

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

**BOARD OF DIRECTORS MEETING**

**May 26, 2020**

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held May 26, 2020.

**Present from the Board of Directors:** David Oestreich, President; Jerry Rokoff, Vice-president; Earle Yaffa, Treasurer; Louise Berkman, Secretary, Pete Ciccone, Member.

**Guests present from Timbers Resorts:** Carrie Bligh, David Kalnas, Sarah Smith, Jesse Geremia, Chris Goger, Jessica Kluth, Richard Pittner, Andrew Blake, Ryan Bell, Austin Watkins.

**CALL TO ORDER**

The meeting was called to order by David Oestreich, President, at 9:30am, Eastern Time.

**ESTABLISHMENT OF QUORUM**

With five Board members present at the time of roll a quorum was met.

**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. Oestreich appointed Sarah Smith as Recording Secretary.

**APPROVAL OF AGENDA**

- A motion was made by Louise Berkman to approve the agenda as presented. The motion was seconded by Jerry Rokoff and unanimously carried.

**APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

- A motion was made by Louise Berkman to approve the meeting minutes from April 21, 2020. The motion was seconded by Earle Yaffa and unanimously carried.

**FINANCIAL REVIEW**

**April 2020 Financials**

- Carrie Bligh gave an overview of the financial performance for April. Overall, there was a surplus in operations of \$178,613. There was a deficit in revenue of \$6,298. In the Common General Expenses there was a surplus of \$68,226. For Vacation Plan Specific Expenses there was a surplus of \$116,685. The current life-to-date fund balance surplus is \$914,816.

### **OPERATIONS UPDATE**

- We continue to adapt as the situation changes due to COVID-19.
- The Facilities team has returned and have begun working on summer CARE projects. We've also recalled our two housekeeping supervisors and Concierge team.
- We are still not offering daily housekeeping service. Upon an owner's departure the home sits for a minimum of 24 hours before the housekeeping team enters the home to perform cleaning services.

### **RENTALS**

- **A motion was made by Earle Yaffa to provide 50% of the COA-owned interests to the rental program managed by Timbers Resorts. The motion was seconded by Pete Ciccone and unanimously carried.**

### **SALES & MARKETING UPDATE**

- We still have a sale pending due to COVID related logistic issues. We hope to close within the next two weeks.
- We have closed on a four-bedroom and have a signed contract on a two-bedroom.
- We have been getting more requests for sales information. We have a tour scheduled this week with a GVP and another who toured the property last week.
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### **NEW BUSINESS**

- The next Board meeting is scheduled for Tuesday, June 23<sup>rd</sup> at 9:30am ET.

### **ADJOURNMENT**

- **There being no further business to discuss, a motion was made by Louise Berkman to adjourn the meeting. The motion was seconded by Earle Yaffa and unanimously carried. The meeting adjourned at 10:42am ET.**