.27	2/6/2006	\$620.27
2/8/2006 JBT & Associates	Computer Monitor Proshop	105585	\$735.00	2/8/2006	\$735.00
3/1/2006 Port Orange AC	Repair Gaskets Reach In Fridge	4299	\$406.00	3/1/2006	\$406.00
3/3/2006 Pro Plus	Tank instalment 2 of 2	Tank	\$250.00	3/3/2006	\$250.00
5/1/2006 JBT & Associates	Printer Proshop Labels for Handicap	105775	\$99.00	5/1/2006	\$99.00
5/16/2006 Port Orange Electric	Range Light Repair	264	\$100.00	5/16/2006	\$100.00
5/30/2006 Port Orange Electric	Range Light Repair - New Transformer	1572	\$1,950.00	5/30/2006	\$1,950.00
6/15/2006 Spook Tech	Alarm Repairs	Keypads	\$325.00	6/15/2006	\$325.00
7/1/2006 Diversified Flooring	Carpet Clubhouse	CG600370	\$8,650.00	7/7/2006	\$8,650.00
8/24/2006 Blackfoot	Drain Replacement - Part 1 of 2	Drain Replace	\$16,000.00	8/24/2006	\$16,000.00
9/1/2006 Port Orange AC	Compressor Replacement	4519	\$2,980.00	9/1/2006	\$2,980.00
1/1/2007 Rob's K-Bear Aluminum	Clubhouse - Restaurant Banquet Room Enc 6380		\$7,250.00	1/1/2007	\$7,250.00
1/3/2007 K. Minnock	Clubhouse - Restaurant Mats for New Carp Door Mats		\$503.00	1/3/2007	\$503.00
1/26/2007 AAA Asphalt	Clubhouse - Restaurant & Proshop Entranc 70214		\$4,584.00	1/26/2007	\$4,584.00

