
Greater Imperial Board Association – Minutes

Meeting Date: March 26, 2015

Time: 2:00 P.M.

Location: Bermuda Greens Clubhouse, Naples, Florida 34110

Purpose: Regular Meeting of the Board of Directors

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

GIB Officers Excused: *Judie Gibbs*

Directors Present:

<i>Abbey on the Lake:</i>	<i>Edwin C. Howe (Absent)</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>Tom Harruff</i>
<i>Golf Club:</i>	<i>Don Paradiso</i>
<i>Imperial Gardens:</i>	<i>Judith Gibbs (By Proxy- Harruff)</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: Stephen Towns of Towne Properties, Manager for the GIB

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

Call to Order: The Meeting was called to order by President Tom Harruff at 1:59 P.M

The President reported that he would be representing the Estates and was carrying the proxy for Judie Gibbs for Imperial Gardens.

The President noted that the By Laws say that the Annual Meeting and election of officers will be held in March. With the seating of the respective representatives of the Association he suggests that the 2015 board formally elect the officers.

Moved by Joe Gagnier, seconded by Carolyn Farhet that the officers for the Greater Imperial Board be Tom Harruff President; Judith Gibbs, Vice President; Martha Meyers, Treasurer; and Kristine Russo, Secretary. Passed Unanimously.

Secretary Report: The Minutes of the February 26, 2015 meeting were presented. **It was moved by Director Yates, seconded by Director Meyers to accept the minutes as written, approved unanimously.**

GREATER IMPERIAL BOARD, INC

Treasurers Summary Report for February, 2015 – GIB Mtg. 3/26/15

Income and Expense Statement as of 2/28/15:

Total Operating Income for February is under budget for the month by \$264.90 and over budget year to date (YTD) by \$2403.93 primarily due to greater than anticipated Gate Access and Gate Opener Income.

Total Operating Expenses are under budget for the month by \$3390.37 – Primarily due to utilities and maintenance being under budget. Year to Date (YTD) we are under budget for Total Operating Expenses by \$7585.61. YTD under budget expense accounts includes Utilities (\$953.13), and Maintenance (\$9659.13), and our Administrative is over budget YTD by (\$5693.42) due to the purchase of additional smart passes. Gate Access Control (Universal Protection Contract) is under budget for the month by \$1,288.71. Our Net Operating Income YTD is \$9989.54. We are in a good position financially at this point in our fiscal year.

Balance Sheet Items as of 10-31-14:

1. Operations Checking Account: Cash for Operations	\$32,448.16
2. Cash for Reserves Balance:	\$324,571.33
3. Other Assets, incl. Accts Rec and Prepays:	<u>\$ 1,822.58</u>
4. Total Current Assets:	\$358,842.07
5. Owner's Equity	\$24,230.18
6. Current Year Income/ (Loss)	\$10,040.56
7. Replacement Reserve Prior	\$316,150.49
8. Replacement Reserve Current	<u>\$8,420.84</u>
9. Total Equity	\$358,842.07

Balance Sheet Discussion: We have adequate cash on hand to meet our monthly bills. The signature cards have been signed by me, Tom and Kris. I am working with Rini Rassais our new bookkeeper at Towne Properties to review processes and reports.

Martha Meyers

Martha Meyers, GIB Treasurer

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It was moved by Director Gagnier, and seconded by Director Yates to accept the Treasurers Report. Passed unanimously.

PRESIDENTS REPORT February 26, 2015 – Tom Harruff

Gate Activity Report

65,651 vehicles through the Residents Gate

27,480 vehicles through the Visitors Gate

93.131 vehicles for the month.

Parshall Law Suit: Most recent activity that a former Board member (Jim Slattery) had been deposed but was not on the Board at the time. Former Board member represented his opinions on safety and recalled as best he could his engagement in committees and activities. Also scheduled on March 10 is a hearing on the motion to dismiss filed by Allegiance Security Group., LLC.

