

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

**BOARD OF DIRECTORS MEETING**

**Tuesday, November 15, 2022**

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held on November 15, 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

**CALL TO ORDER**

The meeting was called to order by Louise Berkman, President, at 9:36am, Eastern Time.

**ESTABLISHMENT OF QUORUM**

With five 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 Dana Salsbury 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 November 15, 2022. It was seconded by Earle Yaffa and motion was unanimously carried.**

**FINANCIAL UPDATE**

- Jessica Kluth gave an overview of the financial performance for October 2022. Overall, there was a deficit in operations of \$7,975.00. There was a surplus in revenue of \$11,221.00. In the Common General Expenses there was a surplus of \$10,551.00. For Vacation Plan Specific Expenses there was a deficit of \$29,747.00. The current life-to-date fund balance surplus is \$910,300.00.
- Dues went out on October 26, 2022, and payments are starting to come in. Outstanding dues will be revisited during next board call.

## **OPERATIONS UPDATE**

- Currently in the sixth (6) week of season.
- Hurricane Nicole came last week. It damaged a few screens and there was one roof leak found. Mostly debris and rain.
- Occupancy is in the mid 60's. There were several early departures due to the storm. No show check in's is also contributing to the occupancy.
- Tuesday night events are starting tonight with Trivia. The pizza oven will be utilized for pizza and wings.
- The Clubhouse has started Burger night again.
- Concierge has embraced the new space. It looks great with the new furniture in place. Concierges are featuring a new drink special every week. Guests seem to really enjoy this.
- The new staff members are becoming a great addition to the team.
- Lead concierge: Kristen has given her two-week notice. Looking to move up Veronica into the Lead position.
- Bell has been working short staffed as well. We have a team member out with an injury. Brendon has also given his two-week notice. Jean has been filling in for the moment.
- Housekeeping is primarily staffed with two agencies. They are turning 2.5 houses a day.
- Golf Cart incident occurred where two staff members jumped out of the golf cart due to the accelerator getting stuck with an object. The golf cart has mechanically been checked out and there are no issues. Two employees were injured with one that has returned and one that has not returned.
- Facilities was dealing with a few roof leaks - that have since been repaired. In CH637 there was a moisture issue, and the ducts were replaced. This was the best course of action to prevent any damage to the home and/or illness issues.
- All comments have been positive with a lot of name mentions for the employees. We are currently at the rate of 89.24 and expect for this to be on the rise.
- Holiday fund for this year will be the same as last year. The letter will ask for \$125.00 or more.

## **SALES & MARKETING UPDATE**

- As of the last Board call, we have had 2 Two Bedroom home closings and 3 Four Bedroom home closings.
- We have a Two Bedroom closing on November 18, 2022.
- New Timbers Website will be going up in early January of 2023.

## **NEW BUSINESS**

- The next Board meeting is scheduled for Tuesday, December 13, 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 10:23 am ET.**