

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

**BOARD OF DIRECTORS MEETING**

**Wednesday, August 30, 2023**

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held on August 30, 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, Jillian Tice, Gino Marasco

**CALL TO ORDER**

The meeting was called to order by Louise Berkman, President, at 10:37am, 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 July 31, 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 \$11,499. There was a deficit in revenue of \$1,399. In the Common General Expenses there was a surplus of \$24,459. For Vacation Plan Specific Expenses there was a deficit of \$34,509. The current life-to-date fund balance surplus is \$760,174.

## **OPERATIONS UPDATE**

- We are happy that hurricane Idelia has spared Jupiter, South Seas and for the most part Winter Park.
- As David mentioned previously, we are at a 33% occupancy for the month of August. That is within or normal over the last several years.
- Bell has welcomed back Bryan and we are now fully staffed. They are getting ready for the season. They are continuing to work on building the inventory of bikes, beach chairs, and umbrellas. We are very close to our goal which is to have two bikes in every home permanently. We have been building this inventory over the last year or so. We are expanding on this to be able to do the same with beach chairs and umbrellas. This will make us much more efficient with the use of our staff as well as a nice touch for our owners.
- The board mentioned concerns about liability should an accident occur on one of the bikes as well as possibly getting the owners to sign a waiver with the arrival package. David is going to check into this with the insurance company and Dick.
- In Concierges we have promoted Melissa Neira to Lead Concierge. She has been with us for a little over a year and has stepped up to the plate in her new role. Our last position in concierge has been filled with a young man named Kyle Grimes. He has just recently graduated from UCF and is a great addition to the team so far.
- Housekeeping has been deep cleaning and stocking up for the season. In addition, our number one area of concern going into the season will be staffing. Our staffing agency is confident that they will be able to provide sufficient staff to fill the team.
- There have been some significant changes in the facilities department. The Director of Facilities and Timbers have parted ways. Currently, we are fully staffed with our hourly employees. However, we do not have a supervisor or a manager at this time. We have posted the supervisor and manager positions and are currently fielding applications. The team has not missed a beat and has been attending to all calls in a timely fashion.
- The new fire contract has been signed and will take effect on September 1, 2023.
- The oak trees are receiving their bi-annual cut just in time. We will have nicely thinned out trees should a hurricane come this way. The bi-annual palm tree trimming is about to start over the next few days as well as the bi-annual mulching. The above will be followed by the fall plantings.
- On our last call we discussed the placement of the palm trees in the 600's. David shared the board's position that they do not see an upside to the trees right now. Also, the board wants to physically see the trees before making any firm decisions. Louise would like for us to emphasize to Trump that the obstruction of the view from the homes is not the concern but the blockage of lighting.
- Spa refurbishment is ongoing and currently on pace to be completed by the 1<sup>st</sup> of October.
- The pickle ball has still yet to commence. The town of Jupiter is giving push back. There is also no up to date news on the commencement of the new building.
- We have less than 40 days until the start of the season.

### **SALES & MARKETING UPDATE**

- No closing for the month of August.
- Currently have several proposals out.
- Received an offer for a four bedroom.

### **NEW BUSINESS**

- The next Board meeting is scheduled for Tuesday, September 12, 2023, at 8:30 am ET.
- The Annual Board meeting is scheduled for Monday, October 23, 2023.

### **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 11:37am ET.**