

Imperial Golf Estates Homeowners Association, Inc.

c/o Sandcastle Community Management
9150 Galleria Court, Suite 201
Naples, FL 34109
Phone: 239-596-7200

Minutes

Board of Directors Meeting

January 30, 2020

6:00 p.m.

Sandcastle Community Management

1. **Call to Order:** The meeting was called to order at 6:00pm by Charlie Litow. The following board members were present: Charlie Litow, Gale Schwartz, John Mickelson, Tom Harruff, Deborah Frost and Jim Wilson. Treasurer Pat McCabe was absent. Also present Beverly Florio, CAM representing Sandcastle Community Management and Mark Thieme IGE Superintendent. There were also several residents in attendance.
2. **Proof of Notice/Quorum:** Notices on the community Bulletin Boards. Quorum was established.
3. **Approval BOD Minutes: December 5, 2019:**

A motion was made by Mr. Mickelson and seconded by Ms. Schwartz to approve the December 5, 2019 board meeting minutes.

Vote Unanimous

Election of Officers: Mr. Mickelson motioned to appoint Mr. Litow as President, Mr. Harruff seconded the motion – Vote unanimous.

Mr. Mickelson motioned to appoint Ms. Schwartz as Vice President, Mr. Harruff seconded the motion – Mr. Harruff, Ms. Schwartz, Mr. Mickelson and Mr. Litow was in favor; Mr. Wilson and Ms. Frost abstained the motion – Motion passed.

Ms. Frost motioned to appoint Mr. Wilson as Vice President, Mr. Wilson seconded the motion – Mr. Wilson and Ms. Frost were in favor, Mr. Litow, Mr. Harruff, Mr. Mickelson and Ms. Schwartz abstained the motion – Motion did not pass.

Ms. Schwartz motioned to appoint Mr. McCabe as Treasurer, Mr. Mickelson seconded the motion – Vote unanimous.

Mr. Harruff motioned to appoint himself as Secretary, Mr. Mickelson seconded the motion – Vote unanimous.

4. **IGE HOA Treasurer's Report - Financials:** Director McCabe

January 28, 2020

Re: November 2019 financials

The following is select financial information for the IGEHOA for the month of November 2019:

Balance Sheet

Assets

Liabilities and Equity

Cash	\$209,470	Current Liab.	\$206,025
Reserves	80,985	Reserves	80,985
Accts. Rec.	23,122	Equity	76,159
Other	51,569	gain/(loss)	1,977
Total	\$365,146		\$365,146

The financial position of the HOA continues to improve and it has adequate cash to meet its needs.

Monthly Income and Expense

Income

Budgeted \$130,227

Actual 127,166

Difference \$(3061)

Budgeted income slightly lower than actual income due to no posted sales/transfer fees.

Expense

Budgeted \$130,227

Actual 132,600

Difference \$ (2373)

Actual expense slightly higher than budgeted due to higher than budgeted gate maintenance.

Treasurer's Comments:

November's financials were not received from Sandcastle until early January 2020.

It should be noted the improving position of the reserve balance.

Financially yours,
Pat McCabe
Treasurer

January 28, 2020

Re: December 2019 financials

The following is select financial information for the IGEHOA for the month of December 2019:

Balance Sheet

Assets		Liabilities and Equity	
Cash	\$169,234	Current Liab.	\$137,391

Reserves	81,010	Reserves	81,010
Accts. Rec.	14,472	Equity	76,159
Other	17,133	gain/(loss)	(12,710)
Total	\$281,849		\$281,850*

*Difference due to rounding

The financial position of the HOA is improved and it has adequate cash to meet its needs.

Monthly Income and Expense

Income

Budgeted \$130,227

Actual 130,154

Difference \$ (73)

Expense

Budgeted \$130,227

Actual 144,841

Difference \$(14,614)

Actual expense higher than budgeted due to higher grounds maintenance/repair this month.

Treasurer's Comments:

Grounds maintenance /repair annual budget is \$20,000.

At the end of November 2019 only \$4051 had been posted to this expense item.

As of end of December 2019 actual total expense on this item is \$17,851; \$2149 under budget.

Financially yours,
Pat McCabe
Treasurer

A motion was made by Mr. Harruff to approve the November and December's Treasurer's reports, seconded by Mr. Mickelson.

Vote Unanimous

5. **President's Report:** President Litow

PRESIDENT'S REPORT
January 2020

-To each soon to be committee chair. If you have not done so, please write up the committee duties and current members so we can post it to the website. This is not optional. 7.6 of the by laws require minutes of meetings to be provided to the Secretary and 7.7 require reports in writing or orally. The form is to be determined by the president. The president requests your report to appear online.

-Head of beautification. Please review the canopy rule and suggest changes to the existing language as 85-90% of the homes do not comply and enforcement does not appear to be the answer, but updating the rule.

-By Laws and Articles of Incorporation passage. I have advised our attorney to prepare the necessary certificate and record same.

-Declarations. Since they failed, do we have a motion to submit the entire group that passed previously to the members and if so, by way of an individual vote rather than the aggregate?

