
Greater Imperial Board Association – Minutes

Meeting Date: APRIL 23, 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</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</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</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: Carolyn Farhet retiring member representing The Island, Anne Harruff, Beautification Gary Epstein Manager, Human Resources Manager Jimmy Zetski, Captain Derrick Lopez from Universal Protection Services and 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 2:00 P.M

Secretary Report: The Minutes of the March 26, 2015 meeting were presented. Point of information request from Director Russo regarding executive committee edit to the minutes. Manager Towns noted that the change had been made for the minutes in the Board packet. **It was moved by Director Meyers, seconded by Director Gibbs to accept the minutes as written, approved unanimously.**

St. Matthews Golf Tournament Entry Procedures:

President Harruff introduced the issue for requesting Universal Protection input. President Harruff introduced Manager Gary Epstein from Universal Protection. Gary introduced Jimmy Czeski Human Resources Manager and Derrick Lopez. The Board in March chose to continue the rule requiring visualizing driver's license screening and scanning of visitors at last meeting. Manager Epstein reported that at the hundreds of gates that they manage they work from authorized participants list, checking off lists. Another option would be to add a portable scanner with a second person to connect the scans to the event. According to Post Orders they need

only to identify the event and look at the driver's license. Driver's license is scanned by the gate for creating a pass. Accommodation for the club on large events to evidence license and identify event. The information scanned for entry is deleted at night so maintained at a maximum 24 hours. Universal is concerned over the safety of having an access guard using a handheld scanner for retaining visitor information or checking visitors. For St. Matthews the question is that the guests will be visiting twice. In prior years St. Matthews has provided a list of participants and an identification colored pass for volunteers and participants of the event. The guest would show the pass to gain entry that day for both golf and dinner event.

Another idea is to have the sponsor or the club event coordinator to get driver's license information from the participants to check legality in advance. Concerns over security of that information and additional reluctance separating from the entrance process might create. Driver's license front is public information. Most concerns are over the barcoded information. Golf Club would resist confirming that information. Golf club has suggested mailing to the participants a guest pass or flyer to use for entry. If Driver's License is required it was felt not much is gained. At many communities, visitors for golf tournaments just identify themselves as coming for the tournament for entry. Concerns over the pass suggestion voiced countered that the pass is given at the gate not arranged by club or the sponsor in advance.

Moved by Director Gibbs that an alphabetical list be provided and that the checking of driver's license for these two events be dispensed with and reevaluated at the next month's meeting, seconded by Director Yates. Passed 8-2. Motion carried.

President Harruff asked that the Manager create a pass for the event for the Gate Access guards to eliminate the need to verify twice.

Sign to read "have your driver's license ready for entry" in yellow on a temporary sign
International Driver's license are not legitimate. Manager to discuss with Corporal John Madden on international permits and driver's license, what is comparable to a driver's license.

The Club is to produce a monthly and seasonal calendar for the gatehouse.

GREATER IMPERIAL BOARD, INC

Treasurers Summary Report for March, 2015 – GIB Mtg. 4/23/15

Income and Expense Statement as of 3/31/15:

Total Operating Income for March is over budget for the month by \$1314.92 and over budget year to date (YTD) by \$3718.85 primarily due to greater than anticipated Gate Access and Gate Opener Income.

Total Operating Expenses are over budget for the month by \$6348.55 – Primarily due to purchase of smart passes and additional insurance coverage. Year to Date (YTD) we are under budget for Total Operating Expenses by \$1237.06. YTD under budget expense accounts includes Utilities (\$1648.77), and Maintenance (\$14616.73), and our Administrative is over budget YTD by (\$15732.19) due to the purchase of additional smart passes and insurance. Our Net Operating Income YTD is \$4955.94. We are in a good position financially at this point in our fiscal year.

Balance Sheet Items as of 3/31/2015:

1. Operations Checking Account: Cash for Operations	\$27,363.54
2. Cash for Reserves Balance:	\$328,715.31
3. Other Assets, incl. Accts Rec and Prepaids:	<u>\$ 1,822.58</u>

4. Total Current Assets:	\$357,901.43
5. Owner's Equity	\$24,230.18
6. Current Year Income/ (Loss)	\$4,955.94
7. Replacement Reserve Prior	\$316,150.49
8. Replacement Reserve Current	<u>\$12,564.82</u>
9. Total Equity	\$357,901.43

Balance Sheet Discussion: We have adequate cash on hand to meet our monthly bills. The signature cards are being revised to include the Towne Properties signatory. I will work with Brenda Powell and Steve Towns to ensure accurate reporting of our revenue and expenses. If necessary we will adjust the account labels to more accurately reflect the expenditures.

We did have account application issue for expenses for the previous year for costs incurred for improvements to the island holiday lighting and.

