

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

February 27, 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, Pat McCabe (phone), Deborah Frost and Jim Wilson. Also present Beverly Florio, CAM representing Sandcastle Community Management, Mark Thieme IGE Superintendent and Ken Baker representing The Lake Doctors. 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: January 30, 2020 :**

A motion was made by Mr. Mickelson and seconded by Mr. Harruff to approve the January 30, 2020 board meeting minutes.

Vote Unanimous

A motion was made by Mr. Mickelson and seconded by Mr. Harruff to approve the January 30, 2020 closed board meeting minutes with corrections.

Vote Unanimous

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

The January and February, 2020 Financials were unavailable, therefore a Treasurer's Report was unable to be provided.

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

PRESIDENT'S REPORT
February, 2020

Mark's job description. I would request a motion to approve same. I suggest Mark work with a designated board member (John Mickelson). John, will use Toggl (see www.toggl.com) or a similar tool to track Mark's work effort.

Mark's job description

The job description of HOA superintendent is to oversee the maintenance, appearance and safety of Imperial Golf Estates HOA.

Position Description

To bring to the board routine maintenance and routine repairs throughout the association property.

Oversee park plantings, (9 actual parks plus multiple common areas including 1.7 mile of perimeter) grasses and irrigation systems and the subcontractors responsible over each part.

We have 1 subcontractor over park maintenance plus irrigation and chemical spraying on commons and in lakes and ditches.

To make sure roadways, signage and perimeter fencing are maintained for appearance and safety.

Oversee all drainage concerns, whether storm pipes or retention ponds.

To make sure of the free flow of water for the protection of the community from flooding during rain events.

To bring forth structural concerns of the underground drainage before failure occurs.

We have almost 10,000 linear feet of as of yet not upgraded drainage, all of which will need to be replaced at some point.

To raise and lower the water levels during rainy season. Coordinate with the Board proposed changes to the levels of the stormwater retention system and notify the Golf Course Superintendent when the storm water retention lake levels are to be lowered, impacting their lake levels.

We have 2 manually adjusted weirs, Bismarck and Majestic weirs plus a 18.5" fixed baffle from Zack's Lake (Phase V retention pond) that cannot be adjusted but must be kept clear.

Prior to rainy season inspect all catch basins and remove debris impacting the stormwater drainage system. Complete and document the pre-rainy system inspection. Complete same inspections after significant and named storms during rainy season. Periodically (usually prior to rainy system) have the existing corrugated metal pipes in the stormwater system inspected for any restrictions to flows.

Recommend flower and shrub options to the Beautification Committee.

Entrada gate operations:

To make sure back gate operation is functioning smoothly, whether gate mechanicals or computer operations. Replace gate arms and restore the gate operating systems to full operation as required.

We have multiple subcontractors for Entrada from electronic system repair to grounds maintenance to the generator, A/C and street lighting. Periodically inspect the generator at the Entrada Gate for proper operation and assure that the propane tank is filled before hurricane season.

To research gate violations and bring to management's attention for further action.

Obtain proposals from contractors for tree, preserve maintenance, road, drainage, fence, Entrada Gate Systems and other projects per Board direction.

To oversee all projects and subcontractors working for the association.

To implement small repairs in house where possible if it can save on cost.

Recommend projects for the upgrade and maintenance of the Associations owned maintenance shed. Maintain the interior and exterior of the building and grounds.

To follow the direction of the board or its designated representative assuming I am capable of the job.

Essential Duties and Responsibilities of a HOA Superintendent

- Keeps building grounds and common areas clean and in safe condition.
- Maintains logs for repair drainage systems, roads and other infrastructure of the HOA.
- Performs regular inspections of all common areas.

- Responds to emergency calls.
 - Coordinates with contractors or repair crews for work that is outsourced.
- Inspect for needed repairs and maintain all HOA owned equipment such as the pickup truck, tractor with accessories, trailer, sprayer, power washer, water trailer, chipper, storm water pump, etc.
- Keeps noise levels to a minimum.
 - Report HOA known violations of homeowners
 - Purchases all maintenance supplies and keeps adequate inventory.
 - Wears the proper safety equipment in the appropriate situations including hard hats, eye and ear protection, safety shoes, gloves, face mask and respirator.

Required Knowledge, Skills and Abilities

- Must have strong problem solving skills.
- Has the ability to perform basic repairs in electrical, plumbing and mechanical systems.
- Must have good communication and interpersonal skills.
- Must have superior customer service skills.
- Has good listening and negotiating skills.
- Must be detail oriented and have good scheduling skills.
- Must be proficient at safely using tools associated with the job.
- Must have a valid driver's license.
- Must be able to lift heavy items.
- Must have basic first aid skills.
- Must be able to maneuver in small spaces.
- Must be able to kneel and crouch or climb tall ladders.

Kids climbing the back fence. A deputy from Collier County Sheriff's special enforcement team will contact us. They will monitor the area. Videos have been posted on the website. Do we send an email to the community?

