

GREATER IMPERIAL BOARD

Board of Directors Meeting Minutes

June 30, 2016

APPROVED

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GIB OFFICERS PRESENT: Tom Harruff, President; Judie M. Gibbs, Vice President; Martha Meyers, Treasurer; Kris Russo, Secretary.

BOARD MEMBERS PRESENT:

Abbey on the Lake	Chauncey Brothers
Bermuda Greens	Steve Smith
Castlewood	Martha Meyers
Charleston Square	Marge Williamson
IG Estates	Dan Castaldini
Golf Club	Michael McClymont
Imperial Gardens	Judie Gibbs
The Island	Tony Manes
Manors of Regal Lake	Alex Kassolis
Park Place	Charles Yates
Park Place West	
Wedgfield	John Myles (Alternate for Jackie Milot)
Westgate	
Weybridge	Kristine Russo

OTHERS PRESENT: Mickey Sudut, Community Manager representing Sandcastle Community Management. Anne Harruff, Beautification Chair. Corey Negri, representing RAMCO, Mark Sunyak, Senior Project Manager representing RWA Engineering, Diana Dueri, Project Manager representing Collier County Public Utilities; Eric Cole representing Converged Services Consulting (CSI).

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CALL TO ORDER AND DETERMINATION OF QUORUM - A quorum of the Board being established the meeting was called to order at 2:00 p.m. by President, Tom Harruff.

PROOF OF NOTICE -The notice of the meeting was posted according to the Florida Statutes.

SECRETARY REPORT / DISPOSAL OF PREVIOUS MINUTES -

Motion made by Charlie Yates and seconded by Dan Castaldini to approve the minutes of May 26, 2016 with the correction to add Martha Meyers name to the second page. Motion approved unanimously.

OFFICERS REPORTS –

President's Report – Tom Harruff presented

- **The Cable Contract** - Presentation made by Eric Cole of Converged Services Consulting (CSI).

Mr. Cole explained to the Board how the consulting firm works for the associations to make agreements with the communication companies on behalf of the associations.

The higher the volume of users the better deals can be made. If there are associations within Imperial that would like to come on board, now is the time as CSI is ready to submit the request for bids and begin the negotiation process.

Currently the Imperial Estates, Park Place and Imperial Gardens have entered into an agreement with CSI.

- **Water Main Replacement -**

Presentation made by Diana Dueri, PMP of Collier County Public Utilities and Mark Sunyak, P.E. of RWA Engineering.

Diana Dueri explained her role in the water main replacement project on behalf of the Collier County Utilities Division.

Diana will be responsible for all correspondence directly with the owners and the boards during the new water main installation.

Diana provided an over view of the project and explained the various steps for approval prior to the work being commenced.

Diana stated that she would be setting up a Town Hall Meeting once the project has been approved by the Collier County Commissioners.

The project will be sent out to General Contractors sometime in late June or early July. The contract is anticipated to be awarded in September of 2016 and final approval by the county in October 2016.

Diana is confident that if the approval process goes as planned, the project would begin in November of 2016 and would take an estimated time of six (6) to nine (9) months to complete.

Mark Sunyak of RWA Engineering spoke on the details of the construction process of the project.

Mark stated that the new water line would be installed on the north side of the road.

It was stated that there will be additional main shut off valves placed along the project with additional fire hydrants installed as well.

There will be directional drilling in locations that will benefit the community in the process in lieu of digging the area up.

If there is landscape/ irrigation damage the county would take care of the replacement.

During the project there will be times when the water must be shut off which will be planned and the owners would be notified ahead of time. If there is an emergency and the water needs to be shut off unexpectedly, owners would not be notified in advance.

Mark explained that the best time for this type of construction is to be done in the winter months due to it being the dry season in lieu of the summer when it is wet and the cost is higher.

