
Greater Imperial Board Association - Minutes

Meeting Date: February 27, 2014

Time: 2:00 P.M.

Location: Bermuda Greens Clubhouse, Naples, Florida 34110

Purpose: Board of Directors Meeting

GIB Officers Present: Len Joyce, Pat Zewalk, Martha Meyers

GIB Officers Excused: Tom Harruff

Representative Present:

<i>Abbey on the Lake:</i>	<i>Warren Maccaroni (Absent)</i>
<i>Bermuda Greens:</i>	<i>Dick Joslin</i>
<i>Castlewood:</i>	<i>Martha Meyers</i>
<i>Charleston Square:</i>	<i>Marge Williamson</i>
<i>Estates:</i>	<i>Len Joyce</i>
<i>Golf Club:</i>	<i>Ed Goett</i>
<i>Imperial Gardens:</i>	<i>Judie Gibbs</i>
<i>The Island:</i>	<i>Carolyn Farhet</i>
<i>Manors of Regal Lake:</i>	<i>Dennis Bergt (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</i>
<i>Westgate:</i>	<i>Penny Schulte</i>
<i>Weybridge:</i>	<i>Annette Smith</i>

Also Present: Jaclyn Hill from Beautification Committee, Font Kremer and Coy Baggett from Imperial Golf Club, Stephen Towns of Towne Properties the Property Manager.

Certify Quorum: Representatives from 12 member associations were present, either in person or by proxy, thereby establishing a quorum.

Call to Order Len Joyce called the meeting to order at 1:58P.M.

Secretary Report: The Minutes of the January 23, 2014 meeting were presented. Moved by Charles Yates to accept the minutes as read, seconded by Joe Gagnier and the motion carried.

GREATER IMPERIAL BOARD, INC - Treasurers Summary Report for GIB Meeting 2-27-14

The February Treasurer's report was read by President Joyce

After our January meeting Towne Properties brought in an in-house accountant and replaced the accounting firm that they had been using. Therefore the EOY 2013 accounting statements have not been fully reconciled as the accountant has been working with the various supported associations. The January meeting Treasurer's Report was an interim report pending the reconciliation of the December 31, 2013 financial statements.

Income and Expense Statement as of 1-31-14:

Income for January is under budget for the month by \$1,460.40 primarily due to lack of gate pass sales. Total Operating Expenses are over budget for the month by (\$5,542.92) due primarily to 2013 expenses for tree trimming and Holiday Decorations being paid in January 2104 and the purchase of gate passes and wands for inventory. These gate passes and wands will be sold during 2014 but the expense occurred in January.

Balance Sheet Items as of 1-31-14:

1. Operations Checking Account: Cash for Operations	\$ 34,548.36
2. Cash for Reserves Balance:	\$267,839.28
3. Other Assets, incl. Accts Rec and Prepaids:	<u>\$1,657.07</u>
4. Total Current Assets:	\$304,044.71
5. Total Current Liabilities:	<u>\$825.40</u>
6. Retained Earnings	\$7,683.22
7. Owner's Equity	\$25,996.62
8. Current Year Income/ (Loss)	\$1,700.19
8. Replacement Reserve	<u>\$295,200.43</u>
9. Total Equity	\$ 304,044.71

Balance Sheet Discussion: We have adequate cash on hand to meet our monthly bills and due to my unavailability we have not met with the Executive Committee to determine the allocation of the Retained Earnings and 2013 Profit to the various Reserve accounts as stated at the January GIB meeting.

General Comments: Castlewood tried to join the Pentagon Federal Credit Union but were turned down. Due to no-availability of Len, Tom and Ren at different times the committee has not had an opportunity to get together to look at moving the GIBs long range assets to higher interest accounts.

Tom Harruff, GIB Treasurer

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Motion: Joe Gagnier moved to accept the January 31, 2014 Treasurer's Report as presented. seconded by Jackie Milot. All were in favor. Motion passed unanimously.