Total Billed \$159,314.67 Total Paid \$159,314.67

January Weather, Revenue, Rounds Summary
2006 Vs. 2007

	2006		2007		2006		2007		2006		2007		2006		2007		2006		2007		
	Low Temp	High Temp	Low Temp	High Temp	Precip	Revenue	Rounds	Overcast, Frost, or Cart Path Only 2006	Precip	Revenue	Rounds	Overcast, Frost, or Cart Path Only 2007	Precip	Revenue	Rounds	Overcast, Frost, or Cart Path Only 2006	Precip	Revenue	Rounds	Overcast, Frost, or Cart Path Only 2007	
1	74	58	58	69	0	5424	200		0	5083	139			5424	200			5083	139	Overcast	
2	64	75	75	81	0	4311	167		0	5825	200			4311	167			5825	200	Overcast	
3	62	78	78	81	0	3799	172		0	3648	131			3799	172			3648	131	Overcast	
4	66	79	79	79	0.15	4468	169	Rain AM	0	4930	207			4468	169	Rain AM		4930	207		
5	51	77	77	79	0	4868	212		0	6360	182			4868	212			6360	182		
6	48	76	76	82	0	2583	102		0	5970	183			2583	102			5970	183	Overcast PM	
7	34	57	57	81	0	3909	130	Frost Delay 30 min	0	6658	194			3909	130	Frost Delay 30 min		6658	194		
8	29	64	64	82	0	4527	153	Frost Delay 1 hr40 min	0	4033	112			4527	153	Frost Delay 1 hr40 min		4033	112		
9	38	62	62	80	0	3175	147	Frost Delay 1hr15min	0.15	4554	183			3175	147	Frost Delay 1hr15min		4554	183	Rain PM	
10	48	74	74	74	0	6049	214		0	4067	148			6049	214			4067	148	Wind	
11	56	76	76	68	0	3204	219		0	6041	230			3204	219			6041	230	Wind	
12	55	46	46	70	0	4461	217		0	6568	198			4461	217			6568	198		
13	54	56	56	74	0	5160	180		0	6767	197			5160	180			6767	197		
14	54	55	55	75	0	5972	161		0	6447	189			5972	161			6447	189	Overcast	
15	39	58	58	78	0.2	4566	161		0	6449	209			4566	161			6449	209		
16	48	60	60	81	0	4664	193		0	6936	236			4664	193			6936	236		
17	52	52	52	74	0	5484	204		0.2	3518	163			5484	204			3518	163	Rain, Wind	
18	58	54	54	70	0	4054	146		0.2	5002	256			4054	146			5002	256	Overcast, Rain	
19	40	58	58	68	0	4528	194		0	6251	219			4528	194			6251	219		
20	38	47	47	75	0	4162	186		0	6124	180			4162	186			6124	180		
21	54	46	46	80	0	5759	206		0	5518	173			5759	206			5518	173		
22	56	58	58	76	0	5121	182		0.5	5256	189			5121	182			5256	189	Overcast, Rain PM	
23	70	56	56	75	0	4408	171		0	5493	191			4408	171			5493	191		
24	59	55	55	72	0	5309	213		0.2	4298	156			5309	213			4298	156		
25	48	50	50	58	0	6105	220		0.3	1573	39			6105	220			1573	39	Rain, Wind	
26	40	40	40	65	0	4528	208		0	6116	176			4528	208			6116	176		
27	48	40	40	65	0	5210	168		0.1	5976	155			5210	168			5976	155		
28	52	40	40	62	0	6302	197		0.1	6375	182			6302	197			6375	182		
29	58	38	38	61	0	6208	211		0	3416	98			6208	211			3416	98		
30	59	32	32	58	0	1744	78		0	4683	148			1744	78			4683	148	Frost Delay 1 Hour	
31	57	48	48	62	0.05	6695	238	Light Rain	0	4788	149			6695	238	Light Rain		4788	149		
Historical Avg.	51.9	51.7	51.7	72.5	0.4	146757	0		1.75	164723	5412			146757	0			164723	5412		
Budget Rev.	47	47	47	70	3.13				3.13												
DAY EFFECTED BY WEATHER - 2																					



February 2007

Monthly Planner



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March 2007

Monthly Planner



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February 12, 2007

Jan Parsons
City of Port Orange
100 City Center Circle
Port Orange, FL 32129

Dear Jan:

The following is a summary report for the month of January at Cypress Head. The narrative summary will help give you a look into what took place during the month. Attached you will also find the monthly financial income statement for your review.

Overview of Month:

Business in January was strong, as the golf course remained busy with activity. Rounds were slightly under this month's budget and last year's total, even though in both categories we were able to exceed our total Revenue for the month. Also for the month compared to the budget, we were able to keep in line the payroll, expenses, and Cog's allowing for us to show slight gains in Net Income.

Activity during the month included the Annual Rally for a Cure golf outing fundraiser to benefit breast cancer research on Wednesday, January 17th. Cypress Head hosted this wonderful event, which was put together by our Women's Golf Association and the Cypress Head staff, 140 golfers participating in the activities. Aside from this event, tournaments and outings were minimal as they normally are during this time of year, but our regular association play was very active. Between all this activity we were able to accommodate the high demand for daily tee times including a good number of groups with 20 to 30 golfers who frequent Cypress Head on a weekly basis during this time of year. Overall there was a good mix of rounds played between our regular year round patrons and winter visitors.

