



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, 2008

GOLF COURSE BOARD OF DIRECTORS MEETING

The Regular Meeting of the Port Orange Golf Course Board of Directors will be held on Tuesday, February 19, 2008, 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 fluid and cursive, with a long horizontal flourish at the end.

Kenneth W. Parker
City Manager

kwp/rlg

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

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

February 19, 2008
4:30 p.m.

CALL TO ORDER

ROLL CALL

DISCUSSION/ACTION

1. Financial Report
2. Evaluation Report

OTHER BUSINESS

ADJOURNMENT

R & R Projects

Invoice		Reference	Total	Payment	Payment	
Date	Vendor Name	Repair/Replacement Description	Number	Cost	Dates	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	Landscaping	Landscap	\$160.00	2/25/2003	\$160.00
2/25/2003	Mike Cooper	Landscaping	Landscap	\$305.00	2/25/2003	\$305.00
2/25/2003	Don Mashaw	Landscaping	Landscap	\$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	Landscap	\$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	Landscaping 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	Safesmoker 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
3/15/2007	Angela's	Kitchen Upgrade - Hoshiyaki Ice Machine	103238	\$2,480.00	3/15/2007	\$2,480.00
3/23/2007	Dennis' Repair & Service	Kitchen Upgrade - Install on Steamer	5741	\$680.80	3/23/2007	\$680.80
3/29/2007	Angela's	Kitchen Upgrade - Steamer Purchase	103469	\$2,627.80	3/29/2007	\$2,627.80
5/15/2007	Becks Landscape	Course Upgrade - Pavers	50% deposit	\$4,683.50	5/15/2007	\$4,683.50
7/1/2007	Suntrust	Proshop & Rest Upgrades - FD100 CC mac	Cred Card Mach	\$1,429.05	7/1/2007	\$1,429.05
7/4/2007	Lowes	Clubhouse - Restaurant Lights	Koerner Cc	\$870.00	7/4/2007	\$870.00
7/12/2007	Buchanan Electric	Clubhouse - Restaurant Lights	Install 24068	\$279.72	7/12/2007	\$279.72
7/20/2007	Blackfoot	Golf Course - Final Drain Replacement	2	\$8,011.36	7/20/2007	\$8,011.36
7/25/2007	Becks Landscape	Golf Course - Pavers	192	\$4,683.50	7/25/2007	\$4,683.50
9/27/2007	Southern Equipment	Clubhouse - Trash Receptacles	73711	\$1,266.00	9/27/2007	\$1,266.00
10/22/2007	Buchanan Electric	Clubhouse- Replace Lighting	24229	512.05	10/22/2007	\$512.05
11/4/2007	Lowes	Clubhouse- Replace Lighting	City CC Exp	576.00	11/4/2007	\$576.00
11/13/2007	GCS Service	Kitchen - Replace Grill	90233548	1,227.59	11/13/2007	\$1,227.59
1/23/2008	Atlantic Communications	Clubhouse - Phone System	4245	4,090.00	1/23/2008	\$4,090.00

Total Billed \$192,732.04 Total Paid \$192,732.04

February 12, 2008

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 sluggish at times due to numerous days of unseasonable damp weather compared to normal. Precipitation totals were slightly below normal but we did see many more days with light rain with overcast and gloomy conditions keeping play at soft levels. When the weather was good the golf course was very active experiencing a strong demand during prime times extending to the off peak times on most days. Overall revenue was slightly behind budget by \$1,805. Rounds played were 5,173 compared to our budgeted 5,100. So far it has been difficult to gauge the impact of the economic conditions we are now seeing nationwide. We will continue to monitor trends in this regard.

<u>January</u>	<u>Actual</u>	<u>Budget</u>	<u>PY</u>
Revenue	\$174,033	\$175,838	\$173,031
Payroll	\$62,368	\$65,183	\$62,385
COGS	\$15,966	\$15,004	\$14,678
Monthly Expenses	\$49,234	\$47,890	\$46,167
NOI / less Mgt. Fee & Int.	\$25,753	\$27,048	\$26,996
Rounds	5,173	5,100	5,412
Average rate	\$26.16	\$27.12	\$25.35

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

Ahead of budget by \$17,251

Revenue Breakdown

- Rounds played were 5,173, 1% over our budget of 5,100, and 4% under last year, 5,412 rounds.
- Green Fee & Cart Fee - \$135,328 vs. a budget of \$138,313 under 2%, compared to last year \$137,170 under 1%.
- Merchandise - \$7,460 compared to \$8,200 budget, under 9%, compared to last year \$6,697 over 11%.
- Driving Range – \$4,191 compared to \$4,700 budget, under 11%, compared to last year \$4,624 under 9%.
- Food & Beverage - \$26,324 compared to \$24,175 budget, over 9%, compared to last year \$24,050 over 9%.
- City Sur-Charge - \$4,561 compared to \$4,800 budget, under 5%, compared to last year \$4,861 under 6%.

