

Greater Imperial Board of Directors Meeting

Thursday November 19, 2015

2:00 pm

Minutes

Location: Bermuda Greens Clubhouse, Naples, Florida 34110

Purpose: Regular Meeting of the Board of Directors

GIB Officers Present: Tom Harruff, Martha Meyers, Kris Russo and Judith Gibbs

<i>Abbey on the Lake:</i>	<i>Edwin C. Howe</i>
<i>Bermuda Greens:</i>	<i>Fred Demma</i>
<i>Castlewood:</i>	<i>Martha Meyers</i>
<i>Charleston Square:</i>	<i>Marge Williamson</i>
<i>IG Estates:</i>	<i>Dan Castaldini</i>
<i>Golf Club:</i>	<i>Don Paradiso</i>
<i>Imperial Gardens:</i>	<i>Judith Gibbs</i>
<i>The Island:</i>	<i>Tony Manes</i>
<i>Manors of Regal Lake:</i>	<i>Alex Kassoles</i>
<i>Park Place:</i>	<i>Charles Yates</i>
<i>Park Place West:</i>	<i>Joe Gagnier * Ellen Condolano tendered resignation prior To meeting.</i>
<i>Wedgefield:</i>	<i>Jackie Milot</i>
<i>Westgate:</i>	<i>Roger Moorman</i>
<i>Weybridge:</i>	<i>Kristine Russo</i>

Also Present: Anne Harruff, Beautification Committee and Sue Murphy of Towne Properties, Manager for the GIB. Also present Eric Cole, CSI - utility broker for Cable TV, internet and phone services; Gary Epstein Branch Manager and Ron Allen Vice President for Universal Protection Service.

Call to Order the meeting was called to order by President Tom Harruff at 2:00 PM

Certify Quorum: Property Manager Sue Murphy reported a quorum was present as fourteen of fourteen members were represented by their attendance.

1. Secretary Report – The Minutes of the meeting October 22, 2015 were reviewed. It was moved by Roger Moorman to accept the minutes as presented. Seconded by Martha Meyers. Minutes were approved unanimously.
2. Treasurers Report October 31 , 2015- Martha Meyers

Speaker Forum: Tom Harruff introduced Eric Cole, Regional Director with Converged Services, Inc. to discuss the advantages to bulk broadband and television contracts. Mr. Cole summarized the timeline of 18-24 months prior to the expiration of the current provider agreement to gather statistical information to determine what services, equipment and utilization of present provider ; CSI has no vested interest in which the provider is chosen as they have no fiduciary relationship with any provider and are never compensated by them. The clients make all the decisions on what provider to choose and what direction to take. As the communities advocate and consultant CSI is there to leverage their vast senior level industry relationship, speed the approval process by negotiating with decisions makers and share their knowledge of the competitive market to help the community get the best possible pricing , technology, special provisions, and contract terms.

CSI is compensated strictly on a contingency fee basis. We are compensated exclusively on signing bonuses that CSI will negotiate with the providers that are clients are typically unable to achieve on their own. Twenty-five (25%) of the signing bonus of the number of doors serviced in the community is the typical model of payment. CSI are not compensated on savings and are only paid once for the life of the agreement. Imperial Golf Estates HOA has agreed to contract CSI services for their future bulk television and broad band services.

Tom Harruff introduced Gary Epstein, Branch Manager of Universal Protection Services with Ron _____ Vice President of Universal Protection Services. The topics discussed were how Universal Protection Services will train Captain Derek Lopez’s replacement. Several areas of concern stated by the Board to include: the training of the new gate guards; the amount of review and testing once the guard has been placed; and following the Post Orders. The representatives stated that critical training and review will occur with the replacement Captain for the GIB guard house.

GREATER IMPERIAL BOARD, INC- Treasurer Summary Report for October, 2015

GREATER IMPERIAL BOARD, INC - Treasurers Summary Report for October, 2015 – GIB Mtg. 11/19/15

Income and Expense Statement as of 10/31/15:

Total Operating Income for October is over budget for the month by \$641.92 and over budget year to date (YTD) by \$4092.00 primarily due to greater than anticipated Gate Opener Income.

