

Greater Imperial Board Association – Minutes

Meeting Date: June 25, 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: NONE

Directors Present:

<i>Abbey on the Lake:</i>	<i>Edwin C. Howe (Absent)</i>
<i>Bermuda Greens:</i>	<i>Fred Demma (By Proxy Steve Smith)</i>
<i>Castlewood:</i>	<i>Martha Meyers (Absent)</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 Kassolis (Absent)</i>
<i>Park Place:</i>	<i>Charles Yates</i>
<i>Park Place West:</i>	<i>Ellen Candeloro (Absent)</i>
<i>Wedgefield:</i>	<i>Jackie Milot (By Proxy Charles Yates)</i>
<i>Westgate:</i>	<i>Roger Moorman (By Proxy Tom Harruff)</i>
<i>Weybridge:</i>	<i>Kristine Russo</i>

Also Present: Anne Harruff, Beautification Committee, and Stephen Towns of Towne Properties, Manager for the GIB

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

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

Secretary Report: The Minutes of the May 28, 2015 meeting were presented.

It was moved by Director Gibbs, seconded by Director Yates to accept the minutes as written, approved unanimously.

Vice President Gibbs Presented President Harruff with a gift on behalf of the Greater Imperial Board in honor of his return to good health.

Greater Imperial Board Association – Minutes

Meeting Date: June 25, 2015

Time: 2:00 P.M.

Treasurers Summary Report for May 2015 – Martha Meyers Treasurer

President Harruff read from Treasurer Meyers written report.

Income and Expense Statement as of 5/31/15:

Total Operating Income for May is over budget for the month by \$62.92 and over budget year to date (YTD) by \$4,123.69 primarily due to greater than anticipated Gate Opener Income.

Total Operating Expenses are under budget for the month by \$4849.89 – Primarily due to a timing issue for utilities. Year to Date (YTD) we are over budget for Total Operating Expenses by \$1557.23. YTD over budget expense accounts include Plants (\$2160.98), Smart Pass Purchases (\$11,350.14) and Insurance (\$2568.65). Our Net Operating gain YTD is \$2,566.46. 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 3/31/2015:

1. Operations Checking Account: Cash for Operations	\$25,025.11
2. Cash for Reserves Balance:	\$337,004.94
3. Other Assets, incl. Accts Rec and Prepaids:	<u>\$ 1,822.58</u>
4. Total Current Assets:	\$363,852.63
5. Owner's Equity	\$25025.11
6. Current Year Income/ (Loss)	\$2617.51
7. Replacement Reserve Prior	\$316,150.49
8. Replacement Reserve Current	<u>\$20,854.45</u>
9. Total Equity	\$363,852.63

Balance Sheet Discussion: We have adequate cash on hand to meet our monthly bills.

President Harruff noted that Martha has been in contact with Rini Rassias and has been evaluating the cash flow requirements for the balance of the year and if additional cash can be moved into the reserves.

Budget process is beginning for 2016. A preliminary budget will be developed from the June financials and presented for discussion at the August meeting. Submit any budget requests to Martha. Staff will work with vendors. The GIB is required to complete and send to the member associations and club a budget by October 1, 2016. The club budget is done early but most member associations have to have their budgets by December 1.

It was moved by Director Yates seconded by Director Gibbs to accept the financial report as presented. Passed without objection.

Greater Imperial Board Association – Minutes

Meeting Date: June 25, 2015

Time: 2:00 P.M.

There was discussion regarding budget implications of adding generator for back up to the gate electricity. Propane generator is envisioned. There is no natural gas into Imperial so propane alternate power is the only solution. There was discussion of contract costs for Universal anticipating a competitive adjustment noting the turnover of staff.

PRESIDENTS REPORT May 28, 2015

Tom Harruff - President

Johnson Engineering has bid \$1,700 for their portion of the study of the GIB's part of the boulevard and another \$1,000 for a pass through sub-contractor (Ardaman & Associates) to do core samples for a total of \$2,700 for their Resurfacing, Rehabilitation and Restoration study. This will provide the basis for future planning and budgeting for the maintenance of the surface of our roadway. At the May meeting the Board approved a NTE \$1,200 for the project. We need to increase the authorization to \$2,700 (\$1,700 for Johnson Engineering and \$1,000 for Ardaman & Associates). **It was moved by Director Gibbs with second by Director Russo to increase the budget for the engineering evaluation of Imperial Golf Boulevard from \$1200 to \$2700 to be taken from road reserves, the amount of the bid proposal from Johnson engineering. Motion carried unanimously.**

Manager Towns was requested to get other bids for the restriping. For the gatehouse area and for the whole road to the club parking lot. President Harruff is to send survey to Manager Towns.

