
Greater Imperial Board Association – Minutes

Meeting Date: October 23, 2014

Time: 2:00 P.M.

Location: Bermuda Greens Clubhouse, Naples, Florida 34110

Purpose: Board of Directors Meeting

GIB Officers Present: Len Joyce, Tom Harruff, Judie Gibbs, Martha Meyers.

GIB Officers Excused:

Directors Present:

<i>Abbey on the Lake:</i>	<i>Warren Maccaroni (Absent)</i>
<i>Bermuda Greens:</i>	<i>Steven B. Smith</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>Tom Harruff, (as proxy)</i>
<i>Imperial Gardens:</i>	<i>Judith Gibbs</i>
<i>The Island:</i>	<i>Carolyn Farhet</i>
<i>Manors of Regal Lake:</i>	<i>Alex Kassolis (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>Roger Moorman</i>
<i>Weybridge:</i>	<i>Kristine Russo</i>

Also Present: Anne T. Harruff – Beautification Committee
Jim Burke, Commissioner – North Naples Fire Control and Rescue District
Stephen Towns of Towne Properties.

Certify Quorum: Property Manager Stephen Towns a quorum was present as eleven member associations were represented by attendance or proxy.

Call to Order: The Meeting was called to order by President Len Joyce at 2:00 P.M.

Secretary Report: The Minutes of the September 25, 2014 meeting were presented. **It was moved by Director Yates, seconded by Director Gagnier to accept the minutes as presented, approved unanimously.**

GREATER IMPERIAL BOARD, INC –

Treasurers Summary Report for September 2014 – GIB Mtg. 10-23-14

Income and Expense Statement as of 9-30-14:

Total Operating Income for September is over slightly budget for the month by \$119.67 and over budget year to date (YTD) by \$9,425.61 primarily due to greater than anticipated Gate Pass Sales (\$9,390.03).

Total Operating Expenses are under budget for the month by \$9,671.36 - primarily in Utilities (\$400.85), Maintenance (\$5,273.27), Grounds Care (\$1,715.83) and Administrative (2,281.41). Year to Date (YTD) we are under budget for Total Operating Expenses by \$16,265.88. YTD under budget expense accounts includes Utilities \$2,964.51), Maintenance (\$5,806.14), Grounds Care (\$3,540.91) and our Administrative is under budget YTD by (\$3,954.32). Gate Access Control (Universal Protection Contract) is under budget for the month by \$4,134.70 as Steve is working some billing issues with them. [One weekly billing is still not corrected so overstatement reduced in half. Our Net Operating Income YTD is \$25,691.49. We are in a good position financially at this point in our fiscal year.

Balance Sheet Items as of 9-30-14:

1. Operations Checking Account: Cash for Operations	\$42,120.98
2. Cash for Reserves Balance:	\$308,161.26
3. Other Assets, incl. Accts Rec and Prepaids:	<u>\$ 1,822.58</u>
4. Total Current Assets:	\$352,104.82
5. Owner's Equity	\$22,321.04
6. Current Year Income/ (Loss)	\$25,540.76
7. Replacement Reserve Prior	\$271,420.81
8. Replacement Reserve Current	<u>\$32,822.21</u>
9. Total Equity	\$352,104.82

Balance Sheet Discussion: We have adequate cash on hand to meet our monthly bills. I have asked Towne for a cash flow analysis to see if we can add more reserves to a CD or Money Market account. Also our current Money Market Account expires on Nov 23rd and FCB is not offering the same rates. We will be looking for alternate places for our Reserves with higher interest. Let me know if you have any recommendations. The 2015 budget approved last month results in the same assessment as last year, \$13.50 per unit per month. Your electronic monthly ACH payments from last year will remain the same for 2015.

It was moved by Director Gagnier and seconded by Director Yates to accept the Treasurers Report. Passed without objection.

