

# Imperial Golf Estates Homeowners Association, Inc.

A Florida Not-For-Profit Corporation

## BOARD OF DIRECTORS MEETING OF June 25, 2020

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**Board Members Present:** Charles Litow, President  
Gale Schwartz, Vice President  
Patrick McCabe, Treasurer  
Thomas Harruff, Secretary  
Debbie Frost, Director  
James Wilson, Director  
John Mickelson, Director

**Board Members Absent:** None

**Others Present:** Nina Marie Hutchinson, Community Manager representing Sandcastle Community Management, Mark Thieme Maintenance Superintendent with twenty-seven total participants to the Zoom meeting

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**PROOF OF NOTICE** The notice was posted in accordance with the Condominium Association Florida Statute 720.

**ESTABLISH QUORUM AND CALL TO ORDER:** With a quorum of the board present, Mr. Litow called the meeting called to order at 2:01 p.m.

**APPROVAL OF PREVIOUS MINUTES:** Minutes of the May meeting were tabled to a future meeting.

### **OWNERS COMMENTS**

No owners submitted a request to speak at the meeting.

### **Officer and Committee Reports:**

#### President's Report

1. The Board discussed the Entrada Gate Rule change renters to Lessee and change address on where to send payments.  
**Motion:** Ms. Schwartz motioned to change wording from Renter(s) to Lessee(s) on the document as well as changing the address to send maintenance payments; Mr. Harruff seconded the motion; approved unanimously.
2. Road Expansion for new high school. Mr. Litow and Mr. Harruff attended the meeting with Commissioner Solis. Concerns for IGE regard water drainage direction from the road as well as a wall to be built along the boundary. Ms. Schwartz would like to know an estimate of the legal fees involved in this matter.
3. The board discussed a delinquent account in which owners were unable to pay assessments due to death and health related issues. The board discussed waiving the legal collection fees in the amount of \$800.00.  
**Motion:** Mr. Harruff motioned to waive the \$800.00 legal fees as discussed with Mr. McCabe seconding the motion; unanimously approved.

4. The board discussed having a reserve study conducted.  
**Motion:** Mr. Harruff motioned to have a reserve study conducted, with Ms. Frost seconding the motion. Upon further discussion Mr. McCabe discussed that he was opposed at this time, with Ms. Schwartz also opposing the timing of having a reserve study at this time. Ms. Hutchinson suggested funding a reserve study in the 2021 budget.  
**Amended Motion:** Mr. Harruff motioned to amend his prior motion to fund a reserve study in the 2021 Budget with Ms. Schwartz seconding the motion; Six board members were in favor, one opposed (T. Harruff).
5. Mr. Litow advised Comcast provided a three-month extension on the Fiber Optic Installation project.
6. The board discussed the front and rear gate entry issues. Ms. Hutchinson provided an update on what has been transpiring with gate access issues. Mr. Harruff asked about key fobs for the pedestrian gate, Ms. Hutchinson will provide a count. Ms. Schwartz brought up changing the fob access to either unlock the gate or change to a code entry system.  
**Motion:** Ms. Schwartz motioned to change the pedestrian gate from a key fob system to a keypad system, Ms. Frost seconded the motion; Mr. Wilson advised he is against this type of code system, nor is he in favor of leaving the gate unlocked.  
Motion withdrawn by Ms. Schwartz.
7. Delinquent Assessment Rule – The board discussed calling delinquent account owners prior to going to collections/foreclosure process. Mr. Litow advised that he call the homeowners directly prior to advising of sending to attorney for collection process.  
**Motion:** Ms. Frost motioned that a board member will contact a delinquent homeowner prior to advising management to send to attorney for collection efforts, Mr. Harruff seconded the motion; Mr. McCabe mentioned the telephone calls should come from Treasurer, upon further discussion, it was decided that either the President or Treasurer will make these calls; approved unanimously.
8. Property Manager duties to procure vendor proposals or wait until change of management is secured.  
**Motion:** Ms. Schwartz and Mr. Wilson motioned to have the management company to solicit proposals to provide to board for consideration; Ms. Frost seconded the motion. Five members were in favor, two opposed (Mr. McCabe and Mr. Harruff).