<u>January</u>	<u>Actual</u>	<u>Budget</u>	<u>PY</u>
Revenue	\$173,031	\$169,617	\$172,760
Payroll	\$62,385	\$62,811	\$62,549
COGS	\$14,678	\$14,469	\$14,536
Monthly Expenses	\$46,167	\$45,283	\$40,695
<u>NOI / less Mgt. Fee & Int.</u>	<u>\$26,996</u>	<u>\$24,248</u>	<u>\$32,407</u>
Rounds	5,263	5,400	5,619
Average rate	\$26.06	\$24.69	\$24.33

NOI/YTD less Mgt. Fee & Int. vs. Budget

Ahead of budget by \$27,792

Revenue Breakdown

- Rounds played were 5,263, 3% under our budget of 5,400, and 6% under last year, 5,619 rounds.
- Green Fee & Cart Fee - \$137,170 vs. a budget of \$133,319 over 3%, compared to last year \$136,726 over less than 1%.
- Merchandise - \$6,697 under 16% compared to \$8,000 budget, compared to last year \$6,581, over 2%.
- Driving Range - \$4,624 compared to \$4,698 budget, under 2%, compared to last year \$4,036 over 15%.
- Food & Beverage - \$24,050 compared to \$23,150 budget, over 4%, compared to last year \$24,969 under 4%.
- City Sur-Charge - \$4,861 compared to \$5,200 budget, under 7%, compared to last year \$4,880 under less than 1%.

Payroll / Expenses Breakdown

For the month overall payroll, expenses, and Cog's were in line with the budget. Overall payroll was \$426 under budget, and overall expenses were \$884 over.

- Payroll - \$62,385 vs. a budget of \$62,811, under less than 1 %
- Expenses - \$46,167 vs. a budget of \$45,283 over 2%
- Merchandise Cog's were 71%
- Food & Beverage Cog's were 39% food, 42% beverage

Golf Course

The golf course remains in great shape. For most of January the warm temperatures continued which allowed for the Bermuda grass to thrive along with the mix of over-seed making for plenty of thick green turf. During the final week of January and into February, cooler and wetter weather took over and we are now seeing more winter like conditions. Since having a couple frosty mornings in the past week, the Bermuda grass has begun to go more dormant and the winter over-seed is now more dominant. The greens are rolling at a quicker pace due to the Bermuda thinning out, and also what you normally see after you get a frost in the winter months, the fairways and tees are showing up with more definition. The course is holding up very well to the heavy traffic we have seen, although we continue to show some wear and tear from ball marks not repaired on the greens and fairway divots that have been ignored.

Projects

- Repairs on the vinyl windows in the banquet room are completed. This has refreshed the overall look to the room.
- The resurfacing to the area in front of the clubhouse is complete and shows great improvement to the look of this area.
- We have begun work to address cosmetic improvement to the clubhouse grounds. This will be an ongoing process.

Marketing

- We continue to offer Internet tee times through our web site and conducting e-mail marketing with e-mail blast.
- Kate continues to reach out to the community in efforts to drive more business to Cypress Head. Business leads include Daytona Beach CVB, Daytona USA, Port Orange/South Daytona Chamber, Port Orange YMCA, and Port Orange Community Trust, New Smyrna Beach Accommodate Assoc.
- The motel/hotel association's golf coordinator is working together with Kate to create winter and spring golf packages, working to establish travel and tour shows for 2007.
- We are using print advertising to promote our web site.
- Kate continues to work with the Beachside Hotel/Motels and we are booking tee times and small outings.
- We are using the CLASP survey to give us input from our customer base.

Weather

The weather up until the last week of January was unseasonably pleasant, and overall for the month warmer than the average. During the final week of January, cooler temperatures and more winter like weather conditions have returned to our area. Rainfall for the month was slightly below normal.

Rainfall Totals: 1.75 inches of rain vs. average of 3.13 inches historically for the month.

Average Air Temperature: Lows averaged 51.7°F, historical average of 47°F – Highs averaged 72.5°F, historical average of 70°F.

Summary

In January we saw Cypress Head continue to stay very active with many rounds of golf played translating to another solid month. Moving out of January and into February we saw the weather become a negative factor slowing the momentum we have enjoyed so far this fiscal year. We do anticipate this to be a challenge for meeting our budgeted revenue for the month due to this poor start. We hope to quickly rebound and gradually make up the ground we lost during the first week of February.

