

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 25, 2018

8:30AM

Weybridge Clubhouse, Imperial Golf Estates

- 1. Call to Order:** The meeting was called to order at 8:30AM by President Tom Harruff. The following board members were present: Tom Harruff, Scott Toth, Patrick Keating and Charlie Litow. Mark Thieme, IGE Superintendent and Beth McWilliams, CAM representing Sandcastle Community Management attended. There were three owners in attendance.
- 2. Proof of Notice/Quorum:** Superintendent Thieme posted Notices on the community Bulletin Boards. Quorum was established.
 - A motion was made by Mr. Harruff and seconded by Mr. Toth to appoint Nate Celauro, Pat McCabe and Martha Mugford as a board of directors. The motion was unanimously approved.
- 3. Homeowner Issues/Comments:** Mr. and Mrs. Hish, 2015 Imperial Golf Course Boulevard presented a request for a setback variance. Document revisions and amendments were discussed.
- 4. Approval BOD Minutes: December 21, 2017:**
 - A motion was made by Mr. Harruff and seconded by Mr. Toth to approve the December 21, 2017 board meeting minutes as presented. The motion was unanimously approved.
- 5. IGE HOA Treasurer's Report - December 2017 Financials:** Treasurer, Pat McCabe

The following is select financial information of the IGEHOA for the year ending December 31, 2017:

Balance Sheet

Assets		Liabilities and Equity	
Cash	\$179,427	Current Liab.	\$174,355
Reserves	442,576	Reserves	442,576
Accts. Rec.	10,176	Equity	24,095
Other	8,847		
Total	\$641,026		\$641,026*

*Difference due to rounding

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

Year to Date Income and Expense

Income

Budgeted \$1,156,713

Actual 1,182,249

Difference +\$25,536

Actual income exceeded budgeted in a variety of income categories.

Expense

Budgeted \$1,156,712

Actual 1,208,623

Difference + \$51,911

Actual expenses were higher than budgeted due legal fees, utilities, additional insurance coverage and Hurricane Irma Expenses.

Treasurer's Comments:

We ended 2017 with expenses exceeding income by \$51,911 but still ended 2017 with equity on our balance sheet of \$24,095. There are additional Hurricane Irma Recovery costs to be expensed this year that were not considered when we established the 2018 budget. 2018 will be a tight year with the Board making hard decisions on what expenses to fund and what projects to delay to a subsequent year.

On Sunday, September 10 Hurricane Irma made a direct hit on Florida and slammed into Imperial Golf Estates. Many SW Florida communities suffered significant damage.

Below is an expense breakdown of damage IGE suffered and future repairs/recovery known at this time:

Through December 31, 2017:

\$26,250 for cutting and removing damaged and fallen trees from the perimeter and property fence lines.

\$5724 for replacing damaged or destroyed street and traffic signs.

\$3800 for clean- up in common areas.

\$5097 for street and drain repairs and fuel for "Bertha", the HOA pump for Phase 5.

\$800 for repair of well house and cameras at Entrada entrance.

\$2132 for other misc. expenses for recovery

\$43,803

From January 1, 2018 to January 18, 2018:

\$8475 for grounds clean up.

\$5204 for preliminary drainage pipe work at Phase 5.

\$1255 for street repairs.

Total through 1-18-18: \$58,737

Future Repairs and Recovery

Cost unknown at this time:

Street repair including lids replacement, sidewalks and rebuild storm boxes.

New sod.

Six drainage pipe replacements.

Phase 5 drainage pipe widening.

Park landscaping.

Tree replacement.

Known cost at this time:

\$4200 Phase 5 drainage pipe clean out.

● A motion was made by Mr. Harruff and seconded by Mr. Toth to accept the Treasurer's Report as presented. The motion was unanimously approved.

6. **IGEHOA President's Report:** President, Tom Harruff

My three topics will be our new Bulk Cable TV and Bulk Internet Agreements, Hurricane Irma, and our purchase of a warehouse building that we have been renting.

Bulk Cable TV: Our new Bulk Cable TV and Bulk Internet Agreements are currently at Comcast Corporate for their signature. We banded together with four other Imperial condo and HOA associations to put together a coalition of over 1,000 doors, 2/3s of Imperials over 1,500 doors. We jointly solicited proposals from, in alphabetical order, Comcast, Hot Wire, Lite Stream and Summit. All four responded with proposals including both Bulk Cable TV and Bulk Internet. While we only had a current agreement for Bulk Cable TV some of the other association had agreements for both bulk services. All four bidders were visited and the group down selected to two for additional consideration and finally selected Comcast as the best value supplier. In November, we had a Town Hall meeting with Comcast and our contractor CSI where the details of the new agreement were presented. That briefing is posted on our web site for those who did not attend the Town Hall Meeting. The bottom line monthly per unit cost of this new agreement is \$46.00 for cable TV, \$33.50 for Internet, plus associated taxes and fees for a total per month, per unit of approximately \$84.00. The services will include Digital Preferred TV channels versus our current digital basic package, their new voice activated X-1 service with a whole house DVR, three companion boxes and one DTA for a total of up to five connections. Each home will be able to schedule Comcast for a free whole house compatibility check of your internal coaxial cabling as well as the installation of the new equipment and services. It is my understanding that Comcast will notify each household when and how the homeowner can schedule their installations which are scheduled to begin on April 1. The internet connection will be their Blast speed now at 100 Mbps. Later in 2018, starting in the third quarter, Comcast will be installing fiber optic cable in underground conduit to each house.

