

# ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

1000 ARBOR LAKE DRIVE • NAPLES, FL 34110 • (239) 598-2929

## MINUTES OF February 21, 2018 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, February 21, 2018. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, G. Kessel, M. McKee and S. Zimmer. This constituted a quorum. Staff attending N. Hoops, and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of December 20, 2017.

**Next Meeting**  
**Wednesday, March 21, 2018**

### A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT January 2018 financials.

Social Committee – B. Smith reported that we had an excellent turn out for the State your State evening. Welcome bags are prepared to be delivered to two new couples in villas 401 and 704. On March 29<sup>th</sup>, the Luncheon at Tiffany's will be held for all of the ladies at both TP and AT. Please make reservations by March 26, 2018.

Building and Grounds – S. Zimmer reminded everyone to be aware and watchful of your surroundings and secure your doors (car, garage and home). "If you see something or experience something, say something" as quoted from the Homeland Security and Police.

S. Zimmer reported that landscaping is looking pretty good. Additional Hurricane Irma damage has been found on the roofs and we are working on the repairs.

### B. Property Managers' Report:

Reported by N. Hoops

We are working on bids to install security cameras in the elevators and hallways in both buildings two and nine. Additionally, we are researching automatic doors on the west ends of buildings two and nine.

K. Cooney is also researching automating two of the Colonnade Room doors.

Florida Painters are proceeding faster than estimated and the project is going well.

Window cleaning for both midrise buildings will begin in March. The villas will have internal window cleaning.

**C. TT LLC Report:**

J. Meyers reported everything with TT LLC., is on point. The projects are slowing down.

**D. New Business:**

Finance Committee Members – A motion was made for Kit Carson to be the fifth Finance Committee Member, which was seconded and approved unanimously.

Lease agreement – A motion was made to approve the lease for unit 2-302 for the period of 2/23 – 3/23 while their unit is being renovated, which was seconded and approved unanimously.

Replacement of damaged louvers on the midrise buildings- A motion was made to replace the 3 East facing louvers (1 on building 201, 2 on building 900) at the cost of \$16,302 from reserves, the motion was seconded and approved unanimously.

**E. Old Business:**

None

With no further business, the meeting adjourned at 3:44 pm.

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M. McKee, Secretary

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Dated

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## MINUTES OF March 21, 2018 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, March 21, 2018. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, G. Kessel, M. McKee and S. Zimmer. This constituted a quorum. Staff attending N. Hoops, and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of February 21, 2018.

**Next Meeting**  
**Wednesday, April 18, 2018**

### A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT February 2018 financials.

Social Committee – B. Smith reminded all the ladies that on March 29<sup>th</sup>, the Luncheon at Tiffany's will be held (ladies at both TP and AT). Please make reservations by March 26, 2018. P

Building and Grounds – S. Zimmer reported that landscaping is looking good and the cleanup from Hurricane Irma is still ongoing.

### B. Property Managers' Report:

Reported by N. Hoops

The window cleaning on the Villas are being done "inhouse". So far, Villas 700 & 800 have had their windows cleaned. Villas 500 & 600 will cned next Tuesday, and the following Tuesday, Villas 300 & 400 will be cleaned.

The midrise buildings will be cleaned commercially starting on April 12 & 13<sup>th</sup>.

We will be testing the irrigation system for coverage, timing and water use.

The mulching project has been completed and the pine straw will be next when the rainy season begins.

The tree trimming will began as scheduled in June/July. The few trees that did not survive Hurricane Irma, will be removed.

N. Hoops provided information on the recycling procedures with the county. (See Nick for more information). Kevin Cooney will include recycling information in the next newsletter

The louvers on the midrise buildings are now in production.

N. Hoops reported that he received two bids for automatic door openers to be installed at the west end of the midrises. This will allow the use of your key fob to activate the door to open automatically. The vendor selected we have worked with before.

**C. TT LLC Report:**

J. Meyers reported the TT LLC annual meeting will be held on March 28<sup>th</sup> at 10:00 am at the Gathering Place at Tower Point.

TT is researching the purchase of new chairs for the activity room.