Total Operating Expenses are under budget for the month by \$288.75. Year to Date (YTD) we are under budget for Total Operating Expenses by \$17,258.23—due to reduced utilities, maintenance and grounds care expenses. YTD over budget expense accounts include Smart Pass Purchases (\$6,125.14) and Office Expense (\$1,610.65). Our Net Operating gain YTD is \$21,350.23. We remain in a good position financially at this point in our fiscal year thanks to the increase YTD in the Gate Opener Income and the front loading of Plants and Gate Pass expenses.

Balance Sheet Items as of 10/31/2015:

1. Operations Checking Account: Cash for Operations	\$43,859.93
2. Cash for Reserves Balance:	\$351,053.60
3. Other Assets, incl. Accts Rec and Prepaids:	<u>\$ 1,822.58</u>
4. Total Current Assets:	\$396,736.11
5. Owner's Equity	\$24,230.18
6. Current Year Income/ (Loss)	\$21,452.33
7. Replacement Reserve Prior	\$316,150.49
8. Replacement Reserve Current	<u>\$34,903.11</u>
9. Total Equity	\$396,736.11

Balance Sheet Discussion: We have more than adequate cash on hand to meet our monthly bills. The Electrical work in the front will be paid from the Contingency Reserve.

Martha Meyers

Martha Meyers, GIB Treasurer

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Motion was made by Joe Gagnier to approve the Treasurers Report. Seconded by Tony Manes. All in favor. Treasurers Report was approved unanimously.

ABC Electric final invoice was over proposal by \$822.00. Motion was made by Martha Meyers to approve the over proposal expense. Seconded by Joe Gagnier. All in favor. Motion passes unanimously.

Treasurer Meyers stated the CD's (\$ 250,000) were up for renewal. General discussion ensued that included placing monies into Ever Bank six month Money Market for 1.06 % no penalty for withdrawal. Motion was made by Kris Russo to authorize Treasurer Meyers to contact Rini Raissas at Towne Properties to distribute monies. All in favor. Motion was passed unanimously. (Upon contacting Everbank the 1.06% rate was for individuals and the Associations rate is 1.03%)

- a. Requested bonus checks distributed to Tom Harruff for Gate Officers longevity. Two checks were distributed.

3. President Report- Tom Harruff

GIB Presidents Report for GIB Meeting 11-19-15

It has been very busy month especially with one of my email accounts being down since 11-12-15 without resolution by Comcast.

Dan and Anne have been working with ABC Electric on the power to the front island. They are nearing the hook up with the electric so that we can see the results at night. Maybe before this meeting. I'll let Dan and Anne comment in their reports.

The wall project is moving forward however the catch 22 is that they are having problems finding the matching faux stone for the rebuilt column. Coastal Construction believes that they have found a source for the matching stone.

Derrick Lopez the Captain of the Universal Protection access control personnel submitted his resignation on Monday with a 2 week notice. This continues the revolving door with Universal personnel. I have asked Gary Epstein the local manager for Universal to be at our meeting to discuss how they will provide stability at our gate and stop the revolving door that we have seen with their personnel in the past. Universal has acquired another security company that is supposed to give them deeper density to better support their customers. We need to ask Gary to tell us how that will work.

The damage to the roof of the gate house has been fixed, the surge suppressor was installed at the Gate House, and Towne has replaced the ink jet All-in-One Printer, copier, fax at the gatehouse with a laser All-in-One device that will be cheaper to operate than existing (5 year old) ink jet device which had dramatically increased ink usage plus had operating issues.

Finally I will ask Towne to leave after the meeting and provide you a spreadsheet summary of the bids received for our property manager and will ask the Board to make a decision on selection.

