

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

BOARD OF DIRECTORS MEETING

Tuesday, September 12, 2023

A Board of Directors meeting of the Eagle Tree Condominium Association, Inc. was held on September 12, 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, Richie Pittner, Sarah Smith, Verne Burden

CALL TO ORDER

The meeting was called to order by Louise Berkman, President, at 8:32am, 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 Tom 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 August 30, 2023. It was seconded by Jerry and the motion was unanimously carried out.

FINANCIAL UPDATE

- Jessica presented the Annual 2024 budget and will send all board members a copy of the power point.
- Out of the 14.49% budget increase, 8.89% can be attributed to rises in insurance, reserves, and property tax funding along with declines in per diem and rental revenue. If these factors were excluded, the overall budget increase would have been 5.3%.

APPROVAL OF 2024 ANNUAL BUDGET

- **A motion was made by Louise Berkman to approve the 2024 Annual Budget as presented. It was seconded by Tom and the motion was unanimously carried out.**

OPERATIONS UPDATE

- Occupancy is low right now. We have been utilizing this time to give the homes some TLC.
- We currently have less than 4 weeks until our first Saturday of the season which occurs on October 7, 2023.
- Owner Services is working on some minor items such as updating communication prior to the season getting started, updating the welcome letters, and getting ready to welcome all the owners back.
- On the last call we discussed bikes on the property. David spoke to Bill Houser about needing additional insurance for the bikes. Per Bill the bikes and any injury that may occur are covered by our general liability insurance. Furthermore, we are currently in the process of updating our registration cards with some additional verbiage that not only covers bikes but will include use of the property and facilities in general.
- Housekeeping has continued to deep clean.
- We received positive news from the staffing agency. They have confirmed that we will have (8) contractors returning for the season. We will continue to build up more.
- We shared that we parted ways with our Director of Facilities a few weeks ago. David is pleased to announce that we have extended an offer for a gentleman who has a history with the property. His name is Bill Kerr, and he was the former Chief Engineer from when Ritz Carlton was at the property. He was with the Ritz for seven years. He has spent his last seven years as the Chief Engineer at the Wyndam Grand. He is already familiar with our property. He will be starting on October 2, 2023.
- The bi-annual mulch application has been completed. Flowers are to follow in the next couple of weeks. The bi-annual palm tree trimming has begun this week.
- The Trump side has been quiet. The golf course closes this weekend and will remain closed for the next two weekends.
- David has not seen the dining schedule yet; however, he is expecting that soon.
- The Spa work continues and is scheduled to be completed the first week of October.
- Trump has started doing some surveying for the pickle ball courts. It will certainly be a wanted addition to the property.
- David will be out next week. Please feel free to email or text him should you need him.
- Tomorrow is the cut off submission deadline for any candidate that is interested in running for the board. As of this moment there has been no expressed interest in running against our two candidates that are up for re-election.

NEW BUSINESS

- The next Board meeting is scheduled for Monday, October 23, 2023, at 12:30 pm ET.
- The Annual Board meeting is scheduled for Monday, October 23, 2023, at 1:30pm 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 at 9:18 am ET.**