Transfer of Cash Reserves

The Treasurer presented that the current interest rate on the Money market at FCB Bank will expire in November and he recommends moving \$250,000.00 to First Florida Integrity Bank to improve the interest earnings from 1.05% to 1.1%. Discussion by President— despite the small amount of interest the fiduciary responsibility of the Board is to maximize insured return .

It was moved by Director Gagnier and seconded by Director Meyers to move the funds to First Florida Integrity Bank. Motion passed unanimously.

GUEST PRESENTATION:

Treasurer Harruff introduced Jim Burke, Fire Commissioner and current Chairman of the Board of Fire Commissioners, a proponent of the current ballot issue. A presentation he has been doing many places. Collier County has five independent Fire Districts, answerable to their District constituents and the State Legislature, the County has two county fire departments and two separate EMS. Any comments on the ballot issue should not have comment regarding the employees in the field. This issue is all about governance. There are ten agencies and transportation of patients (ambulance) is separate. He addressed the issues of the millage for each district and the suggestion that in the long run consolidation will save the taxpayers of Collier County money but from his personal perspective, he had wished the Corkscrew District had made some of the recommended changes in their fiscal house before it came to a vote for consolidation. That the Board had come to an agreement to put before the voters now rather than in two years, he is totally in support of the ballot proposal and confident the issues that need to be resolved will be worked out by the new organization. The benefits will be financial. He does not believe that service will be improved by consolidation but better service for lower price will be met. A vision for single system for the county with eventually one Chief in command will require the current consolidation and eventually consolidation of the resulting District. Paramedic, fire and ambulance is the ultimate goal.

President Joyce summarized that regardless of the outcome, eventually the taxpayer will pay. The Board has heard from a number of informed advocates and it is up for each individual and respective association's to make a decision for themselves. Director Meyers noted that the Daily News was strongly in favor.

GREATER IMPERIAL BOARD - MANAGER'S REPORT – October 2014

GREATER IMPERIAL BOARD

MANAGER'S REPORT

OCTOBER 2014

Resident Contact:

There seems to be corroboration at Imperial that snowbird's are taking flight sooner this year. There has been an increase in activity at the Management office with increasing rather than decreasing access device sales in September over the past two years. The first two weeks of October seem to evidence this trend continuing. The summer doldrums are over. As I

suggested last month, the lag in sales is due to the heat and lack of additions to the Golf Club. Golf Course membership passes make up 2/3 of the sales in September and the Portable transponders (wands) sales rebounded. We have had four fail this year and two in the current inventory do not work so I am working with NEW IQ the provider that supplies the transponders to get with the manufacturer for a quality check and credit. Just four months into the addition of debit credit card sales, 2/3 of sales were with this method of payment

Complaints: There were the usual interactions with new owners over access to Imperial. There have been some calls regarding management of the gate Protocols. None rose to the level where Captain Derrick, myself or my staff thought there was a complaint. I feel this is more a testimony to the younger face on the guards since Captain Brookover's retirement. There is some testing of the rules and our resolve to enforce. There were no formal complaints filed since the last meeting of the GIB.

ACCESS DEVICE SALES

	2012		2013		2014		2014
Month	Smart Pass	Transponders	Smart Pass	Transponders	Smart Pass	Transponders	hard pass returns
January	43	5	81	6	68	1	1
February	25	10	22	6	44	4	2
March	52	3	27	1	41	0	2
April	35	1	25	5	42	1	4
May	22	1	36	3	46	3	0
June	36	5	18	3	34	3	0
July	44	4	28	4	30	2	4
August	48	0	22	1	30	0	0
September	48	0	16	1	34	3	0
October	74	3	41	2			
November	64	4	81	6			
December	41	0	48	6			
	532	36	445	44	369	17	13

Security Statement for Insurance:

The Manager has received one more request for confirmation of the protocols for security related to new owners within Imperial purchasing property insurance.

Access Items:

- We have an inventory of 95 smart passes (one lost to defect) and 34 (FOUR failed) license Tag Transponders.

