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## Greater Imperial Board Association

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**Meeting Date:** January 23, 2014

**Time:** 2:00 P.M.

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**Location:** Bermuda Greens Clubhouse, Naples, Florida 34110

**Purpose:** Board of Directors Meeting

**GIB Officers Present:** Len Joyce, Pat Zewalk, Tom Harruff, Martha Meyers

<i>Abbey on the Lake:</i>	<i>Warren Maccaroni (Absent)</i>
<i>Bermuda Greens:</i>	<i>Ren Morani (Absent)</i>
<i>Castlewood:</i>	<i>Martha Meyers</i>
<i>Charleston Square:</i>	<i>Marge Williamson</i>
<i>Estates:</i>	<i>Len Joyce</i>
<i>Golf Club:</i>	<i>Ed Goett</i>
<i>Imperial Gardens:</i>	<i>Judie Gibbs</i>
<i>The Island:</i>	<i>Carolyn Farhet</i>
<i>Manors of Regal Lake:</i>	<i>Dennis Bergt (Absent)</i>
<i>Park Place:</i>	<i>Charles Yates</i>
<i>Park Place West</i>	<i>Joe Gagnier</i>
<i>Wedgefield:</i>	<i>Jackie Milot</i>
<i>Westgate:</i>	<i>Penny Schulte</i>
<i>Weybridge:</i>	<i>Joseph Nezi</i>

**Also Present:** Jaclyn Hill and Anne Harruff of the Beautification Committee Stephen Towns of Towne Property Management.

**Certify Quorum:** Representatives from 10 associations were present either in person or by proxy, thereby establishing a quorum.

**Call to Order** Len Joyce called the meeting to order at 2:00 PM.

**Secretary Report:** *Charles Yates moved to accept the minutes of the December 19, 2013 board meeting. Judie Gibbs seconded with the edit removing the t in Alan Buchholz name and the motion carried without objection.*

### GREATER IMPERIAL BOARD, INC - Treasurers Summary Report for GIB Meeting 1-23-13

#### Income and Expense Statement as of 12-31-13:

Comparing our 2013 Total YTD Actual Operating Income of \$267,951.92 to our total YTD Operating Expenses of \$248, 497.77 we ended the year with a positive net Operating Income of \$19,454.15 for the year partially driven by Operating Income over budget year to date by \$6,915.76. **The bottom line is that for operating year 2013 total income exceeded our 2013 total expenses by \$19,454.15. Comparing our budget for the year to our actual expenses we ended 2013 with expenses slightly over budget by \$976.57 or less than 4 tenths of a percent (.0037).**

**Balance Sheet Items as of 12-31-13:**

1. Operations Checking:Cash for Operations	\$50,348.97
2. Cash for Reserves Balance:	\$264,487.59
3. Other Assets, incl. Accts Rec and Prepays	<u>\$2,190.63</u>
4. Total Current Assets:	\$317,027.19
5. Total Current Liabilities:	<u>\$21,077.91</u>
6. Replacement Reserve Equity	\$268,811.91
7. Retained Earnings	\$7,683.22
8. Current Year Flow/Drain	\$19,454.15
8. Total Equity:	<u>\$295,949.28</u>
9. Total Liabilities and Equity	\$317,027.19

**Balance Sheet Discussion:** We have adequate cash on hand to meet our monthly bills. We will be looking at alternative investments for our cash to obtain a better return on our assets.

**General Comments:** Lots of turmoil and change this year. We are in the transition from accounting for our operations using Quickbooks to the new Towne Properties YARDI accounting system and also made the transition to our third Property Manager since Platinum/Towne Property became the GIB Property Manager. I have been working with Towne Property Management and accounting to keep all of our bills verified and paid in a timely fashion.

Tom Harruff, GIB Treasurer  
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Treasurer Harruff opened with a general assessment of the December 31, 2013 financials as being “precisely wrong and approximately correct” as there remains some end of year transactions to reconcile.

