

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

**BOARD OF DIRECTORS MEETING**

**Tuesday, March 21, 2023**

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held on March 21, 2023

**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, Jessica Kluth, Sarah Smith, Dana Salsbury, Chris Goger, Richie Pittner, Erin Santana, Jesse Geremia, Paulene Kawasjee, Jerry Burden.

**CALL TO ORDER**

The meeting was called to order by Louise Berkman, President, 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**

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 Tim and motion was unanimously carried.**

**APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

- **A motion was made by Louise Berkman to approve the meeting minutes from March 21, 2023. It was seconded by Earle and motion was unanimously carried.**

**FINANCIAL UPDATE**

- Jessica Kluth gave an overview of the financial performance for February 2023. Overall, there was a surplus in operations of \$26,482. There was a deficit in revenue of \$20,480. In the Common General Expenses there was a surplus of \$26,993. For Vacation Plan Specific Expenses there was a surplus of \$19,969. The current life-to-date fund balance surplus is \$814,297.

- Quarterly reports are ready and will be reviewed in the April board meeting. Should the board wish to they can approve the investment recommendations prior to the April meeting.

### **OPERATIONS UPDATE**

- We are approaching the three (3) quarter point in the Winter season allocation. The 24<sup>th</sup> week is being wrapped up.
- We are currently just under 95% actual occupancy through the first 20 nights of March.
- Concierge remains to be fully staffed. There are some inconsistencies that are continuing to be worked on. Overall the team is doing a good job.
- Received a TRP survey with three concierge name mentions (Carlos, Sarah, and Melissa).
- Bell continues to work hard as well as exceed expectations. We are still currently down one staff member with hopes of him returning within the next month.
- Bell is averaging about 40 house calls a week.
- The house car has a service issue and has been at the dealership since March 20<sup>th</sup>. All house car services were canceled for March 20<sup>th</sup> and the 21<sup>st</sup>.
- Housekeeping has had some tough houses with all items and rooms being utilized in all houses. On Saturday the week of March 11<sup>th</sup> the team completed 39 turns.
- Housekeeping continues to have adequate supplies and staff to get through the season.
- Facilities is currently staffed. There are a lot of minor odds and ends in the homes that have been addressed. This team continues to work at a high level.
- All fire extinguishers were replaced over the last week as well as Backflow inspections are taking place this week.
- Surveys have been positive overall despite a score in the lower 80's. Also, we have had several names mentioned from all departments on the surveys.
- The reserve study has been ordered and we are expecting that to return in April.
- The owner events continue to be a success with 35-40 in attendance. This week in Juke Box bingo.
- In conjunction with the POA in an effort to assist them to promote safety on the property; Each week on Sunday morning a text blast will be sent to all guests on property to remind them of the 20 mile per hour speed limit and to stop at all stop signs. This is currently a hot topic on property and we want to do our part to promote that.
- Currently in production is a Timbers Jupiter News letter that will contain pictures of the concierge and bell team to introduce the new faces. It will also contain updates on the property and Timbers Jupiter as a whole.
- Communication about bike riding and bike riding safety is going to be updated.
- We are currently in compliance with annual state filings.

### **SALES & MARKETING UPDATE**

- Closed on one four (4) bedroom home.
- Currently have five (5) signed sales agreements out. Three (3) four (4) bedroom homes and two (2) two (2) bedroom homes.
- The suggested increase of the home interest was sent out.

### **NEW BUSINESS**

- The next Board meeting is scheduled for Monday, April 17, 2023, at 3:00 pm ET.

### **ADJOURNMENT**

- **There being no further business to discuss, a motion was made by Louise Berkman to adjourn the meeting seconded by Jerry and motion was unanimously carried. The meeting adjourned at 9:59 am ET.**