As usual we will operate the facility as efficiently as possible without sacrificing the quality of the experience at Cypress Head.

If you have any comments or suggestions, please do not hesitate to call.

Sincerely,

James K. Hahn
Senior Vice President of Operations
KemperSports Management

CC: Steve Skinner, Tom Saathoff

The Golf Club at Cypress Head

DATE: 2/10/07 EVALUATION

**Operated by
KEMPERSPORTS Management**

Course:	The Golf Club at Cypress Head
Contract Administrator	Jan Parsons/Chris Kucera
KSM Representatives	Jim Hahn
General Manager	Don Koerner
Superintendent	Dennis Pickavance

Prepared by:
Kemper Sports Management, Inc.
500 Skokie Blvd. Suite 444
Northbrook, IL. 60062

1. Pro Shop

Evaluation

A. Cleanliness/Orderly	5.9	10/06	0.0	04/07
	5.9	11/06	0.0	05/07
B. Appearance	5.9	12/06	0.0	06/07
	5.9	01/07	0.0	07/07
C. Displays	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Inventory				

Comments:

Overall, shop looks nice and orderly

- On going - Clean & orderly - Good 1/07
- On going - Well stocked - Good 1/07

2. Administrative Offices

Evaluation

A. Cleanliness/Orderly	6.0	10/06	0.0	04/07
	6.0	11/06	0.0	05/07
B. Appearance	6.0	12/06	0.0	06/07
	6.0	01/07	0.0	07/07
C. Equipment	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07

Comments:

Overall satisfactory, all 3 offices are neat & organized

- On going - Organized & Presentable - Good 1/07

3. Restaurant / Bar

Evaluation

A. Cleanliness/Orderly	6.4	10/06	0.0	04/07
	6.4	11/06	0.0	05/07
B. Appearance	6.4	12/06	0.0	06/07
	6.4	01/07	0.0	07/07
C. Tables and Chairs	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07

Comments:

Overall restaurant is cleaner and brighter & continuing to improve

- On Going - Carpet cleaning - Good 1/07
- On Going - Review last Health Dept. inspections - Good 1/07
- On Going - Coolers clean inside & out - Good 1/07
- On Going - Vents are due to be bleached and/or painted - Good 1/07
- On Going - Air return vent cleaned over bar entrance - Good 1/07

4. Banquet Room

Evaluation

A. Cleanliness/Orderly	5.2	10/06	0.0	04/07
	5.2	11/06	0.0	05/07
B. Appearance	5.6	12/06	0.0	06/07
	5.6	01/07	0.0	07/07
C. Tables and Chairs	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07

Comments:

Overall room is in stable condition

- On Going - Vacuum edges of walls & in corners - Good 1/07
- On Going - Cleaning & appearance of fans & light fixtures - Good 1/07
- On Going - Check if courtyard drainage is functioning - Good 1/07

- **On Going** - Clean vinyl – Deteriorating condition, in need of replacement, we are getting prices for replacement by 2/07. We contracted K-Bear Aluminum and have replaced all the vinyl, installed new doors, repaired the damaged areas, and resealed the aluminum panels from the outdoors. Cost was \$7,250 – Completed 1/07
- **On Going** – Check for paint bubbling and leaks – Good - 1/07

5. Kitchen	Evaluation			
A. Customer Service	6.1	10/06	0.0	04/07
	6.1	11/06	0.0	05/07
B. Cleanliness	6.1	12/06	0.0	06/07
	6.1	01/07	0.0	07/07
C. Equipment	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07

Comments:

Overall kitchen is in good working order

- **On Going** - Review last Health Dept. inspections - Good 1/07
- **On Going** - Food stored properly – Good 1/07
- **On Going** - Clean & Presentable – Good 1/07