**D. New Business:**

Cameras in elevators – N. Hoops reported that he was requested to gather information on the cost of installing cameras either in the elevator cabs or just the main lobby or both. Two bids came in between \$3,324 - \$4,237. After much discussion, it was decided to allow the Residents to discuss this issue in the Town Hall meeting after the official meeting has been adjourned. This item will be included in the next month's agenda.

**E. Old Business:**

None

With no further business, the meeting adjourned at 3:47 pm.

\_\_\_\_\_  
M. McKee, Secretary

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Dated

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## MINUTES OF April 18, 2018 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, April 18, 2018. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, G. Kessel, M. McKee and S. Zimmer. This constituted a quorum. Staff attending N. Hoops, and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of April 18, 2018.

<p style="text-align: center;"><b>Next Meeting</b> <b>Wednesday, May 16, 2018</b></p>
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### A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT April 2018 financials.

Social Committee – B. Smith reported the ladies “Luncheon at Tiffany’s” was a success. B. Smith reported the Social Committee have “Welcome bags” to present to the new residents once S. Steinbach has met with them.

Building and Grounds – S. Zimmer reported that he is pleased with the landscaping and buildings. S. Zimmer requested that no one place flower pots, etc., on the sidewalks as it is an impediment for the wheelchairs and walkers to get around.

### B. Property Managers' Report:

Reported by N. Hoops

2018-2019 Insurance renewal - N. Hoops reported the hurricane deductible is 5% per calendar year, per building with the maximum annual hurricane deductible of \$1,127,120 for all AT units. A motion was made to approve the Bouchard Insurance proposal in the amount of \$115,983, a reduction of 11% (\$14,414) from last years premium total.

The louvers on the midrise buildings are now in production and the tentative installation date is May 15, 2018.

We will be scheduling tree removal soon. The penta flowers will be in soon.

**C. TT LLC Report:**

J. Meyers reported that there is not much happening with TT LLC., at this time to report.

**D. New Business:**

New plantings in road side area of building two garages - Once the rainy season starts we will get a plant count (Arborcolas) for around the building 201 garages. A motion was made to approve the plantings (90) at the cost of \$1,170, which was seconded and approved unanimously.

**E. Old Business:**

None

With no further business, the meeting adjourned at 3:57 pm.

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D. Simpson, Asst. Secretary

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Dated

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## MINUTES OF July 18, 2018 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, July 18, 2018. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, G. Kessel, M. McKee and S. Zimmer. This constituted a quorum. Staff attending N. Hoops, D. Simpson and D. Edenfield.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of May 18, 2018.

**Next Meeting**  
**Wednesday, September 19, 2018**

### A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT June 2018 financials.

Social Committee – No report

Building and Grounds – S. Zimmer stated work is continuing on appearance.

### B. Property Managers' Report:

Reported by N. Hoops

We will have an installation date for the louvers on the midrise buildings soon.

The palm trees have been trimmed and the four dead trees removed. Two palets of sod will be installed on Saturday in areas that need touched up.

The plantings behind garages/carports of bulding two have been installed, with pine straw to follow.

On Wednesday July 25<sup>th</sup>, at 10:00 pm, Collier County will be shutting off the water for the entire community for repairs. Memos will be sent out and posted with details.

**C. TT LLC Report:**

D. Edenfield reported the kitchen is undergoing a major project with the preparation and installation of a walkin refridgerator/freezer. Quarry tiles are being installed in the dry goods area in the kitchen. The louvers on the side of the roof above the Colonnade room “dance floor” has failed letting water into the building. The louvers will be closed and a circulating fan will be installed.

**D. New Business:**

Revitalization of the midrise buildings - The results for the “revitalization plan” options for the two midrise lobbies, was option two. The cost for both lobbies is \$12,800. A motion was made to approve the reserve expense of \$12,800, which was seconded and approved, four yea and one nay. B. Foote read a letter from C. Place requesting more options by a interior deigner.

Non-ad Valorem assessment fee notice – D. Edenfield reminded everyone to attend a few work shops and to vote.

**E. Old Business:**

Automatic door openers – N. Hoops reported the cost to install automatic door openers and relocate the existing access control equipment for both midrises totals \$5,300. A letter from G. Brown was recognized which expressed his support of the installation of automatic doors. A motion was made to approve the installation of automatic door openers, which was seconded and approved unanimously.

With no further business, the meeting adjourned at 3:50 pm.

