
Greater Imperial Board Association – Unapproved Minutes

Meeting Date: March 27, 2014

Time: 2:00 P.M.

Location: Bermuda Greens Clubhouse, Naples, Florida 34110

Purpose: Board of Directors Meeting

GIB Officers Present: Martha Meyers, Pat Zewalk, Tom Harruff

GIB Officers Excused: Len Joyce

Representative Present:

<i>Abbey on the Lake:</i>	<i>Warren Maccaroni (Absent)</i>
<i>Bermuda Greens:</i>	<i>David Bearce</i>
<i>Castlewood:</i>	<i>Martha Meyers</i>
<i>Charleston Square:</i>	<i>Marge Williamson</i>
<i>Estates:</i>	<i>Len Joyce (Absent)</i>
<i>Golf Club:</i>	<i>Coy Baggett</i>
<i>Imperial Gardens:</i>	<i>Judie Gibbs</i>
<i>The Island:</i>	<i>Carolyn Farhet (Absent)</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 (Absent)</i>
<i>Westgate:</i>	<i>Penny Schulte (Absent)</i>
<i>Weybridge:</i>	<i>Kristine Russo</i>

Also Present: Anne Harruff from Beautification Committee, Font Kremer from Imperial Golf Club, Stephen Towns of Towne Properties the Property Manager.

Certify Quorum: Representatives from 8 member associations were present, either in person or by proxy, thereby establishing a quorum.

Call to Order Martha Meyers, Vice president called the meeting to order at 2:00 P.M.

Secretary Report: The Minutes of the February 27, 2014 meeting were presented. Marge Williamson noted that she was not familiar with the flood insurance program attributed her in the minutes, but Judie Gibbs. It was moved by Joe Gagnier, second by David Bearce to accept the minutes as amended. The motion carried.

GREATER IMPERIAL BOARD, INC - Treasurers Summary Report for GIB Meeting 3-27-14

I just received (3-25-14) the verified End of Year 2013 GIB Financials as well as the financials for January and February 2014. I am concentrating on the February Financials for this meeting but will review the 12-31-13 and 1-31-14 financials before the next meeting to see if I need to revise my previous reports based on these recently verified statements.

Income and Expense Statement as of 2-28-14:

Income for January is under budget for the month by (\$1,082.40) primarily due to processing of gate pass sales reimbursement to Towne Properties. This will be paid next month. Total Operating Expenses are under budget for the month by (\$2,889.72) due primarily unbilled landscaping Contract costs and under budget in Operating (\$475.44) and Administrative (\$961.19) expenses.

Balance Sheet Items as of 2-28-14:

1. Operations Checking Account: Cash for Operations	\$37,860.42
2. Cash for Reserves Balance:	\$272,012.22
3. Other Assets, incl. Accts Rec and Prepaids:	<u>\$ 5,194.51</u>
4. Total Current Assets:	\$315,067.15
5. Total Current Liabilities:	\$10,375.28
6. Retained Earnings	\$7,683.22
7. Owner's Equity	\$9,525.03
8. Current Year Income/ (Loss)	\$14,721.40
9. Replacement Reserve Prior	\$264,487.59
10. Replacement Reserve Current	\$8,274.63
11. Total Equity	<u>\$304,691.87</u>
12. Total Liabilities/Owners Equity	\$315,067.15

Balance Sheet Discussion: We have adequate cash on hand to meet our monthly bills and due to my unavailability we have not met with the Executive Committee to determine the allocation of the Retained Earnings and 2013 Profit to the various Reserve accounts as stated at the January GIB meeting.

General Comments: Castlewood tried to join the Pentagon Federal Credit Union but were turned down. Due on no-availability of Len, Tom and Ren at different times the committee has not had an opportunity to get together to look at moving the GIBs long range assets to higher interest accounts.

Representatives of the Estates and the GIB will be meeting with Towne Properties on the accounting changes. Transactions are not showing on the financials. Universal transactions reconciliation into the correct periods, billing either not billed on time or entered late. Budget report allocation of budget across the year and reporting of the reserves are areas of concern. Towne accountant is working with the Executive Committee and will keep the board apprised of resolution.