#### Treasurer's Report

1. Pat McCabe provided the May Financial report. Mr. McCabe advised he was reviewing and updating reserve costs and schedules in preparation of the 2021 budget. Mr. McCabe asked the board if they should have specific line items (Attached)  
**Motion:** Mr. Harruff motioned to add Seal Coating line item to the reserve budget for phase 5 and Entrada, John Mickelson seconded the motion for discussion; One vote approved (Mr. Harruff); six members opposed.  
Mr. McCabe also advised that it cost over \$1 million dollars to create a privacy wall at the new school boundary.  
**Motion:** Ms. Schwartz motioned to approve the treasurer's report with Mr. Wilson seconding the motion; approved unanimously.
2. Tom Harruff provided the Greater Imperial Board Report in which the Board discussed a single lane bike lane throughout the community. The GIB board also discussed the pricing of an audit. Mr. Harruff also discussed the front gate entry access system. (Attached)

#### ARB Report

1. Ms. Schwartz provided the ARB report to the board. Forty-three applications were reviewed. One lot has been sold and will be going through the ARB process from the start of construction. There are no outstanding requests at the time of this meeting.

## Maintenance Superintendent Report

1. Mark Thieme provided a maintenance update. Entrada gate access is being monitored. Mark is collecting data to assist with entry. Camera has been installed and annual plantings have been completed. Fence repair has been completed.
2. Mr. Harruff asked about the permitting for the wells to be drilled. Mr. Thieme advised the permits are with the County for review and approval. Will be digging 100 ft. wells.

## Violation Report

1. Management was asked to review the outstanding violations and see if updates are needed. Ms. Schwartz asked about the curbside staining throughout the property which is the association's responsibility and if we are going to violate owners with the same issue. The staining comes back quickly after cleaning due to the iron content in the irrigation water system. Cleaning the curb lines throughout the community would be a time constraint activity which would have to be maintained.  
**Motion:** Ms. Frost motioned to have a proposal to clean the curb lines with Ms. Schwartz seconded the motion; approved unanimously.

## Beautification Committee

Ms. Frost advised there was no meeting to provide a report

## Old Business:

- a. Mr. Harruff provided an update on the Zimmerman property. The elevation is adequate for the property. Mr. Harruff advised there is no water coming up to the property from the drainage system, however if the drainage system is overwhelmed by extreme rains, there will be some residual water. There is nothing for the association to do at this time.
- b. Mr. Mickleson provided information on aeration system for Zach Lake. The board approved the proposal from Anovus for the installation of aeration system at Zach Lake.  
**Motion:** Mr. McCabe motioned to install a bubbler at Zach Lake not to exceed \$15,407 for bubbler and \$5,000 for electrical work with Ms. Schwartz seconding the motion; approved unanimously.

## New Business:

1. Committee Charter to outline how committees operate and how the board selects volunteer members.  
**Motion:** Mr. Mickelson motioned to approve the recommended committee charter with Mr. Harruff seconding the motion; approved. Voting for Harruff, McCabe, Schwartz and Mickelson. Opposed Frost, Wilson and Litow.
2. Owner comment from Ryan regarding sealcoating. Would like more information as he is not in favor of sealcoating. As it pertains to the school, there may be a precedent through Lee county that provided a county contribution to the boundary wall. He believes a sound survey was completed by the county and wanted to know if the sound survey took in consideration of building noises or the resulting school noises.
3. **Motion:** Mr. Harruff motioned to approve the Cypress Access upgrades for computer and software licenses for the back gate not to exceed \$5,000.00, Ms. Schwartz seconded the motion; approved unanimously.

**Future Meeting Dates:** July 23, 2020 at 2:00 p.m.

**Motion To Adjourn:** With no further business to discuss, the meeting was adjourned by proper motion and unanimous approval at 4:04 pm.