**Motion: Judie Gibbs moved to accept the December 31, 2013 Treasurer’s Report as presented. Joe Gagnier seconded the motion. All were in favor. Motion passed unanimously.**

Treasurer Harruff described the approximate \$24,000 in excess funds from operations at close of business 2013 and requested a motion to transfer balance following formal close to Operating Revenue for 2014. **The Motion made by Judie Gibbs to accept the recommendation of the Treasurer and roll over excess funds from 2013 to Operating Revenue for fiscal year 2014 seconded by Director Joe Gagnier. Passed without objection.**

The Treasurer reported on further research done since the last meeting concerning accounts to which to maintain Replacement reserves for the GIB. It was suggested in addition to the presented CD’s and money market accounts for moving reserves for improved returns on investments. Ren Morani reported that the investment at Pentagon Federal Credit Union are not available to organizations but just to individuals. He suggested that the best return on investment that Executive Committee could consider was GE Capital. There is no specific recommendation but that the Executive Committee consider a series of Certificate of Deposit with staggered maturation dates for securing the reserves. **Recommendation referred to the Executive Committee.**

# Greater Imperial Board

## Manager's Report

JANUARY 2014

Smart  
Pass Sales

	2012 Smart Pass/Wand	2013 Smart Pass/Wand	2013 Hard Passes Returned
January	43/5	81/6	3
February	25/10	22/6	2
March	52/3	27/1	0
April	35/1	25/5	3
May	22/1	36/3	0
June	36/5	18/3	0
July	44/4	28/4	1
August	48/0	22/1	2
September	48/0	16/1	0
October	74/3	41/2	3
November	64/4	81/6	3
December	41/0	48/2	1
<b>Total Annual</b>	<b>532</b>	<b>429</b>	<b>Smart Passes</b>
<b>Total Annual</b>	<b>36</b>	<b>38</b>	<b>Wands</b>

**Resident Contact:**

There was one reported complaint on the month from a resident regarding an interaction with an access guard. We continued to have a high volume of residents calling and emailing with additions and deletions of visitor's up to the holiday. The New Year has leveled off on volume of contacts. All New owners have been entered.

**General Items:**

- 1) Inventory: We have an inventory of 203 entering the New Year, approximately half of our annual usage. The epass Smart Passes continue to get smaller and therefore less obtrusive on the windshields.
- 2) We have determined that there are a number of vehicles for which there are special instructions for installing the Smart passes or that they will under no circumstances be read by the gate Transponder. This started with late model S-Class Mercedes. There is a list of models that will require the License Plate Transponder ( wand) and will be added to the website and is being used by Administrative Support staff going forward. Further complicating this issue is that most of these same models do not have front license plates. An aftermarket adapter for mounting is available for owners wishing to use the owner's gate access. We are working on a plan for assisting with acquiring this tool.

- 3) An effective process for acquiring supplies on a timely basis with Universal management has been defined. We continue to work with Universal management on enhancing efficiency of support for the access guards. Supplies were ordered, picked up and delivered for the front gate.
- 4) There was one incident involving tailgating of the owner access gate. This incident led to identification of a vulnerability in the gate cameras identifying the person responsible. The lights at the license plate camera are misdirected and lead to glare obscuring the license plate. New IQ the vendor we use for the cameras is working on a solution. The gate struck the trailing vehicle but did not sustain damage. We further identified that owners "assisting" the violators have figured out they can follow the "guest" and the transponder will open the gate as the owner vehicle reached the distance for identification. We are monitoring the frequency of this and will define a process for reporting as an incident by the access guards. Absent damage, there is no enforcement by the GIB but bringing forward to the management of the owner association is a consideration.
- 5) The new Voice PC was installed since the last meeting without significant incident of loss of service. We are scheduling the update of the Database PC at Towne Properties with TEM.
- 6) The semi-annual audit of the rosters of the associations has begun with good cooperation. I hope that we will have completed the evaluation by month's end such that the GIB data base is absent of any owners who have left their respective communities. We have installed access to monitoring security cameras through Exacq vision to my work PC and to our gate management computer in the office. This will enhance our immediate access to review any reported incidents at the gate.
- 7) Four Associations have provided their websites for the GIB website. We will begin adding basic contact information on all non reporting associations (we have only Abbey lake and Wedgefield without websites). We have not been able to search and find the other communities for adding links. Your assistance with providing that information is requested.