Motion: Charles Yates moved and seconded by David Bearce to accept the March 27, 2014 Treasurer's Report as presented. Motion passed without objection.

**GREATER IMPERIAL BOARD
MANAGER'S REPORT MARCH 2014
ACCESS DEVICE SALES**

Month	2012		2013		2014		hard pass returns
	Smart Pass	Trans- pond ers	Smart Pass	Trans- pond ers	Smart Pass	Trans- pond ers	
January	43	5	81	6	68	1	1
February	25	10	22	6	44	4	2
March	52	3	27	1			
April	35	1	25	5			
May	22	1	36	3			
June	36	5	18	3			
July	44	4	28	4			
August	48	0	22	1			
September	48	0	16	1			
October	74	3	41	2			
November	64	4	81	6			
December	41	0	48	6			
	532	36	445	44	112	5	3

Resident Contact:

February purchases for access devices was down a third from last month. 12 of the 48 devices were for Golf Club memberships. The application of smartpass has been incident free since the distribution of the exclusion list of vehicles to staff, training on placement and decision to stop removal if the smartpass is ineffective.

Two complaints: All is well with the world ; a sense of balance. There was one complaint made against the work of the access guards for being **too strict** in application of the rules governing access, specifically requiring driver's license for residents and a written complaint on a verbal noted at the last meeting reporting **too lax** application of the driver's license rules by the access guards.

The IGE owner dispute over property damage regarding removal of a barcode sticker for the IGE gate has not been heard from since the meeting with Towne Leadership over the process.

Access Items:

- We have inventory of 341 smart passes and 48 license Tag Transponders .
- There were two gate incidents in the month of March (6 YTD) since the last meeting involving physical contact with the resident's gate by vehicles. In neither instance did the vehicle stop long enough for the guard to investigate and neither resulted in damage or disruption in service by the gate.
- New IQ has redirected the license plate tag camera and random samples of viewer reports the "white out" of the plate by the following vehicle headlamps has been resolved
- Supplies inventory at the gatehouse has been replenished just once in March.
- The Women's Golf event went off without incident. There was a men's event the same day that was not known and although busier, caused no service issues or complaint's. Guard Brookover returned to work that day following a loss of work from injury on the job from a fall. Reports fully recovered.
- One special removal performed by maintenance staff of a dead possum who was not playing.

Discussion of the protocol for notifying the Gate of special events was made. The Golf Club in instances of more than 50 guests is to provide an alphabetized list of participants to the gate. Less than 50 an alphabetized list is not necessary. The Club is asked to coordinate its calendar with the Property Manager Towne Properties.

It was noted that the definition of Special Event extends to non-club sponsored events such as Wedding's receptions, private parties and it was noted also funeral or memorial services. It was determined that the Property manager follow up with the Club management about process for noticing the gate and Management. Discussion of best practice to fax the gate and the gate notify the Manager.

Moved by Charles Yates and seconded Joe Gagnier to accept the Manager's Report as presented. Passed.

Vice President asked that the Board Packet be sent out as early as possible to the representatives. The Manager noted that Tuesday at 5pm is the directive. A plan for consolidating into packet earlier will be considered.

President's Report - Greater Imperial Board – Len Joyce – March 27, 2014

The president's report was read into the record by Vice President Meyers.

Irrigation. I met with the board of Westgate regarding the utilization of their irrigation where their property borders the property maintained by the GIB. An agreement was reached to continue providing irrigation but at a small monthly fee. It was proposed that this fee be \$100 USD per month. We will need a motion by the GIB to approve this. Included in the motion should also be possible shared costs by the GIB with Westgate to possible repairs or upgrades if needed to provide the required irrigation

Parshall Law Suit: David Glenny, attorney for our insurance company has requested a Deposition from Mr. Parshall, believe this request was for April 8. We have no response at this time confirming exactly when or if it will take place. There has been little or no action of late from Mr. Parshall and his attorney, but this case is still hanging out there.

GIB Policy and Procedures for Access Control information.

