



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

**Unofficial Minutes of Annual Meeting  
January 28, 2019**

**1. CALL TO ORDER:**

- FirstService Regional Director Keith Sensabaugh acted as Chair of the Annual Meeting and called the meeting to order at 6:00 p.m. The pledge of Allegiance was recited.

**2. DETERMINATION OF A QUORUM:**

- Keith announced that 94 owners were present by proxy or in person. However 145 owners are necessary to establish a quorum to approve any business at the meeting. Therefore, the Annual meeting was informational only. Board members present were, President Jay Sizemore, Vice President Annette Sanniota, Secretary Frank Briganti, Director Pat DeVecchio and Director Karl Tutt. Director Karl Tutt announced his resignation from the Board at the meeting and Treasurer Walt Dinneen had resigned in December 2018 and was not in attendance. Also in attendance representing FirstService Residential were Manager Julie Lynch and Administrative Assistant Amy Richards, Administrative Assistant.

**3. PROOF OF NOTICE:**

- Julie Lynch confirmed the notices were emailed & mailed and posted in accordance with Florida Statutes 718.

**4. APPROVAL OF MINUTES OF 2018 ANNUAL MEETING :**

- On a motion made by Jay Sizemore and a second by Frank Briganti, the Board voted unanimously to waive the reading of the January 25, 2018 Annual Meeting Minutes and Organizational minutes and accept as posted on the website.

**5. PRESIDENT'S REPORT:**

- President Jay Sizemore discussed some of the projects completed in 2018, specifically the pressure washing and window caulking of the residential buildings, the completed Seawall repair and the additional Seawall repairs still to be made. Jay discussed the repairs and adjustments made to the irrigation system in an effort to conserve water and reduce the water expense. Jay explained that new poly lumbar benches had been purchased to replace the wooden Victorian style benches. Jay also advised that the property had several areas in need of concrete repair. Jay informed the membership that the Board is also looking at improving the acoustics in the clubhouse. Jay spoke about the Harbour Isle Shoppes development at 825 Seaway Drive informing the audience of the concessions that he was able to make with the Developer and Builder of the plaza. Jay informed the membership that video of all meetings about the plaza with the City of Fort Pierce were available on [www.CityofFortPierce.com](http://www.CityofFortPierce.com)

**6. .TREASURER'S REPORT:**

- President Jay Sizemore presented the 2018 Year End Financial Report – Attached as part of the minutes.

**9. MANAGER'S REPORT:**

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

**10. MEMBERSHIP SEGMENT:**

- An informal discussion was held among the owners and Board members present. An area of concern addressed by the membership was the replacement of the buttonwood trees lost after Hurricane Irma with something new. A resident suggested purchasing new larger TVs for the Gym. A resident of building 38 complained about the lack of drainage behind the building, President Jay Sizemore advised that a French drain would be installed. However the main topic of discussion was the proposed Harbour Isle Shoppes plaza at 825 Seaway Drive and the potential relocation of the current Cumberland Farms gas station to this new site.

**11. ADJOURNMENT:**

- Jay Sizemore moved the meeting to be adjourned, seconded by Pat DeVecchio and passed unanimously. The meeting adjourned at 7:01 p.m. The organizational meeting followed the adjournment.

Respectfully submitted,  
Julie Lynch, Property Manager  
For and on behalf of the Board of Directors

# **Harbour Isle East Year End Financial Report for 2018**

HIE total income for 2018 was \$1,464,900.00

HIE total expenses for 2018 was \$1,534,690.00

We were over budget by approximately \$70,000.00

Therefore reducing our operating account (checking account) for December 2018 to \$160,000.00

The Auditors recommendation is that we keep 2 months operating cash on hand or approx. \$206,000.00

Thus the need to increase dues to \$1300.00/quarter in 2019

Because of the increase in dues our January 2019 Operating account balance as of 01/25 is now at a healthy \$228,000.00

## **The categories that we went over budget are (approximate figures)**

Legal fees: \$9,000.00

Water: \$13,000.00

Spa & Pool Repairs: \$7,000.00

Landscaping: \$11,000.00

General Building Maintenance & Supply: \$10,000.00

New FirstService Contract: \$12,000.00 as of Sept 1<sup>st</sup> 2018

And an additional approx: \$8,000.00 in various other categories

Our monthly contribution to our Reserves is \$16,333.00 or \$194,800.00 annually and total year end reserves are at almost \$1.3M

Some expense items in 2018 were paid from our Reserve accounts, those were Pressure washing the buildings and re caulking the sliders and windows

Roof repairs

New flooring for the Gym & Office

Seawall inspection & partial repair.

We opened up 2 New Reserve accounts in December, a CD at our local Oculina Bank for \$245,000.00 at 3.09%

And a Money Market at Servis First Bank for \$245,000.00 at 2.0%

We have 3 CDs maturing in 2019 and these accounts will be reinvested in higher rate accounts.

