



**HARBOUR ISLE AT HUTCHINSON ISLAND EAST CONDOMINIUM ASSOCIATION**

**6A Harbour Isle Drive East**

**Fort Pierce, Florida 34949**

**Phone 772-595-3660 \* Fax 772-595-8809**

**BOARD MEETING**

**FRIDAY, APRIL 17, 2020 at 2:00 P.M.**

**VIA THE UBERCONFERENCE MEETING APP.**

**AGENDA**

- I. CALL TO ORDER**
- II. ESTABLISH A QUORUM AND PROOF OF NOTICE**
- III. APPROVAL OF THE NOVEMBER 11, 2019 BUDGET MEETING MINUTES.**
- IV. PRESIDENT'S COMMENTS**
- V. MANAGER'S REPORT**
- VI. NEW BUSINESS:**
  - RATIFY AND APPROVE THE 2020 INSURANCE RENEWAL PACKAGE FROM THE MARSH & MCLENNAN AGENCY AT THE ANNUAL PREMIUM OF \$202,905.29**
- VII. OWNER COMMENTS/QUESTIONS**
- VIII. ADJOURNMENT**

**DUE TO THE SOCIAL DISTANCING REGULATIONS THE MEETING WILL NOT BE HELD OPENLY IN THE CLUBHOUSE, YOU CAN JOIN THE BOARD VIA THE UBERCONFERENCE MEETING APP. PLEASE USE THE LINK BELOW TO JOIN THE MEETING BY VIDEO/AUDIO FROM YOUR PHONE, LAPTOP OR DESKTOP COMPUTER.**

**<https://www.uberconference.com/room/harbourisleeast>**





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

**Board Meeting**

Friday April 17, 2020

Minutes

**1. CALL TO ORDER:**

- President Frankie Lott called the meeting to order at 2:00pm. The Pledge of Allegiance was recited.

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

- The Board was polled. Board members present were President Frankie Lott, Vice President Cynthia Brazzil, Treasurer Danielle Beckford, Secretary Jeff Conner and Director Frank Briganti. Also present was Manager Julie Lynch representing FirstService Residential. There were 36 residents present via video/audio by the Uberconferencing App. A quorum was established.

**3. PROOF OF NOTICE:**

- Notice was posted on April 15, 2020 in accordance with Florida Statutes 718.

**4. APPROVAL OF MINUTES:**

- On a motion made by Frankie Lott and a second by Cynthia Brazzil, the Board voted unanimously to waive the reading of the November 11, 2019 Budget Meeting and accept as posted on the website.

**5. PRESIDENT'S COMMENTS:**

- President Frankie Lott thanked the homeowners for attending the meeting. Frankie apologized for the closing of the community amenities but stressed to the homeowners that it was the right thing to do, to ensure the safety and health of the residents and staff.
- Frankie explained that the Associations Insurance policies renew every year on March 31<sup>st</sup>. The Association reached out to three companies for proposals. The three companies selected to provide quotes for the 2020- 2021 renewal were The Marsh & McLennan Agency (our current provider), Brown & Brown and USI (The Insurance division of FirstService Financial). These proposals are then typically presented to the Board and homeowners in an open forum in the clubhouse, however due to the Corona Virus situation the presentations were cancelled. Frankie explained that both Brown & Brown & USI decided that they would not present a formal proposal due to the fact that they were unable to access certain markets and therefore unable to compete with what Marsh & McLennan could offer. Frankie advised the membership that although he is an Insurance agent himself and because he is a Board member he is exempt from submitting a proposal, however he did reach out to some Insurance colleagues to confirm that the proposal and coverage being offered by Marsh & McLennan was in line with today's industry standards and figures. The previous Board had allocated \$205k for Insurance in the 2020 Budget. The annual premium came in at approximately \$203K an increase of approximately 16% over the previous year. Frankie also stated



that Harbour Isle East has also had a long-standing relationship with Marsh & McLennan and have always been happy with their services.