This is what was received from our attorney:

“Please be advised that the Corporation is not a condominium association subject to Chapter 718 of the Florida Statutes, nor a homeowners' association subject to Chapter 720 of the Florida Statutes. Accordingly, the records access rules under those statutes do not apply to the Greater Imperial Board, Inc. Only Chapter 617 of the Florida Statutes applies.

Under Chapter 617, only members of the Corporation are entitled to inspect and copy certain records of the Corporation. A “member” of the Greater Imperial Board, Inc. is generally defined as the governing body of the Golf Club and the governing bodies of each of the 13 residential communities located on Imperial Lands. Since you are not a member of the Greater Imperial Board, Inc., and are not a legal representative of a member community, you are not entitled to any of the requested records.

In short, there is no obligation for the Board to provide access to a member who wants to review the security footage. Board members, or a legal representative of a member community may have rights under Chapter 617, but individual Unit and Homeowners have no rights to inspect the footage. If, however, you wish to allow some access to individual members in any event, you are free to impose whatever restrictions and limitations you wish, so long as you are consistent in your treatment of all Unit and Homeowners.”

This really brings us back to our discussion of setting policy of who can request the information and how it is requested. Open for discussion on this procedure.

SFWMD a conservation easement. We have been approached by the owner of the property just south of the GIB property, to give us this property. This property was formally to be part of Manor of Regal Lakes. It is however currently a conservation easement. We are investigating how this property could be utilized and what if any property taxes would be required. Tom Harruff will have more details on this for our meeting on March 27.

Access Gate Smart Passes. We are still working with Towne PM to put into place the credit card equipment and authority to take credit card payments. We will continue to push our Property Manager to have this capability as well as more flexible scheduling for Smart Pass applications.

Access Gate Control. Systems are operating satisfactorily. As of March 20 and our last reporting, we had 65,276 Residents and 27,766 guests for total of 93,042. (This was for a 4 week period).

Len Joyce
President, Greater Imperial Board, Inc.

The Presidents report accepted as read.

Discussion regarding Presidents Report:

It was asked if the GIB insurance policy should not cover the costs of discovery and defense on the Parshall matter. What is the status of the coverage of the GIB regarding exposure to the individual member associations? The Manager offered to investigate with the Insurance specialist on staff at Towne. It was noted that the GIB deductible is \$5,000. Named in the lawsuit were the GIB, Universal and Kathy Day. When Parshall refiled, it was not much different.

On the matter of irrigation arrangements with Westgate:

It was moved by Joe Gagnier and seconded by Judy Gibbs to accept the recommendation of the President to contract with Westgate at \$100.00 per month for irrigation costs. Passed unanimously.

Will move to conversation with the Manor for the same thing.

On the matter of the conservation easement proposed donation:

It was noted that this parcel of land had been offered to Manor of Regal Lakes and that association declined the offer. The Property is reportedly appraised at \$58,000 with annual taxes of \$600.00. Coy Baggett described the property location and the potential for location of the propane tank and the generator. Discussion of Southwest Florida conservancy and obligations to maintain preserve status. Tom Harruff and Anne contributed description of water flow on the west side of the property with drainage under the road and a flow path to Horse Creek. Thoughts regarding location of generator and underground propane tank for energy source for power back up for the Gatehouse were given. Tom and Cathy Day had looked into this when it was offered first for sale. Budget for generator was allocated in prior budgets. Problem is where to put it. It was suggested that we get a review from our attorney on any residual liabilities that may follow the title to the property. Tom Harruff has sent the information to the attorney. Would the GIB acquisition be an opportunity to take it off the tax rolls? Liability and the tax responsibility in addition to the obligations for the conservation need be addressed. Costs benefit to the GIB for a back-up location needs evaluation. Money for generator allocated n years past.

BEAUTIFICATION COMMITTEE REPORT

Comment regarding the "jungle" of the property under consideration for acquisition and the landscape effort to cover from view at the entrance. Entrance looking good.