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M. McKee, Secretary

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Dated

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## MINUTES OF September 19, 2018 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, September 19, 2018. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, G. Kessel, M. McKee and S. Zimmer. This constituted a quorum. Staff attending N. Hoops, D. Simpson and D. Edenfield.

The notice of the meeting was posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of July 18, 2018.

**Next Meeting**  
**Wednesday, October 17, 2018**

### A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT September 2018 financials. The 2017 audit is underway.

Social Committee – B. Smith reported as Co-Chairs, that she and A. Knouse have removed themselves from the Social Committee and had an enjoyable run for about three years. B. Smith stated the response from the Residents has been just warming to our hearts. A special thank you to the women in each one of the buildings (Villas and Mid-rises) who are; A. McAvoy, S. Basinger, D. Nichols, S. Ohanian, P. Meyers and H. Martin. B. We are happy to announce the new co-chairs, J. Bellon and S. Ohanian. Joann and Sandy have already planned events for the season and will present their social calendar at the October Board of Directors meeting.

B. Smith reported E. McAvoy would continue as photographer. P. Cadwalder will cheerfully deliver gift bags to new Residents.

Building and Grounds – S. Zimmer stated he feels the buildings look good. We are working on the cost and usage of water.

**B. Property Managers' Report:**

Reported by N. Hoops

N. Hoops apologized for how long the installation of the automatic door openers is taking. Unfortunately, in the middle of the project, we had to change contractors. By the end of the workday tomorrow, the installation should be complete.

The louvers installation on the midrise buildings went smoothly, no crane was necessary.

Regarding the revitalization work in the midrise main lobbies, once the painting is complete, the next is the installation of flooring.

N. Hoops reported that on each floor of the midrise buildings, two bright red colored outlets have been installed that are on emergency backup power. The bright red color helps residents and staff quickly and clearly identify where to plug in critical equipment during an emergency. Each party room has an outlet.

**C. TT LLC Report:**

J. Meyers reported on the major projects that TT LLC is currently working on.

B. Foote read a letter that he as President of AT, and D. Wilson as President of TP composed together that each will shared periodically at their respective Condo Board Meetings.

The letter read as follows:

*Residents; when considering listing your condo for sale; you will directly benefit your friends and neighbors who remain here in Arbor Trace, if you list with our own Real Estate Office whose staff is familiar with the unique owner concept, rather than an outside Broker. By listing your unit with our own office, it will result in (through sales commissions) far more profit here in Arbor Trace, thereby helping to continue our own campus updates and improvements, as well as keeping our Arbor Trace fees as low as possible. Residents and Owners need to discuss this matter with their family members.*

**D. New Business:**

Social Committee Resolution – B. Foote reported the Social Committee has been provided with the Social Committee Resolution. The resolution covers the mission, number of committee members, responsibilities, etc. A motion to approve the Social Committee Resolution was made, seconded and passed unanimously.

**E. Old Business:**

None

With no further business, the meeting adjourned at 3:26 pm.

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D. Simpson, Assistant Secretary

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Dated

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## MINUTES OF October 17, 2018 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, October 17, 2018. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, and S. Zimmer, absent: M. McKee and G. Kessel. This constituted a quorum. Staff attending N. Hoops, D. Simpson, K. Cooney and D. Edenfield.

The notice of the meeting was posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of September 19, 2018.

**Next Meeting**  
**Wednesday, November 20, 2018**

### **A. Committee Reports:**

Treasurers Report: L. DePrisco reported on the variances of the AT October 2018 financials.

Social Committee – The Social Committee reported they have planned a Tailgate party and the first AT Senior Olympics. Another event (luncheon) is being planned and details to follow. P. Cadwalder reported that the new resident gift bags are ready.

Building and Grounds – S. Zimmer stated everything look good. Pine straw is being installed at this time.

### **B. Property Managers' Report:**

Reported by N. Hoops

N. Hoops reported that the 2019 AT budget will be completed within the next few weeks.

We are in the process of negotiating the external termite contract.

The generators are load tested every odd year at the cost of \$3,500. The

The door open/close timing has been set.

Regarding the revitalization work in the midrise main lobbies painting is completed, then the rest of the floors will follow. The party rooms are not being painted at this time. The wall rails, baseboards are being painted. Please let us (maintenance) know if your front door needs to be painted.

