



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

Board Meeting

Monday May 22, 2017

Minutes

1. CALL TO ORDER:

- Vice-President Annette Sanniota called the meeting to order at 6:00 p.m.

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

- The Board was polled. Board members present were Vice-President Annette Sanniota, Secretary Walter Lynch, Treasurer Jay Sizemore, Director Elvis Rodriguez and Director Stuart White. Director Pat Del Vecchio was present via teleconference. Julie Lynch was also present representing FirstService Residential. There were 29 residents present. A quorum was established. The pledge of allegiance was recited.

3. PROOF OF NOTICE:

- Notice was posted on May 18, 2017 in accordance with Florida Statutes 718.

4. APPROVAL OF MINUTES:

- On a motion made by Jay Sizemore and a second by Elvis Rodriguez the Board voted unanimously to waive the reading of the March 22, 2017 Board meeting minutes and the May 11, 2017 workshop minutes and accept as posted on the Harbour Isle East Website.

5. VICE-PRESIDENT'S COMMENTS:

- Annette Sanniota announced to the membership that Karl Tutt has resigned from the position of Board President. Annette expressed sincere thanks on behalf of the Board for Karl's diligent work and commitment to the community. With the assistance of Pat Del Vecchio & Walter Lynch, Annette explained to the membership the issues with our current barcode system, the need for an upgrade or new Barcode system or replacement with a RHID system and their associated costs.

8. TREASURER'S REPORT:

- Jay Sizemore presented the Treasurer's Report (Attached as part of the minutes). A motion was made by Elvis Rodriguez to accept the Treasurer's Report seconded by Pat Del Vecchio and passed unanimously.

9. MANAGER'S REPORT:

- Julie Lynch presented the Manager's Report (Attached as part of the minutes). A motion was made by Jay Sizemore to accept the Manager's Report seconded by Elvis Rodriguez and passed unanimously.

10. NEW BUSINESS:

- A motion was made by Walter Lynch to accept President Karl Tuft's resignation as Board President, seconded by Elvis Rodriguez and passed unanimously.
- A motion was made by Jay Sizemore to appoint Stuart White to fill the vacated seat of Board member Walter Dinneen, seconded by Elvis Rodriguez and passed unanimously.
- A motion was made by Pat Del Vecchio to rescind the installation of a concrete pad and bench near the seawall at building 10 because of permitting and unforeseen costs, seconded by Jay Sizemore and passed unanimously.
- A motion was made by Walter Lynch to ratify the replacement of all 167 property Fire Extinguishers by Fire Equipment Services at a cost of \$5051.75, seconded by Pat Del Vecchio and passed unanimously.
- A motion was made by Stuart White to table the repair/upgrade/replacement of the Barcode system until further details and costs could be clarified, seconded by Jay Sizemore and passed unanimously.
- A motion was made by Jay Sizemore to ratify the requirement that all owners have HIE issued dog tags, seconded by Elvis Rodriguez and passed unanimously.
- A motion was made by Stuart White to ratify "Larry the pool guy" as the new Pool maintenance company, seconded by Elvis Rodriguez and passed unanimously.
- A motion was made by Stuart White to approve Comcast as the new phone service provider and to switch Fire Alarm panel phones and Elevator Emergency phones to cellular service, seconded by Elvis Rodriguez and passed unanimously.
- A motion was made by Jay Sizemore to purchase a one year 100k CD with Bank United at a rate of 1.25% funded from our reserve account, seconded by Elvis Rodriguez and passed unanimously.

11. MEMBERSHIP SEGMENT:

- Areas of concern addressed by the membership were speeding in the community. Security staff will be advised to alert guests, visitors and vendors of the posted 15 MPH speed limit. The lack of guest parking and the use of guest parking spaces from buildings 7 to 10 is a concern for many residents. Management explained that residents are not breaking any rules by their use of the guest spaces.
- Resident Mark Guttormson thanked the Board for their hard work and commitment to the community, he also inquired about the process of becoming a Board member. Vice President Annette Sanniota explained that when a board member resigns; any owner can request to become a board member and that the Board may or may not nominate a board member if one resigns before election time. Annette explained that according to Florida statute 718, within 90 days after being elected or appointed to the board, each newly elected or appointed director shall certify in writing to the secretary of the association that he or she has read the association's declaration of condominium, articles of incorporation, bylaws, and current written policies. In lieu of this certification, the newly elected or appointed director may submit a certificate of satisfactory completion of the education curriculum administered by a division-approved condominium education provider. Annette also advised the membership that the minutes of all meetings are posted on the Harbour Isle East website.