President Harruff asked for a cash flow analysis for determination of additional cash for transferring for savings. What will we need for future amounts.

Martha Meyers, GIB Treasurer

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

PRESIDENTS REPORT April 23, 2015

Tom Harruff - President

Four week gate totals:

Residents Lane: 60,382 or 70.5% of total

Visitors Lane: 25,239 or 29.5% of total or approximately 900 per day

These four weeks entries were 8% less than the previous four weeks.

Parshall Law Suit: The motion filed by Allegiance/Universal Protection's attorney to dismiss the charge of a breach of fiduciary duty was granted by the judge on April 7th without prejudice and Parshall's attorney was given 20 days to amend their complaint again. However Parshall's attorney announced that he planned to move to withdraw as Parshall's counsel effectively placing a halt on future filings until Parshall has time to secure another attorney if he can. A hearing is required on the motion to withdraw as counsel after proper notice to Parshall. Typically the court will allow a party 30 days to find substitute counsel but during that time discovery and motions are stayed.

SFWMD Conservation Easement: I have not had time to meet with Len to discuss his last contact with the SFWMD. He was out of town and had the flu. I will need another Board member or Officer to participate with me in any meetings with the District on the Manor's Lot. Director Yates to join president in meeting.

Purge of well: Have no feedback on our request for purging of the well and testing of the water for salinity. Property Manager's action but does not need to be done until after high seasonal traffic is gone.

Front end businesses: Trail Cafe has been sold and is under new management but still advertising 15% discount for Imperial Residents. The Imperial Fitness Club has closed. Don't know if there is anyone looking to take over that business. Water Park and Gym at rear entrance to Imperial has reduced rates for Imperial.

Summer Schedule: Anne and I will be out of town for 4 to 6 weeks starting in mid-June. Judie will run the June meeting. The GIB does not meet in July and we should be back for the August meeting.

Gate Notebook: Members of the board and contact information for members of the GIB and alternates for reference to the Access control Officer to contact for rules flexibility authorization.

Announcements:

Club open for all residents June 1 0 September 30.

Club is also planning a golf event this summer for all residents for marketing the club and clubhouse. Cathy Coates is the contact person. Reciprocal fee of \$40.00 including cart. Date to be announced.

GREATER IMPERIAL BOARD - MANAGER'S REPORT - APRIL 20, 2015

Resident Contact:

- Access device sales returned to normal with 46 sales, half (52%) of those sold in January but up 7% over February and 12.7% ytd . 28 of the sales were by debit/credit card or 59% of the total. There are 13 portable wands and 847 smart passes in inventory.

ACCESS DEVICE SALES

Month	2012		2013		2014		2015		
	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	38	8	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	161	17	9

Complaints/Incidents:

- There has been one formal complaint in the last month. This was over the denial of access of a contractor for an owner who appeared on a lapsed pass and without a driver's license.
- There were 8 (eight) reported incidents since March 23. Incident Reports were filed.
 - Four Owners vehicles were struck by the gate arm with no damage reported to the vehicle or to the gate arm.
 - One vehicle accident between two residents at the resident gate (a fender bender) without significant damage Insurance information exchanged.

- Two violations of association rules with proceeding through the visitor gate to residences without authorization. Collier Sheriff called in both instances and the residents subsequently provided authorization.
- One vehicle gate accident at the visitor's gate. Damage to the gate arm (was subsequently reset) and to the guest vehicle with damage. Operator error and absence of safety loop operational at the visitors gate the cause.

Access Items:

- There has not been any interruption in gate service to date since the last meeting.
- As reported in March the database synchronization is now an every three or four week occurrence. TEM, the vendor, must rebuild the database at least every three weeks. They report this is not usual but have not offered up a solution. It appears this is due to the large amount of activity that occurs at the gate and database changes that are input at the Management office during times when the communication to the gate has been interrupted.
 - The Galaxy database is not in-synch with the database at the gate and it is not able to reconcile the differences without service assistance.
 - I have had to reset the galaxy (TEM software) electronic board where the gate activity and database interface, at least twice a week and of late the router from Comcast at least once a week.
 - RESULT: I have requested that COMCAST replace their router and reconfigure a new one with the IP address for the GIB. The router is more than two years old and is suspected of the cause of the loss in internet access. I will be coordinating this change with TEM.

Gatehouse Report:

- Activity at the gate has only just recently begun to slow.
- Universal has solicited feedback from the GIB to help them to improve their service. The results summarizing the member's responses follow.

Questions and Comments

- Discussion of non-transferability of the smart passes.
- More Golf club members have been buying the transponders.

