

Imperial Golf Estates Homeowners Association, Inc.

c/o Sandcastle Community Management
9150 Galleria Court, Suite 201
Naples, FL 34109
Phone: 239-596-7200

Minutes

APPROVED

Board of Directors Meeting

September 26, 2019

6:00 p.m.

Sandcastle Community Management

-
- Call to Order:** The meeting was called to order at 6:00PM by Nate Celauro. The following board members were present: Nate Celauro, Gale Schwartz, David Krause, Pat McCabe, John Mickelson, Charlie Litow (via Phone) and Martha Mugford also present James Kelly, CAM Director of Property Management representing Sandcastle Community Management and Mark Thieme IGE Superintendent. There were also several residents in attendance.
 - Proof of Notice/Quorum:** Notices on the community Bulletin Boards. Quorum was established.
 - Approval BOD Minutes: July 25, 2019:**
 - A motion was made by Ms. Schwartz and seconded by Ms. Mugford to approve the July 25, 2019 board meeting minutes. The motion was unanimously approved.
 - IGE HOA Treasurer's Report - Financials:** Director McCabe

Re: July 2019 financials

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

Balance Sheet

Assets		Liabilities and Equity	
Cash	\$115,327	Current Liab.	\$366,895
Reserves	88,386	Reserves	88,386
Accts. Rec.	52,368	Equity	99,571
Other	284,278	Gain/Loss on Net Income	(14,492)
Total	\$540,359		\$540,360*

*Difference due to rounding

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

Monthly Income and Expense

Income

Budgeted \$ 130,227

Actual 128,497

Difference \$ (1,730)

Actual income was slightly lower than budgeted due to slightly lower member dues received this month.

Expense

Budgeted \$ 130,227

Actual 134,575

Difference \$ (4,348)

Actual expense was slightly higher than budgeted due to higher than budgeted Comcast expense.

Treasurer's Comments:

July's financials are being submitted for Board approval at the September meeting.

There was, by Board agreement, no monthly meeting in August.

August 2019 Financials

Balance Sheet

Assets

Cash \$ 96,653

Reserves (64,848)

Acct. Rec 18,951

Other 170,400

Total \$ 221,156

Liabilities and Equity

Current Liab \$ 198,900

Reserves (64,848)

Equity 106,159

Gain/loss (19,054)

\$ 221,157*

*Difference due to founding

The HOA has adequate cash to meet its needs.

Monthly Income and Expense

Income

Budgeted \$130,227

Actual 131,169

Difference \$ 942

Expense

Budgeted \$ 130,227

Actual 135,732

Difference (5,505)

Actual expense was slightly higher than budgeted due to Comcast bill.

Treasurer's Comments:

This month the HOA felt the full financial effect of the roads and drainage projects completed earlier this year.

Cash to pay monthly bills is adequate.

With the temporary dues increase in effect, the Board anticipates an improving financial picture in the future.

Financially yours,

Pat McCabe

Treasurer

A motion was made by Mr. Mickelson to approve the Treasurer's report, seconded by Ms. Schwartz.

Vote Unanimous

5.IGEHOA President's Report: President Litow

-1965 IGCB. The owner has not responded to our attorney's letter. I recommend we inspect the property first, then we take corrective action to remedy the stated deficiencies. We can also determine if an eviction is proper given the circumstances that surround this property. President Litow will speak to attorney to begin eviction proceedings and will report back to the Board of Directors.

-Violations. I am recommending we beef up the violations policy as its simply too much for Martha's group to handle by themselves. The new policy would look like the following. This is the policy that was adopted at some point in the past and has morphed into the existing policy. The highlighted items are the new elements.

Monthly Site inspection – with pictures Ms. Mugford

Site violation recommendation – Ms. Mugford

Friendly reminders to owners – Sandcastle

14/30 day follow up with inspection – Another Board member volunteer. Director Krause has volunteered.

2nd letter to owner if not corrected – Sandcastle

45/60 day inspections – Another Board member volunteer. Director Krause has volunteered.

Personal call to all owners – President

24 hour inspection to all proposed fined addresses prior to meeting with Fine Committee – Ms. Mugford, volunteer and President, but in no event less than one person.

information forwarded to Fine Committee-Manager

Fine Committee meeting----Hearing with owners

Action plan determined by from the meeting with Committee ~ following statuses:

Fine Committee has up to 30 days for their judgment to owner regarding action for violation

Fine Committee submits recommendation to the Board

-FINANCIALS. Does the majority agree financials should be on our website and on CINC?

-Do we need a policy that should a board member request an email blast from Sandcastle, it should be approved by the president? Similarly, should the president request an email blast, it should be approved by someone as well, say the vice president. Then Sandcastle will know its approved and ready for dissemination.

A motion was made by President Litow that the President will approve all email blasts originating with the President must be approved by the Vice President, seconded by Mr. Mickelson.

Vote Unanimous

-Eballoting. We will or have already added to our website the following link <https://www.emailmeform.com/builder/form/i0g9h4fQLjFI00> which allows one to agree to vote by eballoting. According to our attorney, while the form can be completed, completion of this electronic form suffices as opposed to the paper copy and is obviously simpler. Director Krause will address the campaign to get members to sign up.

- Perimeter Awareness committee. I believe same was disbanded. Since its showing up on our website we should be sure that is the case and remove same from our website.