Hurricane Irma: Irma was a very significant event for most of us. Internal street flooding, home damage and landscape damage. Prior to Irma we had Tropical Storm Emily and another unnamed storm that each overwhelmed our drainage system. In preparation for Irma Mark and Dan Castaldini ran a test of the Phase 2 drainage system by opening the weir at Majestic. Within one day that lake was dropped 12 inches but Empress Lake only dropped 2 inches and Countess Lake dropped 3 inches. One issue that was highlighted was a single 24" drainage pipe on the East Golf Course that was restricting the flow of water from our storage lakes. We have been working with the Golf Club and they are engineering a fix to that bottle neck that should be installed in May. Prior to Irma we opened the weirs and drained down as much water as we could from all of our storage lakes. Obviously, a direct hit by a Cat 3 or 4 hurricanes exceeded the capacity of our drainage and storage systems resulting in flooded roads in Phase V and around Empress Lake. The Phase V issue is the current fixed 9" outflow

orifice authorized by the SFWMD in that weir. Prior to Irma we asked the SFWMD for permission to install and run our pump to drain the Phase V system and lake in preparation for Irma but they turned us down. Fortunately, Collier County subsequently gave us permission to use the pump since their drainage system was the receiving system. Again, the amount of water from Irma flooded the streets in Phase V but we continued to pump around the weir. The SFWMD has recently approved a modification to our Phase V Surface Water Management Permit to increase the size of the outlet orifice from 9" to 18.5" and we will be modifying the Phase V weir prior to next rainy season.

Purchase of a warehouse Building: Since 1999 we have been renting half of a warehouse building located behind the Tennis Academy. The owner used the other half for storage of his personal property. We had asked the elderly owner to purchase the building or at least give us the right of first refusal if it were to be sold but never received any response to our offers. The Tennis Academy was also interested in purchasing the property. After the passing of the owner we were contacted by a realtor handling the sale of some of the estates real estate. The Board voted to make an offer for the property rather than moving our maintenance operations off site to another facility. Fortunately, our bid was accepted and we have purchased the building. Mark has been cleaning out the building and reconfiguring the space so that we will have more inside storage for our machinery and supplies. This was the first add to our Common Area that I am aware of since accepting the turnover from the developer of Phases 1 – 5.

7. **GIB Report:** Report not presented.

8. **Superintendent's Report:** Superintendent, Mark Thieme

I want to thank Dan Castaldini, director over drainage and infrastructure and everything Entrada, and Tom Harruff president. Both walking knowledge bases of everything Imperial. We three have worked together over every project for many years. By one or the other or both, everything that was accomplished was accomplished through Dan and Tom's nonstop efforts. I will miss working with you both. This last year was a year of getting many projects ready for an as easy as possible turnover to the new board.

Drainage:

There are 6 drainage pipes up for board vote today. 5 for Empress and 1 on Countess Ct. We still have now 9 drain lids waiting for a schedule to install in February. The phase 5 drainage cleaning should start near the same time as the phase 2 pipe repairs.

Hurricane Irma:

We are not finished with the sod replacement, 1/2 to 2/3 still to finish. All cleanup has been completed and bills are in. Incredibly lower than imagined. We have been unable so far to hire a fence company. We will have to try a different approach. We have a proposal for the trees that we will be replacing, to be voted on today.

Gate House:

Christmas decorations are down. A number of residents this month have used the Entrada gate pulling a trailer. The sensors are not capable of reading a trailer, somehow they made it through by speeding. Only bar down this month, a vender trespassed on Sunday.

Cul-De'Sac Pavers:

Pavers are waiting for a February scheduling. Prior to the project we will be going to each cul-de'sac to disconnect and cap each water system.

Residents, please remind your guests and vendors to use the 41 entrance.

9. **Entrada Report:** Director, Castaldini (resigned)

This is my last official meeting for the Imperial Home Owners Association. However, I have agreed to make myself available, at the New Board's discretion, to complete the ongoing efforts to improve both the Phase 5 and Phase 2 Drainage Systems which both failed dramatically as a result of two major rain events and Hurricane IRMA that we endured in rapid succession, this past fall. We have been attempting to improve both systems for years but have not been allowed by the District or County to implement any proposed changes until this incident exposed our ability to control Flooding.