GIB GATE ACTIVITY REPORT - 2015

	TIME PERIOD	VISITORS	RESIDENTS	TOTAL	MTM	MT- NOV
Month						
	28-Nov	5140	11317	16457		
	5-Dec	5688	11317	17005		
	12-Dec	5307	12066	17373		
	19-Dec	4753	12995	17748		
December	W/E11/28-12/19	20888	47695	68583	-6.55%	-6.55%
	26-Dec	5737	11479	17216		
	2-Jan	6924	15216	22140		
	9-Jan	4571	11519	16090		
	16-Jan	6097	14911	21008		
January	W/E 12/12-1/16	23329	53125	76454	11.48%	4.17%
	23-Jan	6082	14928	21010		
	30-Jan	7346	17656	25002		
	6-Feb	5323	13199	18522		
	13-Feb	6992	16225	23217		
February	W/E 1/16-2/13	25743	62008	87751	14.78%	19.56%
	20-Feb	6556	15411	21967		
	27-Feb	6906	16748	23654		
	6-Mar	6171	15040	21211		
	13-Mar	7848	18451	26299		
March	W/E 2/13-3/13	27481	65650	93131	6.13%	26.89%
	20-Mar	13686	5848	19534		
	27-Mar	15809	6616	22425		
	3-Apr	15798	6456	22254		
	10-Apr	15088	6319	21407		
April	W/E 3/20-4/10	60381	25239	85620	-8.06%	16.66%

BEAUTIFICATION COMMITTEE REPORT APRIL 20, 2015 – Anne Harruff

1. Contract-Regular Monthly Service,-Fertilize Shrubs-12-3-12.
2. Items Accomplished- Greenspire –drenching of 310 feet of Ficus Hedge, North and South side of entry for white fly infestation.
3. Root drenching of Queen Palms along entrance Boulevard – Top Cut
4. Electrical Upgrades Heavy Duty Outlets, GFI's, and waterproof bubble covers-41 Island and Gatehouse area – Top Cut
5. Irrigation Issues- 41 Island, and Gatehouse Area, and Front entrance Boulevard- Revisit the Well Purge. The Queens along the Boulevard are about 75% decent. They will have to be replaced in the NEAR future. The irrigation system must be in place before that event. We are spending about \$1000 per year to keep the Queens looking as good as we can.
6. Memorial for Penny Schulte. - The Statement for West Gate is being redone, and almost complete. It was agreed by the GIB Board to fund a tree and plaque in Penny's memory. Getting a proposal for cost of tree and plaque. Will work with West Gate to select the proper tree for the site.
7. Replace Crown of Thorns at Park Place area, GIB Property-These plants are at the end of their life cycle, were planted 5 years ago. Working with Steve Pope TOP Cut, Getting estimate for the installing

of approx. 85 Blue Rug Junipers , Mulch and removal of crown of thorns. Will have estimate for Thursday.

Will need to consider cost for the Penny Schulte Memorial Plaque will likely be around \$200.00.

Moved by Director Meyers, seconded by Director Yates to allocate \$1500.000 budget for the beautification committee for the purchase and planting of a memorial tree and commemorating plaque for Penny Schulte, monies to be charged to Landscape plantings. Discussion, the decision was made last year but money not allocated as the plans were not yet firm for the statement. **Motion carried without objection.**

Anne reported that the crown of thorns revealed some wonderful grasses that will be now features since the crown of thorns are gone.

The Beautification Report was accepted as presented.

OLD BUSINESS

Post Order Review

Director Meyers distributed information regarding the Post Orders. Castlewood has asked for the GIB to reconsider some changes to the Post Orders. The intent of the proposed changes is to make Imperial Golf Communities more inviting. The redlined version was distributed to the Directors by email during the meeting. Martha reviewed the proposed changes and requests the Directors to go back to their respective Boards and come in May to discuss. Discussion of the circumstances of applicants for the golf club arriving unannounced without appointment. Director Paradiso indicated that would not happen. All applicants are given an appointment.

Will consider changes at the May 28 meeting.

NEW BUSINESS

Gate Incident appeals. To be reviewed by the president with the Manager.

North Collier Fire letter- New Station 48

Livingston Road Station building may lead to a lower protection class level for the owner's policy and save some money on premium. Imperial is protection class 3 which is very good.

Executive Committee Comments.

The committee approved the budget request of Beautification committee of \$285.00 for the removal of the crown of thorns from the front entry.

President Harruff brought forward Carolyn Farhet, representative of the Island, for presentation of an expression of appreciation by the Greater Imperial Board for her many years of service. She was presented with a card and gift certificate. Tony Manes was welcomed as new Representative.

With no further business **it was moved by Director Meyers, seconded by Director Russo to adjourn.**
Meeting adjourned at 3:50pm.

Next Board Meeting:

Thursday, May 28, 2015 at 2 PM at the Bermuda Greens Club House.

Respectfully Submitted,

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