Payroll / Expenses Breakdown

Expenses were over budget for January by \$1,344. Marketing was over by \$1,667 partly due to participating in an Expo in the Villages, which is located in the north central part of the state. YTD marketing is \$9,901 under budget. YTD overall operating expenses are \$16,897 under budget.

Payroll this month was under budget by \$2,815. YTD payroll is under budget by \$8,342.

- Payroll - \$62,368 vs. a budget of \$65,183 under 4%
- Expenses - \$49,234 vs. a budget of \$47,890 over 3%
- Merchandise Cog's were 70%
- Food & Beverage Cog's were 41%

Golf Course

- The fairways, tees and rough remain in healthy and good condition.
- Unusually warm weather has the Bermuda grass growing strong throughout the course and not going dormant as it normally does during the winter months.
- Due to the warm temperatures this winter, the over-seed on the greens is still competing for dominance over the Bermuda and has not completely filled in. When cooler temperatures appear, we do see color differences and inconsistencies as the Bermuda takes on a different shade of green compared to the over-seed. It is mostly cosmetic as the greens continue to roll smooth and consistent.
- Lake bank maintenance still appears to be improving under the new aquatic service. We continue to see progress during the winter.

Projects

- Throughout the winter we continue to address the visual appearance of the parking lot and clubhouse area.
- In January, Dennis and his crew continued clearing brush areas around the course. He is presently clearing to the right of hole #11
- We upgraded the clubhouse with the purchase of a new phone system with many new features which will enhance our ability to service customers in a better fashion.

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, Golf Daytona, Port Orange/South Daytona Chamber, Port Orange YMCA, and Port Orange Community Trust.
- The motel/hotel association's golf coordinator is working together with Kate to create winter and spring golf packages.
- 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

In January we saw overall warmer than average low temperatures and cooler highs due to more clouds and less sunshine. Rainfall amounts were actually slightly below average even though we saw many days of light rain and threatening overcast conditions. We saw our first frost of this season on January 30. It was very light having little effect on the Bermuda grass, which still has its green color throughout the entire golf course.

Rainfall Totals: 2.75 inches of rain vs. average of 3.13 inches historically for the month.

Average Air Temperature: Lows averaged 52.7°F, historical average of 47°F – Highs averaged 68.2°F, historical average of 70°F.

Summary

In January business continued to be steady as we moved through some inconsistent weather days throughout the month. With solid course conditions and what appears to be a solid return of winter visitors, we have seen positive activity so far in February. At this time we remain optimistic and expect to see business remain strong throughout the winter. We are cautious and will continue to monitor play to see how current economic conditions will impact business at Cypress Head. If necessary we are prepared to make adjustments to our business plan to achieve our financial goals.

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

Regards,

James K. Hahn
Senior Vice President of Operations
KemperSports

CC: Jim Stegall and Steve Skinner

The Golf Club at Cypress Head

DATE: 2/10/08 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	6.0	10/07	0.0	04/08
	6.0	11/07	0.0	05/08
B. Appearance	6.0	12/07	0.0	06/08
	6.1	01/08	0.0	07/08
C. Displays	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08
D. Inventory				

Comments:

Overall, shop looks nice and orderly

- On going - Clean & orderly – Good 1/08
- On going - Well stocked – Good 1/08
- 1/08 – New phone system due to old one malfunctioning and costly to repair. Upgraded to new system with added improved features to serve customers better – 1/08

2. Administrative Offices **Evaluation**

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

Comments:

Overall satisfactory, all 3 offices are neat & organized

- On going - Organized & Presentable - Good 1/08

3. Restaurant / Bar **Evaluation**

A. Cleanliness/Orderly	6.5	10/07	0.0	04/08
	6.5	11/07	0.0	05/08
B. Appearance	6.5	12/07	0.0	06/08
	6.5	01/08	0.0	07/08
C. Tables and Chairs	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08

Comments:

Over the past several years upgrades and new fixtures continue to make a difference

- On Going - Carpet cleaning - Good 1/08
- On Going - Review last Health Dept. inspections - Good 1/08
- On Going - Coolers clean inside & out - Good 1/08
- On Going – Vents are due to be bleached and/or painted – Good 1/08
- On Going – Air return vent cleaned over bar entrance – Good 1/08

4. Banquet Room **Evaluation**

A. Cleanliness/Orderly	5.6	10/07	0.0	04/08
	5.7	11/07	0.0	05/08
B. Appearance	5.7	12/07	0.0	06/08
	5.7	01/08	0.0	07/08
C. Tables and Chairs	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08

Comments:

