



HARBOUR ISLE AT HUTCHINSON ISLAND EAST  
CONDOMINIUM ASSOCIATION INC  
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BOARD OF DIRECTORS MEETING  
AUGUST 31, 2011 – HARBOUR ISLE EAST CLUBHOUSE  
6:00 P.M.

- I. CALL TO ORDER: President Murphy called the meeting to order at 6:00 p.m. Board members present were John Murphy, Gary Whigham, James Elam and Robert Scheussler. Present via teleconference was Lee Lassiter. Also present representing Bristol Management, were Dawn Atwood, Administrative Assistant and Annette Sanniota, Manager.
- II. APPROVE APRIL 7 AND APRIL 18, 2011 MINUTES: Bob Schuessler made the motion to approve the minutes as have been posted on the Harbour Isle East website, seconded by James Elam and passed unanimously.
- III. PRESIDENT'S COMMENTS: President Murphy reported status of the 558 claim against the Developer is at the deposition stage. Final depositions to be taken in October. He also commented on the HIE's strong Collections policy and confirmed all owners are treated equally – that the rules are not selectively enforced and assured all owners that every effort is made to maintain bad debt figures as low as possible. President Murphy also thanked the Grill Committee which consisted of Megan Elam and Erica Ganzi for an outstanding job on the completion of the BBQ grill area.
- IV. TREASURER'S REPORT: Treasurer James Elam reported the Association is receiving 1.25% on two money market accounts which house the reserve funds, totaling to date, \$427,522.10. He also indicated expenses are currently below budget even though the 558 dollar amount is still unknown. Bob Schuessler made the motion to accept the Treasurer's report as presented, seconded by Gary Whigham and passed unanimously.
- V. MANAGER'S REPORT: Manager Annette Sanniota presented the manager's report which is attached to these minutes. Bob Schuessler made the motion to accept the manager's report as presented, seconded by Gary Whigham and passed unanimously.
- VI. OLD BUSINESS
  - A. RATIFY SHADE SAILS PURCHASE AT BBQ GRILLS: Bob Schuessler made the motion to ratify the shade sails purchase, seconded by James Elam and passed unanimously.
  - B. RATIFY COPIER LEASE WITH EGP AND SERVICE CONTRACT: Bob Schuessler made the motion to ratify the 60 month copier lease and service contract, seconded by James Elam and passed unanimously.
- VII. NEW BUSINESS:

- A. REVIEW SOUND SPECIFICATIONS FOR HARD SURFACE FLOORING: At the Board Workshop meeting held earlier in the month, the Board asked for additional information regarding Harbour Isle West's approved hard surface flooring underlayment materials. Their adopted specifications require a minimum sound rating of 55, based on IIC lab tests. There was much discussion and John Murphy made the motion to adopt the Harbour Isle West specifications for hard surface flooring. There was no second and therefore the motion died. This subject was tabled for additional investigation.
- B. TENNIS COURT RESURFACING PROPOSALS: Management had obtained 6 proposals from 3 separate vendors who could resurface the tennis courts that are six years old. After additional research conducted by Bob Schuessler, it was concluded the courts are in need of resurfacing and the monies will come from the Reserve account. John Murphy made the motion to approve a figure not to exceed \$5350 to resurface both tennis courts for up to 5 tons of clay per court with Papico Construction, seconded by Gary Whigham and passed unanimously. It was noted this work will be conducted in December 2011.
- C. AMERICAN FLAG POLE INSTALLATION AT GATEHOUSE: Gary Whigham made the motion to approve a not to exceed figure of \$300 for aluminum flag pole purchase to be erected in front of the gatehouse, seconded by Bob Schuessler and passed unanimously.
- D. PURCHASE ORDER PROCEDURE: Gary Whigham made the motion to adopt the Purchase Order procedure on a trial 60 day basis, seconded by Bob Schuessler and passed unanimously.
- E. TUTWILER PUBLIC ADJUSTER AND JARVIS EMERGENCY: James Elam did further research on this agenda item and concluded the subject should be tabled until additional information is obtained.
- F. CLUBHOUSE RESERVATION PRICE INCREASE: Bob Schuessler made the motion to increase the minimum usage fee from \$80 (4 hours @ \$20) to \$150 (3 hours @ \$50) and to increase the security deposit from \$250 to \$500, seconded by James Elam. The motion passed, 4 to 1, with four board members voting FOR and Gary Whigham voting AGAINST.
- G. RECYCLING – TRIAL BASIS: James Elam made the motion to approve the recycling on a trial basis for 4 months at all buildings' dumpster rooms, seconded by John Murphy. Motion failed as two board members were FOR and two were AGAINST (Lee Lassiter had left the meeting at this point). It was then suggested Management contact Waste Pro to have two containers brought to the property to ensure proper fit within the dumpster rooms and further suggested to address this topic at the Annual Meeting.
- H. APPROVE PROCEDURE FOR RULES INFRACTIONS AND APPOINT COVENANTS REVIEW COMMITTEE: John Murphy made the motion to approve the procedures as outlined by the Association's attorney for rules infractions, seconded by Bob Schuessler and passed unanimously. John Murphy asked owners in the audience for suggestions for committee members. The Covenants Review Committee was not appointed at this meeting.
- I. APPROVE 2010 YEAR END REVIEW BY HAFER & COMPANY CPA: Bob Schuessler made the motion to approve the 2010 Year End Review by Hafer &

Company, seconded by James Elam. The motion passed with three board members voting FOR and one (Gary Whigham) voting AGAINST because he had not reviewed it as of the meeting date.

