



HARBOUR ISLE AT HUTCHINSON ISLAND EAST
CONDOMINIUM ASSOCIATION INC
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BOARD OF DIRECTORS MEETING
OCTOBER 17, 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 Kathy Karmazin, Bristol Controller, Dawn Atwood, Administrative Assistant and Annette Sanniota, Manager.
- II. APPROVE AUGUST 31, 2011 MINUTES: John Murphy made the motion to approve the minutes as have been posted on the Harbour Isle East website, seconded by Bob Schuessler and passed unanimously.
- III. PRESIDENT'S COMMENTS: President Murphy reported that we have been busy with summer projects which will be further discussed in the Manager's Report. On behalf of the Board he commented that we are proud of the high maintenance standards. President Murphy asked residents to get involved with chairing social events and offered the assistance of the office staff to post notices and send mass emails. Collections are good with turnover of new owners wanting to make Harbour Isle East their home.
- IV. TREASURER'S REPORT: Treasurer James Elam reported the Association is receiving 1.25% on two money market accounts. Total income year to date is 0.17% below budget which should move positive with a recent sale of a foreclosed property. Total year to date expenses is in the black 0.5%. Bob Schuessler moved to approve the treasurer's report as presented, seconded by Gary Whigham and passed unanimously.
- V. MANAGER'S REPORT: Manager Annette Sanniota presented the report which is attached to these minutes. Bob Schuessler made the motion to approve the manager's report as presented, seconded by James Elam and passed unanimously.
- VI. OLD BUSINESS:
 - A. RATIFY RECYCLING – 4 MONTH TRIAL BASIS: On a motion by James Elam, seconded by Bob Schuessler, the Board voted unanimously to ratify the 4 month trial for recycling. It was noted by Management that containers have been full on a regular basis so the overwhelming sentiment by owners and residents is positive.
- VII. NEW BUSINESS:

- A. REVIEW PROPOSED 2012 BUDGET: The proposed 2012 budget was presented with full funding of Reserves for the second consecutive year and again without increase in quarterly fees to the homeowners. There was discussion relative to options to partially fund reserves, but this item would need to go to the membership for vote at the annual meeting. Bob Schuessler made the motion to approve the 2012 proposed budget as presented, seconded by James Elam and passed unanimously.
- B. SECURITY CAMERAS PROPOSAL – EAST REAR PROPERTY LINE: After some discussion concerning security issues on the perimeter property lines, the Board opted to table this agenda item to have detailed discussion at a Board Workshop where many options could be discussed.
- C. APPROVE CONCEPT OF LINE OF CREDIT IF/WHEN NEEDED FOR FUTURE: There was no motion and therefore this item was tabled. The discussion however indicated that if the need would occur at some point in the future, the Board would determine the proper avenue at that future time.
- D. TREE TRIMMING AND MITIGATION TRIMMING PROPOSALS: This item was tabled as all the proposals had not yet come in. Discussion ensued however indicated that tree trimming may be postponed until the next fiscal year. Management will determine the need with the landscaping contractor.
- E. MULCH PROPOSALS: The Board has asked Management to inquire with the landscaping contractor whether the full installation of mulch is necessary this year. The mulch that has been used by Florida Scapes over the past three years is a higher quality cypress mulch which bonds together instead of washing away and therefore has appeared to last longer than in years past. Management will report back to the Board.
- F. DISCUSS PROPOSED AMENDMENTS FOR VOTE: At the 2010 Annual Meeting, a proposed amendment for capital contributions did not pass due to just a few more needed votes in the affirmative. The Board discussed the importance of having this amendment which is a Win-Win for the owners at Harbour Isle East. There is NO ADDITIONAL COST to the existing homeowners! The capital contribution would amount to one quarter's maintenance fee which would be charged to the buyer at closing. This money would be added to our operating budget and would be available for needed items. On a motion by Bob Schuessler with a second by James Elam, the Board voted unanimously to present the amendment for vote to the membership.
- VIII. OTHER BUSINESS: There was some brief discussion on some owners' issues.
- IX. ADJOURNMENT: Lee Lassiter made the motion to adjourn the meeting, seconded by Bob Schuessler and passed unanimously. Meeting adjourned at 7:26 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.
BUDGET WORKSHOP AND BOARD MEETING
OCTOBER 17, 2011
MANAGER'S REPORT

1. **SECURITY MEASURES:** We have equipped our security golf cart with a flashing strobe light which will give a better presentation while Security is patrolling the property. There is no set schedule for roving patrols but at least every hour to two hours the guard are instructed to drive the property, check the clubhouse, pool, Fitness Room, etc. Remember, if you see any violations please alert Security. If Security is alerted, they will take the necessary steps first and most importantly a Security Incident Report is generated. This report comes directly to my office and that is how violation letters are produced. We thank you for your assistance and cooperation.

2. **MAINTENANCE ITEMS:** Summer maintenance projects include:

- a. Pressure cleaning 2 buildings per week (weather permitting)
- b. Painting touch up at elevator entrance areas on ground floors and other floors where necessary, as needed
- c. Installation of enhanced security lighting at gate – motion spot light to shine on exit side near pedestrian walk
- d. Storage garage restrooms and hallway repainted
- e. Pool furniture pressure cleaned
- f. Installation of strobe light to security golf cart
- g. Recycling trial basis – overall usage is popular with bins being filled weekly
- h. Painted floors in the dumpster rooms

3. **SALES AND LEASE REPORT:** There have been two sales since August 31 (our last meeting date). If you include the sale in July, these last three sales have been units that were short sales or foreclosed. In all three instances, 100% of the total balance due was collected. This represented approximately \$28,346. It is important to keep in mind that although the contract prices for the last two were \$156K and \$150K, the Association is starting over clean with new owners who are purchasing here with the desire to keep the property as their personal residence or a vacation home. Leases number 7 with 5 of those being renewals. There are currently four pending seasonal leases.

4. **IRRIGATION PROPOSALS:** The Board of Directors is very pleased with the continued work of our irrigation contractor who has been in our employ for many years. It is important and prudent for the Association however to continue to have updated proposals from competitors. We solicited a proposal from a reputable competitor who submitted a proposal at \$400 HIGHER per month costs than our existing contractor. Our existing contractor has maintained his pricing at the same level for the past three years.

5. **PET REGISTRATION:** Harbour Isle West has implemented a new procedure of having owners pay a \$10 fee to register their pets. The owner

brings the current vaccination records to the office and a photo is taken of the pet. A tag is issued to the pet. I inquired how they are policing this and the office staff indicated they have Security advise them if they witness dogs without tags. The tags are the size of a typical rabies tag. As you may be aware, we have had a pet registration process since day one, however some owners have not yet registered their pets. As you may know, many owners do not remove pet excrement from the grass and it is unsanitary and unsightly. Of course, many owners do. It is a continuous issue for those pet owners who do pick up their dog waste and also for maintenance staff. We continue to post notices with reminders about the responsibilities of picking up waste.

6. **FLAG POLE:** At the August Board meeting, the Board approved the installation of a flag pole at the entrance of the property. This will be completed this week.

7. **PURCHASE ORDERS:** The newly implemented Purchase Order procedure is working out nicely. Dawn is keeping a file with the purchase orders used and reconciling same with actual invoices received. It is a very good checks and balance system.