While I believe we have made progress in the past to improve our drainage system as much as has been allowed, IRMA and the two previous storms proved that much more work is required. We reopened negotiations with the County as well as South Florida Water Management, after the storms, in the effort to allow us to improve both of our drainage systems, to which they have agreed.

These efforts are what I have agreed to assist with in the coming months at the pleasure of the Board.

- A motion was made by Mr. Harruff and seconded by Ms. Mugford to approve the MRI proposal for Empress drainage repair not to exceed \$36,000 as well as upgrading Phase 5 weir not to exceed \$4,016. The motion was unanimously approved.

Beautification Committee Report: Director, Charlie Litow

As a result of Irma, our focus from enhance and augment was modified to bring IGE back to its former self prior to IRMA. We have made progress, but plenty still needs to be done, so replacement in the common areas, fence repair, preserve clean up and tree replacement. The herb garden will be planted in the spring in Empress Park. Volunteers will cover the maintenance. An exact location is to be determined based on watering needs.

Once the water main is complete, we will determine a plan of action for the 4 way stop. Majestic has a leaning bush and a plan for another bench facing the woods. There is an abundance of wildlife in the trees. Cypress Preserve will be sprayed to kill the weeds within a couple of weeks and the dead and fallen trees will be removed in short order. Bismarck Park lost 4 trees. We hope trees will come back from the existing stumps. A new magnolia will be planted in Zach's Lake. Close to 50% of the sod in the common areas has been replaced since Irma. Our perimeter fence needs repairing. We have one bad spot. Overall, the damage is not very bad. We have started communications with our neighbors in Delasol in cleaning up their berm. We hope to make progress in the next 1-2 months. Other ideas will be circulated amongst the committee once we get past the Irma clean up.

- A motion was made by Mr. Harruff and seconded by Ms. Mugford to have Jose Peneda, Inc. replace 8 trees near the school canal not to exceed \$4,650. An owner requested that at some point to have all 24 trees replaced that were destroyed by the hurricane. The motion was unanimously approved.

10. **Architectural Review Board Report:** Director, Scott Toth

The following requests were approved by the Architectural Review Board (ARB) for the period December 21, 2017 to January 23, 2018:

<u>NAME</u>	<u>ADDRESS</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
KING	1807 IGCB	12/29/18	GENERATOR	APPROVED
ABRAMS	1940 IGCB	12/22/18	NEW METAL ROOF	APPROVED
BUEHRER	1962 IGCB	01/03/18	NEW TILE ROOF	APPROVED
OHNESORGE/PORTER	2022 PRINCE DR	12/27/18	NEW ROOF & GUTTERS	APPROVED
FULLER	2046 IC	12/29/18	GENERATOR	APPROVED
SMOLJAN	2053 IC	01/03/18	REPAINT HOUSE	APPROVED
SZATKOWSKI	2211 IGCB	12/26/18	NEW ROOF	APPROVED
TRAPANI	1813 PRINCESS CT	01/08/18	NEW TILE ROOF	APPROVED
MCCANN	1901 PRINCESS CT	01/08/18	NEW ROOF	APPROVED
MCCANN	1901 PRINCESS CT	01/08/18	REPLACE POOL CAGE	APPROVED
ROE	2071 IMPERIAL CIR	01/08/18	NEW PAVER POOL DECK	APPROVED
ROE	2071 IMPERIAL CIR	01/08/18	NEW POOL CAGE	APPROVED
MARTIN	1815 IGCB	01/08/18	GENERATOR	APPROVED
TOTH	2224 REGAL WAY	01/08/18	NEW PAVER POOL DECK	APPROVED
DELLAGATTA/FNMA	1913 PRINCESS CT	01/11/18	NEW ROOF	APPROVED
DUFFY	2253 IGCB	01/11/18	FENCE	APPROVED
MIARS	1996 IGCB	12/28/18	POOL FENCE	APPROVED
OAKUM	2018 PRINCE DR	01/17/18	NEW ROOF	APPROVED
CATLETT	1923 COUNTESS CT	01/12/18	NEW GARAGE DOOR	APPROVED
CATLETT	1923 COUNTESS CT	01/12/18	TRAVERTINE POOL DECK	APPROVED
CATLETT	1923 COUNTESS CT	01/12/18	POOL RENOVATION	APPROVED
CATLETT	1923 COUNTESS CT	01/12/18	REPAINT HOUSE	APPROVED
TRAPANI	1813 PRINCESS CT	01/20/18	REPLACE POOL CAGE	APPROVED
VINCENT	2221 NOBLE CT	01/22/18	NEW ROOF	APPROVED
SHELLY	1811 PRINCESS CT	01/22/18	PAVER DRIVEWAY	APPROVED
ROSE	2110 IGCB	01/22/18	NEW ROOF	APPROVED

1. There were no disapproved requests, and one is pending further review by the Architectural Review Board for the period, November 16, 2017 to January 23, 2018: 2037 Prince (McDonald) Roof Repair 1/3/18.