**GREATER IMPERIAL BOARD MANAGER'S REPORT FEBRUARY 2014
ACCESS DEVISE SALES**

Month	2012		2013		2014		hard pass returns
	Smart Pass	Trans-pond ers	Smart Pass	Trans-pond ers	Smart Pass	Trans-pond ers	
January	43	5	81	6	68	1	1
February	25	10	22	6			
March	52	3	27	1			
April	35	1	25	5			
May	22	1	36	3			
June	36	5	18	3			
July	44	4	28	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	68	1	1

GREATER IMPERIAL BOARD MANAGER'S REPORT FEBRUARY 2014 (cont)

Resident Contact:

January was a consistently busy month for new access request. There were no complaints reported this month for the GIB. A related dispute over property damage regarding removal of a barcode sticker for the IGE gate which is done by the same Towne staff as GIB access passes is being investigated and may change process.

Access Items:

- We have inventory of 385 smart passes and 52 Tag Transponders, enough for year.
- There were three incidents since the last meeting involving physical contact with the owner's gate by vehicles. Two involved owners who stopped and no action was taken. The third was an apparent rush of the gate that was not able to be identified due to glare from the vehicle behind on the plate. As yet we have no solution from NEW IQ our vendor for the gate and cameras. In monitoring night time activity this is a frequent occurrence.
- Supplies inventory at the gatehouse has been replenished three times in the month. Storeroom has improved but 30 day inventory is maximum for most supplies used. Process is working well.
- The semi- annual audit was completed in February from rosters supplied by the member associations. The cooperation from Directors and respective management is appreciated.
- There were two requests from Directors of the GIB for identification information in support of violations management of the member association. I have asked for time to discuss policy regarding the sharing of personal information in the GIB database for investigation of incidents unrelated to the GIB or included in the 19 enumerated powers of the GIB .
- There were two maintenance repairs at the Gatehouse, two maintenance items (stop sign and reflectors repair) and semi-annual power washing of the Exterior of the gate entrance this month.

Moved and seconded to accept the Manager's Report as presented. Passed.

President's Report - Greater Imperial Board – Len Joyce - February 27, 2014

Irrigation. We will continue to periodically check the water in our well to see if there is any improvement. For now this course of action for irrigation is at a standstill.

Risk Assessment. The new signs have been installed at the curve on Imperial Golf Course Blvd. per instructions of our Board.

Parshall Law Suit: David Glenny, attorney for our insurance company, continues to report that no action has been taken and appears none will be. The current attorney for Mr. Parshall looks to have left him. Whether Mr. Parshall will try to continue any action is not determined at this time.

GIB Policy and Procedures for Smart Pass applications. There has been an incident at IGE where a bar code sticker had to be replaced and potential damage was done due to type of windshield.

GIB Policy and Procedures for Access Control information. Steve, our property manager, will look to discuss who has the right to obtain information from the data bank on those that enter and leave, and how the request should be managed, i.e. through the specific Association's property manager, President or officer of the particular Association, GIB representative, etc.

New Web Site. Will continue to elaborate on this; it is one of the best ways we have for all our residents (thousands) to understand what the GIB is and to help provide services to our members.

www.greaterimperial.info I hope you have reviewed the site and any comments or suggestions for improvement are welcome.

Access Gate Control_ Systems are operating satisfactorily. As of February 24 and our last reporting, we had 75,301 Residents and 31,383 guests for total of 101,684. (This was for a 5 week period).

President's Report accepted as read. Passed.

Nominations Committee: Ed Goett Chairman

Representative Goett introduced the committee of himself, Judie Gibbs and Joe Gagnier. They announced that Pat Zewalk would be retiring as secretary. Ed noted that he would be leaving as the Representative from the Golf Club. Goett introduced the two members who would be representing the Imperial Golf Club in 2014, Font Kremer and Coy Baggett. Representative Goett expressed his appreciation for the officers and the other representatives for the GIB and acknowledged the challenge of bringing the unique needs of each represented community and admiration for the consistent ability to strike a cord of respect and community and his found appreciation for the diversity within Imperial.

Representative Goett presented the recommendation of the nominating committee:

Len Joyce, Imperial Golf Estates – President
Martha Meyers, Castlewood, Vice President
Thomas Harruff, Treasurer
Judie Gibbs, Imperial Gardens, Secretary

Moved by Charles Yates, second by Joe Gagnier accept the report of the Nominations committee. It was noted that the annual meeting and election of officers would take place at the March 27, 2014 meeting.