Motion made by Charlie Yates and seconded by Martha Meyers to allow for the construction of the water main to be done during the hours of 7am to 7pm Monday thru Saturday. Motion passed 13-0 in favor.

- **RAMCO – New License Plate Camera**

Presentation made by Corey Negri – Operational Manager Ramco Protective.

Corey proposed a software program that can capture data from the license plates of vehicles passing through the gate. This will make the system and process moving vehicles through the gate more efficient.

There will need to be a camera installed for this program.

The cost of the installation would be \$5,379.11 plus a monthly service fee of \$50.

Motion made by Dan Castaldini and seconded by Judy Gibbs to approve the proposal from RAMCO #1480 in the amount of \$5,379.11 plus a monthly service fee of \$50.00. Motion passed in favor 13-0.

There seems to be difficulty with getting all owners to comply with getting onto the web-site to manage their own guests lists. It was recommended that if Beverly Florio of Sandcastle Community Management receives calls from owners wanting her to assist with accessing their guest lists that she should reach out to the director and the management company in that owner's particular community and advise them to reach out their owner and assist with the education on managing their own guest lists.

Discussion on deactivating the entry devices after they have not been used for 12 months. This is in the effort to keep the system as up to date as possible.

Motion made by Mike McClymont and seconded by Dan Castaldini to deactivate the entry devices after they are inactive for 12 months. Motion passed 11 to 2.

Treasurer's Report – Martha Meyers

GREATER IMPERIAL BOARD, INC - Treasurers Summary Report for May 2016 – GIB Mtg. 6/30/16

Income and Expense Statement as of 5/31/16:

Total Operating Income YTD through May is \$2,192.92 over budget due to Interest and Gate Income.

Total Operating Expenses for May are over budget by \$1,313.06 due to Landscape projects and Entry and Gate Access overages. The YTD expense variance (over budget by \$7,295.43) is a combination of 2015 Landscape projects paid for in 2016, and greater than budgeted Entry and Gate Maintenance—partially offset by under budget in the Control Access Account.

Balance Sheet Items as of 5/31/16:

1. Operations Checking Account: Cash for Operations	\$19,863.53
2. Cash for Reserves Balance:	\$366,406.92
3. Other Assets, incl. Accts Rec and Prepays:	<u>60.75</u>
4. Total Current Assets:	\$388,097.07
5. Owner's Equity	\$18,183.28
6. Current Liabilities	\$3,506.87
7. Replacement Reserve Prior	<u>\$366,406.92</u>
8. Total Equity	\$388,097.07

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

During the month the CD was rolled over to Florida Community Back for 9 months at 1.3%.

Manager's Report – Mickey Sudut, Community Manager

THE GATE ACTIVITY 2016

MONTH	RESIDENTS	VISITORS	TOTAL	AVG/WK	MTM	AVG 2015
January	94844	29459	124303	31075	6807%	33.50%
February	61464	28086	89732	22433	8.00%	2.25%
March	63094	32628	95722	23930	6.67%	2.78%
April	26832	4299	31131	7783	32.52%	36.35%
May	35090	4567	39657	9914	1.27%	42.93%
June	32433	4571	37004	9251	1%	41.65%

Access Device Sales -

Date	O/R/G	Name	Address	Smart Pass-\$40	Wand-\$80	Method of Payment (\$, Ck, CC)
5.3.2016	O	Travis Koch	2030 Teagarden	43315		Cash
5.6.2016	G	Wayne Otto	golf member	43375		cash
5.10.2016	O	Kathy Murphy	1782 IGCB #C201	43358		cash
5.17.2016	O	Rachel Birmingham	2024 Teagarden	43340		Cash
5.19.2016	O	Victor Perosi	1910 Princess Ct	43336		Check
5.24.2016	G	Ann Howat	golf member	43312		cash
5.12.2016	O	Chris Dobranski	1920 Empress Ct	43349		Cash
5.27.2016	O	Donna Bower	1175 Sarah Jean F201		43175	Cash

Gatehouse Report –

- Martha Meyers stated that the totals from the past several months were not in line with the previous years totals and this needs to be investigated.
- The windshield tags and wands can be purchased at Sandcastle Community Management from 8:00 a.m. until 4:30 p.m. 9150 Galleria Court, Suite 201, Naples, FL 34109. Sandcastle's office can be reached by calling Beverly at 239-596-7200.

