

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

**BOARD OF DIRECTORS MEETING**

**August 23, 2021**

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held August 23, 2021.

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

**Guests present from Timbers Resorts:** David Kalnas, Sarah Smith, Jessica Kluth, Richard Pittner, Katie Herr, Chris Goger, Jerry Burden, Jesse Geremia, Jamie Johnson.

**CALL TO ORDER**

The meeting was called to order by Louise Berkman, President, at 10:30am, 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 Katie Herr as Recording Secretary.

**APPROVAL OF AGENDA**

- **A motion was made by Pete Ciccone 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 Earle Yaffa to approve the meeting minutes from July 26, 2021. It was seconded by Jerry Rokoff and motion was unanimously carried.**

**FINANCIAL UPDATE**

- Jessica Kluth gave an overview of the financial performance for July. Overall, there was a deficit in operations of \$48,231. There was a surplus in revenue of \$27,178. In the Common General Expenses there was a deficit of \$33,531. For Vacation Plan Specific Expenses there was a deficit of \$41,879. The current life-to-date fund balance surplus is \$1,279,701.

### **OPERATIONS UPDATE**

- July occupancy was 65% overall compared to 27% in 2019 (pre-covid) and 47% in 2020.
- We were at 100% on our survey scores in July.
- As of last week, Timbers has put a mask requirement in place for all employees when indoors until further notice. However, we are not requiring guests to leave the homes while receiving cleaning services.
- We are still seeking to fill one bell staff position, a housekeeping supervisor and are hoping that several of our seasonal housekeepers return for the upcoming season.
- Off season projects have begun. Every outdoor sconce has been cleaned, we are currently doing touch-up painting and patchwork in the homes. We have received 171 new televisions, installation for those will begin the week of 9/6/2021. The new faucets are due to arrive any day, installations will begin upon arrival.
- Outdoor kitchen installations are in progress and are on pace for completion in early October.
- The Trump organization has extended the use of 19 for us to use for cocktail hours for the upcoming season. The area has been expanded to accommodate 11 additional tables.
- We have received the official signed lease agreement from Eric Trump for the next eight years.

### **SALES & MARKETING UPDATE**

- As of the last Board call, we have not had any new closings. We have two closings scheduled in September.
- David reported the sub-committee's recommendation regarding the association owned homes.
- **A motion was made by Earle Yaffa to approve to offer the sale of 3 association owned units to current Timbers Jupiter owners, seconded by Tim Gilpin and the motion was unanimously carried.**
- Jamie Johnson gave an update on the changes made since the marketing plan was approved. Several modifications have been made to the website to include a video on the home page, updated content and additional information about Jupiter and Jupiter real estate.
- Updated keywords for optimization, implemented PPC ads on Google and updated Google My Business Listing.
- Website traffic has increased since the changes were made.
- A Matterport shoot will be scheduled in the 30 days to add new photos to website.

### **NEW BUSINESS**

- The Annual Board meeting will be both in-person (held in the Trump conference room) and virtually streamed via zoom.
- The next Board meeting is scheduled for Friday, September 17, 2021 at 9:00am ET.

### **ADJOURNMENT**

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