Ed Goett retired from the meeting.

OLD BUSINESS:

Roger Morman from Westgate introduced the discussion of the role of the GIB and its database in assisting the members associations in the identification of suspected violators of member association rules. Representative Morman described the instance of the trespassing violation that occurred within Westgate. As it turns out the individual and offending vehicle parked in Mr. Morman's parking space and proceeded to remain for five hours. When confronted about the violation and questioning of name and purpose for visit, the offender abruptly got in vehicle and hastily drove off barely missing a pedestrian within the community. Car had an Imperial Sticker. Representative Penny Schulte raised the issue of the process for request and release of profile information of owners and guests registered at the Gate. She indicated that she had contacted Towne properties several times over the period of a couple of weeks and received little cooperation or information.

Manager Towns related the request from Westgate was not fruitful as the sticker was from a time when the registrant was not entered into the Gatehouse software. He discussed the request from Representative Meyers that was directed to him and how within ten minutes Management had the identity, address and phone number of the accused violator. What is required is a directive from the GIB that stipulates process and addresses potential liability risks to the GIB for privacy violation accusations and for securing privacy in the contract between owners and guests and the GIB. Manager Towns expressed strong concerns regarding the request for reviewing the GIB video to identify the violator in Westgate through license plate identification. This was initially pursued but without a narrower window for when the accused entered the gate, staff time devoted to watching long spans of video looking for a vehicle with little identification.

Management to review potential protocol, review the release form signed by registrants and GIB rules changes and consult with the President on need for review by counsel. Report back at next meeting.

Irrigation: Greenspire Landscaping to continue to monitor salinity of water. Representative Roger Morman offered that there was a cooperative agreement with Westgate for irrigation. Manors of Regal Lakes has shared water for irrigation with three meters and reimbursement has not been made. President Joyce to attend meeting

of the Board of Westgate on March 3. Look at adding funds for irrigation reimbursement. Potential of Park Place West lake for Irrigation.

Parshall Lawsuit: President Joyce noted that our counsel thinks that the plaintiff may try to amend the lawsuit.

NEW BUSINESS:

Women's Guest Day Golf - There was announced that there will be a Women's guest day golf event on March 20 with a 1pm shotgun start. Concerns over managing the additional guest flow through the gate were presented. Stationing an additional guard or Volunteer or Towne staffer to allow overflow through the owners gate was suggested. Suggested modifying the visualizing the drivers license to the guest list requirement. Management to advise Captain Barb Brookover and Universal of the date and potential stress on access gate.

Smart Pass Applications:

Management was asked for an update on concerns raised regarding the time limitations for accepting of applications for Smart Pass and Transponders for the GIB. The original contract proposal for management of the GIB included the time restriction as a way of managing the need for staffing to cover the office while staff apply the pass. Manager Towns noted that during high season is where most requests are received. He has discussed with the office manager and the addition of some additional administrative staff will allow the addition of flexibility for fulfilling smart pass requests. An immediate change will be adding the application to the website for electronic application and for making appointments for applying smart passes.

A discussion of the ramifications of the complaint against Towne staff in the removal of a similar device (barcode sticker) and damage accusations. Exclusion of certain vehicles where ineffective and correct physical placement requiring staff training are means for limiting liability.

Manager Towns noted that there was no movement toward accepting cash and the liability and security risk associated with that, but that the new accountant and bringing finance within the office was moving quickly toward adding a debt and credit card solution for payments for devices. The office has just added a check scanner for immediate deposit and recognition of check transactions.

Announcements:

Judie Gibbs offered information to the Representatives concerning determination of insurance changes for residents based upon a revision by FEMA delineating flood zones within Imperial. She noted that most of Imperial Golf Estates homes are in a flood plain. An engineering firm was consulted to advise homeowners on their risks and insurance costs. Judie offered herself as a resource to other associations for questions with this.

Representative Milot Announced that Wedgefield was embarking on a large road repair project.

Next Meeting Dates: Thursday March 27, 2014 at 2:00 PM at Bermuda Greens Clubhouse.

Adjournment: *On a motion from Joe Gagnier and a second from Martha Meyers the meeting adjourned at 3:18 pm.*