



HARBOUR ISLE EASTCONDOMINIUM ASSOCIATION, INC.  
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BOARD OF DIRECTORS MEETING  
MONDAY, AUGUST 13, 2018 – 10:00AM HIE CLUB HOUSE

### AGENDA

- DETERMINATION OF A QUORUM
- CALL TO ORDER & PLEDGE OF ALLEGIANCE
- APPROVE APRIL 16, 2018 BOARD MEETING MINUTES
- TREASURER'S REPORT
- MANAGER'S REPORT
- NEW BUSINESS
  - APPROVE THE APPOINTMENT OF DIRECTOR FRANK BRIGANTI TO THE ROLE OF SECRETARY TO FILL THE VACATED POSITION CREATED BY THE RESIGNATION OF WALTER LYNCH.
  - APPROVE THE SEAWALL REPAIR BY WILCO MARINE AT A COST OF \$8,892.00.
  - RATIFY AND APPROVE THE 2019 RESERVE STUDY BY GAB ROBINS AT A COST OF \$2,770.00.
  - DISCUSS AND APPROVE THE UPDATED FIRSTSERVICE RESIDENTIAL MANAGEMENT CONTRACT.
- QUESTIONS/COMMENTS FROM THE FLOOR
- ADJOURNMENT
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**HARBOUR ISLE AT HUTCHINSON ISLAND EAST  
CONDOMINIUM ASSOCIATION, INC.**

**Board Meeting**

Monday, August 13, 2018

Minutes

**1. CALL TO ORDER:**

- President Jay Sizemore called the meeting to order at 10:00 a. m. The Pledge of Allegiance was recited.

**2. ROLL CALL/ESTABLISH A QUORUM OF BOARD MEMBERS:**

- The Board was polled. Board members present were President Jay Sizemore, Vice President Annette Sanniota, Treasurer Walt Dinneen. Director Pat Del Vecchio and Director Karl Tutt were present via tele conference. Director Frank Briganti was on vacation. Also present was Manager Julie Lynch and Regional Director Keith Sensabaugh representing FirstService Residential. There were 13 residents present. A quorum was established.

**3. PROOF OF NOTICE:**

- Notice was posted on August 9, 2018 in accordance with Florida Statutes 718.

**4. APPROVAL OF MINUTES:**

- On a motion made by Walt Dinneen and a second by Annette Sanniota, the Board voted unanimously to waive the reading of the April 16, 2018 BOD meeting minutes and accept as posted on the website.

**5. PRESIDENT'S COMMENTS:**

- President Jay Sizemore addressed the issue of water damage occurring between units. He stressed the importance of regular service and maintenance of AC units and water heaters and the replacement of toilet wax rings. All original AC units and water heaters are at their 13 plus year mark and with an approximate 10-year shelf life, it would be a proactive and a responsible action for owners to replace these items now.
- Jay also reminded owners to be mindful of accidentally damaging their fire sprinkler heads and the potential devastating water damage that could result because of that. Jay informed the membership of a cage type cover that can be placed around the sprinkler head to prevent the fire sprinkler activating accidentally.
- Jay also advised the membership that the current contract with FirstService Residential was out dated. The new contract would give our two current independent maintenance contractors an opportunity to become FirstService employees and access to employee



benefits that FirstService offers. Jay informed the members that Jason and Brian were very happy and excited about the offer. Jay also reminded the audience that the new contract better protects the Association on any potential liability issues.

#### **6. VICE PRESIDENT'S COMMENTS:**

- Vice President Annette Sanniota stressed to the membership the importance of owners protecting their units and their contents by carrying a H06 Condominium insurance policy the policy protects them from damages caused by another unit.
- Annette explained that the association is responsible for any drywall repair or replacement per the 718 statute. However, if the association believes the damage was caused by negligence on the part of the owner, the association will pursue that owner and/or their insurance company for reimbursement. Likewise, owners suffering damage from a negligent neighbor can pursue that owner and/or their insurance provider for damages.
- Annette also commented on the new and improved Harbour Isle East website and encouraged the membership to view the website's information, content and pictures.

#### **7. TREASURER'S REPORT:**

- Walt Dinneen presented the Treasurer's report; attached as part of the minutes.

#### **8. MANAGER'S REPORT:**

- Julie Lynch presented the Manager's Report; attached as part of the minutes.

#### **9. NEW BUSINESS:**

- A motion was made by Walt Dinneen to approve the appointment of Director Frank Briganti to the role of Secretary a position made vacant by the resignation of Walter Lynch. The motion was seconded by Pat Del Vecchio. The motion passed unanimously.
- A motion was made by Walt Dinneen to approve the Seawall repair by Wilco Marine at a cost of \$8,892.00. The motion was seconded by Annette Sanniota. The motion passed unanimously.
- A motion was made by Walt Dinneen to approve the 2019 Reserve Study by Gab Robins at a cost of \$2770.00. The motion was seconded by Pat Del Vecchio. The motion passed unanimously.
- A motion was made by Pat Del Vecchio to approve the updated management Contract with FirstService Residential. The motion was seconded by Walt Dinneen. The motion passed unanimously.