Overall room is in stable condition

- On Going - Vacuum edges of walls & in corners – Shampooed carpet in November - Good 1/08
- On Going – Cleaning & appearance of fans & light fixtures – new light fixtures in October - Good 1/08

- **On Going** - Check if courtyard drainage is functioning - Good 1/08
- **On Going** - Clean vinyl – Good 1/08
- **On Going** – Check for paint bubbling and leaks – Good, just touched up in November - 1/08

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

Comments:

Overall kitchen is in good working order

- **On Going** - Review last Health Dept. inspections - Good 1/08
- **On Going** - Food stored properly – Good 1/08
- **On Going** - Clean & Presentable, lights replaced and covers cleaned, much brighter – Good 1/08

6. Club House Restrooms / Hallway	Evaluation			
A. Cleanliness	6.4	10/07	0.0	04/08
	6.5	11/07	0.0	05/08
B. Equipment	6.5	12/07	0.0	06/08
	6.5	01/08	0.0	07/08
C. Appearance	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08
D. Odor				

Comments:

Overall clean and orderly

- **On Going** – Clean & Presentable – Good - 1/08
- **On Going** – Odor free – Good 1/08
- **On Going** – Cleanliness of vents in ceiling of men and ladies room – Good 1/08

7. Entrance/Ext. Clubhouse/Cart Barn	Evaluation			
A. Landscape	6.6	10/07	0.0	04/08
	6.6	11/07	0.0	05/08
B. Signage	6.6	12/07	0.0	06/08
	6.6	01/08	0.0	07/08
C. Parking Lot	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08
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 – good 1/08
- **On Going** – Fascia board & Trim in need of cleaning – last pressure cleaned in October, presently good -1/08
- **On Going** - Clean Windows – good 1/08
- **On Going** – Litter free, cigarette butts – good 1/08
- **On Going** - Dirt and cob webs off of building , good -1/08
- **On Going** – Landscaping appearance, trimming & weed free – good, 1/08

8. First Tee Area / Putting Green / Range Evaluation

A. Cut	6.5	10/07	0.0	04/08
	6.5	11/07	0.0	05/08
B. Health	6.5	12/07	0.0	06/08
	6.5	01/08	0.0	07/08
C. Starter Area	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08
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 1/08
- On Going – Bag Drop Stand clean & orderly – 2 new planter pots and a bench in December – Presently Good 1/08

9. Tee Conditions-Overall Evaluation

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

Comments:

We are starting to see boxes that have areas that need to be leveled

- On Going - Divots continue to be filled on a regular basis - Good 1/08
- On Going – Quality of Cut – Good 1/08
- On Going – Color & appearance – over-seed came in strong, Good 1/08
- On Going - Conditions because of wear and tear from heavy play – Good, 1/08

10. Fairway Conditions Evaluation

A. Cut	6.7	10/07	0.0	04/08
	6.8	11/07	0.0	05/08
B. Health	6.8	12/07	0.0	06/08
	6.8	01/08	0.0	07/08
C. Appearance	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08
D. Playability				

Comments:

Overall the fairways are very healthy

- On Going – Quality of cut, density, & playability – Good 1/08
- On Going – Color & Appearance – Good 1/08
- On Going – Weed control – Good 1/08
- On Going – Quality and consistency of Winter over-seed –Over-seed came in strong, presently Good – 1/08
- On Going – Conditions of fairways for wetness and mowing schedules being kept – Good 1/08

11. Primary Rough Conditions Evaluation

A. Health	6.4	10/07	0.0	04/08
	6.5	11/07	0.0	05/08
B. Cut	6.5	12/07	0.0	06/08
	6.5	01/08	0.0	07/08
C. Appearance	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08
D. Playability				

Comments:

- **Overall the rough is very healthy and consistent**
- **On Going** - Pine straw beds – good, but we continue constant replenishing 1/08
- **On Going** – Quality of cut, density, & playability – growth slow due to cooler season, Good 1/08
- **On Going** – Color & Appearance – Good 1/08
- **On Going** – Weed control – Good 1/08
- **On Going** – Conditions of rough for wetness and mowing schedules being kept – Good 1/08

12. Common Rough Conditions Evaluation

A. Health	5.9	10/07	0.0	04/08
	6.0	11/07	0.0	05/08
B. Cut	6.0	12/07	0.0	06/08
	6.1	01/08	0.0	07/08
C. Appearance	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08
D. Playability				

Comments: 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 do this winter 12/07 – Dennis and his crew have cleared and cleaned the brush on the right side of #11 – 1/08
- **On Going** – Palmettos and clearing bushy areas around the course – Good 1/08
- **On Going** – Conditions for wetness and mowing schedules being kept on areas bordering the course – Good 1/08
- **On Going**– Pine straw areas – catching up on continues, Good 1/08
- **On Going** – Lake Bank maintenance – Good and progress continues 1/08