- There was one reported gate incident since September 20 (15YTD). A vendor was directed by the Guard on duty to use the circle drive when denied access in keeping with the delivery and noise restrictions of Sunday's in the Post Orders. The driver disregarded the direction and continued to the owner's home as directed by the homeowner. It does draw to question the rule against Sunday and Holiday vendor entry. More it draws in question the enforcement issue. Collier County police when summoned by the Guard as directed to report the trespass, refused to enforce as the homeowner had authorized the entry. The access guards have all signed a document evidencing the Post orders clarification regarding nuances identified over time while Barb was Captain.
- Supplies inventory at the gatehouse was replenished once since the September meeting. (I don't know why you care but this has been traditionally reported)
- The new access guards have been tested by vendors and members. Throughout the month there are a couple of periods of interruption in synchronization communication with the gatehouse database and the solution was received and filed with the incident report. The source of these data synchronization interruptions varies but the outcome is conflict with the gate house occupants by owners frustrated that the gate does not open.
- The Contract for Access Guard Services with Universal has been received and reviewed by the Manager. It involves no rate increase but clarifies a number of areas, most notably responsibility for coverage in the event of an emergency.

Gate Management Items.

As Manager for the GIB I have inspected the Imperial Golf Boulevard for cleanliness and for maintaining the standards for landscape care to the Tennis Club when it had been weeks since lawn was mowed.

I have decided not to add another sign to a busy entry to address the single isolated incident where the Box truck struck the leading edged of the Guardhouse. We will repair the broken tile and expect it to be another three years before it is hit again.

Questions: The President asked for a report of the incident on Sunday the 19th when the resident gate failed. The Manager reported on the time line for assessment of the problem and the decision to maintain traffic through the visitor lane rather than calling out TEM from Miami to service at triple time. There was a difference in two hours between the time the first knowledge of the gate ceasing operation and when the manager was noticed by the Captain of the gate. Following some impassioned discussion, the need to certain that interruption of service at the gate needs to be minimized regardless of cost The Manager agreed and indicated the problems with the gate intervention will be addressed to avoid in the future.

Vice President Meyers asked of the protocol justification for requiring verification of a driver's license for the driver of a taxicab with an owner resident who has valid ID. Concern is the added time to verify license of the licensed livery service provider to the time for processing at the gate. Discussion of the reasons for the rules and the past history of leniency by seasoned access professionals that may not have been enforcing to the letter of the rules that has focused upon a more strict gate. Discussion of potential for revisiting this rule, but the Manager suggested that the time difference at the gate should be negligible if everyone on board with complying.

Moved by Director Yates, second Director Gagnier to accept Manager's report as given.

PRESIDENTS REPORT Greater Imperial Board
October 23, 2014

Parshall Law Suit: The hearing before the new judge was held and the case was dismissed without prejudice meaning that presenting new information within thirty days could reopen the case. Treasurer Harruff noted he had asked if the case against Kathy Day had been dismissed with prejudice and counsel for the plaintiff indicated he would approach his client but Parshall was not in attendance. Manager Towns alerted the Board that he had been forwarded a list of items requested by Parshall attorney on October 21 that had been directed to him from the IGE Manager Sue Murphy. Manager Towns to forward the request to the President and Treasurer for review by GIB attorney Glenny.

Regal Lake Property Proposal: The owners continue to offer to give for free to the GIB. Potential for a well that will provide a better irrigation source storage

Moved by Director Yates to accept the property between Regal Lake and the health center. There was discussion of the tax liability and the accountability for the status as a preserve. Seconded by Director Gagnier to authorize the President to accept the offer to accept the gift of the property to the Greater Imperial Board. The motion was called and passed unanimously.

The Presidents report was accepted as read.