BEAUTIFICATION COMMITTEE REPORT MARCH 22, 2015 – Anne Harruff

1. Landscape Contract – Top Cut – Fertilize Turf, Palms, Systemic Root Drench & insecticide-Queen Palms (35) Turf, Shrubs all look healthy and thriving.
2. Gatehouse Project- Crown of Thorn removal, Retained better plants, and replanted on 41 Island. Installed 45 Blue Rug Junipers, Aluminum Landscape Border, Changed 12 “ Pop Up Sprinklers to 4” Pop up. Project approved by Board.
3. Electrical System Upgrade 41 Island and Gatehouse area – Heavy Duty Outlets, GFI’s, and Waterproof Bubble Covers. Approved by Board – February GIB Meeting. Work to be scheduled week of March 23 with Property Manager signature on estimate.
4. Condition of curbing - 41 Island- The recent repainting of the curbing around the 41 Island is not holding up and is not acceptable. The yellow is showing through. The contractor did not do the work correctly. The work should be redone correctly which includes proper preparation and correct paint for cement. This should be done after season and before rainy season.
5. Gatehouse Traffic Issue - While I was working on the entrance side window box on Friday, March 20th, a driver in a small SUV jumped the curbing and narrowly missed hitting Capt. Derrick and myself. Capt. Derrick had to jump up a step to get out of the way and I flattened myself against the gate house. Capt. Derrick indicated that this has happened before. This is a dangerous area. I am extremely careful when I am working at the window boxes.

Discussion: Property Manager Towns will look at the entrance and report back to the chair on a plan for correction. Bonness had done the speed bumps the last time they were done. Are looking bad. Application of a silicone spray to assist in drying them out. The gray and the yellow may need to be done.

The Beautification Report was accepted as presented.

GREATER IMPERIAL BOARD - MANAGER’S REPORT- Stephen Towns LCAM MARCH 2015

Resident Contact:

- Access device sales returned to normal with 43 sales, half of those sold in January. 28 of the sales were by debit/credit card or 65% of the total. We have ordered and taken receipt of an additional 450 smart passes due to a very attractive price. Increasing incentives or failures of the hard passes will likely increase demand for smart passes. There are 21 portable wands and 885 smart passes in inventory.

ACCESS DEVICE SALES

Month	2012		2013		2014		2015		
	Smart Pass	Transponders	Smart Pass	Transponders	Smart Pass	Transponders	Smart Pass	Transponders	hard pass return
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			
April	35	1	25	5	42	1			
May	22	1	36	3	46	3			
June	36	5	18	3	34	3			
July	44	4	28	4	30	2			
August	48	0	22	1	30	0			
September	48	0	16	1	34	3			
October	74	3	41	2	64	9			
November	64	4	81	6	57	2			
December	41	0	48	6	51	4			
	532	36	445	44	541	32	123	9	9

Complaints/Incidents:

- There were three formal complaints in the last month, all concerning perceptions of the gate not functioning efficiently in getting people through the gate. The Board will discuss some policy related changes to the post orders intended to eliminate some of the pressure on the guest gate.
- There were five reported incidents since February 23. Incident Reports were filed.
 - An owner followed another owner too closely and the gate arm struck the side of the vehicle. Excessive speed and tailgating were involved but the gate closed prematurely. Video confirms the accident.
 - A resident challenged the guards over the scanning of the driver's license. This occurred at a busy time of day and eventually left the gate after call to the Sheriff's department. The Manager communicated with the owner regarding the nature of scanning and privacy law and although he insisted it is not legal, he has not caused any more problems in verifying his person.
 - Two other gate strikes occurred without damage to the vehicle or to the gate arm. Service was requested by New IQ and gate is operating properly.

Access Items:

- I want to report that the electronic issues that were causing intermittent interruptions between the office database and the Gate have been resolved. The

reset of the junction board for the electronics connecting the routers and carried over Comcast cable lines has become an almost routine maintenance item.

- Somewhat related to the junction board is the determination that the gatehouse database server needs routinely to be re-indexed and rebuilt. It seems as if it gets to a place of excess changes and information input and needs to stop and sort. TEM has been asked to look at a routine maintenance schedule rather than an interruption in service and costly service call. The task is done electronically over the internet and does not require an on-site service call.
- There has not been any interruption in gate service to date since the last meeting.

Gatehouse Report:

- The addition of two new guards to the Gate has been completed and a return to the routine schedule has been accomplished.
- Universal has solicited feedback from the GIB to help them to improve their service. As our representatives to those most impacted by their services, the President has asked that we solicit feedback from the Directors of the GIB representing your associations. I will have the results of those returned surveys at the meeting.

NEW BUSINESS

Removing Hard Passes from Service

President reviewed the issue of the decreased security that is garnered by leaving the old hard passes in service. Recommendation is to create a financial incentive for residents to voluntarily turn in hard passes for windshield smartpasses. He had asked representatives to go to their Boards and to report back on their feeling about this change.

Director Gagnier reported that Park Place West was opposed.