Parshall Law Suit: There are two court pending motions listed on the Clerk's web site regarding the Parshall case both filed by the new Attorney for Allegiance/Universal. The first is a motion to dismiss the refiled Parshall claim of breach of fiduciary duty (previous motion to dismiss was approved by the court). A hearing in front of a magistrate on the latest motion to dismiss is scheduled for July 2nd. The second motion asks the court to dismiss the entire case as without merit and frivolous. The GIB counsel thinks this latter approach will go nowhere.

No response from Universal Protection on our request for their written proposals of ways to improve through put at our gate.

TEM systems has proposed some restructuring and adding additional services available through Gatehouse software provided by TEM.

The Presidents report was accepted as presented.

GREATER IMPERIAL BOARD - MANAGER'S REPORT – JUNE 19, 2015

Resident Contact:

- May access device sales continue a new trend of larger numbers of purchases of the license plate transponder (wands). Access device sales overall are within budgeted

Greater Imperial Board Association – Minutes

Meeting Date: June 25, 2015

Time: 2:00 P.M.

expectations. Smart Pass sales are essentially the same as 2014. **LP Transponders are doubled that of 2014 already exceeding the sales for the year.** Recognizing the strong resistance to return of hard passes, owners are recognizing the value of portability.

- Monitoring the owner’s gate for the evening of June 18 for a period of two hours, no application of the license plate transponders to the license plate location was observed. Three residents entered with transponder in hand “waving the wand” to gain entry. The importance of control of access to vehicles registered to residents may need to be reconsidered.
- Of the 33 sales in May only six were by check. It is safe to say that 80% of all transactions for access are now handled by debit credit card. From a customer service aspect the Resident complaints for refusal to accept cash has disappeared. The Management company administrative staff appreciates this.
- These two trends lead to a small implication for the budget as there is cost associated to the GIB for credit card transactions and because of the value received of bulk purchase, the profit margins for sales is lower with sale of the wands (~8%).
- Inventory – At the end of May the GIB had six wands (all verified working) and 786 smart passes in inventory. An order will need to be made in July.

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			
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	222	33	10

Greater Imperial Board Association – Minutes

Meeting Date: June 25, 2015

Time: 2:00 P.M.

Complaints/Incidents:

- There were no written complaints in the last month (through 6/19).
- There were 18 (eighteen) reported incidents between May 23 and June 19. Reports were filed. This was a 125% increase in reported incidents while the gate activity was down 18% from the average and the previous month. This was singularly for the purpose of registering activity after regular hours from vendors using the revised rule.
- Thirteen after hour emergencies for vendors were logged. We will continue with reporting after hour emergencies until August meeting. Keeping in mind we only had five other reported incidents this will be the most reported incident for the next three months.
 - Nine were for A/C repair, seven of which had been verified with the voice mail authorization system, one had not called and the Guard called and verified with owner and one was fault of Comcast interrupt with phone line to server, the owner came to gate to verify and allowed entry. Comcast outage to Imperial was verified from a valid work order and allowed entry as emergency. Of the three one was pest control denied when unable to verify, one for auto service, and one for furniture that was not called in but was verified by guard call to GIB Board for approval. Only one of the thirteen was denied.
- There was one vehicle collision with the gate resulting in no damage to the vehicle or the gate arm.
- There was the power outage incident.
- There was an undocumented vendor who is apparently a frequent violator of the post orders passing her passes among her employees for a cleaning service. She was called in for one address as a vendor but not for the one she reportedly was travelling but was not authorized and the owner not responding to call. Vendor was belligerent and eventually left as directed. I know the guards mother and what she said is not true.
- There were two Collier County Sheriff's office incidents. The first was an elderly driver who was having a cognition episode. Was directed to the cutout and waited until CCSO arrived and he was taken to hospital by EMS, and the car towed. The second was a BIG kudo to an alert guard who was tipped off by CCSO detectives of a possible entry by a person with an arrest warrant. That person came, was identified as a resident, allowed entry and apprehended at the address he lived.