6. Club House Restrooms / Hallway	Evaluation			
A. Cleanliness	6.3	10/06	0.0	04/07
	6.3	11/06	0.0	05/07
B. Equipment	6.3	12/06	0.0	06/07
	6.3	01/07	0.0	07/07
C. Appearance	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Odor				

Comments:

Overall clean and orderly

- **On Going** – Clean & Presentable – Good 1/07
- **On Going** – Odor free – Good 1/07
- **On Going** – Cleanliness of vents in ceiling of men and ladies room – Good 1/07

7. Entrance/Ext. Clubhouse/Cart Barn	Evaluation			
A. Landscape	6.0	10/06	0.0	04/07
	6.0	11/06	0.0	05/07
B. Signage	6.0	12/06	0.0	06/07
	6.2	01/07	0.0	07/07
C. Parking Lot	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Cement Walkways				

Comments:

Overall the clubhouse and it's surrounding is aging and in need of constant attention

- **On Going** – Replace beds of annuals – refreshed the landscape with new - 1/07
- **On Going** – Fascia board & Trim in need of cleaning – pressure cleaned in October, good -1/07
- **On Going** - Clean Windows – good 1/07
- **On Going** – Litter free, cigarette butts – good 1/07
- **On Going** - Dirt and cob webs off of building , good -1/07
- **On Going** – Landscaping appearance, trimming & weed free – not good, will get on it this month - 9/06 – Have begun and still have much work to be done, but getting better. We will continue to attack during the next couple months - 11/06 – continued improvement - 12/06 – work continues and improvement is seen 1/07

- 1/07 – We have contracted the resurfacing job to the entrance to the clubhouse restaurant and pro shop to AAA Asphalt to begin January 13. Completed by 1/07 – Project is complete and the look is much improved – 1/07 We are looking into saw cuts in this area to create fracture stress points, Chris Kucera is trying to line this up for us - update by 2/07

8. First Tee Area / Putting Green / Range Evaluation

A. Cut	6.5	10/06	0.0	04/07
	6.5	11/06	0.0	05/07
B. Health	6.5	12/06	0.0	06/07
	6.5	01/07	0.0	07/07
C. Starter Area	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Bag Drop				

Comments:

Overall the first tee area is well kept and attractive

- On Going – Edge & Pine Straw all beds around benches & lights – Good 1/07
- On Going – Bag Drop Stand clean & orderly – Good 1/07

9. Tee Conditions-Overall Evaluation

A. Cut	6.6	10/06	0.0	04/07
	6.6	11/06	0.0	05/07
	6.6	12/06	0.0	06/07
B. Health	6.6	01/07	0.0	07/07
	0.0	02/07	0.0	08/07
C. Appearance	0.0	03/07	0.0	09/07
D. Playability				

Comments:

Overall the tee boxes are very healthy and visually pleasing

- On Going - Divots continue to be filled on a regular basis - Good 1/07
- On Going – Quality of Cut – Good 1/07
- On Going – Color & appearance – Good 1/07
- On Going - Conditions because of wear and tear from heavy play – Good - 1/07

10. Fairway Conditions Evaluation

A. Cut	6.6	10/06	0.0	04/07
	6.6	11/06	0.0	05/07
B. Health	6.6	12/06	0.0	06/07
	6.7	01/07	0.0	07/07
C. Appearance	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Playability				

Comments:

Overall the fairways are very healthy

- On Going – Quality of cut, density, & playability – Good 1/07

- On Going – Color & Appearance – Good 1/07
- On Going – Weed control – Good 1/07
- On Going – Quality and consistency of Winter over-seed – Very Good -1/07
- On Going – Conditions of fairways for wetness and mowing schedules being kept – Good 1/07

<u>11. Primary Rough Conditions</u>		<u>Evaluation</u>		
A. Health	6.4	10/06	0.0	04/07
	6.4	11/06	0.0	05/07
B. Cut	6.4	12/06	0.0	06/07
	6.4	01/07	0.0	07/07
C. Appearance	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Playability				