Director Russo reported that Weybridge at their Annual Meeting it was posed to their members and there was no one who felt it was a good idea.

President Harruff reported that the Imperial Golf Estates was against the change.

Director Meyers noted that the revenue derived from them might help pay for replacing straight up.

Director Paradiso posed the question of what the hard passes that are active problem is created. The issue is that the hard pass is portable and insecure. Transfer to the new owners needs to be required. Can we require that the Hard-passes be registered? Suggested that if not registered they need to be discontinued. Imperial Golf Club is not in favor of eliminating the hard-passes,

Suggested to move to voluntary registration of the owners of hard-passes to confirm the owners.

Manager Towns was requested to evaluate a process for registration of the hard-passes and report,

Director Meyers noted that she wished Imperial was more inviting and less restrictive of visitors.

Access Control Changes – Reduce Congestion at the Gate

Director Paradiso introduced the issue of the policing of access to Imperial as being onerous. He feels that the Gate needs to revise the Post Orders to expedite entry of persons known to the Community to eliminate some of the congestion at the gate. Suggested to allow the issuance of smart-passes to employees of member associations. Will remove them from the visitor's gate.

Point of information- epasses and wands are removed from access to the community at the time of transfer. Currently Golf Club passes are issued by the Golf Club and only are required to show their pass and can enter through the visitor's gate. They only are required to show driver's license if they forget the pass. But they do add to the congestion of the gate.

Director Paradiso moved that the GIB remove the need for Driver's License to enter the GIB through the visitor's gate. Second by Director Meyers. Discussion of why the Driver's License was added. Positive control as vendor passes scanned drivers licenses for access. Private roads require licensed drivers. Responsibility of the GIB to manage the access to the community. Director Russo noted that should an unlicensed driver enter and be involved in an injury or property accident the GIB will be drawn into any lawsuit. **No further discussion the motion was called. Two voted aye. 8 voted nay. The motion failed.**

Director Paradiso moved that Imperial Golf Club fulltime employees be granted registered access passes to the GIB as a condition of employment. Second made by Director Meyers. No further discussion, the motion was called. 3 voted Aye. 7 voted nay. The motion failed.

Testing water on the wells. President Harruff asked Manager Towns to call the original Well Company to return and test the water quality of the Well.

President Harruff asked of Directors whose Boards have considered the addition of the GIB to their general liability insurance in quid pro quo to action taken by the GIB to insure the member associations. Director Meyers reported that Castlewood had declined to add this coverage.

Director Russo asked that the Manager provides the registered address and legal name of the member associations.

Director Russo introduced the subject of adding an umbrella coverage for the GIB. Pricing distributed to the members. This was first addressed in 2013. **It was moved by Director Yates and second by Director Gagnier to add a \$5,000,000.00 umbrella policy for the GIB through Gulfshore Insurance.** Discussion this is not in the budget but the Corporation can afford this additional cost for this exposure. Discussion of the speed limits for the community. The risk to the members of the Board of large losses to their personal assets. **The motion was called. Passed unanimously.**

Add the GIB to the contractors that we hire for workers compensation as terms of the contracts.

Exposure of adding workers compensation to the GIB panel of coverages for any losses by subcontractors. **It was moved by Director Russo with second by Director Yates to add workers compensation insurance to the GIB.** Discussion – this is not currently budgeted but can be paid from the contingency reserves and evaluated for future years operating budgets. **Motion called and passed without objection.**

Kris Russo was asked to remain as insurance liaison to the GIB insurance.

Executive Committee Comments.

Approved the expenditure of the Palm Tree Drenching to the entry.

Member Comments

1. Director Paradiso reminded the member associations that the Golf Course is private property and the need for pedestrians to stay off the course during live play particularly cart path walks . Tee off from 7:30am to 6 pm.
2. The Golf Club will be open for member use for luncheons from June 1 to September 30. Contact Cathy Coates for reservations. In the past the IGE newsletter had an advertisement.
3. Speed limits brought up by Park Place West guest representative. President Harruff asked Manager Towns to contact our community liaison to Collier County Police (Corporal Madden) to consult on ways to police sped limits.

With no further business **it was moved by Director Yates , seconded Director Gagnier to adjourn. Meeting adjourned at 3:37pm.**

Next Board Meeting:

Our next board of directors meeting will be on Thursday, April 23, 2015 at 2 PM at the Bermuda Greens Club House.

Respectfully Submitted,

Stephen Towns LCAM –

Property Manager - Greater Imperial Board, Inc.