-Communicating with members without an email. Our webmaster has provided us with a list of non- functioning emails. We will identify same and provide written notice to these owners that if they wish to be advised of changes in our community, they should provide an email or look to the web page.

Do we have a motion to send a letter to these members?

A motion was made by Mr. Harruff send a letter to all 74 owners that Sandcastle does not have a valid email address seconded by Mr. Mickelson.

Vote Unanimous

The following Board Members volunteered to serve on the specific Committee

Mr. Litow – Violations

Mr. Harruff – GIB

Ms. Schwartz – ARB, Sales, Leases

Mr. Mickelson and Mrs. Harruff – Infrastructure

Ms. Frost and Mr. Wilson – Beautification including but not limited to updating the canopy rule

A Non-Board member will serve on the Fining Committee

6. **GIB Report:** Secretary Harruff

7. **Superintendent's Report:** Mark Thieme

Drainage:

1966 IGCB storm pipe failure. I have 3 proposals to submit.

Blue Works, "CIPP" Minimal damage but still does not include site restoration.

\$57,200

MRI Construction, dig up and replace. Does not include site restoration.

\$45,200

Bonness, dig up and replace. Includes complete site restoration.

\$42,178.76

Blue Works was originally my first choice but I can not justify that price difference.

Bonness has always done exceptional work.

Bubbler System, Zack's Lake:

I have 3 proposals for a bubbler system in Zack's lake.

Florida Fountains and Equipment, 10 heads, 4 motor vane compressors.

Installation.

\$26,867.70

Lake Doctors, 12 heads, 4 motor rocking piston compressors. Installation.

\$16,952.64

AirMax, 12 heads, 3 motor rocking piston. Imperial installation.

All 3 require electric brought to mounting site.

Imperial Well rust:

Application for modification to General Irrigation Water Use Permit:

This covers all 9 wells in Imperial parks, the 4 that are rust now and any in the future. \$4,100

Entrada Gate House:

January has been non stop violations.

The January 16th gate crash is still under repair.

Respectfully submitted by

Mark Edward Thieme

A motion was made by Mr. Harruff to approve the proposal from Bonness for \$42,178.86 to complete the drainage project, seconded by Mr. Mickelson. Mr. Litow, Mr. Harruff and Ms. Schwartz were in favor, Ms. Frost and Mr. Wilson abstained.

Vote Passed

A motion was made by Ms. Frost to approve the Cardno proposal from Cardno for \$4,100.00 to modify the South Florida Water Management District (SFWMD) water use permit, seconded by Mr. Wilson.

Vote Unanimous

8. Architectural Review Board Report: Director Schwartz

January, 2020 ARB Approvals

2121 circle 2" variance on extension

2037 prince pavers

1917 princess planter box

1909 countess new fencing
1916 imperial new roof
2201 regal sale
2012 duke sale
2200 regal roof
2026 castle garden sale
2010 igcb lease
2065 circle fence
1913 countess solar panels
1962 igcb sale
2032 prince lease
2034 castle garage door
2237 igcb roof
2137 igcb roof
2036 prince dumpster
1841igcb new roof
2201 majestic sale

Ms. Schwartz requested Sandcastle review the number of approved sales versus the amount of transfer fees collected for 2020.

A motion was made by Mr. Harruff, seconded by Mr. Mickelson to approve the ARB Report.

Vote Unanimous

9. **Violations:** President Litow

10. **Property Manager's Report:** Sandcastle Community Management

Beverly Florio apologized to the Board for the errors that were made with the 2020 Annual Meeting Notices that were mailed to the membership. Also, James Kelly is no longer with Sandcastle and Dennis Mansfield who is on the Associa Leadership Team is acting as interim Branch President.

11. **Unfinished Business:** Director Mickelson

Superintendent Mark Thieme will provide a report on the pine beetles at the next Board meeting as well as obtain proposals for the perimeter fence repair.

Mr. Harruff will form a special committee for communication to the membership regarding the new high school.

12. **New Business:** President Litow

President Litow will contact the owners that requested a stop sign be installed at the corner of Majestic Court.

The Board discussed who is responsible for replacing the mailbox when there is a sales contract in place. Currently it is the seller's responsibility and Ms. Frost would like the Board to consider re-writing the mailbox rules

13. **Homeowners Issues:**

A homeowner in attendance expressed concern regarding potentially spending \$43,000 on sealcoating Phase V. Ms. Schwartz explained that the Board has not approved sealcoating of Phase V and she is researching better material that will last longer as well as a cost benefit analysis.

The owner of 2121 Imperial Golf Course Blvd. addressed the Board regarding the grate connecting to the culvert in front of her home is improperly draining causing water intrusion and mold inside her home. Any rain that comes from the cul-de-sac pours to the culvert and stops.

A motion was made to have Banks Engineering complete an elevation survey of the catch basin and end of the road to see if there is an ability for the water to flow by Ms. Frost, seconded by Mr. Mickelson.

Vote unanimous

14. **Next Regular Board Meeting:** The next meeting will be on February 27, 2020 at 6:00 pm at Sandcastle Community Management.

15. **Adjournment:**

A motion was made by Mr. Harruff, seconded by Ms. Schwartz to adjourn the meeting at 8:15 pm.

Vote unanimous