Tom Harruff, President GIB

4. Property Managers Report :

ACCESS DEVICE SALES

Month	2012		2013		2014		2015		
	Smart Pass	Transponders	Smart Pass	Transponders	Smart Pass	Transponders	Smart Pass	Transponders	Hard Pass Returns
January	43	5	81	6	68	1	83	6	7
February	25	10	22	6	44	4	40	3	2
March	52	3	27	1	41	0	38	8	0
April	35	1	25	5	42	1	34	11	0
May	22	1	36	3	46	3	27	5	1
June	36	5	18	3	34	3	34	4	0
July	44	4	28	4	30	2	17	6	0
August	48	0	22	1	30	0	26	4	0
September	48	0	16	1	34	3	20	7	5
October	74	3	41	2	64	9	27	7	0
November	64	4	81	6	57	2	49	3	0
December	41	0	48	6					
	532	36	445	44	490	28	346	54	15

The sales for Oct ending totaled - \$2,160.00. These numbers are down from 2014 numbers.

Complaints/Incidents:

10/26/2015-Minor accident occurred at 1026 in the guest lane at guard booth. No injuries/no significant damage to report all parties drove away after CCSO report made. Tag #BZNU72 and Tag #AILS38 were the two registered cars involved in minor incident.

10/28/2015- black BMW requested to go to 1941 Imperial Golf Blvd. Driver was not on list-denied entry. When gate arm was opened to permit exiting- vehicle failed to exits At 1222 Deputy reported that the driver is buying the home at said address and a home inspector is at address.

11/11/2015- at 1153 hours a driver presented a Veterans ID and no driver's license -driver stated they did not have driver's license. Capt Lopez denied entry -driver got verbally abusive. Collier County Sheriff department called. Driver exited property before arrival of CCSO.

Gatehouse Report

Month	VISITORS	RESIDENTS	TOTAL	AVG/WK	Δ MTM	Δ AVG 2014
December	20888	47695	68583	17146	-6.55%	-6.55%
January	23329	53125	76454	19114	11.48%	4.17%
February	25743	62008	87751	21938	14.78%	19.57%
March	27481	65650	93131	23283	6.13%	26.90%
April	25239	60381	85620	21405	-8.06%	16.66%
May	28726	63638	92364	18473	7.88%	0.68%
June	32136	56710	88846	14808	19.84%	-19.30%
July	23979	31313	55292	13823	-6.65%	-24.66%
7/31/2015	4803	8503	13306			
8/7/2015	5159	8802	13961			
8/15/2015	4760	8908	13668			
8/22/2015	5920	7773	13693			
August	20642	33986	54628	13657	-1.20%	-25.57%
September	20064	38701	58,765	14691		
October	22,387	49003	71,390	17848		
November			0			
December			0			
YTD	229662	475814	705476	176,369	4.50%	-1.54%

- Activity at the gate continues to show signs of seasonal increases up 21% from October

- There was an interruption to service to the phone in gate guests on 11/8 -manager called Comcast to report service interruption and repair request. It was resolved approximately 45 minutes after call from manager.
 - a. Status of tile roof repair (corner struck by truck) to gate house roof-THE ROOFING BROTHERS estimate is under \$500.00 no structural roof damage , just tile replacement
 - b. Purchase of 4 in 1 scanner, fax, printer and copy machine Brother from Staples (laser printer) placed in gate house.
 - c. New IQ -service requests:
 - 10/12- gate stuck in up position =95.00
 - Annual Maintenance inspection report = 100.00
 - 10/02 installed new loop detector and secured all connections =\$329.40
5. Front Island Electric Project status update report- ABC Electric
- Notice of Commencement received 11/13/2015: Direct Bore and install wiring for landscape lights -replace panel and disconnect (ABC Electric). Director Castaldini reports that in the final inspection of the front island electric installment - Collier County inspected the Gatehouse building and reported that upgrades are needed to bring panel up to code. Director Castaldini will request ABC Electric to submit a proposal for these code upgrades.
6. Committee Report: Beautification / Anne Harruff
- a. Contact Turf 30-0-13 White Fly Treatment Ficus Shrubs occurred.
 - b. Flower boxes emptied, cleaned, the irrigation hoses blown out, work done by TopCut
 - c. New Rain Bird irrigation Control at Gate House due to lighting strike
 - d. Work in progress at 41 Island Entrance wall statements. The stone that is needed, to repair the end piece has been discontinued. Coastal Construction has located a source and hopes to have installed in the next week along with the cap. The damaged landscaping will be cleaned up and replaced along with the mulching. The entire 41 Statement has been repainted the same color.
 - e. Work in progress to fix broken electrical connection to 41 island as well as broken irrigation system. The sod will have to be repaired in the area of the connection to the box at the Indian Restaurant. There will also have to be landscape repairs on the front island necessitating overage of landscape budget. Additional sod/ landscape are needed to replace areas affected by the electric install. Motion was made to approve \$1,237.00 for sod and landscape by Martha Meyer. Seconded by Judy Gibbs. All in favor. Motion passed unanimously. Twelve irrigation valves are leaking; five irrigation lines are broken. Motion was mad by Kris Russo to approve the irrigation repairs to total

