

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

BOARD OF DIRECTORS MEETING

Monday, July 31, 2023

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held on July 31, 2023

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

Guests present from Timbers Resorts: David Kalnas, Jessica Kluth, Dana Salsbury, Chris Goger, Richie Pittner, Paulene Kawasjee, Lori Miller, Jesse Geremia.

CALL TO ORDER

The meeting was called to order by Louise Berkman, President, at 3:03pm, 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 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 June 26, 2023. It was seconded by Tom and the motion was unanimously carried out.

FINANCIAL UPDATE

- Jessica Kluth gave an overview of the financial performance for July 2023. Overall, there was a deficit in operations of \$40,473. There was a deficit in revenue of \$9,021. In the Common General Expenses there was a deficit of \$1,884. For Vacation Plan Specific Expenses there was a deficit of \$29,568. The current life-to-date fund balance surplus is \$806,209.

OPERATIONS UPDATE

- Summer has remained busy despite the record heat we have been having.
- From mid-June to mid-July, we averaged 60% occupancy. This included a period when all four-bedroom homes were occupied. It has been quiet for the last 7 – 10 days; however, we will get to over 50% occupancy later this week.
- Surveys have remained positive in terms of comments. We are currently at 87.88 over the last month and 88.01 for the year.
- Even though no one is thinking about Covid anymore, we have had several cases in the Concierge and Bell team.
- We have several new faces in concierge that have joined us over the last few weeks. Richie and David both feel positive about what they are going to bring to the team. We are looking to promote within for the open Lead Concierge position.
- After being fully staffed for a few weeks in Bell Services we are back to being short one team member. We had a solid candidate today and my make an offer.
- The housekeeping team is doing an amazing job. We have had a lot of staff out on vacation. Ewa is currently away but when she returns, we will start to bulk up the staff for the summer with our contracted staff.
- Facilities have been able to start some small-scale care and touch up projects with reduced occupancy. The biggest issues right now are insects and air conditioner related.
- We have been working with our current fire protection company to address deficiencies that were found during the last inspection. Our fire protection contract is up at the end of August. We would like to propose changing vendors. David will discuss at the end of update.
- Regarding Trump all of you should have received the update from Dick about the proposed building. It sounds like it is going to be an uphill battle for them. Trump was planning to add pickle ball and an additional tennis court over in the parking area by the pool. These projects have yet to commence. The Town of Jupiter is giving them a hard time because they will be taking away parking. Those parking spaces will need to be accounted for elsewhere to use the space.
- The Spa will be temporarily closed over the next 8 weeks for renovations; services will be offered in the Villas.
- Over the last several weeks the Trump Organization has planted hundreds of Gold Malayan Coconut Palm trees across the golf course. Tony and Eric have approached us and indicated they would like to pay for and install clusters of these trees on COA property, mostly in the 600's. They would be placed at the rear of the homes and designed to enhance the golf course. It would certainly be an enhancement to the property landscaping. We have lost several trees that were in the back of the homes in the 600's over the last several years. Before moving forward with the trees, I would ask for the following considerations:
 - The cost to maintain and replace any trees if they die.
 - Will the trees be delivered and planted at sufficient height not to obstruct views from the homes.
 - Can they add some kind of back lighting or additional enhancements to the trees to make them look more appealing.

- We would ask for consideration in the 300's, which is an area of concern with growth from the golf course.
- We would like to have the Board discuss and we will follow your recommendations regarding the trees.
 - The board does not currently see an upside to the trees at this time and would like to wait a year and revisit this before moving forward.
- Over the last year we have grown increasingly frustrated with our current Fire Protection vendor, Johnson Controls. We have identified a new Fire Protection vendor. We would like to propose to the board switching to Life Safety Management. We are seeking the Board's approval with moving to the new vendor on September 1, 2023. We have two options from the new vendor. We are currently paying \$36,800 yearly for Johnson Controls. This includes yearly inspections of the sprinkler system, fire extinguishers, and backflows (with the copper lines this has become troublesome). The two options we have received from Life Safety Management are as follows:
 - Option 1 – will include all the above plus a one-time fee of \$12,500 for cell communication installation with monitoring to a central monitoring station. This will be an annual fee of \$32,113 and \$4,281 savings from the previous company.
 - Option 2 – will include all the above and no monitoring to a central monitoring station at a cost of \$15,977 per year.

FIRE PROTECTION VENDOR SWITCH

A motion was made by Louise Berkman to approve the change from Johnson Controls to Life Safety Management with monitoring. It was seconded by Earle and the motion was unanimously carried out.

SALES & MARKETING UPDATE

- Closed on two Two-bedroom homes.
- Currently have several proposals out.
- No signed contracts for the month.

NEW BUSINESS

- The next Board meeting is scheduled for Wednesday, August 30, 2023, at 10:30 am ET.
- The Annual Board meeting is scheduled for Monday, October 23, 2023.
- Louise and Pete are up for election this year.

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 4:13 pm ET.**