Comments:

- Overall the rough is very healthy and consistent
- On Going - Pine straw beds – In need of replenishment, pine straw has been delivered and being placed - 1/07
- On Going – Quality of cut, density, & playability – good 1/07
- On Going – Color & Appearance – good 1/07
- On Going – Weed control – good 1/07
- On Going – Conditions of rough for wetness and mowing schedules being kept – Good 1/07

<u>12. Common Rough Conditions</u>		<u>Evaluation</u>		
A. Health	5.6	10/06	0.0	04/07
	5.6	11/06	0.0	05/07
B. Cut	5.6	12/06	0.0	06/07
	5.7	01/07	0.0	07/07
C. Appearance	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Playability				

Comments:

- On Going Problem - Drainage work is needed in areas when we are subject to above average wet weather.
- Wet areas will continue to be our biggest challenge on the golf course
- On Going – Palmettos along right side of #11, need to always continue trimming – in need, will be a winter project - 1/07
- On Going – Conditions for wetness and mowing schedules being kept on areas bordering the course – Good - 1/07
- On Going– Pine straw areas – Starting to thin out, in need of replenishment, must evaluate source of funding due to it is no longer an R&R funded project, update by 11/06 – Pine straw delivered and taken out of seed & trees in 06-07 budget – 11/06 – Good –1/07

<u>13. Greens Conditions</u>		<u>Evaluation</u>		
A. Health	6.8	10/06	0.0	04/07
B. Cut	6.8	11/06	0.0	05/07
	6.8	12/06	0.0	06/07
C. Appearance	6.8	01/07	0.0	07/07
	0.0	02/07	0.0	08/07
D. Playability	0.0	03/07	0.0	09/07

Comments:

- **Overall we continue to have healthy and good rolling greens**
- **On Going** - Continue to treat the Ferry Rings on holes 1, 6, & now 17 with chemicals and cultural practices – Good 1/07
- **On Going** - Report of progress & treatments of the ferry rings by Superintendent Dennis Pickavance – Up to Date 1/07
- **On Going** – Smoothness & speed of ball roll – Good 1/07
- 7/06 – John Foy from the USGA was here on August 14, 2006 for his site visit. Report complete 11/06
- **On Going** – Greens over-seed condition – over-seeded on 10/23/06 and in good condition - 11/06 – presently good 1/07

14. Bunkers	Evaluation			
A. Appearance	6.3	10/06	0.0	04/07
	6.3	11/06	0.0	05/07
B. Texture	6.3	12/06	0.0	06/07
	6.3	01/07	0.0	07/07
C. Playability	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Conditions				

Comments:

Overall the bunkers and waste bunkers remain in good conditions weather permitting

- **On Going** – Bunkers, edged & raked – Good - 1/07
- **On Going** – Waste bunker weed free & cultivated – Good -1/07
- **On Going** – Bunkers dry and able to be maintained - Good – 1/07
- **On Going** – Waste bunkers dry enough to maintain – Good 1/07

15. Course Restrooms	Evaluation			
A. Cleanliness	6.2	10/06	0.0	04/07
	6.2	11/06	0.0	05/07
B. Equipment	6.2	12/06	0.0	06/07
	6.2	01/07	0.0	07/07
C. Appearance	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Odor				

Comments:

Overall these rest rooms are clean and odor free

- **On Going** - Touch up paint on inside walls & floor – Good 1/07
- **On Going** – Clean & Presentable – Good 1/07
- **On Going** – Odor free – Good 1/07
- **On Going** – Cleaning schedule being kept – Good 1/07
- **On Going** – Outside appearance, roof and walls and floor outside - Good 1/07

16. Cart Paths	Evaluation			
A. Edging	6.2	10/06	0.0	04/07
	6.2	11/06	0.0	05/07
B. Trimming of shrubs	6.2	12/06	0.0	06/07
	6.2	01/07	0.0	07/07
C. Tee Signs / Beds	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Curbing / Corners				