\$1,242.50 by Topcutusa LLC. Seconded by Tony Manes. All in favor. Motion approved unanimously.

- f. Tom, Dan and I (Anne Harruff) met with West Gate Board regarding the possible Generator for the Gatehouse and the generator proposal was turned down due to the noise issue. Alternative areas for generator installation are being evaluated to include near flagpole on traffic island; on the other traffic island behind Royal Palms. Permission is being sought from SW Florida Water management to install the generator in a Conservation easement.
- g. Discussion of proposed Orange Geiger tree to be placed in memory of Penny Schulte-The Greater Imperial Board. A dedication of the memorial tree will be planned in January when all board members and Penny's family could be present. The tree would include a 3 x 7 brass plaque for service total cost. \$325.00 to be installed at the West Gate front monument. Motion was made by Charlie Yates to approve tree and plaque. Seconded by Roger Moorman. All in favor. Motion passes unanimously
- h. The GIB Holiday Party is planned for December 17. Pizza and sweet starting at 1:30 pm. Need donations of sweets. Bermuda Green will permit early entry for that date.
- i. Motion was made by Judy Gibbs to approve the \$1,575.00 expense for Holiday decoration. Seconded by Martha Meyers. All in favor. Motion passed infamously.

Respectful submitted,

Anne Harruff

GIB Beautification

1943 Empress Ct

Naples FL 34110

7. Old Business

a. Post Order discussion

1. Effective September 3, 2012 admission of all persons through the visitor's access control system shall require the presentation of a valid driver's license for scanning, as appropriate based on these Post Orders, for access onto Imperial's private road (attachment 1 following minutes) Post order remained the same.
2. Guests / Visitors (attachment 2) Post Order remained the same.
3. Residents and Renters (attachment 3) Post Order remained the same.
4. Golf Club Members and Employees (attachment 4) Post Order remained the same.
5. Discussion ensued to determine the benefit and value of the sign requirement on commercial trucks, vans and pickups. Motion was made by Don Paradiso to delete "All vendors shall have their business names plainly marked on their vehicle." From Post Orders. Seconded by Joe Gagnier. All in favor. Motion passed unanimously.

8. New Business

- a. Distribution of the Johnson Engineering report for Existing Pavement conditions and recommendations report was distributed to the Directors.
- b. Review of the Bain Sealcoat bid proposal included the request to re-bid the proposal to include squeegee the first coat of poly tar.
- c. Surge protection installed in back panel mount by Swanson's Electric completed - \$225.00
- d. Derrick Lopez- Universal Services -resignation letter has been received by the Board Officers.
- e. Call in Card suggestion the updated distribution of cards with newly assigned PIN numbers annotated when they come to pick up gate pass. Each community will receive from management the updated information of owners with their PIN entry numbers. IGEHOA will include a new information card with each owners PIN information with the prompts as to how to permit guest and vendor entry - in the second Annual Meeting mailing.
- f. Motion was made by Charlie Yates to give Christmas bonus check of \$100.00 to be distributed to 1 gate house full long time officer (Paul Henning). Seconded by Kris Russo. One member opposed. Fourteen members approved. Motion passed.

9. Next meeting is December 17, 2015 at 2:00 pm

Motion was made by Jackie Gibbs to adjourn meeting. Seconded by Tony Manes. All in favor. Meeting adjourned at 3:30 pm