12. ADJOURNMENT:

- Jay Sizemore moved the meeting to be adjourned, seconded by Walter Lynch and passed unanimously. The meeting adjourned at 6:45 p.m.

Julie Lynch LCAM

For and on behalf of the Board of Directors

HIE April 2017 Treasures Report

April Income

\$104,027

April Expenses

\$104,409

Negative cash flow of approx \$400.00 for April. Spent slightly more than we brought in for the month, due to expenses in lighting, pool pump repair and mulch.

April operating cash on hand after accounts payable was \$217,678K; we continue to keep on hand a min of \$210K (2 months operating cash) as per our audit.

April Reserves are \$1,208,470.84, we continue to add \$15,620.00 every month with a goal of having \$1.5 million by end of 2018. With a budget of \$1.45 million and a reserve of \$1.5 million; that puts HIE in a very favorable financial position

Next month we will purchase a new 12 month 100k FDIC insured CD from our Reserves, the goal to earn between 10k & 12k interest per year.

In preparation for the 2018-2019 budgets we continue to review our vendors and their costs, most recently we switched Pool maintenance companies savings us \$3000.00/year. We also received 4 bids for the replacement of all 167 Fire Extinguishers on the property. We used Fire Equipment Services and saved approx \$4600.00 from the high bidder.

Thank you

MANAGER'S REPORT

May 22, 2017

- A. **POOL AREA AND CLUBHOUSE:** On Stuart White's recommendation we have switched pool maintenance companies, we now use "Larry the Pool guy" he is local and came with excellent references, it is also saving the Association \$3000.00/year. Larry will service the pool on Tuesdays, Thursdays and Saturdays. The Pool and Tennis & Bocce rules signs were discolored and faded both have been replaced with new signs. We also found an excellent paver cleaning product specifically for the front of clubhouse and pool eating area, it was used in the front of the clubhouse on Friday and we will use it on the pool deck and eating area next week. The carpet in the clubhouse and gym will be cleaned on Thursday May 25th; also the tile and grout in bathrooms will be steamed cleaned. Starting June we will switch Pressure washing schedule from Wednesdays & Thursdays to Tuesdays and Thursdays to avoid the buildings being wet during Wednesday's day for landscaping.
- B. **LANDSCAPING & IRRIGATION:** The PMA trimmed the Oaks trees in accordance with State regulations in front of building 38 on Seaway drive. The mitigation area was hand weeded and Royal green fertilized and treated for pest control. An underground Irrigation leak was repaired at Building 10 and an irrigation box at building 38 was rewired.
- C. **FIRE MARSHALL INSPECTION:** We had our annual Fire Marshall inspection this month, they inspected all exterior buildings, clubhouse, guardhouse, garages, fire alarm panel rooms, elevator rooms and electrical rooms, we received an excellent report with only to add additional outlets to the maintenance shop and add a sign for the door designating it as the maintenance shop. All Fire Extinguishers were due for hydro testing or replacement. Fire Equipment Services of Fort Pierce have replaced all 167 Fire extinguishers on the property.
- D. **ENTRANCE:** An additional landscape/security light was installed to the left entrance at the guard gate; it balances the one to the right and provides landscape lighting in addition to security.
- E. **DOG TAGS:** We have had a very good response to the Dog Tags, we have 33 residents with a total of 42 dogs that we are aware of on the property, some dogs are seasonal, and so far we have issued 21 Dog Tags and received updated vaccination records.

SALES AND RENTAL REPORT APRIL/May 2017:

2-103 \$225,000.00

2-303 \$235,000.00

6-202 \$215,000.00

7-203 \$225,000.00

38-105 \$206,500.00

37-101 \$1400.00 annual lease

10-303 \$1500.00 annual lease