

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

BOARD OF DIRECTORS MEETING

December 21, 2021

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held December 21, 2021.

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

Guests present from Timbers Resorts: David Kalnas, Sarah Smith, Jessica Kluth, Katie Herr, Chris Goger, Jerry Burden, Jesse Geremia, Richie Pittner

CALL TO ORDER

The meeting was called to order by Louise Berkman, President, at 9:33 a.m., 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 Katie Herr as Recording Secretary.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS BOARD MEETING MINUTES

- **A motion was made by Pete Ciccone to approve the meeting minutes from November 23, 2021. It was seconded by Earle Yaffa and motion was unanimously carried.**

FINANCIAL UPDATE

- Jessica Kluth gave an overview of the financial performance for November. Overall, there was a surplus in operations of \$19,743. There was a surplus in revenue of \$11,459. In the Common General Expenses there was a surplus of \$28,305. For Vacation Plan Specific Expenses there was a deficit of \$20,020. The current life-to-date fund balance surplus is \$1,145,485.
- David stated that we have a third party that performs a reserve study every other year. We have a healthy amount in reserves to cover the repair costs of the aging property.

OPERATIONS UPDATE

- It has been a very busy condensed 4-5 weeks with all the holidays. We have met the 4pm check-in time every Saturday since the beginning of season.
- The facilities team has had their challenges the past few weeks with water pressure issues, mixing valves, pool heaters and boards which have been time consuming and expensive.
- We repaired the life and safety issue with the metal sticking out of the granite in a kitchen. We also had to repair a cooktop that was cracked.
- We are stocking up on several items that are becoming more expensive and difficult to find such as rolls of screen for the lanais, repair parts and golf cart tires.
- We continue to emphasize our COVID protocols amongst staff and encouraging our employees to get vaccinated.
- David presented a possible preventative maintenance contract with an outside vendor for the 79 a/c units to inspect all units twice per year for approximately \$10,000.

APPROVAL OF OUTSIDE VENDOR A/C PREVENTATIVE MAINTENANCE CONTRACT

- **A motion was made by to approve the funds for the contract for 2022. The motion was unanimously carried.**

SALES & MARKETING UPDATE

- As of the last Board call, we have had 3 new closings (one 2-bedroom and two 4-bedroom). We have two more closings scheduled by the end of December.
- We have a total of 37 closings for the year with two more scheduled before 2022.

NEW BUSINESS

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- The next Board meeting is scheduled for Wednesday, January 26, 2022 at 9:30am ET.

ADJOURNMENT

- **There being no further business to discuss, a motion was made by Earle Yaffa to adjourn the meeting seconded by Pete Ciccone and motion was unanimously carried. The meeting adjourned at 10:11am ET.**