

# 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 22, 2018

8:30AM

Weybridge Clubhouse, Imperial Golf Estates

- Call to Order:** The meeting was called to order at 8:30AM by Secretary Martha Mugford. The following board members were present: Pat McCabe, Nathan Celauro (by phone), Patrick Keating and Charlie Litow. Mark Thieme, IGE Superintendent and Beth McWilliams, CAM representing Sandcastle Community Management attended. There were seven owners in attendance.
- Proof of Notice/Quorum:** Superintendent Thieme posted Notices on the community Bulletin Boards. Quorum was established.
- Homeowner Issues/Comments:** A question was asked about the work truck still parked in Phase V. Both Mr. Harruff and Ms. Mugford have talked to the owner. A resident discussed external modifications by his neighbor that were not approved by the ARB. Code Enforcement has been notified.
- Approval BOD Minutes: January 25, 2018:**
  - A motion was made by Mr. Litow and seconded by Mr. Keating to approve the January 25, 2018 board meeting minutes as presented. The motion was unanimously approved.
- Director Appointments:** None presented.
- Election of Officers:** A motion was made by Mr. Litow and seconded by Mr. Keating to elect the board officers as follows: President: n/a; Vice President: Scott Toth; Treasurer: Pat McCabe; Secretary: Martha Mugford; GIB Representative: Pat McCabe. The motion was unanimously approved. A homeowner who had previously agreed to serve on the Board changed his mind.
- IGE HOA Treasurer's Report - January 2018 Financials:** Treasurer, Pat McCabe

The following is select financial information for the IGEHOA for the month of January 2018:

#### Balance Sheet

Assets		Liabilities/Reserves/Equity	
Cash	\$268,907	Current Liab.	\$303,397
Reserves	486,890	Reserves	486,890
Accts. Rec.	30,746	Equity	35,108
Other	38,852		
Total	\$825,395		\$825,395

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

Monthly Income and Expense:

Income

Budgeted \$110,609

Actual 109,179

Difference: \$(1430)

Actual income was less than budgeted due to lower newsletter income and transfer fees.

Expenses

Budgeted: \$110,604

Actual: 98,079

Difference: \$12,525

Actual expense was less than budgeted due to lower cable/ internet expense.

Treasurer's Comments:

Actual landscape expense was less than budgeted, but was offset by continued hurricane expense cleaning up common areas.

Comcast has not yet began billing the HOA for increased services.

Therefore HOA equity increased over \$11,000 for this month.

- A motion was made by Mr. Litow and seconded by Mr. Keating to accept the Treasurer's Report as presented. The motion was unanimously approved.

8. **IGEHOA President's Report:** Report not presented.

9. **GIB Report:** Report not presented.

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

**Drainage:**

The 6 drain pipe project has been approved and will start in March.

The Phase V drain cleaning should start along with the 6 pipes.

The 9 drain lids along with 4 boxes have been repaired.

Phase V weir project, Hole Montes is researching companies to build the new structure.

**Hurricane Irma:**

Sod replacement is almost finished.

The fallen trees in Cypress Preserve have been removed.

We have bought fuel storage tanks to hold fuel through future possible storms.

**New Plantings:**

The replacement Robellini have been planted by Cypress Park. The remaining plants are still on order.

**Entrada Gate House:**

So far, no incidents this month.

**Cul-De-Sac Pavers:**

The paver project has started. Irrigation has been disconnected.

**Shop:**

Cleanup and repairs are ongoing at the shop after 40 years of use.

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

- A motion was made by Mr. McCabe and seconded by Mr. Litow to ratify an expense approval for Hole Montes for \$800.00 to solicit vendors to modify the Phase V Weir. The motion was unanimously approved.