**6. TREASURER'S COMMENTS:**

- Treasurer Cynthia Brazzil advised the membership that once things return to normal the Board would officially nominate an Architectural committee, since many residents had expressed an interest in being involved. Management will work with the Architectural committee to make the rules clearer of what is permitted on the catwalk areas. Letters will be sent out to residents outlining the rule infraction and giving them an opportunity to correct the violation. If the violation is not corrected a fine may be imposed and the resident will have the opportunity to either pay the fine or have a hearing with the Fines Committee who have the final say on whether the fine should be imposed or not..

**7. MANAGER'S REPORT:** Attached as part of the minutes

**8. NEW BUSINESS:**

- On a motion made by Frankie Lott and a second by Cynthia Brazzil, the Board voted unanimously to ratify and approve the 2020 Insurance renewal package from The Marsh & McLennan Agency at the annual premium of \$202,905.29.

**9. OWNER COMMENTS/QUESTIONS:**

Unfortunately, at this point in the meeting the audio portion from the homeowners was very difficult to decipher, the first query from a homeowner was in regard to the Cumberland Farms project. The owner had also submitted his question by email prior to the meeting and it said:

**"It has been confirmed by Mason Simpson and public records that Craig Mason has exercised his option to purchase the Shoppes Parcel @ 825 Seaway Drive. He now owns 2 of the 3 commercial parcels outside of HIE. SHIP has also confirmed that Craig Mason has no interest in building garages on those properties.**

**With the facts that:**

- **Craig Mason now owns both the proposed sites for the Harbour Cay Shoppes and the Cumberland Farms; and,**
- **Craig Mason has informed the Fort Pierce City Commissioners that the Harbour Cay Shoppes would not be built unless the City approves the application to relocate Cumberland Farms.**

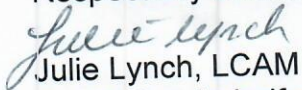
**there is a likelihood that, perhaps as early as July of this year, a new application to relocate Cumberland Farms may be submitted to the City for consideration. Faced with this likelihood, now is the time for the HIE Board of Directors to decide if it is prepared to support the 50+% Harbour Isle East residents who responded to a formal survey and oppose relocation of this gas station to our front yard, not only for the unfavorable impact to our community, but more importantly to the safety and welfare of the Fort Pierce citizens who, walk, bike, scooter and travel Seaway Drive."**

Board President Frankie Lott responded that he appreciated the update and the Board will continue to monitor the status of the project, however at this time the Board is electing not to get involved. However, the SHIP (South Hutchinson Island Preservation) group are free to reach out to the individual owners for support. Frankie apologized for the audio problems but advised that Manager Julie Lynch would forward his email address to the meeting attendees and they could address them directly to the Board President if they wished.

**10. ADJOURNMENT:**

- Frank Briganti moved the meeting to be adjourned, seconded by Jeff Conner and passed unanimously.
- The meeting adjourned at 2:29pm.

Respectfully submitted,

  
Julie Lynch, LCAM

For and on behalf of the Board of Directors





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**Manager's Report  
April 2020**

**MAINTENANCE:**

Since the clubhouse has been closed the maintenance staff have concentrated on a thorough cleaning and disinfecting of the kitchen, clubhouse, gym, bathrooms and pool area. The clubhouse carpet was cleaned, and the pool pavers pressure washed. Before everything reopens, they will do another thorough cleaning and disinfecting of all areas. At least twice daily, maintenance have been disinfecting all frequently touched objects, surfaces and areas such as elevators, catwalk and stairwell railings, dumpster rooms and mailboxes. The grills and tables are also disinfected daily.

Maintenance staff have cleared out all the AC condensation lines at each building, this prevents the AC drains lines from backing up but it is also imperative that owners service their interior AC unit at least once a year but preferably twice.

