
Greater Imperial Board Association – Minutes

Meeting Date: August 28, 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:

Director 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 E. Joyce</i>
<i>Golf Club:</i>	<i>Font Kremer</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</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 (Absent)</i>
<i>Weybridge:</i>	<i>Kristine Russo</i>

Also Present: Anne T. Harruff – Beautification Committee
Dan Castaldini – Imperial Golf Estates NNFD Merger Committee Guest
Stephen Towns of Towne Properties the Property Manager.

Certify Quorum: Property Manager Stephen Towns reported Directors from 11 member associations were present thereby establishing a quorum.

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

Secretary Report: The Minutes of the June 26, 2014 meeting were presented. Director Williamson asked that the minutes reflect she was present. **It was moved by Director Gagnier, seconded by Director Yates to accept the minutes as amended, approved unanimously.**

GUEST PRESENTATION:

President Joyce asked that the Agenda be amended to allow some time for a presentation by Dan Castaldini a resident from Imperial Golf Estates (IGE) from the North Naples/Big Corkscrew Fire Department Merger Committee regarding the initiative for merger of fire departments.

Mr. Castaldini was asked to evaluate the proposed merger of the North Naples and the Big Corkscrew Island Fire Departments by the IGE and asked to present his results to the GIB and the assembled Directors. He presented his summary for the Board to consider. The summary is attached. He responded to questions concerning the financial and service impacts upon the jurisdictions impacted. President Joyce noted that the purpose at the GB was to present this view of an important life safety issue for residents of Imperial and to afford the opportunity for the respective Associations to follow up with fact finding for them-selves. The GIB was not making a recommendation or endorsement but allowing for the free flow of information and leave it to the individuals to decide in the November election. Mr. Castaldini was thanked for his presentation and service.

BROOKOVER RECOGNITION

President Joyce introduced for service recognition Captain Barbara Brookover of Universal Protection Services who is retiring from security service at the end of August. President Joyce thanked Barbara for her service to the Imperial Community, her dedication and resilience through a difficult construction phase and her leadership in training and supporting the team of access guards. Captain Brookover thanked the President for his remarks and acknowledged how difficult it had been for her to reach the personal decision to retire. She is looking forward to enjoying the climate and relaxing. Treasurer Harruff thanked Barb for her commitment and availability in her six years of service to the GIB. Director Gibbs recognized her competence but highlighted the exceptional service given by Barb and for “keeping us safe”. Director Kremer, speaking for the Golf Club, noted that all of the staff and members of the Golf Club wanted to thank her. Director Yates noted during his 22 years at Imperial she was a most exceptional employee. Captain Barb was given gifts from the GIB, Imperial, Towne Properties and honored with a cake celebrating her retirement from service.

GREATER IMPERIAL BOARD MANAGER’S REPORT JULY 2014

Resident Contact:

June and July access pass sales were up over last year. Sales have fallen against 2012 however. Year to date we are up 5.5% over 2013 but down almost 2.5% over 2012. Not sure what that

means but adjusting total sales projections as a result. 19 of the 64 passes purchased were to the Golf Club members for almost 30% of sales. Of note, the transponder sales are lagging and the sales to Golf Club Members is predominantly the smart passes. Sales are no longer limited to afternoons and certain days of the week. Staff and customer satisfaction seem to have improved. There were the usual interactions with new owners over access to Imperial.

Complaints: There were no formal complaints filed since the last meeting of the GIB. Related to the Gate incidents two persons were unhappy over the altercation and vented at the Guard but did not complain. Administrative staff report that summertime interactions with residents over acquiring access are more pleasant. The addition of the credit and debit card purchase options may play a part in that.

ACCESS DEVICE SALES

Month	2012		2013		2014		2014
	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			
September	48	0	16	1			
October	74	3	41	2			
November	64	4	81	6			
December	41	0	48	6			
	532	36	445	44	305	14	13

Special Requests:

The Manager has received two more requests for confirmation of the protocols for access control passes related to new owners within Imperial purchasing insurance.

Access Items:

- Since June management has added ability to take payment for access fees through debit and Credit Cards in addition to checks.
- We have an inventory of 189 smart passes (one lost to defect) and 39 (two failed) license tag transponders . Forecasting needs through year end we have adequate transponders but will fall short by 30 to 60 smart passes based upon purchases in the past two years.