E. Bridges

Comment:

Overall paths are looking very clean

- On Going - Drop off / pot holes along the path, flexi stakes to keep carts off – good 1/07
- On Going - Tee sign beds, weed control & fresh pine straw – good 1/07
- On Going - Edge cart paths - Good 1/07
- On Going - Palmetto control along cart paths – Good 1/07

17. Fertilizer & Chemical Program Evaluation

A. Records	6.2	10/06	0.0	04/07
	6.2	11/06	0.0	05/07
B. Up-Date	6.2	12/06	0.0	06/07
	6.2	01/07	0.0	07/07
C. Per Maintenance Plan	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Material Storage				

Comments:

Overall in good order

- On Going - All application schedules are being followed - Good 1/07
- On Going - All records are up to date - Good 1/07
- On Going - All materials are stored properly and orderly – Good 1/07

18. Maintenance Equip. Fleet Conditions Evaluation

A. Preventative Care	6.7	10/06	0.0	04/07
	6.7	11/06	0.0	05/07
B. Appearance	6.7	12/06	0.0	06/07
	6.7	01/07	0.0	07/07
C. Storage Area	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Maintenance				

Comments:

Overall we have the necessary equipment

- On Going - Track all repairs on every piece of equipment in the fleet - Good 1/07
- On Going - Work stations are neat and orderly - Good 1/07

19. Maintenance Facility Evaluation

A. Surrounding Compound	5.9	10/06	0.0	04/07
	5.9	11/06	0.0	05/07
B. Offices & Break Room	5.9	12/06	0.0	06/07
	5.9	01/07	0.0	07/07
C. Safety Hazards	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07
D. Pump House Cleanliness				

Comments:

- Both Maintenance Building & the pump house could use exterior painting
- Overall building is in good condition and functional**
- **On Going** - Overall appearance of compound – Good 1/07
- **On Going** –Leaks - None 1/07
- **On Going** – Office is clean and orderly – improved since last report – 1/07
- **On Going** – Break room is clean and orderly – improved since last report – 11/06 – Good 1/07

<u>20. Golf Cart Fleet</u>	<u>Evaluation</u>			
A. Appearance	6.3	10/06	0.0	04/07
	6.2	11/06	0.0	05/07
B. Mechanical function	6.2	12/06	0.0	06/07
	6.1	01/07	0.0	07/07
C. Batteries Watered	0.0	02/07	0.0	08/07
	0.0	03/07	0.0	09/07

Comments:

- Moving into the fourth year with this present fleet of carts in April 07, we will more than likely see increased problems with dead batteries and various maintenance issues due to the heavy usage. We plan on replacing the fleet along with purchasing a new beverage cart and range picker in March 07.

Overall carts are about average for the use they have received

On Going - The general condition – Batteries starting to expire, overall condition for age good but worsening - 11/06 – Holding their own status -1/07
 2/07 – The pre-bid for the new fleet of 75 carts, a range picker cart, and beverage cart is scheduled for 2/13/07 and will close on 2/21/07. We plan on taking delivery sometime in April. Update by 2/07

The purpose of the evaluation is to assure that the golf course continues to move forward in a positive direction, and if there are weaknesses, we address them as soon as possible.

The final ratings will be based on the categories listed, plus the feeling, ideas and experience of the raters. Any suggestions or changes made by the raters should be addressed at once. The ratings are based on a scale of 1 – 10.

Rating Summary:

Needs Improvement 1.0 to 4.9

Average: 5.0

Good: 6.0

Excellent: 7.0

Outstanding: 8.0 to 10.0

Current Overall Rating:	6.21	10/06	0.0	04/07
	6.20	11/06	0.0	05/07
	6.22	12/06	0.0	06/07
	6.24	01/07	0.0	07/07

0.0 02/07
0.0 03/07

0.0 08/07
0.0 09/07