

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

**BOARD OF DIRECTORS MEETING**

**Monday, April 17, 2023**

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held on April 17, 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, Dana Salsbury, Chris Goger, Richie Pittner, Erin Santana, Jesse Geremia, Paulene Kawasjee

**Guests present from The March Group:**

Nicco March, Will Griffith

**CALL TO ORDER**

The meeting was called to order by Louise Berkman, President, at 3:01pm, 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 Salsbury as Recording Secretary.

**APPROVAL OF AGENDA**

- A motion was made by Louise Berkman to approve the agenda as presented. It was seconded by Pete and the motion was unanimously carried out.

**APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

- A motion was made by Louise Berkman to approve the meeting minutes from April 17, 2023. It was seconded by Tom and the motion was unanimously carried out.

**APPROVAL OF INVESTMENT RECOMMENDATIONS BY THE MARCH GROUP**

- A motion was made by Louise Berkman to approve The March Groups investment recommendation. It was seconded by Jerry and the motion was unanimously carried out.

## **FINANCIAL UPDATE**

- Jessica Kluth gave an overview of the financial performance for March 2023. Overall, there was a surplus in operations of \$9,140. There was a deficit in revenue of \$16,200. In the Common General Expenses there was a surplus of \$18,414. For Vacation Plan Specific Expenses there was a surplus of \$6,926. The current life-to-date fund balance surplus is \$789,792.

## **OPERATIONS UPDATE**

- We are 88% of the way through our winter allocated season.
- Bell Services currently has two (2) open positions. We are losing Bryan Silverman in May. A highly recommended gentleman was interviewed this morning and we will likely extend an offer.
- Concierge is fully staffed. Last month this team was experiencing some growing pains. There has been improvement over the last month.
- Housekeeping continues to perform at the highest level. Ewa continues to go the extra mile with her team and keeps them in tune. They provide excellent service.
- Facilities are currently having a lot of challenges over all in terms of services and repairs in the homes. Currently with the utilization rate there is a lot of wear and tear in the homes. The team is continuing to address each item as it is reported.
- I want to highlight the incredible effort Sarah has put forth over this season. January to March was above 93% occupancy. This is the highest utilization rate in the last 9 years. Sarah is doing an amazing job and continues to go above and beyond for the Owners.
- On April 28, 2023, a communication will go out to the Owners advising that on May 1, 2023 the updated reservations will drop.
- The final Tuesday social Owner event was held the week of April 1, 2023. With the time change we started to experience a lower turnout. Going forward we will plan the event around the day light savings calendar. We had a great Owner engagement over the season.
- Strobe lights have been installed on the bikes. We have yet to see them in use on property, but David has seen them in his neighborhood, and they are quite visible.
- Over the next four (4) weeks we still have a lot of work cut out for us. We will begin to identify some of our off-season projects as well as addressing some of the items on the reserve study. We want to improve the LP office and utilize that space for a possible phone room for the concierge. We will be upgrading the security cameras and radios as well.
- Trump is moving forward with the permitting plans to build the pickle ball and additional tennis courts. They also have possible plans to improve 19 over the course of the off-season.

## **SALES & MARKETING UPDATE**

- Closed on two (4) bedroom homes and one (1) two-bedroom home.
- We sent out the 3-week home interest listing to all Timbers Jupiter owners this morning.
- The notice about the raising prices went out last week. A reminder went out this morning.

### **NEW BUSINESS**

- The next Board meeting is scheduled for Monday, May 22, 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 3:52pm ET.