- VIII. OTHER BUSINESS: Gary Whigham expressed his desire to obtain compensation for the hours of work associated with the 558 claim against the Developer. Bob Schuessler made the motion to hire Gary Whigham as the Project Consultant contingent upon the Association's Attorney approval with a figure to be determined at that time, seconded by James Elam. The motion passed with three board members voting FOR. Gary Whigham abstained from the vote.
- IX. ADJOURNMENT: John Murphy made the motion to adjourn the meeting, seconded by Bob Schuessler and passed unanimously. Meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Annette R. Sanniota, LCAM  
On behalf of the Harbour Isle East Board of Directors

HARBOUR ISLE AT HUTCHINSON ISLAND EAST CONDOMINIUM  
ASSOCIATION INC.  
BOARD MEETING  
AUGUST 31, 2011  
MANAGER'S REPORT

1. **FIRE SPRINKLER ANNUAL INSPECTIONS:** Notices were posted one week in advance of the scheduled annual inspections which included entry into the units to inspect sprinklers in each of the rooms. We had our maintenance personnel accompany and overall the testing results were satisfactory. A panel was blown at building one which was ultimately replaced at no charge to the Association. The inspections were not conducted for this building and a future date will be scheduled and owners will be notified.
2. **EMAIL COMMUNICATION:** The best method of communicating immediately with all owners is through email. New legislation requires your written authorization to receive email notifications in lieu of mail when available. Please contact our office or visit our website [www.harbourisleeast.org](http://www.harbourisleeast.org) and click the FORMS tab.
3. **GRILL PROJECT STATUS UPDATE:** The BBQ grills are a HUGE hit at Harbour Isle East! The icing on the cake was the installation of the shade sails which have created a unique island appeal! Residents are definitely enjoying the grills and the majority of residents are cleaning up after use.
4. **ARCHITECTURAL RULES:** The Architectural rules and the Association's Rules and Regulations apply to ALL residents. Many violations to date have been regarding unapproved furniture on the catwalks. The only items approved to remain on the catwalks in front of owners' individual units are: 2 white chairs, one white table and one plant (no higher than 3 feet tall). Benches are not permitted. A complete set of rules is available on the website, [www.harbourisleeast.org](http://www.harbourisleeast.org).
7. **SALES AND LEASE REPORT:** Sales from February 2011 to present total 12 with average sales price of \$171,650 (high of \$215K and low of \$127,800). Leases number 22 with average monthly rental rate of \$1263 (based on annual leases). 25 total lease renewals!
8. **2010 LEGISLATIVE CHANGES TO FLORIDA CONDOMINIUM ACT:** Several items were passed pertaining to "Official Records", FS 718.111(12) which discusses unit owner contact information, personnel records are not accessible to unit owners through records search and social security numbers, drivers license/credit card numbers etc are not accessible to unit owners; "Board meetings" FS 718.112(2)(c)3 which addresses that Board meetings held for the purpose of discussing personnel matters are not required to be open to the unit owners; "Elections", FS 718.112(2)(d)2 refers to election of Board of Directors not required if the number of vacancies equals or exceeds the number of candidates and within 90 days after being elected for appointed to the Board, each newly appointed director shall certify in writing to the Secretary of the Association that he/she has read the governing documents and will work to uphold the documents; "Hurricane Protection" FS 718.113(5)(a); "Recreational Facilities" FS 718.114; "Assessment Liability" FS 718.116(1)(b) addresses that if the Association acquires title to a unit through foreclosure of its lien it is NOT liable for any unpaid assessments, etc.; "Tenant Obligations" FS 718.116(11) states the Association is entitled

to receive the ENTIRE amount of rent from a delinquent owner's tenant until all monetary obligations of the unit owner are paid in full; "Obligations of Owners and Occupants, Remedies" FS 718.303 states that an Association may suspend the usage rights to common elements, etc. if the unit owner is delinquent in monetary obligations without the need for a hearing – an opportunity for a hearing is necessary when imposing usage rights suspension for rules infractions. Additional information is available upon request.

9. **2012 BUDGET PREPARATION:** I have begun the process and will coordinate with James Elam for preliminary discussions. I will need the Board's best guestimate on legal costs that will be associated with the 558 claim. We will post and mail a 14 day notice to have the Budget workshop which will be scheduled for mid October.

10. **INCIDENTS:** Last week we experienced car burglaries, however none of the vehicles were broken into – the cars were all unlocked. The police are investigating this further and we **STRONGLY URGE AND RECOMMEND THAT ALL RESIDENTS KEEP THEIR CAR DOORS AND UNIT DOORS LOCKED AT ALL TIMES!** We are also equipping our security golf cart with bright lights on the top and the guards now have a strong mag light to utilize while on patrol. If you see anything suspicious, call 911 immediately. The police have increased their patrols to approximately 6 separate times per day.

11. **COLLECTION POLICY:** The collection policy that has been in place for several years is as follows: Maintenance dues are due and payable on the first of the quarter (i.e. January 1, April 1, July 1 and October 1). The dues are late as of the 10<sup>th</sup> of that month. A \$25 late fee is assessed and a late letter is sent to the delinquent owners as a friendly "courtesy" reminder that payments are due and late. If payments are not received by the 30<sup>th</sup> of the month, barcodes are deactivated on the first business day of the following month and a 2<sup>nd</sup> late letter is sent indicating if payment is not received within 10 days of that letter that the account will be forwarded to the attorney. If payment is not received within that time frame, the account is turned over to the attorney for collections and we are no longer allowed to communicate with the delinquent owner regarding payment plans or the exact money owed. Barcodes are re-activated when the full balance is applied to the account.