BEAUTIFICATION COMMITTEE REPORT

1. Top Cut Contract-October – Tree, Shrub, turf ground cover - Fertilized.
2. Mulching of all GIB plantings from 41 Front Island to Park Place West GIB Property has been completed.
3. Getting estimate for mulching the 4 small planting on GIB property North side exit along front shopping center walk and driveway. To be done in the SAME STONE as was used for the back Shopping Center project.

4. Swanson Electric preparing proposal for upgrade of Electric Receptacles and circuits to 41 Front Island – This is long overdue if the GIB's plan is to light the island for the Holidays, and future Landscape illumination. They will also check all outside receptacles by Gate House and Wingwalls in preparation for Holiday lighting..

5. Top Cut has bid \$1,435 to put up and take down the GIB Holiday Lighting. Work to begin week of Nov 17, 2014, and take down week of Jan.5, 2015. Asking for approval of this proposal. Swanson Electric will bid for hook up of the electric.

Anne Harruff, GIB Beautification

Holiday Lighting Contract Approval – Mrs. Harruff requested approval to contract with Top Cut for the installation of Holiday lighting for the GIB. **It was moved to approve the contracting with Top Cut for \$1,435 one third or \$478.33 to be paid in advance by Director Meyers, seconded by Director Yates. Non Discussion, the motion passed without objection.**

41 Island Lighting Proposal - The proposal for upgrade of the electric service at the entrance island expanding to 8- 110 volt service receptacles to support the lighting of the island was received from Swanson's electric was \$7500.00. The Manager explained that the cost is largely labor for installing to code where the electric wire will be laid in conduit dug to 18 inches deep requiring approximately a week time to remove the roots. Mrs. Harruff was advised that there is a reserve for upgrading but the decision will be deferred until the new year and will make do with what service currently exists. Recommend for second bid of the project.

NEW BUSINESS:

Director Moorman requested information regarding the number of lights out at the entrance. The Manager reported he had performed a light check and that all of the street lights from the west end of the island to the end of West Lake are out and had been reported. Florida Power and Light to have crew out by the end of the week, October 24. Reported on Tuesday so pledge a week to ten days for response.

Access Guards Bonus: A discussion of past practice regarding service bonuses for the guards. On the anniversary date the guards have been recognized with \$25.00 per year. The midnight guard has been assigned to the GIB for five years. The Guards have also been given \$50.00 each for the Holidays. **Moved by Director Yates to give a service bonus of \$125.00 to Paul Henning and \$50.00 to all the guards for Holiday gift, seconded by Director Gibbs. Passed.**

OLD BUSINESS:

Director Meyers requested update regarding Insurance coverage for the member associations of the GIB in the future case of a lawsuit against the GIB. Director Russo was researching the presence of insurance covering the review and defense costs for the members. The insurance carrier for the GIB insures the individual Directors of the Board in the General Liability policy and will add the member associations for an additional \$35.00 per association per annum. It will protect the member Association for costs of attorney costs to represent the member associations. Also the GIB should be added as an individual insured of the member associations Liability insurance for claims against each member association that might include the GIB as defendant. Director Russo has consulted with Nancy Rice with Gulfshore insurance. The purpose of additional insured coverage is not to add additional liability but to insure that response by the GIB is covered to defend the member associations. Treasurer Harruff suggested that if each of the insured associations extend coverage to the GIB then the GIB should add coverage for the members. It was recommended that this be further reviewed by each association with their insurance carrier to add the GIB to their policy for the exposure for common roads and access.

There being no further business the meeting was moved to adjourn by Director Gagnier and seconded by Director Yates. Meeting was adjourned at 3:16 pm.

Next Board Meeting: Our next board of directors meeting will be on Thursday, November 20, 2014 at 2 PM at the Bermuda Greens Club House please send proxy if unable to attend to the Manager. The Christmas Party will be held December 18, 2014.

Respectfully Submitted,
For the Secretary of the Board
Stephen Towns LCAM - Property Manager - Greater Imperial Board, Inc.