

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

April 27, 2020

2:15 p.m.

Via tele-conference call due to the COVID-19 virus

1. **Call to Order:** The meeting was called to order at 2:15pm by Charlie Litow. The following board members were present: Charlie Litow, Gale Schwartz, John Mickelson, Tom Harruff, Pat McCabe, Deborah Frost and Jim Wilson. Also present were Beverly Florio, CAM representing Sandcastle Community Management and Mark Thieme IGE Superintendent. There were also several residents in attendance via the conference call.

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 Ms. Frost and seconded by Mr. Harruff to approve the February 27, 2020 Board meeting minutes with the following change: 4.2A4 – Ms. Frost made a motion to remove the word “fountain” from proposed amendment to Section 4.2.A.4 to read as follows: “Construction of improvements made by the Association, maintenance and repair of the Common Areas and other properties serving the Association, including but not limited to the cost of maintaining fences, signs, street lights located on the Common Areas;

Vote Unanimous

A motion was made by Ms. Schwartz and seconded by Mr. Mickelson to approve the February 27, 2020 closed board meeting minutes.

Vote Unanimous

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

April 27, 2020

To: The President, Board of Directors and Members of IGEHOA

From: Pat McCabe Treasurer IGEHOA

Re: March 2020 financials

The following is select financial information for the IGEHOA for the month of March 2020:

Balance Sheet

Assets

Cash \$230,355
Reserves 105,726
Accts. Rec. 20,340
Other 15,680

Liabilities and Equity

Current Liab. \$205,862
Reserves 105,726
Equity 63,449
(loss) or gain (2,938)

Total \$372,101 \$372,099*

*difference due to rounding

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

Monthly Income and Expense.

Income

Budgeted \$131,583
Actual 134,601

Difference: \$ 3018

Actual income was slightly higher than budgeted due to higher transfer fees received.

Expense

Budgeted \$131,583
Actual 131,623

Difference \$ (40)

Treasurer's Comments:

Balance sheet shows only \$22,000 of member dues currently overdue with bad debt allocated of \$(2000).

Also balance sheet shows prepaid member dues of \$157,642.

These numbers indicate, at least through March, most members are current or ahead paying dues.

If all members are current the HOA takes in, per quarter, about \$380,400 in dues.

Noteworthy is the reserves balance of \$105,726 through the first quarter.

This first quarter member's dues aging report totals are:

Current \$161,000
Over 30 days 0
Over 60 days 15,668
Over 90 days 9,609

The report shows 6 members in arrears of over \$1200 and 19 member in arrears of \$600 or less.

Overall pretty good considering the times.

Financially yours,

Pat McCabe

Treasurer

A motion was made by Ms. Frost and seconded by Ms. Schwartz to approve the Treasurer's Report.

Vote Unanimous

5. President's Report: President Litow

PRESIDENT'S REPORT

April, 2020

1-We had set up an email address board@igenaples.info that was being used for an online form. "Send a Message to the board". We lost that email address with the deletion of the igenaples domain name. We also removed that online "Message to the Board" form. We still have Send a Message to the Manager that goes to Beverly. Let me know if you want to create a new email to recreate the Send a Message to the Board. Like the Send a message to the manager they can do the same for the Board.

2-FP recently fixed a transformer issue, but FPL told Dan Castaldini that the junction box in that area (between 1946 and 1948 IGCB) will have to be replaced before there are other transformer failures. FPL told Dan that the junction box is undersized. They are to turn in that information to their supervisor. Beverly, we would like Sandcastle to check in with FPL to stay on top of the issue, especially before hurricane season.

3-I see a persistent issue with Architectural Planning Criteria rule B8 entitled "Front and Side Yards". The rule reads,

- a. Structures of all types are not permitted in the front and side yards of any home. The prohibited structures include, but are not limited to statues, planters, fountains, ponds, and gates. Existing structures that have been installed prior to the adoption of this provision will be grandfathered. Variances to this provision shall only be granted through a recommendation by the ARB to the HOA Board of Directors.

The question is how do we enforce this rule without knowing who is grandfathered or granted a variance. I would like to see a motion to address this issue (perhaps creating a comprehensive list by asking homeowners if they have a grandfathered structure(s) or variance so a list can be created or that some other motion attempts to address the issue. If not, a referral to Gale or a committee to address the issue is needed.

4-We have had at least one young man jump the fence a multitude of times. We have posted the videos hoping the parent would recognize their child and put a stop to this behavior. Since the behavior continues, what should we do? One thing is to pass a no jumping the fence rule. This would put everyone on notice of the issue hopefully eliminating the behavior, but at the very least help to protect the association from liability should he fall and get injured. Unless someone can come up with a better idea, passing a rule will put the community further on notice and serve as best as possible from preventing it from happening.

Mr. Harruff will draft a rule prohibiting anyone from climbing over the fence to enter or exit the community.

5-Foreclosures.

1922 Imperial Golf Course Blvd – We sent notice of intent to foreclose on 6/25/19. The Claim of Lien was recorded. Our next step would be to file foreclosure action; however, authorization to proceed was never received by the Association.

2204 Regal Way – Notice of intent to lien was sent in March 2019. However, we were never advised to proceed. Our next step would be to file foreclosure action; however, authorization to proceed was never received by the Association.

A motion was made by Mr. Mickelson and seconded by Mr. Harruff to proceed with the foreclosure process on these two properties.

Ms. Frost expressed concern with the current COVID-19 pandemic, the timing of the foreclosures may be a negative reflection on the community as well as there may be no benefit to the association.

Mr. Litow will verify the length of the lien and will speak to the attorney for an estimate on the amount of funds that can be collected on a foreclosure.