13. Greens Conditions Evaluation

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

Comments: Overall we continue to have healthy and good rolling greens

- 12/07 - Report of progress & treatments of the ferry rings by Superintendent Dennis Pickavance – Up to Date as Ferry Rings have disappeared at this time.12/07
- **On Going** – Smoothness & speed of ball roll – good 1/08

- **On Going** – Greens over-seed condition – over-seeded on 10/22/07, presently mix of healthy Bermuda and over-seed due to warm temperatures. Due to Over-Seed not being able to dominate because of the warmer weather, we do see patchy color differences several days after cold weather hits and shows it's effect on the Burmuda Grass– 1/08
- **09/07** – John Foy from the USGA was here in September 07 – We have received the report and forwarded it to Mr. Parker 11/07

<u>14. Bunkers</u>	<u>Evaluation</u>			
A. Appearance	6.3	10/07	0.0	04/08
	6.4	11/07	0.0	05/08
B. Texture	6.4	12/07	0.0	06/08
	6.5	01/08	0.0	07/08
C. Playability	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08
D. Conditions				

Comments:

Overall the bunkers and waste bunkers remain in good condition

- **On Going** – Bunkers, edged & raked – Added new sand in November through January to all bunkers, Good - 1/08
- **On Going** - Waste bunker weed free & cultivated – #18 in progress of maintenance, #2 very good with new dirt, #18 added new dirt as well in January -1/08
- **On Going** – Bunkers dry and able to be maintained - Good – 1/08
- **On Going** – Waste bunkers dry enough to maintain –Good - 1/08

<u>15. Course Restrooms</u>	<u>Evaluation</u>			
A. Cleanliness	6.4	10/07	0.0	04/08
	6.4	11/07	0.0	05/08
B. Equipment	6.4	12/07	0.0	06/08
	6.4	01/08	0.0	07/08
C. Appearance	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08
D. Odor				

Comments:

Overall the rest rooms are clean and odor free

- **On Going** - Touch up paint on inside walls & floor – Good 1/08
- **On Going** – Clean & Presentable – Good 1/08
- **On Going** – Odor free – Good 1/08
- **On Going** – Cleaning schedule being kept – Good 1/08
- **On Going** – Outside appearance, roof and walls and floor outside - Good 1/08

<u>16. Cart Paths</u>	<u>Evaluation</u>			
A. Edging	6.3	10/07	0.0	04/08
	6.3	11/07	0.0	05/08
B. Trimming of shrubs	6.3	12/07	0.0	06/08
	6.3	01/08	0.0	07/08
C. Tee Signs / Beds	0.0	02/08	0.0	08/08

D. Curbing / Corners 0.0 03/08 0.0 09/08

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 1/08
- On Going - Tee sign beds, weed control & fresh pine straw – good 1/08
- On Going - Edge cart paths - Good 1/08
- On Going – Palmetto control along cart paths – Good 1/08

17. Fertilizer & Chemical Program Evaluation

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

Comments:

Overall in good order

- On Going - All application schedules are being followed - Good 1/08
- On Going - All records are up to date - EN50 report for irrigation usage due to St Johns by 1/31/08 - Reported 1/08
- On Going - All materials are stored properly and orderly – Good 1/08

18. Maintenance Equip. Fleet Conditions Evaluation

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

Comments:

Overall we have the necessary equipment

- On Going - Track all repairs on every piece of equipment in the fleet - Good 1/08
- On Going - Work stations are neat and orderly - Good 1/08

19. Maintenance Facility Evaluation

A. Surrounding Compound	5.9	10/07	0.0	04/08
	5.9	11/07	0.0	05/08
B. Offices & Break Room	5.9	12/07	0.0	06/08
	6.0	01/08	0.0	07/08
C. Safety Hazards	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08
D. Pump House Cleanliness				

Comments: Overall building is in good condition and functional, in need of storage shelters for some equipment

- On Going - Overall appearance of compound – cleaned and Good 1/08

- On Going – Office is clean and orderly – Good -- 1/08
- On Going – Break room is clean and orderly – Good 1/08

20. Golf Cart Fleet

	<u>Evaluation</u>			
A. Appearance	6.5	10/07	0.0	04/08
	6.5	11/07	0.0	05/08
B. Mechanical function	6.5	12/07	0.0	06/08
	6.5	01/08	0.0	07/08
C. Batteries Watered	0.0	02/08	0.0	08/08
	0.0	03/08	0.0	09/08

Comments: The new fleet of EZGO golf carts delivered in April 07 have had no issues and have been very reliable

- On Going - The general condition – Good 1/08

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:

6.31	10/07	0.00	04/08
6.35	11/07	0.00	05/08
6.35	12/07	0.00	06/08
6.36	01/08	0.00	07/08
0.00	02/08	0.00	08/08
0.00	03/08	0.00	09/08