

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

BOARD OF DIRECTORS MEETING

Monday, May 22, 2023

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held on May 22, 2023

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

Guests present from Timbers Resorts: David Kalnas, Jessica Kluth, Dana Salsbury, Chris Goger, Richie Pittner, Erin Santana, Jesse Geremia, Paulene Kawasjee, Gino Marasco

CALL TO ORDER

The meeting was called to order by Louise Berkman, President, at 3:01pm, Eastern Time.

ESTABLISHMENT OF QUORUM

With three 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 Earle 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 May 22, 2023. It was seconded by Jerry and the motion was unanimously carried out.

FINANCIAL UPDATE

- Jessica Kluth gave an overview of the financial performance for April 2023. Overall, there was a surplus in operations of \$31,386. There was a deficit in revenue of \$32,495. In the Common General Expenses there was a surplus of \$35,995. For Vacation Plan Specific Expenses there was a surplus of \$27,886. The current life-to-date fund balance surplus is \$786,592.

OPERATIONS UPDATE

- We have completed the 32nd week of our winter allocation period. We get a couple days of break and then the 8-week summer season begins.
- We are running at 73% occupancy for the month of May and continue to see healthy usage of the club.
- The Concierge team lost Yulissa and the position has been filled by Cristina Lane.
- The Bell team lost Bryan and the position has been filled with Leighton Taylor. The resumes for this spot have not been promising. There are currently two open positions. We issued the merit increase for this team a month early and adjusted the amount a little higher. We would like to retain our current staff and they are very happy about the increase.
- We are continuing to rely on contract labor for housekeeping. We are pleased with the current contractor.
- Reservations remains busy. We are anticipating a high occupancy through mid-July. On May 1st the 2023-2024 allocations were posted on the Owners website. On June 1st the deposits for TRP for 2024 will open.
- Facilities team remain fully staffed. Nothing major is going on currently.
- Survey scores have been extremely positive. Out of 35 surveys we are at 97.14 for the month. Overall, we are at 88%. There have been several name mentions in the surveys with Carlos in concierges being cited several times.
- Timbers and Trump will be working on some projects over the summer. Trump golf and dinning will end this weekend. Pickle ball will be added in the fall.
- During the off season we are going to clean out the LP office and convert that into a phone room for the concierges. We will also be updating the radios as we are struggling with those. They are very old.
- David asked the board for approval to update the Opera software using money from the reserves account. The total cost for the update is \$27,691. The board approved the purchase.
- We received the reserve study back this week. We have not reviewed it yet and would like to set up a meeting with the board to review.

SALES & MARKETING UPDATE

- Closed on a two-bedroom home.
- Received one four-bedroom and three two-bedroom sales agreements.

NEW BUSINESS

- The next Board meeting is scheduled for Monday, June 26, 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 Earle and the motion was unanimously carried. The meeting adjourned 3:46pm ET.**