Vote Passed – Mr. Mickelson – in favor; Ms. Schwartz –in favor; Mr. McCable-in favor; Ms. Frost-opposed; Mr. Wilson-opposed

6-While Comcast sent what they lead us to believe was an updated list of those not having upgraded to fiber, I later found out the list was a conglomeration of several lists and was not necessarily current. Comcast assured me before they switch off the old service they will provide notice to those who have not upgraded and afford them every opportunity to upgrade before shutting them off.

7-Monthly meeting times. The club is under construction through October. Do we want to stay with evening meetings? If so, that will severely limit our ability to meet as Thursday at the club is not possible. If we want evenings at the club, it will need to be Friday through Sunday. Do we move the time of day so we can utilize the card room or stay where we are?

8-Mark's job description is below. I would request a motion to approve same as drafted. Further, A motion is presented that 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 and report same to the board on a regular basis.

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 storm water 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 9" 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 storm water 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 storm water 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, stormwater 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.

A motion was made by Mr. Harruff and seconded by Mr. Mickelson to approve Superintendent Mark Thieme's job description.

Ms. Frost suggested a weekly, monthly or quarterly schedule to make sure routine maintenance items are completed be added to the job description.

Vote Unanimous

9-Veterans Road expansion. The committee is interviewing attorneys to assist with negotiations with the County. Once the committee determines whether the use of an attorney is beneficial and determines which one is best, a recommendation will be made to the board. Tom Harruff will also lead a group contacting our county commissioner.

10-High school. The attorney had been retained. She will commence reviewing the documents relative to storm water management and how the school board's plan impacts us and her recommendations. Mark has suggested the plan be flipped so the items causing the greatest impact (sports facilities) be further positioned to the west than initially planned.

11-Finally, with all that is happening in our world and how this impacts us, careful attention to revenue is more critical now than ever and budget concerns should be of paramount importance.

6. GIB & Comcast Report: Secretary Harruff

Comcast Report IGEHOA Board Meeting

Comcast provided a listing of those member residences supposedly connected to Fiber to the Home (FTTH). That listing was provided to Sandcastle to be used to identify those approximately 200 residences that had not been connected. Letters were sent out to those residences reminding them that free FTTH connections end August 1, 2020. That same information was included in the newsletter. At least one resident responded that his home was previously connected.

Highly recommend that we contact Comcast and ask that the free installation period be extended due to the limitations placed on Florida residences due to the Covid 19 Pandemic.

Greater Imperial Board (GIB)

The notification of the GIB considering a study of the anticipated costs to widen the entrance Boulevard for a bike path created many negative comments from our Members. Since the GIB has not met recently there is no more information on that proposal.

The GIB has not met since our last Board meeting but here are some highlights from a recent GIB Presidents Report:

No March and April meetings. The plan to return the front gate to full Post Order screening operations have been slipped until June 1st for the Residents Gate and July 1st for the Visitors Gate. If those dates do not slip any Imperial resident who has not registered their gate devices will not be able to use the resident's gate after June 1st. (Note: Sandcastle was given a listing of IGEHOA residents who had not returned a Gate Device Information Sheet to register their gate devices. Follow up letters were to have been sent reminding those residents of the need to submit and register their gate devices.)

The GIB landscaper will be replacing the flowers and mulching soon. The GIB has not solved their insurance issue but it is being worked on. Anticipate a solution by the end of April. Sandcastle was tasked to send out letters to those residents who do not have phone numbers in the GIB data base thereby allowing the gate to call if non-authorized visitors ask to enter.

Update of IGEHOA Residents Data Base

Additionally Sandcastle was to contact those residents who do not have phone numbers in our data base (27) and those residents whose emails in our data base reject (47) in an attempt to enable contact with all IGEHOA members either by email or phone.

Respectfully submitted.
Tom Harruff
Comcast and GIB Representative

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

April 23rd 2020 Report

Drainage:

No decision has been made on the 3 box drain repairs.

Fence:

No decision has been made on the Imperial fence repair.

Park Benches:

All park benches have been cleaned.

Entrada Gate House:

The youths continue to hop the gate.

Parents, please get pedestrian gate key fobs for all in your house.

Everyone please refrain from throwing litter in Imperial.

Residents please do not permit tailgating when someone asks to help them through.

FP&L, Amazon, vendors and vehicles without Imperial stickers are no exception.

There is a fining process for assisting a vehicle through the Entrada gates.

Bicycles going through the vehicle gates do not stop the bars from coming down, you will get hit.

Respectfully submitted by

Mark Edward Thieme

8. **Architectural Review Board Report:** Director Schwartz

April, 2020 ARB Approvals

There were 26 requests in April which included fences, landscaping, roofs, 5 sales applications, 1 lease application (denied), 1 garage extension (1917 Empress-pending) and 1 roof and garage (2242 IGCB-pending).

9. **Violations:** President Litow

President Litow reported that he is receiving violation reports from the Violations Committee and Sandcastle is sending letters to each individual homeowner.

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

Sandcastle reported they have hired Michael Pryor as the new controller.

11. **Unfinished Business:**

- a) New High School GGG
- b) Extension of Veterans Memorial
- c) Zimmerman Property
- d) Lake Aeration
- e) Perimeter Fencing
- f) Drain lids

12. **New Business:**

Ms. Frost expressed concern about the keeping of official records and felt it needed to improve.

13. **Homeowners Issues:**

- a) Fishing by neighboring communities

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 Ms. Schwartz, seconded by Mr. McCabe to adjourn the meeting at 3:36 pm.

Vote unanimous