

Greater Imperial Board Association – Minutes

Meeting Date: October 22, 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 Meyer, Judith Gibbs, Kris Russo

Directors Present:

Abbey on the Lake:

Edwin C. Howe (Absent)

Bermuda Greens:

Fred Demma

Castlewood:

Martha Meyer

Charleston Square:

Marge Williamson

IG Estates:

Dan Castaldini

Golf Club:

Don Paradiso

Imperial Gardens:

Judith Gibbs (Absent)

The Island:

Tony Manes

Manors of Regal Lake:

lix Kassoler

Park Place:

Charles Yates

Park Place West:

Joe Gagnier

Wedgfield:

Jackie Milot (By Proxy Charles Yates)

Westgate:

Roger Moorman

Weybridge:

Kristine Russo

Also Present: Anne Harruff, Beautification Committee, and Sue Murphy of Towne Properties, Manager for the GIB.

Officers Present: President Tom Harruff, Secretary Kristine Russo, Treasurer Martha Meyer

Certify Quorum: Property Manager Sue Murphy reported a quorum was present as eleven of the fourteen member associations were represented by their attendance or by 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 September 24, 2015 meeting were reviewed. It was duly noted that the Treasurers Report for 9/30 was presented and prepared by Martha Meyer. **It was moved by Secretary Russo, seconded by Director to accept the**

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minutes as amended. Following this discovery the minutes were approved unanimously.

GREATER IMPERIAL BOARD, INC - Treasurers Summary Report for September, 2015 GIB mtg 10/22/2015

Income and Expense Statement as of 9/30/2015:

Total Operating Income for September is over budget for the month by \$492.99 yet over budget year to date (YTD) by \$3,450.08 primarily due to greater than anticipated Gate Pass Sales (\$11,808.70)

Total Operating Expenses are under budget for the month by \$5,300.51, primarily due to Gate Access Control Expense and Administrative expenses being less than budget. Year to Date (YTD) we are under budget for Total Operating Expenses by \$16,969.48 –half of the variance explained by lower than budgeted Gate Access Control Expense by \$8,343.55. YTD over budget expense accounts include Smart pass Purchases (\$7,380.14) and Office Expense (\$1,686.68). Our Net Operating gain YTD is \$20,419.56. 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 9/30/2015:

1. Operations Checking Account: Cash for Operations	\$42,827.25
2. Cash for Reserves Balance:	\$368,188.25
3. Other Assets, incl. Accts Rec and Prepaid:	<u>\$ 1,822.58</u>
4. Total Current Assets:	\$412,838.08
5. Owner's Equity	
\$24,230.18	

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6. Current Year Income/ (Loss)
 \$20,419.65

7. Replacement Reserve Prior
 \$316,150.49

8. Replacement Reserve Current
\$52,037.76

9. Total Equity \$412,838.08

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

A motion was made by Charles Yates to pay the ABC electric invoice from Reserve Contingency This was seconded by Joe Gagnier. All in favor. Motion approved.

Respectfully submitted,

Martha Meyers, Treasurer

The Treasurer’s report was approved as presented.

GREATER IMPERIAL BOARD - MANAGER’S REPORT – October 22, 2015

Resident Contact:

- 27 residents purchased access devices in the Moth of September lag from August, 2014. License Plate transponders sales (7) increased from August 2014

ACCESS DEVICE SALES

Month	2012		2013		2014		2015		
	Smart Pass	Transponder	Smart Pass	Transponder	Smart Pass	Transponder	Smart Pass	Transponder	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	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

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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			
December	41	0	48	6					
	532	36	445	44	490	28	346	54	15

Complaints/Incidents:

- 10/12 /2015 -Adult Protection hot line response to 2039 Imperial Circle; they didn't make contact with the resident ; they called CCSO to make legal entry to conduct welfare check-at 18:15 Deputy Unit on site to make contact
- 10/15/2015 Lisa Marie Garlewsky exiting her vehicle to walk to 1080 Manor Lake Drive #105. The visitor was denied access to property and the Gate Guard contacted Sheriff Dept. Deputies arrived at 1150 hrs. and they issued a Trespass warning for any Imperial Property. Trespass warning #513017
- 10/16/2015 at 1782 Imperial Golf Course Blvd hit guest gate arm and knocked off and continued to drive to address. Driver Dalton Coffman returned to gatehouse and provided a valid driver's license. Owners will be charged service fee to reattach the gate arm from New IQ.

Gatehouse Report:

- Activity at the gate continues to show signs of seasonal increases up 6% from last month.
- There was an interruption to service to the phone to the gate announcing permitted guests October 9th –resolved to October 12 by Comcast communication. All interconnected couplings were replaced – all three telephone lines were replaced at the transformer box – and the internet router in the gate house was replaced with a new upgraded router. All telephone lines are running well.

