

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

BOARD OF DIRECTORS MEETING

October 19, 2021

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held October 19, 2021.

Present from the Board of Directors: Jerry Rokoff, Vice President; Earle Yaffa, Treasurer; Tom Gilpin, Secretary; Pete Ciccone, member.

Guests present from Timbers Resorts: David Kalnas, Sarah Smith, Jessica Kluth, Richard Pittner, Katie Herr, Chris Goger, Jesse Geremia, Paulene Kawasjee.

CALL TO ORDER

The meeting was called to order by Earle Yaffa, at 9:30am, 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

Mr. Yaffa appointed Katie Herr as Recording Secretary.

APPROVAL OF AGENDA

- A motion was made by Jerry Rokoff to approve the agenda as presented. It was seconded by Tom Gilpin and motion was unanimously carried.

APPROVAL OF PREVIOUS BOARD MEETING MINUTES

- A motion was made by Jerry Rokoff to approve the meeting minutes from September 17, 2021. It was seconded by Tom Gilpin and motion was unanimously carried.

FINANCIAL UPDATE

- Jessica Kluth gave an overview of the financial performance for September. Overall, there was a deficit in operations of \$27,460. There was a surplus in revenue of \$9,469. In the Common General Expenses there was a deficit of \$19,639. For Vacation Plan Specific Expenses there was a deficit of \$17,290. The current life-to-date fund balance surplus is \$1,222,533.
- David Kalnas discussed the 2022 Use Fee Schedule, suggested that all fees remain the same as the 2021 Use Fee Schedule.

- **A motion was made by Jerry Rokoff to approve the 2022 Use Fee Schedule as presented. It was seconded by Earle Yaffa and motion was unanimously carried.**

OPERATIONS UPDATE

- September occupancy was normal.
- 37 of 50 of the new faucets have been installed.
- Outdoor kitchen installations are still in progress and are on pace for completion by October 30, 2021.
- The first of the new glass tabletops are scheduled to arrive this week.
- We currently have one open position in Concierge. We continue to bring on seasonal housekeepers as occupancy increases.
- We are still awaiting guidance regarding vaccination requirements. Information from the federal government on implementation has been inconsistent so Timbers Company is waiting for specific instructions.

SALES & MARKETING UPDATE

- As of the last Board call, we have had 3 closings, 2 two-bedrooms and one four-bedroom. We have another two-bedroom fixed interest closing on 10/30/2021. We have one signed sales agreement set to close in November and one sales agreement out for signature

NEW BUSINESS

- The next Board meeting is scheduled for Tuesday, November 23, 2021, at 9:30am ET.

ADJOURNMENT

- **There being no further business to discuss, a motion was made by Pete Ciccone to adjourn the meeting seconded by Tom Gilpin and motion was unanimously carried. The meeting adjourned at 9:57am ET.**