- A motion was made by Mr. Harruff and seconded by Mr. Litow to accept the ARB Report as presented. The motion was unanimously approved.

11. Infrastructure, Roads (Storm Water Management and Drainage): Director, Dan Castaldini

We have met with Collier County and the South Florida Water Management District as well as Hole Montes, our selected Water Management Engineering Company, and presented our views for improvements on both the Phase 5 Drainage System and our Drainage System for Phases 1 through 4.

For Phase 5 we hired MRI Company to send cameras into all the Drainage Pipes and Catch Basins throughout Phase 5 to identify any/all obstructions. In the near future they will return and remove any/all obstructions throughout the system. Our negotiations with the County and the South Florida Water Management District to enlarge the drainage opening at the discharge weir continue. We are hopeful that our request will be approved. If it is, a significant improvement of drainage issues throughout Phase 5 is expected. Stay tuned!

Phases 1 through 4 have a more complex situation to overcome in order to improve their drainage problems! We have to consider the wants and needs of the Golf Course which often conflict with the HOA wants and needs. All our drainage from our North Side passes through the Golf Course through a long series of drain pipes and lakes and returns to us at the Majestic Weir on the Southside of the East Golf Course and out to the County Drainage System to the Gulf. The trip for the drainage is long and slow and any progress to lower our flooding lakes on the North Side requires many hours to pass through this complex and inefficient system. This problem is exasperated greatly if/when any obstructions are encountered on the trip! The result is often a disagreement between the HOA and the Golf Club about when to begin or stop the process of draining. We need to start draining as early as possible to provide “room” for the expected rain so it won’t flood our streets. The Golf Club wants to keep their lakes as full as possible for esthetic purposes. These two opposing requirements have been the cause of many disagreements, from both sides, that will continue until significant improvements to the maintenance and operation of system can be made.

The system was designed and built in the 70’s before any construction of housing was built in Imperial and before any surrounding communities were constructed. There was little or no runoff to contend with compared to what we have to contend with today. The result is a system that is failing and will only get worse unless significant improvements are initiated within the HOA and on the Golf Course!

12. **Newsletter Wingwall:** Director Harruff

13. **Perimeter Awareness:** Director Keating Speeding and potentially dangerous driving habits of some owners was discussed.

14. **Traffic Awareness Report:** Director, Patrick Keating

15. **Violations:** Director, Martha Mugford

We have a lot of roof damage in Imperial and a lot of tarps covering the damage. It is difficult to get a roofer and they have raised the prices considerably. We will have to set a target date for debris, cleanup of lawns and general maintenance. I only have one property for the fining committee and that is on 2203 Regal Way.

A motion was made by Mr. Harruff and seconded by Mr. Toth to fine the following properties: 1943 Imperial Golf Course Boulevard, 2203 Regal Way, 2257 Regal Way and 2213 Imperial Golf Course Boulevard. The motion was unanimously approved.

16. **Community Manager’s Report:**

An Entrada Gate Violation Report as well as a Community Violation Report were presented. .

17. **Unfinished Business:**

Phase 5 Drainage is ongoing. The Comcast agreement has been signed.

18. **New Business:**

Establishing an Infrastructure Committee was discussed. The infrastructure projects that are ongoing or upcoming are:

Phase 2 & 5 drainage, Abrahamson suit, North / South canal, Comcast fiber to home upgrade, 2018 Cul de Sac (12) removal of plantings, drainage repairs, Road Resurface Planning, Irma repairs and replacements

The following is a preliminary list of duties/ roles for the Committee:

1. To meet and identify projects and assign responsibility for each project within the committee.
2. To obtain approval from the Board for project funding.
3. To identify and notify the Board of projects that are complete, details of projects in process and problems or issues.
4. To get competitive bids on projects proposed by the Board or the Committee.
5. Manage infrastructure projects through completion.

The 2017 Audit Related Party Questionnaire forms were distributed to the board members.

Tom Harruff's resignation was accepted. There will be an appreciation function scheduled in the near future.

19. **Next Meeting Scheduled:**

The next Board of Directors meeting is scheduled for February 22, 2018 at 8:30AM at the Weybridge Clubhouse.

20. **Adjournment:**

There being no further business to discuss a motion to adjourn the meeting was made by Mr. Harruff and seconded by Mr. Toth. Unanimously carried to adjourn at 10:30 AM.

Board of Directors

Imperial Golf Estates Homeowners Association, Inc.