All Association funds are in FDIC insured accounts.

We do not have any past due maintenance accounts, except for 48 units (\$4,320.00) that paid \$1210.00 in January rather than \$1300.00. All residents were notified of the increase when the 2019 Budget was approved in November 2018, a mass email was also sent in December as a reminder to residents to update their new payment amount and everyone should have received their January Statement with the new maintenance amount listed.



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CONDOMINIUM ASSOCIATION, INC.  
Annual Manager's Report 2018  
January 28, 2019**

**SEAWALL:**

For the first time, since it was constructed in 2005, an engineering study of the seawall from the two jetties at the Indian River entrance to the marina was completed in April 2018. The inspection was done both above and below water and a number of problems were identified. The cost of the repairs is approximately \$35,000.00 which is shared by HIE & HIW. The cost is in proportion to the number of units in each condo association. The all-inclusive Harbour Isle East cost is estimated to be approximately \$12,000.00 This will be charged against the HIE Pooled Reserve account. The work is expected to begin within the next few months and will take approximately 4 weeks. It involves cleaning and repairing the steel plates at the Indian river waterway, filling cracks above and below water with hydraulic concrete, repairing damaged paneling and installing check valves to control water pressure against the seawall. Most of the work happens to be on the HIE side and at the two jetties. By proceeding with these repairs, we are effectively extending the life of the seawall by 40 years.

We recently had one section of our seawall repaired behind building 4, there was a wash out area that needed to be filled and reinforced. This was just repaired by Wilco Marine who did an excellent job.

**GYM:**

The gym had new carpet installed, this expense also came from our pooled reserve account.. We have had several repairs made to the gym equipment, primarily to the treadmills. TCA fitness the company that maintains the gym says the equipment is still in excellent condition and besides our routine equipment maintenance, in 2018 we have spent less than \$1000.00 in gym equipment repairs. We also installed a wall cubby to store wallets, keys etc.

**COMPLETED PROJECTS:**

One of our larger projects last year was the pressure washing of the exterior of all residential buildings and the caulking of all sliders and windows except those covered by the catwalks.

Painting Projects completed:

- FPUA utility boxes located between the buildings
- Handicap parking spaces
- Dumpster room floors

Landscaping plant replacement is an ongoing project. There are 2 sections at building 37 that we will complete first.

Once most of our seasonal residents leave we will resume the painting of the parking space numbers.

We have several areas of concrete at the main exit, at the main roundabout and various sidewalk areas that need repair.

The cost of repairing and replacing several items of pool furniture is getting costly, we have spent quite a bit last year replacing table tops, umbrellas and re-stapping and repairing the pool furniture. The Board may decide to replace the pool furniture.

The Board is also looking at improving the acoustics for the clubhouse.

### **UNIT MAINTAINANCE:**

Over this past year the office has received reports that damages are occurring from unit to unit due to leaks from a/c units. Individual a/c lines not being cleaned out, leaks from hot water heaters, toilets, showers and other items that need to be owner maintained. The community is almost at its 14-year mark and several of the items mentioned have a 10 year or less expiration. It is imperative that unit owners have these items serviced on a regular basis or replaced. If you are getting a new AC unit or water heater, please inform the office so that we can make sure that either the contractor or our maintenance staff properly seal the pipe that drains from the AC and hot water heater pan to the outside.

### **Administration:**

#### **WEBSITE:**

Please check out your community website which Amy created [www.harbourisleeast.com](http://www.harbourisleeast.com). It's full of great information on the community, your unit, forms, social events, meeting minutes etc.

#### **Audit:**

We have received proposals for our annual Audit. The process and field work for the 2018 Audit takes approximately 8 weeks but it will be completed by the April 30<sup>th</sup>, 2019 deadline. Once completed it will be posted on the Harbour Isle East website and copies will be available in the office.

#### **Insurance proposals:**

We are currently waiting on 3 proposals for our Insurance which renews annually on March 31st, once the proposals are available, we will have open presentations in the clubhouse.

Garage bathrooms floors and corridor  
Dumpster room roll up doors

First-floor decorative columns on the catwalks were re-caulked

As part of our ongoing preventative maintenance tasks they are cleaning out the main a/c drain lines in all buildings every other month.

Regular attic checks for roof leaks are done on various dates after heavy rainfall.

The guard house got 2 new impact doors and new gutters, the interior was painted, a new flag pole with a spotlight was installed, and new carriage lights on the outside.

FPUA also installed a new led street light fixture next to the flag pole. They plan on gradually replacing all their current street lights with led fixtures.

The office was re-modeled with new porcelain tile flooring, walls were painted, new chair rail and baseboard installed and new chairs and pictures for the walls were also purchased. Everyone has complimented on the new look.