Access Items:

- There were two interruptions in gate service for the month. One was the closing of the resident gate for an hour until the gate arm could be returned to functionality. The second was due to a power loss. As I discussed the increase in the number of incidents,

Greater Imperial Board Association – Minutes

Meeting Date: June 25, 2015

Time: 2:00 P.M.

this is the first in a long time related to power loss. As thunderstorm season approaches we will likely see an increase in these due to the loss of power from FPL. Protocol is to close the resident gate and verify owners at the visitor gate until power is restored.

- Phil Seidman would like his sales people to meet with the Access committee and myself to discuss the products that they have available to support the services we require. A means for attaching the view of the cameras at the time of entry to a vehicle Plate has been requested. This would help to manage lost and misplaced wands and hard passes. As we suspected last month, but for the system wide interruption in the Comcast service the connections from the main database at Towne and the voice server at the gate has been stable.
- I have invited TEM sales to schedule us in the next time they are in the Naples area to discuss the data base options that they offer. TEM Sales also has some additional services part of Gatehouse that will add some valuable improvements in services. Fiddlers Creek, Bonita Bay are satisfied customers. I have tentatively set up a meeting to discuss their products and services for Monday July 6, 2015 at 1:00 PM.

GIB GATE ACTIVITY REPORT - 2015

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	2573	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%
22-May	5356	10098	15454			
29-May	5905	9799	15704			
5-Jun	5388	9881	15269			
12-Jun	5163	9223	14386			
June	21812	39001	60813	15203	-17.70%	-17.14%
YTD	129160	343803	496133	17108	14.50%	50.85%

Gatehouse Report:

- Activity at the gate continues to slow down 17% from the average for 2014 and from May to June.

Greater Imperial Board Association – Minutes

Meeting Date: June 25, 2015

Time: 2:00 P.M.

- We will be working with the treasurer over the next 30 days to evaluate the budget and forecast for 2015. The cost for road maintenance, the access guard contract costs in light of turnover, as well as database system changes will be considered.
- The 2014 Audit by TM Hayes has begun. Apparently tax season runs long there. We received a list of required items yesterday and a date for on-site work is being scheduled for early July. We should have the audit completed in short order. Our CFO Rini Rassias comes from an auditing background so is expected to manage that well.

Respectfully submitted,

Stephen Towns LCAM Property Manager the Greater Imperial Board

The Manager's report was accepted as presented.

BEAUTIFICATION COMMITTEE REPORT May 22, 2015 – Anne Harruff

1. Very positive report regarding Top Cuts and Steve Pope performance. Intention is to transition to landscape company for maintenance and volunteers to step away.
2. Reported a report unsolicited about the attractiveness of the entrance to Imperial.
3. To question the intention to get a new report of the salinity of the water from the Well, the Manager will have the original well people to purge the well and take a sample for testing the usability of the well.

The Beautification Report was accepted as presented.

OLD BUSINESS

No additional old business after the discussion of the Road resurfacing.

NEW BUSINESS

Visitor Authorization- Yellow Card for the instructions to the owners on using the Access Gate Voicemail. For distribution to every household to the association before the quarterly notices. The Manager is working on revision. It was suggested sending out an updated form or direct to go to the website. From listed phones it allows the renters to add visitors.

Traffic Speed Management – President directed Manager to meet with Tony Manes for the assessment of location and develop a proposal for traffic management and bring a cost analysis for speed humps. For the August meeting. Charles Yates and Tony to meet.

Post Orders Revision –

President Harruff reviewed the discussion of the expansion of vendor access to include emergencies. Delegating judgment making of the extent of an emergency should not be given

Greater Imperial Board Association – Minutes

Meeting Date: June 25, 2015

Time: 2:00 P.M.

to the Access guards who are paid just over minimum wage to make but be determined by the representatives of the communities that are represented at the GIB.

Suggested that a committee be appointed to determine a list of emergencies that can be allowed entry to each community and then the representatives of each community will be delegated the determination of each community when the need arises.

Director Yates reviewed his position that electrical, plumbing and air conditioning.

It was noted that a furniture truck was allowed entry for a delivery on a Sunday.

It was moved by Director Gibbs to set up a committee to report back in August of what will constitute an emergency, seconded by Director Russo. Passed without objection.

Committee appointed of Directors Gibbs, Russo, Castaldini, and Yates.

With no further business it was moved by Director Russo, seconded by Director Harruff to adjourn. Motion carried.

Meeting adjourned at 3:08 pm.

Next Board Meeting:

Thursday August 27, 2015 at 2 PM at the Bermuda Greens Club House.

Respectfully Submitted,

Stephen Towns LCAM – Property Manager - Greater Imperial Board, Inc.