Veterans Road expansion. As a result of the noise study, the county indicated there will be no noise mitigation for Imperial or Mediterra. The only community receiving same is Landmark Naples. The road expansion will be 2 lanes in each direction, a sidewalk and bike path and the speed limit will be 35 miles per hour. Tom Harruff suggests contacting our county commissioner and I have reached out to him. I am hopeful to have more information for the board meeting.

High school. According to the engineer, the GGG High School site has been designed to press the more intense uses towards the center of the site to aide in buffering the surrounding neighborhoods. The GGG site has been designed to retain a 50' wide native vegetation buffer around the perimeter of the site. This native vegetation will act as both a noise and visual buffer, while also being a component of the spatial buffer from school campus activities. In addition to this buffer, another significant component of the spatial buffering is the existing 100' wide CC Drainage & Utility Easement running along the west side of the Imperial Golf Estates community. As for stormwater management, the GGG site has been designed with a system of lakes, dry detention areas, and perimeter containment berms that will meet or exceed all current regulations set forth by SFWMD. The proposed stormwater management system will treat/retain more runoff than the existing property currently does, while also discharging less runoff into the County Drainage Easement.

I have the site plan which is attached.

Failed declaration changes. As a board, we should decide if we wish to vote on the failed modification to our declarations before the next annual meeting (a special meeting requires a quorum of 1/3) and also, do we agree to vote on these changes individually rather than collectively.

The changes previously voted on were:

4.2A4 removing the phrase "and fountains";

4.2L an increase from \$200 to \$250 per household;

4.4 To the extent allowed by law, the Board of Directors, in response to damage caused by a casualty (e.g., hurricane, tropical storm, act of God) or an event for which a state of emergency is declared in the area encompassed by the Association, may levy special assessment without a vote of the Members;

9.3 Increasing the daily fine from \$50 to \$100 and the aggregate fine from \$1000 to \$1500.

Adding to 9.3A The role of the committee is limited to determining whether to confirm or reject the fine or suspension levied by the board. If the proposed fine or suspension levied by the board is approved by the committee, the fine payment is due 5 days after the date of the committee meeting at which the fine is approved. The association must provide written notice of such fine or suspension by mail or hand delivery to the parcel owner and, if applicable, to any tenant, licensee, or invitee of the parcel owner;

10.3 increasing transfer fee from \$1000 to \$1500;

10.4 significant changes to permit the board to approve or reject leases based a fair and consistent manner.

Finally, I would ask for a motion from the floor to remove from 4.3 of the by laws, "Any other eligible person may be nominated from the floor at the annual meeting".

A motion was made by Ms. Frost to review and reword the failed declaration changes for the 2021 annual meeting seconded by Mr. Wilson.

Ms. Frost and Mr. Wilson approved the motion. Ms. Schwartz, Mr. Mickelson, Mr. Harruff, Mr. McCabe opposed the motion.

A motion was made by Ms. Schwartz to review and have a special meeting by April seconded by Mr. Mickelson. Ms. Schwartz, Mr. Mickelson, Mr. McCabe and Mr. Harruff approved the motion. Ms. Frost and Mr. Wilson opposed the motion.

The Board voted on each specific change to the declaration as follows:

4.2A4 – Ms. Frost made a motion to leave this section as recorded seconded by Mr. Harruff.

Vote unanimous

4.2L – Mr. Harruff made a motion to leave this section as recorded second by Mr. McCabe.

Vote unanimous

4.4 – Mr. Mickelson made a motion to leave this section as recorded seconded by Ms. Schwartz.

Vote unanimous

9.3 – Mr. Harruff made a motion to leave this section as recorded seconded by Ms. Schwartz.

Vote unanimous

10.3 – Mr. Harruff made a motion to leave this section as recorded seconded by Ms. Schwartz.

Mr. Harruff, Ms. Schwartz and Mr. McCabe approved the motion. Mr. Litow, Mr. Wilson, and Ms. Frost opposed the motion. Mr. Litow will contact the association's attorney for legal verbage.

10.4 – Mr. Harruff made a motion to leave this section as recorded seconded by Ms. Schwartz.

Vote unanimous

4.3 – Mr. Harruff made a motion to leave this section as recorded seconded by Ms. Frost.

Vote unanimous

6. **GIB Report:** Secretary Harruff

GIB Report IGEHOA Board Meeting 2-27-20

The GIB Property Manager has provided each member association and the Golf Club with two listings. The first listing is of all their members who do not have a telephone number in the Gate Access Data base. Therefore, the Access control Officer cannot call the member to verify access to a visitor at the gate. The second listing includes all members who have not submitted a Gate Access Information Sheet to provide the gate device serial numbers to rebuild the data base. Each association was to send notifications to those members on each listing to submit the missing information. (Note: Beverly was to send letters to all of IGEHOA residents on both lists.) After April 1st the GIB plans to strictly enforce access through the resident's gate to only those residents and renters that have gate passes in the data base.

The GIB wants to get proposals for studies of the design and costs to widen the south side of the access road to include a bike lane. The engineering study could cost about \$45,000 and one estimate for widening the road to include a bike path is estimated at approximately \$250,000 or about \$130 to \$135 per residence.