11. **Entrada Report:** Report not presented.
12. **Beautification Committee Report:** Director, Charlie Litow No report
13. **Architectural Review Board Report:** Director, Scott Toth

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The following requests were approved by the Architectural Review Board (ARB) for the period January 24, 2018 to February, 21 2018:

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<u>NAME</u>	<u>ADDRESS</u>	<u>DATE REQUESTED</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
HISH	2015 IGCB	01/25/18	EXTEND POOL CAGE - VARIANCE	DISAPPROVED
JASTRZEMBSKI	1925 IGCB	01/28/18	REPLACE ROOF	APPROVED
MCQUINN	1819 IGCB	01/26/18	PAVER DRIVEWAY	APPROVED
MULLIS	2207 REGAL WAY	01/30/18	NEW IMPACT WINDOWS AND DOORS	APPROVED
MOUSSA	2115 IGCB	01/30/18	REPLACE ROOF	APPROVED
FULLER	2046 IC	01/30/18	HURRICANE SHUTTERS	APPROVED
MAPES	2034 CG	02/01/18	REPLACE ROOF	APPROVED
SHIELDS	2044 IC	02/01/18	REPLACE ROOF	APPROVED
ROE	2073 IC	02/09/18	REPLACE ROOF	APPROVED
WINSLOW	1936 IGCB	02/09/18	HURRICANE SHUTTERS	APPROVED
BLANCHARD	1955 IGCB	02/11/18	REPLACE ROOF & DUMPSTER	APPROVED
BRUSCA	1944 IGCB	02/13/18	GENERATOR	APPROVED
BRUSCA	1944 IGCB	02/13/18	REPLACE ROOF	APPROVED

1. There are no requests that are pending further review by the Architectural Review Board for the period, January 24, 2018 to February, 21 2018.
  2. There was one disapproved request, and none that are pending further review by the Architectural Review Board for the period, January 24, 2018 to February, 21 2018.
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- A motion was made by Mr. Litow and seconded by Mr. Keating to accept the ARB Report as presented. The motion was unanimously approved.

14. **Infrastructure, Roads (Storm Water Management and Drainage):** Infrastructure Committee

Here is a preliminary list of infrastructure projects the HOA has ongoing or upcoming:

1. Phase 5 drainage
2. Phase 2 drainage
3. Abrahamson drainage
4. North / South canal
5. Comcast Fiber to home upgrade
6. 2018 Cul de Sac (12) removal of plantings
7. Drainage repairs
8. Road Resurface Planning
9. Irma repairs and replacements

Here 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 North Naples Middle School is erecting a chiller plant. The board's concern is that the facility would store construction materials on a jurisdictional wetland. Nathan Celauro and Tom Harruff agreed to contact the school for clarification.

15. **Newsletter Wingwall:** A new advertiser was contracted. The board is soliciting volunteers to assist with writing the newsletter.
16. **Perimeter Awareness:** Director Keating Speeding and potentially dangerous driving habits of some owners were discussed.
17. **Traffic Awareness Report:** Director, Patrick Keating Community participation by all who access Entrada was discussed and the Sheriff's department will be requesting enforcement approval from each community.

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

Imperial Golf Estates is still recovering from hurricane Irma. Screens, cages, roofs, tree removal/trimming and landscaping are still being addressed by residents. It has been difficult to get contractors to bid/repair as they have been inundated with requests.

There were four properties sent to the fining committee with approval of the Board. The fining committee will be meeting in late February.

19. **Community Manager's Report:**

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

20. **Unfinished Business:**

Phase V Drainage is ongoing. The Comcast agreement has been signed by IGE and forwarded to Comcast for their Corporate review and signature..

21. **New Business:**

- A motion was made by Mr. McCabe and seconded by Mr. Litow to increase the credit limit of the Superintendent's association's credit card to \$4,000.00. The motion was unanimously approved.

22. **Next Meeting Scheduled:**

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

23. **Adjournment:**

There being no further business to discuss a motion to adjourn the meeting was made by Mr. Litow and seconded by Mr. McCabe. Unanimously carried to adjourn at 10:00 AM.

**Board of Directors**

**Imperial Golf Estates Homeowners Association, Inc.**