



HARBOUR ISLE AT HUTCHINSON ISLAND EAST
CONDOMINIUM ASSOCIATION INC
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BOARD OF DIRECTORS MEETING
APRIL 7, 2011 – HARBOUR ISLE EAST CLUBHOUSE
10:00 A.M.

- I. CALL TO ORDER: President Murphy called the meeting to order at 10:10 a.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 DECEMBER 13, 2010 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 that he and manager Annette Sanniota conducted a full site property inspection. Overall the property is in excellent condition. This full site property inspection will be conducted monthly. President Murphy also touched on a few other items including irrigation bids and the possibility of designating smoking areas at the pool.
- IV. TREASURER'S REPORT: Treasurer James Elam asked management to have Bristol controller send monthly reports on CD rates for reserve accounts. The monthly financial report was explained and it was reiterated they are done on an accrual basis. Overall, the condition of the community is good with February month end financials showing a positive figure of \$6,147.18. It was also noted that the bad debt figure is being properly managed and steadily decreasing. John Murphy made the motion to accept the Treasurer's report as presented, seconded by Bob Schuessler 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. NEW BUSINESS
 - A. RATIFY ASSOCIATION INSURANCE PROPOSAL 2011/2012: The Board President expressed his concern relative to the correspondence that had transpired between the Board on this topic. Due to the timing issue of premium renewal on March 31, 2011, there was no opportunity to have it discussed in an open forum. Lee Lassiter made the motion to approve the Bouchard Insurance proposal for the 2011/2012 insurance year, seconded by Bob Schuessler, with the vote passing (Lee Lassiter, Gary Whigham, James Elam and Bob Schuessler voting FOR and John Murphy voting AGAINST).
 1. Optional coverage: Bob Schuessler made

the motion to retain the \$325K fidelity bond coverage limits, seconded by James Elam and passed unanimously; Lee Lassiter made the motion to not accept the limited mold coverage, seconded by Bob Schuessler and passed unanimously; The Board asked management to review the list of vendor liability insurance limits and report back (the Board will review the coverage and determine what the minimum limits should be for subcontractors); the appraisal requires two adjustments and after such time, management will add verbiage to the website, www.harbourisleeast.org that lets owners know they may obtain a copy of the 2010 appraisal for their homeowners insurance and finally, the Board wishes to schedule a subsequent meeting with Bouchard Insurance to have the flood information coverage, limits, etc. determined prior to making a decision on premiums. Management was instructed to schedule this meeting asap.

- B. RATIFY NEW PEST CONTROL CONTRACT: Gary Whigham made the motion to approve the new pest control contract for common areas including rodent control with the proviso that the vendor, The Bug Doctor, maintains a minimum of \$300K liability insurance coverage, seconded by James Elam and passed unanimously.
 - C. RATIFY EXERCISE EQUIPMENT PURCHASE: Two finance committee members reviewed the proposals to replace the two elliptical machines which have continued to require costly repairs. Gary Whigham made the motion to approve the purchase of two commercial elliptical machines, at a total cost of \$5828.25 which includes a lifetime warranty on the frame and 5 year warranty of motor/electronics and parts, seconded by James Elam and passed unanimously. It was confirmed this expenditure would be paid from Reserves.
 - D. OFFICE COPIER PURCHASE: The Board tabled this discussion until two additional bids are received. Two proposals were presented.
- VII. OTHER BUSINESS:
Management was asked to contact security to schedule a speed check for approximately one week and view violators of circling the roundabout opposite the traffic. It was discussed that a second violation of speeding could result in deactivation of barcode privileges.
- VIII. ADJOURNMENT:
Gary Whigham made the motion to adjourn the meeting, seconded by James Elam and passed unanimously. Meeting adjourned at 12:06 p.m.

Respectfully Submitted,

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

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ASSOCIATION INC.
BOARD MEETING
APRIL 7, 2011
MANAGER'S REPORT

1. **FIRE SPRINKLER QUARTERLY INSPECTIONS:** HIE's fire sprinkler contractor has scheduled the 2nd quarterly inspection for Monday, April 11. The test will be silent and no entry is required into the units. The inspection will also include the backflow testing.
2. **COMCAST CHECK RECEIVED:** The bonus check from Comcast in the amount of \$7200 has been received and deposited. Unit owners and renters are enjoying expanded cable service. All residents must employ the use of a digital converter box which is provided by Comcast at no additional charge for Association services. Of course, if residents wish to upgrade or purchase premium packages or internet services, additional charges would be billed to those residents individually.
3. **GRILL PROJECT STATUS UPDATE:** As of this writing we are still waiting on receipt of the permits so that Ferrelgas may begin the project. In anticipation that they will be able to start in the next week, the HIE maintenance staff has begun preparation of the area, the tables have been purchased, the concrete pads will be poured along with the purchase of the pea rock. We hope to have final completion by month's end in April.
4. **HIE DIRECTORY:** Is in production! We only received a handful of residents wishing to place ads in the book which will help defray printing costs. We plan to mail the directories out with third quarter billing statements. Copies of the directory will be available in the Manager's office upon receipt and I will send a mass email to notify residents of same.
5. **FERTIGATION INJECTION SYSTEM:** We have been experiencing technical difficulties with the fertigation injection system for several months now. The property continues to look fantastic despite this because our landscaping contractor, Florida Scapes has been personally involved in the fertilization application. If you recall, the purpose of this system was employed in part to balance the alkalinity in the city water. Florida Scapes has been aggressively pursuing Agri Services for a solution. I will keep the Board apprised of resolutions.
6. **CARPET CLEANING CLUBHOUSE:** The carpet cleaning contractor has established that if we utilize their services annually, they will return at no charge throughout the year when and if the **same** spots reappear. This is excellent for the Association. If residents rent out the clubhouse and stain the carpet, our carpet vendor will charge a fee appropriate to removal of the new stains.
7. **SALES AND LEASE REPORT:** From December 14, 2010 thru April 5, 2011, the following represents the sales and leases for HIE. Sales – 8 sales ranging from a low price of \$170K to a high of \$215K, average price of \$181,250. Leases – 10 annuals, 4 annual renewals, 11 seasonal, 5 six month leases and 1 six month lease renewal. Average annual rental rate is \$1000/month and average seasonal rental rate is random, from \$1500 to \$2700 per month.