Recommend purchasing another 100 smart passes where we receive a price break prior to high season.

- There were six reported gate incidents since June 26 (13YTD). Four were Resident Gate with two guest gate incidents. None resulted in significant damage to the vehicle or the gate although two resulted in abusive behavior directed at the access guards. There were no follow up insurance claims to these events. The abuse was determined not to warrant follow up.
- Supplies inventory at the gatehouse was replenished three times in July and August.
- Snap shell driver's license reader glass was replaced. An additional back up has been ordered.
- Office staff responsible for data entry in-serviced at the gate with Captain Barb as part of planning for emergency coverage.
- The Manager met with Gary Epstein from Universal to discuss plans for coverage in the event of an emergency absence of an access guard. Plans will be incorporated into the Universal Contract, in that we are still working under the 2010 Allegiance security agreement.

Gate Management Items.

Management has begun the budget process for the operations of the GIB. Forecasting operation expenses by soliciting rate or contract increases have been made. Using July data we are working with the leadership to predict year end and 2015 needs.

Contracts with Greenspire/Top Cut has been elusive. Responsibility and liability are ill defined. The work is getting done however. Steve Pope (Top Cut) has offered to add his company name and signature to the Greenspire agreement. This will be done.

The manager has replaced the electrician contracted for the front island. The cause of the lost leg of the 220 has been found. The parts and the cable required to repair the line that will be required to power the pump and the holiday lights have been ordered and the repair to include a concrete cover to protect from future damage have been tentatively scheduled for the first week of September. Greenspire has been notified that the breaker panel and power for the well pump test are in place. A test will be forthcoming in the next few days.

Discussion: Help from documentation in the past led to the power source (South of the Indian restaurant in the mall to our north) and eventually to the location of cause of the loss of power. The cable used is no longer sold in Florida and has been special ordered and once installed will provide the power necessary to purge the well and provide the tests to satisfy us that the water is of quality that will not damage the turf and plants in irrigation. In the meantime the agreements

with the Manors and Westgate for water use are in place. The test should be done before the next meeting. The landscape lights will be maintained by Greenspire and Director Yates noted that the lights at the Flag have been replaced.

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

It was moved by and seconded by to accept the Managers report as given.

GREATER IMPERIAL BOARD, INC

Treasurers Summary Report for July 2014

Income and Expense Statement as of 7-31-14-14:

Our July 31, 2014 Financial Statements are based on Cash Accounting not Accrual Accounting as in the past.

Total Operating Income for July is over budget for the month by \$599.61 and year to date (YTD) by \$8,680.35 primarily due to greater than anticipated Gate Pass Sales.

Total Operating Expenses are under budget for the month by \$5,460.61. Primarily in Maintenance (\$5,063.89) and Grounds Care (\$1,028.57).

Year to Date (YTD) we are under budget for Total Operating Expenses by \$12,646.75. YTD under budget expense accounts includes Utilities (\$2,349.48), Maintenance (\$6,195.50), Grounds Care (\$4,765.97) and our Administrative is over budget YTD by (\$814.82).

Administrative Expenses are over budget YTD including the purchases of Smart Passes to keep inventory on hand to meet the increased YTD Smart Pass sales. We are in a good position financially at this point in our fiscal year.

Balance Sheet Items as of 7-31-14:

1. Operations Checking Account: Cash for Operations	\$41,571.65
2. Cash for Reserves Balance:	\$300,607.14
3. Other Assets, incl. Accts Rec and Prepaids:	<u>\$ 1,822.58</u>
4. Total Current Assets:	\$344,001.37
5. Owner's Equity	\$22,321.04
6. Current Year Income/ (Loss)	\$21,073.19
7. Replacement Reserve Prior	\$271,420.81
8. Replacement Reserve Current	<u>\$29,186.33</u>
9. Total Equity	\$344,001.37

Balance Sheet Discussion: We have adequate cash on hand to meet our monthly bills. I have asked Towne Accounting/Property Management to start planning for our 2015 budget. The Property Manager is contacting all of our contracted vendors to see if they are planning on asking for a price increase for next year. We should have a draft budget for your review and

comment at the August GIB meeting and must pass a final budget at the September meeting to meet our October 1st requirement to have an approved budget for our member Associations.

