

Eagle Tree Condominium Association, Inc.
108 Night Hawk Drive
Jupiter, FL 33477

BOARD OF DIRECTORS MEETING

Wednesday, October 12, 2022

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was October 12, 2022.

Present from the Board of Directors: Louise Berkman, President; Jerry Rokoff, Vice President Earle Yaffa, Treasurer; Peter Ciccone, Board Member; Tom Gilpin, Secretary .

Guests present from Timbers Resorts: David Kalnas, Sarah Smith, Jessica Kluth, Chris Goger, Richie Pittner, Erin Santana, Jesse Geremia, Jerry Burden, Jaimie Johnson

CALL TO ORDER

The meeting was called to order by Louise Berkman, President, at 9:34am, Eastern Time.

ESTABLISHMENT OF QUORUM

With four Board members present at the time of roll a quorum was met and Robert's rules will apply.

PROOF OF NOTICE OF BOARD OF DIRECTORS MEETING

Notice of the meeting was posted to ownership 48 hours in advance of the meeting.

APPOINTMENT OF RECORDING SECRETARY

Ms. Berkman appointed Sarah Smith as Recording Secretary.

APPROVAL OF AGENDA

- **A motion was made by Louise Berkman to approve the agenda as presented. It was seconded by Earle Yaffa and motion was unanimously carried.**

APPROVAL OF PREVIOUS BOARD MEETING MINUTES

- **A motion was made by Louise Berkman to approve the meeting minutes from October 12, 2022. It was seconded by Earle Yaffa and motion was unanimously carried.**

FINANCIAL UPDATE

- Jessica Kluth gave an overview of the financial performance for September 2022. Overall, there was a deficit in operations of \$858.00. There was a surplus in revenue of \$12,583. In the Common General Expenses there was a deficit of \$5,097.00. For Vacation Plan Specific Expenses there was a deficit of \$8,344.00. The current life-to-date fund balance surplus is \$951,609.00.
- Reviewed 2023 Use Fee Schedule. A motion was made by Louise Berkman to approve the Use Fee Schedule as presented. It was seconded by Earle Yaffa and motion was unanimously carried.

OPERATIONS UPDATE

- September was a slower month as far as occupancy
- Focused on staffing issues in all departments to get ready for season.
 - Welcomed 2 new staff members in Concierge, now fully staffed.
 - Welcomed 1 new staff member in Loss Prevention.
 - Bell is fully staffed with the same staff as previous.
 - Housekeeping is now fully staffed with the use of two staffing agencies. Staff we have received have turned out to be great workers so far.
- Across the property overall, the team has been completing several projects such as replacing screens and repairing roof leaks. All the big issues with the homes have been addressed and every home has been touched.
- The Golf Course has reopened as of the first week of October 2022.
- Pool looks great. The chairs have been restaged to provide a better flow. A towel room has been built.
- Pizza oven is up and running and the food taste amazing.
- Oasis has installed an outdoor kitchen and will be holding different events there.
- Clubhouse work is ongoing. Carpet has been installed and light fixtures are in progress. Should reopen on or about October 31, 2022.
- Concierge space has been painted. Furniture needs to be adjusted and we will need IT to come out to assist with setting up the different locations.
- Hurricane Ian did not cause any major issues on property. It took the landscaping crew around 2 days to clean up the debris that the storm left behind.
- Season has started and we had 27 check-ins on the first weekend.

SALES & MARKETING UPDATE

- As of the last Board call, we have had 1 Two Bedroom Home closing in September.
- We had a signed sales agreement for a 4 Four Bedroom Home.
- Presented a real estate sales power point for the last 3 three years.

NEW BUSINESS

- The next Board meeting is scheduled for Tuesday, November 15, 2022, at 9:30 am ET.

ADJOURNMENT

- **There being no further business to discuss, a motion was made by Louise Berkman to adjourn the meeting seconded by Earle Yaffa and motion was unanimously carried. The meeting adjourned at 10:46 am ET.**