

# 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

May 23, 2019

8:30AM

Sandcastle Community Management

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1. **Call to Order:** The meeting was called to order at 8:30AM by Charlie Litow. The following board members were present: Nate Celauro, Gale Schwartz, Martha Mugford, David Krause, Pat McCabe (via Phone), John Mickelson (via Phone) also present James Kelly, CAM Director of Property Management representing Sandcastle Community Management and Mark Thieme IGE Superintendent.
2. **Proof of Notice/Quorum:** Notices on the community Bulletin Boards. Quorum was established.
3. **Approval BOD Minutes: April 25, 2019:**
  - A motion was made by Ms. Schwartz and seconded by Mr. Celauro to approve the April 25, 2019 board meeting minutes as presented. The motion was unanimously approved.
4. **IGE HOA Treasurer's Report - Financials:**

**Re:** April 2019 financials

The following is select financial information for the IGEHOA for the month of April 2019:

#### Balance Sheet

Assets		Liabilities and Equity	
Cash	\$256,565	Current Liab.	\$336,757
Reserves	618,210	Reserves	618,210
Accts. Rec.	44,412	Equity	86,571
Other	120,165	equity gain or (loss)	(2,186)

Total	\$1,039,352	\$1,039,352
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The financial position of the HOA is good and it has adequate cash to meet its needs.

#### Monthly Income and Expense

##### Income

Budgeted	\$130,227
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Actual	138,131
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Difference \$7904

Actual income was more than budgeted due to accounting entry.

See Treasurer's Comments below.

##### Expense

Budgeted	\$130,227
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Actual	152,964
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Difference \$(22,737)

Actual expense was significantly greater than budgeted.

See Treasurer's Comments below .

#### Treasurer's Comments:

IGEHOA pays, annually, \$117,924 to the Greater Imperial Board (GIB)

for services the GIB provides the IGEHOA.

Other HOA's in our community share in these GIB expenses.

Monthly, the expense to IGEHOA is \$9827.

Our property manager, Sandcastle, is converting over to a new accounting system.

Last month IGEHOA monthly GIB expense was posted incorrectly.

At last month's IGEHOA meeting this was pointed out to Sandcastle.

This month Sandcastle has corrected the posting error on the income portion of our budget and correctly posted the GIB fees to expense.

As a result IGEHOA this month shows two months of GIB expense instead of one month.

However, the actual year-to-date GIB expense shown on the IGEHOA financials is the correct amount: \$39,308.

Also, due to the accounting change over, several other building and maintenance expenses were delayed in being reported until this month: approx. \$10,800.

Financially yours,

Pat McCabe

Treasurer

## **5. IGEHOA President's Report:**

May 23rd, 2019, 8:30am.

-Some of you have probably noticed a lemonade stand at the 4 way stop. Nothing prevents this from happening. Does this cause any concern for anyone? A member ask that I bring the issue up.

-A realtor brought up the mail box rule. Her concern was as drafted, the seller will put in a compliant box, but the cheapest possible. Does this cause any concern?

- Collection issue. We need a motion passed that permits us to litigate against the bank owner at 1937 Princess for ignoring our demands to comply with our covenants.

- 2015 IGCB has requested written permission from the board to replace his sidewalk between his driveway with pavers. He will pay all costs and maintain same. Under 2.1C of our covenants, only upon written consent of the board is this possible. The sidewalk looks terrible, is actually a hazard right now and certainly does not fit the existing design. Legally, if someone were to fall, this would actually expose the homeowner to liability since he agreed to maintain it. I don't see this increasing our risks or opening the door to more requests as it is a unique situation.

-2016 IGCB. Said property is scheduled to close on June 13, 2019. As noted in a survey objection letter from the Buyer's attorney Mike Gentzel and survey prepared by F.L.A. Surveys Corp., a portion of the existing screened pool area encroaches into the 12' drainage easement dedicated to Collier County and maintained by Imperial Golf Estates Homeowners Association, and violates the Association's 15' minimum rear setback requirement.

To the best of our knowledge and belief, as supported by permits, certificates of completion and the Property Appraiser records, the screened pool area was constructed by the original owner circa 1086-1987. The buyer is requesting the Association's execution of a variance letter allowing the existing screened pool area to remain in its current location, and the owner(s) of the property to repair, maintain and/or replace the screened pool area in its current location and within its current footprint.

According to John Houldsworth at Collier County Planning, there are no drainage pipes buried in the drainage easement.

They are currently working with the County on approval of the attached Easement Use Agreement, which will also require sign-off by the Association.

Properties in default- need a motion to proceed with lien for failing to pay assessments  
XXXX IGCB  
XXXX Regal Way  
XXXX Countess court

**Motion made by director Celauro and seconded by Director Krause to proceed with lien**  
**Vote: Motion passed**

-Governing documents.

Attached are the proposed changes. Do we have a motion to approve same or amend and a second?