New flowers will be planted in the window boxes before Easter.

The GIB was to change their gate house phone system from Century Link to Comcast to improve reliability and reduce down time.

The GIB Treasurer did not present a report due to invalid financials received from Sandcastle.

The GIB will be proposing a new slate of officer with some carry overs.

Tom Harruff GIB Director
IGEHOA

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

February 27th 2020 Report

Drainage:

1966 IGCB storm pipe failure. Bonness won the contract. Work commenced February 5th and completed the 18th. (fertilizing still to come)

Imperial Well rust:

Application for modification to General Irrigation Water Use Permit:

Cardno, hydrogeological services in Fort Myers is currently working on permitting. We were told this could take months to go through.

The next step after completion of this phase of the project we will convert over to the new well, then we can discuss restoration of the 4way intersection and Regal Park.

Entrada Gate House:

After picking up trash on a daily basis we see two youths on an almost nightly basis hop the gate late at night from 10:30-11:30pm.

Parents, please get gate key fobs for the kids in your house.

And also, everyone please refrain from throwing litter in Imperial.

Pine Bark Beetles:

The association has taken down over 60 pine trees since hurricane IRMA.

According to University of Florida Doug Caldwell, ***"The dying slash pines are not an insect caused problem. For this reason we do not recommend pesticide applications. Even if you had the perfect remedy to eliminate the beetles, the trees are still going to die."*** ***These beetles colonize (not attack!) dying and dead pines. Many stands of pines have sharply declined since Wilma's winds whipped them around. Externally they may look okay, but internally there may be internal injuries called "shakes", a separation of vital plant tissues that eventually cause the tree to die."***

In research from other Florida websites stating that the insects only go to unhealthy or injured trees they suggest fertilizing approximately every 4 years with 10-10-10.

According to one count we have just under 700 association pine trees.

I hope to have 3 different proposals for this.

Fence:

We are finally able to get back to fence repair. I have 3 proposals, but know that this still requires some part on the association that fence companies do not cover. There are some homeowner issues that caused problems with the existing fence long before Irma. Downed ficus tree stumps and houses attaching massive vines on the fence or green privacy mesh. We had a fence repair project several years back, cutting back plantings and repairing fencing. All were told in 2011 that allowing to grow on or attaching anything to the fence would not be covered in future repairs.

Respectfully submitted by

Mark Edward Thieme

8. Architectural Review Board Report: Director Schwartz

February, 2020 ARB Approvals

1906 igcb new hurricane door
1824 princess expand pool 4'fencr
2035 circle vacant lot
2119 imperial circle roof
1919 princess ct sale
1937 imperial paint
1919 princess new pool enclosure

1812 igcb sale
2037 t garden sale
2227 igcb sale

Ms. Schwartz also suggested something should be added to the newsletter stating any changes to the footprint or removing trees needs to be approved by the ARB.

9. **Violations:** President Litow

President Litow reported that both a Violations and Fining Committee have been formed. A violations report will be provided at the next Board of Director's meeting. President Litow will meet with Sandcastle to form an efficient violations process.

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

Mr. Harruff made a motion to have Sandcastle prepare a letter to the owners of 2030 Imperial Circle regarding their children jumping the pedestrian fence at the back gate seconded by Ms. Schwartz.

Vote unanimous

Beautification Committee Report: Ms. Frost met with the Beautification Committee and discussed possibly obtaining trees for owners to purchase and add to individual yards for aesthetic purposes. Ms. Schwartz added she would like something done to remove the green coloration from the curbs. Ms. Frost is currently speaking to Collier County to see hypothetically what is required to modernize the "wing wall".

11. **Unfinished Business:**

a) Lake Aeration Presentation from Lake Doctors – Ken Baker has been with The Lake Doctors for 35 years and previously worked at a marine laboratory. The Lake Doctors provided the Board with 2 separate proposals. 1) a compressor with remotes will be installed at the back gate, but directional boring would need to be done in order to run the lines under the road. 2) the lake makes point at the east side and has room for a compressor. The noise can be heard from 50 feet. The directional boring would not be needed, but power in the park would need to be trenched to the compressor which would be a \$3000 difference. Zack's Lake would be done first as a test and then other lakes would be considered if it showed signs of improvement and in healthier condition.

b) Pine beetles – Mark Thieme – see Superintendent's Report

c) Perimeter fence proposals – Mark Thieme

d) Transfer fees recorded for 2020 -

12. **New Business:**

13. **Homeowners Issues:**

A homeowner in attendance suggested the Board consider using black top to repair the sidewalks instead of replacing sections at a time. Another homeowner suggested the Board recommend owners add canopy trees to the front of lots as improvements. It was also requested by another resident that a speed bump be placed to the left of the 3-way to cut-down on speeding.

14. **Next Regular Board Meeting:** The date of the next meeting was not announced, but President Litow will check with the Imperial Golf Club for availability.

15. Adjournment:

A motion was made by Mr. Mickelson, seconded by Mr. McCabe to adjourn the meeting at 8:53 pm.

Vote unanimous