Residents were complaining that the grills were not heating up to the optimum temperature so we had Como oil come out and adjust the propane pressure, Jason also replaced the regulators, pressure valves and burners on each, they are both now reaching the correct temperatures.

On Monday Jason & Brian concentrated on the tennis courts, even though they get very little use, the weeds and algae growth still needs to be treated and removed, Clay was added, and the courts brushed and manicured.

The garage area was sprayed for weeds and pressure washed

They also installed an additional dog waste station near the car wash area.

**LANDSCAPING:**

The landscaper is continuing his normal schedule of lawn maintenance. Royal Green fertilized the property last week and last Friday Bug Dr. completed the monthly exterior pest control application. Everything going to plan the annual tree trimming will take place in late July or early August. Jason & Brian are working on a full inspection of the Irrigation system, this includes digging out, cleaning around and adjusting and replacing any irrigation heads and repairing any leaks. The irrigation system is large, so this is an ongoing project. The times and duration of watering has also been adjusted because of the lack of rain.

**POOL/SPA:**

We are continuing our usual pool & spa maintenance every Monday, Wednesday & Friday. In February we had our first of 2 annual pool & spa inspections by the Heath Department. The inspection passed. We also installed a new 15-minute spa timer. The spa bubbler motor had to be replaced due to a bathing suit string being sucked into the motor. We installed 2 new timers for the pool lights and a repair was made to one of the pool ladders. We also had 2 minor repairs to the pool heaters which were covered under warranty.



## **CLUBHOUSE:**

The social committee purchased a new 75" smart TV and soundbar for the clubhouse, paid from proceeds from their social events and \$1000.00 that the former Board had allocated to them in the 2020 budget. Thank you to residents Barney Horan & Denis Sarlo for their help in the purchase and installation. The old TV was installed in the gym. Jason also repaired a leak in the kitchen sink, a minor repair to the kitchen fridge and installed additional locks on the kitchen cabinets. In the gym we also had some minor repairs made to the stationary bicycle and one of the treadmills and while the gym is closed TCA fitness the company that maintains the fitness center did a cleaning and disinfection of all the machines and equipment. An exercise ball holder was ordered and installed in the gym for storage.

## **ANNUAL FIRE MARSHALL INSPECTION:**

The Annual Fire Marshall inspection was recently completed. The deficiencies we had were mainly catwalk emergency lights and exit signs not working. The maintenance staff have since replaced all emergency lights and exit signs that were not operational, and all buildings passed reinspection. The annual Fire extinguisher inspection will take place next month, we have a total of 168 fire extinguishers throughout the property.

## **ADMINISTRATION:**

An annual report must be filed each year to maintain an "active status" with the Florida Department of Business and Professional regulation, this is required to be completed between January 1 and May 1 of any given year. I generally complete our filing after the Annual Meeting and election which is held in January so that the file can be updated with any new Board members. The 2020 filing was completed on February 3<sup>rd</sup>, 2020 for Harbour Isle East.

Every 3 years we are required to complete an Insurance appraisal for the property the purpose of which is to provide an estimate of the replacement cost of the buildings and property assets which assists the association in determining the proper amount of insurance coverage needed. Our last appraisal was in 2017, so in March this year another one by completed by Sedgwick Valuation Services, if anyone is interested in seeing it, a hard copy is available in the office and it is also on the HIE website.

The 2019 audit is in the final stages of completion. The audit is being conducted by Gerstle, Rosen & Goldenberg Accountants. We should receive the final audit before the end of April, and this will also be available to the homeowners in the office or on the HIE website.

We had 4 sales since the beginning of the year a high sale for a 3<sup>rd</sup> floor unit in bldg. 3 at 320k and a low sale of a first-floor unit in bldg. 9 of \$240k. There was only one annual lease for the same period with an annual rent of \$1800.00 per month.

I have been working with the Architectural committee and once things start to return to normal, we will be addressing any architectural violations which consist mainly of unauthorized furniture and miscellaneous items on the catwalks.