Month	VISITORS	RESIDENTS	TOTAL	AVG/WK	Δ MTM	Δ AVG 2014
December	20888	47695	68583	17146	-6.55%	-6.55%

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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						
November			0			
December			0			
YTD	207275	426811	634086	20454	4.50%	-1.54%

The Manager’s report was accepted as presented.

Presidents Report

GIB Board Meeting 10-22-2015

1. Dan Castaldini has agreed to manage the contract with ABC Electric for the repair and upgrades of the electrical service to the front island. He has had several visits going over the scope of the work with ABC. Anne has participated. Dan will have more details in his report.
2. Desantic Design group DBA Coastal Construction has permitting in work of the replacement of the wall at the front island it should be issued next week. Destruction of the downs portion of the wall was requested by Property Manger Sue Murphy to show residents that work has begun. Hopefully by this meeting work will have begun. Once the county permit is issued we will obtain a schedule for the completion of the work. With the county issuing a permit they will also be involved in suspecting and signing off on the work.

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3. The County water leak at the gate house has been repaired and pavers replaced. Electrical repair work has been completed.
4. A power surge protection proposal by Swanson Electric was approved and this will protect the back electrical panel at the gatehouse. Light bulbs have been replaced interior and exterior of gate house and this will be on a monthly maintenance request.
5. Top Cut will be replacing an irrigation timer that may have failed due to a lightning strike
6. IGEHOA has loaned their portable generator to assist Top Cut in running the front island irrigation system until the electrical system is back on. Thank you to Dan Castaldini for this loan from IGEHOA.
7. A motion was filed earlier this month to dismiss the Parshall lawsuit with Prejudice. It has not been approved by the Judge when this report was prepared.

Respectfully Submitted,
Tom Harruff President

Beautification Committee Report –

1. Contract- Top Cut mulched areas of 41 Island, Gatehouse area. Fertilized plants at 41 and Gatehouse area.
2. Possible lighting stick at Gatehouse Irrigation Timer – Top Cut to replace
3. One Queen Palm died at entrance; Top Cut to carry saw with pole so frond removal can occur on a regular basis. There are a total of 35 Queens.
4. There has been no power to Island since July 24, 2015 resulting in no irrigation and no lights this will be corrected when ABC electric project is completed. Dan Castaldini is handling the project
5. Holiday decorations Top Cut will take care of Holiday Decorations. Work to begin week of November 23rd. Holiday Lighting will be installed after completion of electrical project and repair is finished.

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6. Window boxes will be emptied, cleaned out in the next week. The irrigation tubes will be checked and repaired if necessary. New plants to be installed thereafter.
 7. Reminder to all communities/golf clubs along the Boulevard. Please hard edge the pavement to keep the grass from growing into the pavement.
- Respectfully submitted,
Anne Harruff, GIB Beautification

OLD BUSINESS

1. Electrical Service to the Entrance Wall – report by Dan Castaldini Summary of service – 400 ft. of directional bore for replacement of existing feed to island using copper feeder.

Provide and install in island – 12-20 amps duplex receptacles tamper resistant/weather resistant in bell boxes with in use covers

Install new conduit with GFCI protection for the 12 outlets listed above

Install 10 landscape lights – low voltage lights with new transformer and photocells

Install 1 circuit for future 5 HP irrigation pump

Install 100 amp disconnect to replace 60 amp disconnect for island service to accommodate additional load.

Provide and install new 100 main lug panels and breaker at island

ABC Electric Service, Inc. Contract to total = \$19,629.32

2. Johnson Engineering report guidelines for sealcoat bid – manager to obtain proposals.
3. Johnsons air conditioning repair and service - \$130.00
4. Leak at gate house repaired by Sun west Plumbing –emanating from a crack in a PVC joint. It was located less than 1.5 ft. of sand and pavers at the front of the gate and 8 inches front he wall. Tree roots are suspect for crack.

NEW BUSINESS

1. TEM Systems repair approved bid-\$1,098.01 Galaxy DPI replaced – site visit to check software after installation. Moved reader wires away from all other wires, isolation relays installed and powered by a separate power supply; confirmation with TEM tech that the electronics at the gatehouse are adequately protected by

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UPS surge protection and the device is operating indicative that it would not be subject to a power surge.

Next Board Meeting:

Our next board of directors meeting will be on Thursday November 19, at 2:00 pm at the Bermuda Greens Club House.

Motion to adjourn was made by Joe Gagnier. Seconded and carried. The Meeting adjourned at 2:25 pm.

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