- 1) Articles. -The board shall consist of not less than three (3) Directors, clarifying minimum number.
- 2) By Laws. - the annual meeting will be on the 4<sup>th</sup> Monday of January, but can be another time.
- 3) - notification by electronic means if you opt in.
- 4) -a quorum is  $\frac{1}{4}$  of the members for an annual meeting or  $\frac{1}{3}$  for a special meeting.
- 5) -clarifying number of board members and years of service.
- 6) -clarifying qualifications.
- 7) - an officer can hold more than one office.
- 8) -fines can \$100 a day or up to \$1500 a year in the aggregate.
- 9) Covenants. -raising from \$200 to \$250 how much the board can spend without a special assessment.
- 10) -special assessments require a  $\frac{2}{3}$  vote, except if an act of god creates a state of emergency.
- 11) -fines from 50 to 100 and aggregate of 1500.00.
- 12) -the board may reject a tenant who is felon.
- 13) requiring a vote of  $\frac{2}{3}$  of the membership to install a fountain to be paid for by the HOA. As drafted it indicates fountains will not be paid for at all.

**Motion was made by director Krause and seconded by director Mugford to approve that the attorney include numbers 1-11 on the above document changes.**

**Vote: Motion passed**

Respectfully Submitted,

Charlie Litow

**6.GIB Report:** No report

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

**Road repaving project:**

Phase 1 through 4 paving project will start on May 28<sup>th</sup>

**Parks**

**Sidewalks:**

Sidewalk repair is complete.

**Drainage:**

Zack's Lake, will be the first lake to be wrapped with 1 band of Zoysia grass close to shoreline. Serving two purposes, binds the shore from erosion and helping filter fertilizer from entering the water due to such binding and deep roots.

**Parks:**

We are working on the rust stains at Regal and the 4wat intersection.

Pine trees, we lost at least 60 pine trees since hurricane Irma. We are drenching surrounding pines with a systemic insecticide, attempting to save pines.

**Gate House:**

We had no incident repairs this month.

Residents please DO NOT confront violators, and don't try to stop tailgaters by slowing down through the gate. Almost always it is another resident that you are holding under the gate as it comes down. Just notify the office of the time and what vehicle you are driving.

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

Respectfully submitted by

**Mark Edward Thieme**

**8. Beautification Committee Report: Director Krause**

Beautification Report IGE Board meeting May 2019

As beautification director, I look to the board to help direct and delineate my responsibilities. The common areas of parks and over 20 acres of ponds require attention and if these are areas to which the board wants me report on, am happy to do so.

My recommendations include Bismark Park landscaping upgrade from Irma damage, which includes the area on the water bank where the boat ramp and bench are located. This is an eyesore currently and some landscaping would be helpful.

Perhaps the board would entertain a discussion on some physical fitness items for Bismark and perhaps some other parks.

Majestic park and other area have had bare areas for almost a month where flowers are generally planted and irrigation provided. These areas require planting and has been discussed with Mark.

As a result of a meeting with Charlie, Nate, and Mark, I was just recently provided our contract for water management from Mark. The ponds are managed by a company named Annovus, and their man Zeb. The current contract includes weed control, management of algae, and grasses with treatment once a month.

In addition, the current contract includes quarterly cleaning of all lights and screens of 3 fountains! In other words, we are currently paying for quarterly fountain cleaning services within our \$1000 a month contract with Anovus.

My suggestion to the board is that I be allowed to talk to the vendor to discuss the services. With no fountains to maintain, I would like to negotiate water testing services quarterly, which are currently on no schedule. Substituting water quality testing for fountain maintenance would be my goal. Current cost is \$250 for each water test, but with no fountains to maintain, perhaps this would be absorbed in our current contract.

The vendor has requested a \$150 fee to talk with me about his services. Although I had scheduled a meeting to meet Zeb at no cost, it was cancelled to my surprise. Again, I would like direction from the board as to how I should proceed with my role as Beautification Director, as I need access to information in order to provide meaningful reports to the board.

**9. Architectural Review Board Report:** Director, Gale Schwartz

Written Report Not Available.

**COUNTESS: 1903 – LAWN NEEDS ATTENTION, 1905 – LAWN AND STAINS ON CURB 1908 –**

**STAINS ON DRIVEWAY AND CURB**

**COUNTESS COURT – 1917 – LAWN NEEDS ATTENTION, 1915 MAILBOX NEEDS PAINTING**

**REGAL WAY – 2225 – ROOF NEEDS POWER WASHING**

**IGCB – 1861 – LAWN AND DRIVEWAY NEED ATTENTION 2105 – HOUSE, DRIVEWAY AND**

**LAWN NEED ATTENTION, 2033 – ROOF NEEDS POWER WASHING, 2009 – STAINS ON HOUSE**

**AND DRIVEWAY**

**IMPERIAL CIRCLE – 2039, 2050, 2138 ROOF NEEDS POWER WASHING**

**DIRECTOR – MARTHA MUGFORD**

Mr. Celauro made a motion to approve the violation report, second by Mr. McCabe

**12. Unfinished Business: Stated above**

**13. New Business: A motion was made by Director Mugford to schedule a meeting within a 14-day time period to discuss only the current fountain issue. The motion was seconded by Director Celauro. Motion passed**

**Board agreed to not have an August 2019 board meeting**

**14 Next Meeting Scheduled:**

The next Board of Directors meeting is scheduled for June 27th at 8:30AM at the Sandcastle Management.