Respectfully submitted,

Stephen Towns, LCAM

There were a number of reports of member dissatisfied with the arrangements made with the Property Management Company over the receipt of applications for access devices to the GIB. Tom Harruff reviewed the arrangements negotiated with the Management Company at the time of negotiation to limit the times of the day and week for members to come to the office for purchase of gate pass tools, either epass or license plate transponder. Particularly time consuming as the GIB requires actual application to the vehicle windshield by administrative staff at Towne. Questions expanded to rationale for this restriction and request for additional options perhaps making appointments at other times of operation or streamlining the intake with on line forms or payments on line.

Additional access issues were raised concerning the method of payment. The manager responded concerning the liability risks associated with staff receiving and handling cash, most certainly the issue of assessments and the decision to set as policy that cash is not accepted at the Towne Office. It was requested that alternatives to checks such as debit and credit cards be investigated. General sense of dissatisfaction coming from owners over customer service during these transactions.

The three hours three days a week are limiting and requested it be revisited the hours of availability. The manager reported he will meet with staff and management and consider the options and report back next meeting.

It was suggested that a Stop Sign be installed at the exit gate speed bump to slow vehicles exiting the community.

Tailgating the exit at the GIB gate and the Imperial rear gate continues to a problem.

**President's Report  
Greater Imperial Board  
Jan. 23, 2014**

**Irrigation.** We have to put the well on the back burner for now. We would hope to re-visit this in the future. For now, we hope to work with our member associations and water purchased from Collier County to meet our needs.

**Risk Assessment.** The new sign has been ordered and should ne up momentarily at the curve on the boulevard leading to the IGC clubhouse.

**GIB Policy and Procedures.** This is a very good idea regarding resolution of internal association's issues. This will be an item for next year's board to put into place.

**New Web Site.** Will continue to elaborate on this; it is one of the best ways we have for all our residents (thousands) to understand what the GIB is and to help provide services to our members.

[www.greaterimperial.info](http://www.greaterimperial.info) I hope you have reviewed the site and any comments or suggestions for improvement are welcome.

**Access Gate Control.** Systems are operating satisfactorily. I will confirm the traffic numbers at the meeting, did not have them at time I wrote this.

**Next Board Meeting:** Our next board of directors meeting will be on Thursday, February 27, 2014 at 2pm. At the Bermuda Greens Club House.

Len Joyce President, Greater Imperial Board, Inc.

1. Greenspire Contract – Turf Fertilizing 12-3-13 All Landscape, sod and Plants look good.
2. Greenspire to fill in with several plants – Window Boxes, Gatehouse. Considering a tall plant for the large window box entrance wall. Greenspire replaced 30 Arbutus at their cost ( \$10 each). These plants did not make it due to so much standing water in the area West Gate/ GIB Property Line.
3. Greenspire Irrigation Check – replacement of several irrigation heads. Have ordered several new flood lights for 41 island.
4. Tree Trimming – All Palms from 41 to Park Place West have been trimmed and cleaned up this year including 5 Washingtonian on the West Gate Property/GIB Line.
5. Holiday Decorations Taken down week of December 30<sup>th</sup>. R & R electric did a great job of hooking up all electrical for the decorations and we had no further problems with the holiday lighting. This company did considerable upgrade of 10 GFI's, 10 Bubble Covers, etc. Will need further upgrades in the 41 island and by the gate house for proper electrical circuit distribution to handle any additional holiday lighting. I will schedule a meeting with R & R Electric.
6. Holiday Party- Thanks to Pat, Carolyn, Jaclyn, and myself for the wonderful Holiday Treats and to Tom for arranging for the Pizza Selection and delivery.

### **Beautification Report Additions**

Anne Harruff reviewed her printed report and in addition noted that the committee would like to add electrical service at the east end and at the entrance to the Gate.

Anne Harruff, GIB Beautification  
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### **OLD BUSINESS:**

There was no old business

### **NEW BUSINESS:**

We will be having the Annual Meeting at the March Meeting of the members of the GIB. It was requested by the representatives that the Associations they represent notify the Manager of the Changes made to Representatives appointed to the GIB following their individual Annual Meeting.

**Next Meeting Dates:** Thursday February 27, 2014 at 2:00 PM at Bermuda Greens Clubhouse.

**There being no further business, the President received motion from Martha Meyers second by Ed Goett to adjourn. Meeting adjourned at 2:35pm without objection.**