1. Greenspire Contract-Turf Fertilization – 19-0-345, palms-12-3-12, Maintenance of Window Boxes.
2. Greenspire working with West Gate on irrigation issues, several GIB Irrigation heads replaced.
3. Approved semi- annual treatment for white fly on all GIB Ficus Shrubs
4. Setting up meeting with R & R Electric to survey needs for additional electrical circuits and outlets. Will need the circuits for completion of GIB Holiday lighting upgrades, and other landscape lighting.
5. Getting estimate from Greenspire for replacement of plantings to repair the East end of 41 Island at well site.
6. The front 41 Island is still looking good after 5 years from installment of all new plants and trees. Right plant, right location, proper irrigation and plant maintenance, - all pay off.

Steve will look into report that Greenspire will be getting out of the landscaping business at Imperial.

Noted that Greenspire is weeding the south approach on Tamiami and is turning around.

Anne Harruff, GIB Beautification

NEW BUSINESS :

GAP IN GUARD COVERAGE AT GATEHOUSE:

Charles Yates described the events that occurred following the fall and work injury to Barbara Brookover. He reached out to Kathy Day who came and manned the gate for two hours while Universal Relief was sought. She substantially stood in for the Staff of Universal while medical help was sought for Captain Barb. Concerns over the protocol for staff coverage for whatever reasons were brought forward. Management offered that Towne had not been contacted concerning this injury or loss of coverage until the following day. It was noted that there is a prominent sign at the gate to contact Towne for emergencies. Management to follow up with the Universal Manager regarding the contingency plans under such circumstances of Barb's lost work.

Representative Yates suggested that the GIB recognize the efforts of Kathy day with a card and gift certificate to Capitol Grille. **It was moved by Representative Yates, seconded by Judy Gibbs to give a \$200.00 certificate to Kathy Day and for Tom or Len to present with card of thanks. Passed without objection.**

It was noted and discussed that the gap in coverage should be covered by Universal but contingencies need to be known and planned for in the event of emergencies. The contract renewal needs to address this but in the meantime the Manager to meet with Management from Universal for plan of response.

LIGHT ON THE FLAG:

Charles Yates noted that there are new LED lights at the entrance but no light on the Flag at the gatehouse. Will take two years to recoup costs from electric savings. He advised that it would cost less than \$500.00 and should be done so the Flag is illuminated at night. **Moved by Representative Yates second Judy Gibbs, passed.**

WEBSITE:

It was noted that the Budget for the GIB is frequently being requested by new buyers for the due diligence prior to closing. It was directed by the treasurer to have the budget posted on the website. Manager to follow up.

IMPERIAL GOLF COURSE USE RESTRICTION REQUEST:

Coy Baggett read a letter sent to the Boards of the residential associations. Members were asked to take back to their memberships. The use of the Club and its Grounds are for the exclusive use of the members. Residents are particularly walking their dogs on the course and not cleaning up after them. Residents walking the golf cart trails from after 6pm to 8am is allowed. Noted that walking during golfing hours is dangerous.

SPEED BUMP FOR PARK PLACE WEST:

Joe Gagnier put forward the concerns of the Park Place West Community that motorists on Imperial Golf Course Boulevard going east bound are moving at an excessive rate of speed. Their Board is thinking a speed bump there might help to deter this. Manager to consult with Joe and a safety specialist and report back at next meeting. Better Roads did work in the past.

Nominations Committee: Ed Goett Chairman

Since Ed Goett has retired from term on the GIB, the slate of Officers proposed by the committee was presented by Pat Zewalk from minutes of last meeting.

Representative Goett, Judie Gibbs and Joe Gagnier were nominating committee:

Len Joyce, Imperial Golf Estates – President

Martha Meyers, Castlewood, Vice President

Thomas Harruff, Treasurer

Judie Gibbs, Imperial Gardens, Secretary

Moved by Joe Gagnier that the slate be elected officers for 2014, seconded by Joe Nezi who asked that a unanimous ballot be cast. Approved without objection and the officers elected by acclamation.

Martha Meyers expressed appreciation for the service of Pat Zewalk outgoing Secretary.

Next Board Meeting: Our next board of directors meeting will be on Thursday, April 24, 2014 at 2 PM at the Bermuda Greens Club House.

Adjournment: On a motion from Kris Russo, second Joe Gagnier the meeting adjourned at 3:05 pm.