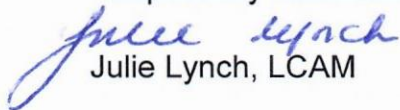
**10. MEMBERSHIP SEGMENT:**

- Areas of concerns expressed by the membership where the use of the pool by unauthorized people who had walked in and guests at the pool not accompanied by the unit owner.
- A resident inquired that Management inquire from the City of Fort Pierce about the installation of a Pedestrian sign near the Property entrance at Seaway drive.
- A resident inquired about the response we had received about the water heater information we had sent out.

**11. ADJOURNMENT:**

- Jay Sizemore moved the meeting to be adjourned, seconded by Walt Dinneen and passed unanimously.
- The meeting adjourned at 10:36 a.m.

Respectfully submitted,

  
Julie Lynch, LCAM

For and on behalf of the Board of Directors

## **HIE June Financial and Treasures Report**

**8/13/2018**

**June expenses: \$118,553**

**June Budget: \$119,715**

**YTD Budget: \$718,278**

**YTD Actual Expenses: \$742,014**

**We are over budget by: \$23,736 which is manageable based on a \$1.4 million-dollar yearly budget.**

**Reserve CD interest for June: \$1,047, we are on a \$12K a year run rate.**

**Current reserve's as of June 2018: \$1,154,723. Strong reserves mean fewer assessments when Hurricanes hit us for example. Also we are currently conducting an independent reserve study at the present time. Also our yearly independent audit is complete, there were no problems.**

**Overall budget looks good in spite of the over \$100k we have pulled out of reserves over the last 20 months for hurricane roof repairs, pool and spa, and other things as well. We**



currently contribute \$49K to reserves every quarter or \$196K yearly. By years end our reserves should be at about \$1,251,000, assuming no more Hurricanes, or a large unexpected expense.

Myself, Alan and Elvis will be starting on our 2019 budget and a 2021 estimated budget as soon as we get the July financial results. We are going to recommend a \$1K per month increase in the HIE reserve contribution. And we expect contractual increases from Comcast Cable, Thyssenkrupp Elevators Co, FPUA water and electric and maybe property insurance.



**HARBOUR ISLE AT HUTCHINSON ISLAND EAST  
CONDOMINIUM ASSOCIATION, INC.**

**Manager's Report  
May, June & July 2018**

**BUILDING PRESSURE WASHING & CAULKING:**

Twin Palm Builders were due to finish up the pressure washing and caulking project next week. Although the maintenance & repair of all windows and doors is the owner's responsibility, per the HIE documents, in order to utilize the lift and assist owners while the lift was on the property, the Board as a courtesy included taking out the old caulk and re-caulking all the windows and sliders except those covered by the catwalks. After an inspection by some board members, myself and our maintenance staff we felt that while we are happy with the pressure washing results, the caulking was esthetically not up to standard. After meeting with the contractor they have agreed to return to each building and redo the items we discussed. Once a building is complete, they will accompany Jason on the lift to inspect and make sure we are content with the work. They have also been repairing any woodpecker holes they come across however the woodpeckers are a protected species so by law as long as there is no active life inside the holes we can seal them. Twin Palm have also agreed to allow Crowther roofing to use the lift and repair some roof tiles that have become loose on building one. This will definitely save on the cost of the roof repair.

**POOL & SPA AREA:**

We had 2 closings of the spa, one was when we had to replace the Spa motor pump and also when we had to replace the injection line, a tube that controls the chemical levels injected into the Spa. We also replaced 5 of the plexiglass table tops which had broken and one umbrella. Typically, when the umbrellas are left open during bad weather they get blown over causing the table tops to crack. We also purchased 2 new life rings and replaced the shower rope with a stainless-steel chain. We had 3 pool lights out caused by a bad transformer which was just replaced.

**LANDSCAPING:**

The landscaping company is continuing their once a week cutting & trimming. Replacement of plants is an ongoing project, recently we have replaced plants and sod at the back of buildings 3, 5 & 37 and in front of building 10. The pavers have been sprayed for weeds several times and Royal Green have just completed their 3rd application this year of fertilizer and lawn pest control, they will do another application when hurricane season ends. The annual tree trimming was just completed. The next project will be mulching but because the landscaper is at his busiest time of year and we are in the middle of Hurricane



season, this will be delayed until later in the year. Aztec Irrigation was here on July 27 to check the entire irrigation system and returned to make any necessary repairs and adjustments. The PMA is responsible for the maintenance and treatment of the pond. Recently there was an increased algae concentration along the edges of the pond. On July 27, Superior Waterways completed an algae treatment. The PMA also replaced a grate in the pipe that drains water from the pond to the waterway. The grate was 15 years old and covered in mussels, both items have contributed to the appearance of the pond.