A motion was made by President Litow to remove the Perimeter Awareness committee from the IGE website, seconded by Mr. Krause.

Vote Unanimous

-Committees. Our website features our committees. A reading of our by-laws indicates all of the same rules that apply to our meetings applies to our committees. I ask the chair of each committee to draft a policy/mission statement for each committee so it can be posted. Also, the name of each member of your committee should be on the website as well, except for violations. Also, please prepare and post minutes of all meetings.

With budget conversations heating up, now is the time to meet with your committees to submit your proposals for the budget.

-Nominating committee. According to our by-laws, now is the right time to establish same. Does anyone wish to chair same? Ms. Schwartz will chair the Nominating committee.

-Veterans Memorial Road Project. The noise study is underway.

-Conversations with members of the community.

- I received several compliments regarding the water levels.

- Mailbox replacement. A realtor informed me of their client repeatedly calling after paying in full to have a mailbox actually installed. We are endorsing ASAP on our website. Beverly indicates other she work with are on the same time table. Do we do anything? President Litow will contact ASAP regarding their service.

- At one time we had a preferred vendors list. This idea came up on Nextdoor. If this of interest to the board, I recommend we establish a committee to tackle same.

-The fountain in Zach's lake was reinstalled, but is not working as the circuit breaker is off.

Respectfully Submitted,

Charlie Litow

6. GIB Report: The GIB budget of \$15.50 per door was approved. The GIB has contracted with Statewide Security beginning October 1, 2019. The GIB Board also approved installation of an exit gate that will be open between 6:00 a.m. – 6:00 p.m.

7. Superintendent's Report: Mark Thieme

Drainage:

The Princess valley gutter scheduled for covering has been postponed due to the need to use the road plate to cover the failing structure on the south side of the development.

The south IGCB pipe has been scheduled for October.

Entrada Gate House:

We have lost 4 cameras.

Residents continue to pull trailers through the Entrada gate.

Well rust:

In Regal Park a test well was drilled.

We are currently working on re permitting the Imperial wells to get out of the iron water, example, 4way intersection.

Zoysia ring:

In August Zack's Lake had a ring of Zoysia sod placed around the lake. It has taken hold and soon will be covered with the Floratam.

Dorian

Dorian was a hit and a miss. We placed Bertha prior to the storm and we released the Majestic and Bismark weirs but closed them on Saturday.

Reflectors:

Some may have noticed red/white reflectors on the sidewalks. They are placed at ¼ mile increments. Starting at the 4way intersection, head south and each reflector is ¼ mile. At the 3way stop turn left or continue into Imperial Circle going counter clockwise with only 100 feet short of ¼ mile. When you leave Imperial Drive East going straight or turning right the markers are still correct with the final reflector ending at the stop sign.

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

8. **Entrada Report:** No report

9. **Infrastructure, Road (Storm Water Management and Drainage):** The IGE HOA signed an agreement to monitor the weirs. The Golf Club placed sand bags at the bottom of the weirs. President Litow will ask the Golf Club to remove the sand bags and remind them of the agreement.

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

Beautification Report IGE Board meeting September 2019

The Beautification Committee responsibilities have been reduced by the Board to the point that no committee is required. The previous \$26,000 budget was eliminated.

Committee Goals

To provide an enhanced space in the common areas so designated for residents to enjoy.

Special projects such as exercise equipment in the parks or a tree planting can be addressed as required with resident involvement with each project based on resident interest. Website will be utilized as recruiting tool to involve residents. A budget request of \$5000 for these items seems prudent, with any items proposed, of course, to be approved by Board.

Enhanced responsibilities may allow more regular meetings and resident involvement.

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

August/September ARB Requests

Address	Request	Approval (y)
2202 IGCB	Gate	
1843 IGCB	Dumpster	
2118 IGCircle	Sale	
1905 Countess	Painting	
2034 TeaGarden	Fence	
1947 Princess	Sale	
2202 IGCB	Paint	
1801 IGCB	Fence	
2017 ICB	Pavers	

2926 IGCB	Paint	
2033 IGBCircle	Roof	
2028 IGCB	Pavers	
2022 Castle	Sale	
1932 IGCB	Roof	
2027 IGCB	Solar Panels	Pending
2220 IGCB	New Doors	
1916 Empress	Generator	
2202 IGCB	Tree Removal	
2008 IGCB	Sale	
1902 Princess	lease	
2107 IGCB	Painting	
2215 IGCB	Window	
1906 Princess	Roof	
2012 Prince	Sale	
2211 Regal	Tree Removal	
1915 Countess	Roof	
1818 IGCB	Lanai	
2135 IGCCircle	Sale	
2131 Circle	Roof	
2200 IGCB	Dumpster	
1961 IGCB	Lease	

12. **Violation Report:** Director Mugford

2210 Regal Way – presented to Fining Committee

13. **Property Manager's Report**

Superintendent Mark Thieme will contact a new fence company for perimeter fence repair. Beverly Florio of Sandcastle should be included on all IGE HOA correspondence. The violation process needs a routine to include Sandcastle.

14. **Unfinished Business:** The changes to the IGE HOA documents requires a quorum of 25% to pass. Mr. Celauro will provide President Litow with a copy of the proposed changes.

15. **New Business:**

16. **Next Meeting Scheduled:**

The next Board of Directors meeting is scheduled for October 24th at 6:30 p.m. at Sandcastle Management.