#### **CLUBHOUSE/POOL AREA:**

We are approx \$7000.00 over our 2018 budget for pool & spa repairs, like everything else pool & spa equipment is older and in need of repair. We have replaced pumps, motors and several other miscellaneous items. Two new water fountains were installed at the pool area and 2 new life preservers. We also added a new clubhouse entryway door mat with the HIE Logo and decorative pots were placed at the clubhouse entrance door and at the pool. We also installed a new blue shade sail at the BBQ area.

#### **PMA:**

The PMA (Property Maintenance Association) maintains and manages the main common entry to Harbour Isle. It is very important that this area be maintained and look pristine as it sets the first impression for Harbour Isle. The PMA have recently sealed and painted the Harbour Isle Resale office and painted both entry way walls. They also plan on revamping the property entrance island and mulching within the next few weeks. The PMA Manager has also asked me to remind you and your realtor, if you are selling your property that no signs of any kind are allowed on PMA property nor does the HIE Association allow any signs, balloons etc on HIE property..

#### **UPCOMING PROJECTS:**

The benches at the bocce courts were recently refurbished, however the time, material and tools needed to complete this project were not cost effective. The 5 other benches will be replaced with 5 new 60" poly lumbar benches in a Tudor brown color which were delivered today.

**Annual Elevator Inspections:**

The State required annual Elevator inspections will be completed by Gold coast Elevator inspections next month.

We are also currently reviewing several contracts such as the elevator maintenance contract with ThyssenKrupp and a little later the comcast contract.

Key fobs:: We have switched out our current swipe cards to key fobs, we are not replacing your current swipe cards but going forward if a resident needs one if their swipe is lost or not working they will receive a key fob. The cost of the key fob is \$50.00

**SALES & LEASE REPORT:**

We had a total of 23 units sold for 2018. The highest was for a unit in building 8 for \$325,000.00 and the lowest a unit in building 38 for \$209,000.00. The average sale price was \$249,000.00. Currently we had a total 13% of 35 annual leases this does not include the seasonal rentals. The average annual lease is \$1700.00 per month. we have 13 seasonal rentals which are typically rented for 3- 4 months during the season and then used by the owner as a second home. Nine of our seasonal renters have been coming to harbor isles for several years. The average seasonal rental is \$3000.00/month.

In regards to renting the City of Fort Pierce Code Enforcement paid me a visit and advised me of the city's strict stance on Short term & vacation rentals. Basically, if you rent your unit for less than 6 months you are expected to abide by the city's code. They are checking local real estate websites, AIRBNB, VRBO and complaints from neighbors to conduct their investigations. I have brochures in the office with all the details.

HGTV have requested to feature HIE in an episode of the show "Beach Front Bargain Hunt", They have selected a unit in building 4. They plan on filming sometime in February. I will let you know when the episode will air.

**THANK YOU HIE STAFF:**

Thank you to Amy our Administrative Assistant for her hard work and for keeping the office organized and running smoothly. Thank you to our maintenance staff Jason & Brian who are hardworking, reliable and keep the appearance of HIE at a high standard. Thank you to the social committee who come together to plan, organize and host lots of great social events for the resident's enjoyment.

**THANK YOU HIE BOARD OF DIRECTORS:**

Your Harbour Isle East Board of Directors are a hardworking group of volunteers that you elect every year to represent the community in the day to day business of maintaining and improving the property. They help maintain the harmony of your community, maintaining the continuing soundness of the property infrastructure, improving the economic efficient of our systems and ensuring that there are sufficient funds available to meet unforeseen expenses. They do this ever mindful of using every last dollar effectively as possible to keep your maintenance fees at the lowest level that can be achieved. So, I thank them sincerely for their commitment and hard work and for their support to myself and the staff.



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

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**ORGANIZATIONAL MEETING MINUTES  
JANUARY 28, 2019  
IMMEDIATELY FOLLOWED THE ANNUAL MEETING**

- I. At 7:05 p.m., Board President Jay Sizemore called the Organizational Meeting to order.
- II. Annette Sanniota moved that Jay Sizemore hold the office of President, seconded by Pat DelVecchio. The motion passed unanimously.
- III. Jay Sizemore moved that Annette Sanniota hold the office of Vice-President, seconded by Pat Del Vecchio. The motion passed unanimously.
- IV. Jay Sizemore moved that Frank Briganti hold the office of Treasurer, seconded by Annette Sanniota. The motion passed unanimously.
- V. Jay Sizemore moved that Pat DelVecchio hold the office of Secretary, seconded by Annette Sanniota. The motion passed unanimously.

The Organizational meeting adjourned at 7:14 p.m.

Respectfully submitted,

Julie Lynch, LCAM  
On behalf of the Harbour Isle East Board of Directors