#### **SEAWALL:**

On April 18, 2018 an inspection of the current conditions of the Seawall was completed by See Me Dive commercial diving. This inspection was extensive and detailed and involved participation with PMA and HIW. Because the maintenance and repair of the Seawall is the responsibility of HIE & HIW, the inspection report has given us an accurate account of the repairs needed now and in the future. We do have one specific area at bldg. 4 near the bench that needs immediate attention, this item is on today's agenda.

#### **FIRE ALARM & SPRINKLER INSPECTION:**

The mandatory annual fire alarm & sprinkler inspection was completed on July 24, 25 & 26. Total Life safety was able to gain access to all units except 5 units where we did not have a working key. As soon as we get the inspection report we will notify the individual owners of any needed repairs. Total life safety will perform the repairs but the cost is the responsibility of the owner.

#### **MAINTENANCE:**

##### **Completed projects by Jason & Brian:**

- All blue handicapped spaces have been painted.
- All FPUA Utility boxes that are located between the buildings have been painted.
- They have replaced the wooden slats on both benches at the Bocce court with a more sustainable trex material, as needed the remaining benches we also be repaired.
- The maintenance staff have also cleaned out all the buildings main AC drain lines, going forward this task will be done to each building on their regular scheduled pressure washing day, however this task will be counter productive unless the owners are servicing their AC units on a regular basis.
- The garage area was pressure washed and the exterior wall on Seaway drive.
- The yield sign at the roundabout damaged by a vehicle was replaced.

##### **Upcoming maintenance projects:**

- Painting all dumpster room floors
- Sanding and painting pool gates

#### **UNIT MAINTENANCE & OBLIGATION OF UNIT RESIDENTS:**



The office has received several reports that water damage is occurring from unit to unit from individual AC units, water heaters, toilets and showers, and other items that need to be maintained by the individual home owners. We are currently at our 13 plus year mark as a community, several of the items mentioned have a 10 year or less expiration date. It is imperative and is part of the HIE documents that owners maintain and replace these items in their units. Unfortunately, in the world of condominium living, owners who suffer damage from another owner's unit end up paying for the repairs through their own insurance or out of pocket. While the Association is responsible for the drywall replacement per the 718 statute, if negligence is involved the Association will pursue the owner in violation and expect payment in full from the owner or the owner's insurance company, likewise if you cause negligent damage to another unit, their insurer will pursue you or your insurance company for damages. The Association strongly urges that all owners carry and maintain an HO6 policy that covers the interior unit from damage between units.

Our Smoke detectors also have a shelf life of approx. 10 years so if your detector continues to chirp after you have replaced the battery, that means the smoke detector unit needs to be replaced. The information for the detector replacement is available in the office or on the HIE website ([www.harbourisleeast.com](http://www.harbourisleeast.com)). The smoke detector takes a 9-volt battery.

The majority of HIE residents are responsible and assist in maintaining the high-quality lifestyle HIE provides. The office receives complaints constantly about residents not cleaning up after themselves, leaving trash and spills on the catwalks, stairwells and on the dumpster room floors, disposing of cigarette butts in the planters, breaking the sign holders and disposing of the air fresheners we just put in the elevators. We only have 2 maintenance staff responsible for 12 buildings, garages, pool area and clubhouse, so your help in identifying people and reporting that behavior with specifics would be appreciated. A complaint form is provided on the website for this purpose.

#### **ADMINISTRATION:**

- The office has been re-decorated with new tile floors, painted and wood trim replaced, we have also added some new decor to the walls, everyone seems to love the new look. Thank you to Jay Sizemore for installing the new office chair rail and baseboards.
- The new website is also up & running, thanks to Amy who did a wonderful job. Please check it out at [www.harbourisleeast.com](http://www.harbourisleeast.com)
- The 2019 Reserve Study was completed on August 2<sup>nd</sup> by Gab Robbins. Once we receive the report and it is approved by the Board it will be posted on the HIE website. This Reserve study will be a valuable tool in completing the 2019 budget which myself, Treasurer Walt Dinneen and The Finance Committee will start this month.

- The HIE 2017 Audit and 2017 Tax return were also completed by Gerstel, Rosen & Goldenberg, this is also available on request and on the HIE website.

**Sales & Rental Report for May, June & July 2018**

- For May June & July 2018 there were a total of 10 sales.
- The highest was for a penthouse unit in building 7 at \$270,000.00.
- The lowest sale was a 1st floor unit in Building 38 at \$209,000.00
- The average sale price for the last 3 months was \$244,000.00.
- For this period, we had 3 leases with an average rental of \$1700.00/month.