COMMITTEE REPORTS -

Beautification Committee – Anne Harruff

1. Contract- Top Cut, Ground Cover Fertilization-12-3-12.
2. Trimming of Queen Palms along Boulevard-\$700, delayed, I am waiting for report from Collier County Water Main Replacement Project- to determine if there will be any loss of the North side Queen Palms, due to the County's excavation. **Motion made by John Myles and seconded by Martha Meyers to approve the trimming of the Queen Palms along the Blvd. in the amount of \$700.00. Motion passed unanimously.**
3. Empty and replant all Window Boxes at Gatehouse.- to be done week of July 7th. While the window boxes are empty, the Gatehouse should be power washed, to include curbs, pavers, window boxes, caulk around windows, clean windows inside and out. Proposal for power washing -\$675.00. **Motion made by Martha Meyers and seconded by Dan Castaldini to approve the work to be done. Motion passed unanimously.**
4. Replace 3 HIGH Flow Irrigation Valves- 3inch, area of Cocoa Plums along Boulevard.-\$639.76. Need Approval of Top Cut proposal. **Motion made by Kris Russo and seconded by Martha Meyers to approve the irrigation valve replacements per the proposal. Motion passed unanimously.**
5. There are 7 dead Cocoa Plums along Boulevard, replace with 15 Gal. to match. \$1155. These shrubs are at least 8 years old, and hide unacceptable areas on both sides of the Boulevard.-Need Approval of Top Cut Proposal. **The board did not approve this project.**
6. Holiday Trim & Lighting-Revised estimate from Trinity & Trim-\$3940.50-No Lighting of the Royals on 41 Island. Estimate (Option A) proposed by Brimmers Custom Decor in the amount of \$5,000.00. **Motion made by Kris Russo and seconded by Martha Meyers to approve Option A submitted by Brimmers Custom Décor in the amount of \$5,000.**
7. As soon as Collier County is finished with their water main project, the Board needs to address the⁴ condition of the roadway around the Gatehouse, including resealing the area, remarking the striped areas, refreshing the curbs.

OLD BUSINESS –

- **North side of the Entrance Sign Repair –**

Tom explained that the driver's insurance company has submitted a release form that states the insured had a \$10,000 limit on his policy for property damage. In this case the board can accept the amount and sign the release form which if done, the board cannot go after the driver for any further amount of money for the damage to the sign.

Motion made by Dan Castaldini and seconded by Tony Manes to accept the \$10,000 from the driver's insurance company and have Tom Harruff sign the release form on behalf of the Greater Imperial Board. Further, to use the Contingency Reserve funds to pay the contractor for the remaining amount for the cost of the repairs over and above the \$10,000. Motion passed unanimously.

NEW BUSINESS –

- a. The board discussed the Holiday Post Orders. It was agreed that no changes need to be made at this time.
- b. There was a vendor's truck that hit the edge of the guard house in which will be repaired and the vendor agreed to pay the invoice for the repair. The vendor wanted to get a proposal from his own roofing vendor in which the board approved but with the condition that the proposal be submitted to the GIB prior to the work being done.

EXECUTIVE COMMITTEE COMMNETS –

- The Committee had nothing to report.

NEXT MEETING –

- The next Board Meeting will be held on August 25, 2016 at 2:00 p.m. in the Imperial Golf Club.
- There will not be a Board Meeting in the month of July.

ADJOURNMENT –

- There being no other business to discuss the meeting was properly adjourned at 4:08 p.m.