

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

BOARD OF DIRECTORS MEETING

Tuesday, December 13, 2022

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held on December 13, 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, Chris Goger, Richie Pittner, Erin Santana, Jesse Geremia

CALL TO ORDER

The meeting was called to order by Louise Berkman, President, at 9:33am, 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 Salisbury 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 December 13, 2022. It was seconded by Earle Yaffa and motion was unanimously carried.**

FINANCIAL UPDATE

- Jessica Kluth gave an overview of the financial performance for November 2022. Overall, there was a surplus in operations of \$31,653. There was a surplus in revenue of \$16,274. In the Common General Expenses there was a deficit of \$4,193. For Vacation Plan Specific Expenses there was a surplus of \$19,572. The current life-to-date fund balance surplus is \$908,620.
- We have received 78% of this year's dues to date which is a total of \$6,548,555. At this point last year, we were at 59% received.

OPERATIONS UPDATE

- Occupancy is about 77% which is what we expected for November.
- Survey scores for November continue to be positive; NPS is 92.68. The small amount of negative survey responses is in regard to items out of our control with the biggest issue being golf access for members that did not purchase a golf package.
- Celebrated Thanksgiving and the Club was filled.
- We hosted our first musical jukebox bingo night. It was a great turnout with over 50 owners and guest. Great feedback from this event.
- We hosted Busch Wildlife the next day for the families and children. This even had around 20-25 in attendance.
- Holiday traffic is picking up and we will continue Tuesday night events with Trivia for the next two Tuesdays and Family Feud on the Tuesday after Christmas and before New Year's.
- Concierge office is looking very festive for the holidays. We are continuing with the cookie and drink of the week for Saturday check-ins.
- Ritchie is holding weekly pre-arrival meetings with the concierges.
- We filled the one concierge position with a lady by the name of Karen who started yesterday.
- Bell Service's continues to work short staffed. We have one team member who will be out approximately 6-8 weeks.
- We had an open position with the departure of Brendon. An offer has been extended to a candidate last week.
- The house car is getting utilized a lot and guest are enjoying this amenity.
- Housekeeping is extremely happy with the staff we have received from the two agencies. We are making every effort to make them feel a part of the Timbers team and include them in all activities.
- New Years Eve may be a challenge for staffing.
- No supply issues in housekeeping at this moment in time.
- Facilities remains fully staffed and is only dealing with minor repairs such as screens, cable boxes, etc.
- The duct work in CH637 has completed and there is a notable difference in this home.
- Holiday Gift Fund was sent out and we have had a great response within the last 24 hours.
- Friday we are having a Holiday Celebration for the employees with a catered lunch from Silver Spoon along with prizes, games and gifts.
- The POA manager of Trump has resigned, and a new manager will be starting soon.
- There has been an increase in wild animals; coyotes and bobcats. We have addressed this is the welcome letter to the guests.
- We are going to have a strong finish to 2022 and start out on a positive note in 2023.

SALES & MARKETING UPDATE

- As of the last board call, we have had one (1) Two (2) bedroom home closing.
- We have two (2) Four (4) bedroom and one (1) Two (2) bedroom sales agreements out for signature.

NEW BUSINESS

- The next Board meeting is scheduled for Tuesday, January 17, 2023, 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 9:54 am ET.**