Tom Harruff, GIB Treasurer

Treasurer Harruff reported the administrative first draft budget projecting budgeted expenses for the balance of 2014 and projected 2015. He noted that the insurance expense is overstated due to a formulaic flaw since we moved to a cash accounting system. The End of year budget for landscaping is understated as the end of year is largest expense in the budget year. Leadership will be working with Towne to consider each assumption to come back with a final budget proposal for next month. There is no increase in assessment anticipated. Director Yates expressed appreciation to the Treasurer for his effort.

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

BEAUTIFICATION COMMITTEE REPORT

1. Top Cut Contract-July-Turf Fertilized 0-0-32, Aug. Palms Fertilized-12-3-12.
2. Swanson Electric taking over from R& R Electric to install proper junction Box for Landscape Lighting and Well Electrical Support on front 41 Island. As soon as electrical issues fixed, another test will be done on well to determine water quality.
3. Resurface 1300 SQ. FT. of Lava Rock 2-3 inch deep on area of entrance at Gatehouse. Approved by Executive Committee. \$2800.
4. The Cocoa Plumb Hedge along both sides on both sides of Boulevard is in need of some additional Cocoa Plumb Plants, due to die off and failed Queen Palm Trees.-leaving a space. These plants were installed in 2007, Top Cut has given a proposal of at least 20 large Plants- Approx. cost-\$2660. Asking for Board Approval.

It was moved by Director Meyers and seconded by President Joyce to approve the budget for the Coco Plums. Passed.

5. Window Box Plant Replacement will be done in the next week. The present Flowers have lasted since January. This is due to the great care by Top Cuts in maintaining them. We will also have to replant around the well head on the east end of the front island once the water issues have been resolved.

It was moved by Director Yates seconded Director Gibbs to approve the well and window box expense. Discussion: money in the budget. Passed.

6. Asking the GIB Boards' Approval, with approval from West Gate, to plant a tree in memory of Penny Schulte, West Gate Director for many years. The tree would be planted on West Gate Property in a suitable location, with a Plaque IN MEMORY OF PENNY SCHULTE, and DATE. A beautiful Royal Poinciana is a most spectacular flowering tree. It is a large Tree and will need the proper site. If we cannot find that site, then a flowering tree for the right site would be selected. Will work with Top Cuts and West Gate for tree size, and cost to the GIB. Penny was a very valued member of the GIB.

Discussion: Director Kremer to research the creation of a plaque and Anne Harruff to reach out to Westgate regarding the planting of the Royal Poinciana. Moved By Director Gibbs, second Director Meyers to proceed. Passed.

7. Asking Towne Properties to look at situation in front of Gatehouse door –Visitor Lane. The road area is covered with standing oil and grease, due to cars stopped at Gatehouse door. A cleanup effort of some sort needs to be implemented and the road maintained-free of oil and grease. A future large project would be to install Pavers just on the entrance area and exit side area of the Gatehouse. This project would complement the Gatehouse and enhance the appearance of the approach to the Gatehouse.

Anne Harruff, GIB Beautification

PRESIDENTS REPORT

President Joyce asked Captain Barbara to report on Gate Access use.

Owners gate use – July 30,879 Guests Gate Use 16,858 for 47,737 total

Owners gate use – August 35,573 Guests Gate Use 19,098 for 54, 171 total

Imperial Golf Club has appointed John Lee as General Manager and Director of Golf. John has been with the Club for 22 years.

There is nothing new on the Parshall lawsuit. Barbara Brookover reported on having received a letter from the Parshall's in person at the guardhouse. A hearing is scheduled before the new judge on September 30 to hear the request to dismiss the lawsuit against the GIB and Kathy Day.

There being no further business the meeting was moved to adjourn by Director Gibbs and seconded by Director Kremer. Meeting was adjourned at 3:20pm.

Next Board Meeting: Our next board of directors meeting will be on Thursday, September 25, 2014 at 2 PM at the Bermuda Greens Club House.