We are updating the night lights to LED lights.

N. Hoops thanked A. Knouse and F. Pellegrini for their work on the main lobbies.

**C. TT LLC Report:**

J. Meyers reported TT LLC finances are in good shape.

**D. New Business:**

None

**E. Old Business:**

None

With no further business, the meeting adjourned at 3:20 pm.

\_\_\_\_\_  
D. Simpson, Assistant Secretary

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Dated

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## MINUTES OF November 20, 2018 THE BOARD OF DIRECTORS MEETING

Vice-President M. McKee called the meeting to order at 3:00 p.m. on Wednesday, November 20, 2018. Arbor Trace Condominium Association's Board Members present were, L. DePrisco, S. Zimmer, M. McKee and G. Kessel. Absent: B. Foote. This constituted a quorum.

Staff attending N. Hoops, D. Simpson, K. Cooney and D. Edenfield.

The notice of the meeting was posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of October 17, 2018.

**Next Meeting**  
**Wednesday, December 19, 2018**

### A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT November 2018 financials. L. DePrisco stated the budget for 2019 was increased by 3%.

2019 Arbor Trace budget – A motion was made to approve the 2019 AT Budget as reviewed, which was seconded and approved unanimously.

2017 AT audit - A motion was made to approve the AT 2017 audit, which was seconded and approved unanimously.

Social Committee – No report

Building and Grounds – No report

### B. Property Managers' Report:

Reported by N. Hoops

N. Hoops reported the window washing project has been completed.

The midrise building's interior painting is underway.

N. Hoops reminded everyone to be careful walking on Arbor Lake Drive. A notice will be posted to remind the employees to drive the posted speed limit and to be careful.

**C. TT LLC Report:**

S. Basinger reported TT LLC is in good shape. S. Basinger requested should you put your unit up for sale, that you list it with TT Realty.

**D. New Business:**

Resident requested a generator powered outlet in residence. The Resident requested a generator powered outlet be installed in her unit for her oxygen unit. The Resident had been previously provided with a long extension cord that will reach one of the red outlets in the common hallway/game room. Arbor Glen staff will be happy to assist in plugging in her oxygen unit. N. Hoops explained the generator has enough power to be used solely for the emergency lights, elevators, doors and the designated red outlets found in each hallway on each floor. After much consideration, a motion was made to deny the request and any future requests, which was seconded and approved unanimously

**E. Old Business:**

None

With no further business, the meeting adjourned at 3:22 pm.

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D. Simpson, Assistant Secretary

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Dated

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## MINUTES OF DECEMBER 19, 2018 BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, December 19, 2018. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, S. Zimmer, M. McKee and G. Kessel. This constituted a quorum.

Staff attending N. Hoops, D. Simpson, K. Cooney and D. Edenfield.

The notice of the meeting was posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of November 20, 2018.

**Next Meeting Annual Meeting of the Members  
Wednesday, January 16, 2019**

### A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT December 2018 financials.

Social Committee – It was announced the first ever AT Senior Olympics will be held here in the Activity room, on January 10, 2019 at 4 p.m. Notices to follow.

Building and Grounds – No report

### B. Property Managers' Report:

Reported by N. Hoops

N. Hoops reminded everyone that the Arbor Trace Annual Meeting of the Members will be held on Wednesday, January 16, 2019 at 3:00 p.m. There will be an election this year.

N. Hoops thanked everyone on behalf of the employees, for their generous contributions to the employee appreciation fund.

### C. TT LLC Report:

S. Basinger reported on the activities of Tower Trace.

B. Foote reported that Dr. M. Schwartz is the new AT appointed Director to the TT LLC., Board. D. Yarian was thanked for his service on the TT LLC., Board.

**D. New Business:**

2019 Arbor Pointe Management LLC., Agreement – A motion was made to approve the 2019 Arbor Pointe Management, LLC., agreement as reviewed, which was seconded and approved unanimously.

**E. Old Business:**

2019 AT budget – A motion was made to re-confirm and approve the 2019 AT budget, which was seconded and re-approved unanimously.

With no further business, the meeting adjourned at 3:37 pm.

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M. McKee, Secretary

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Dated