

# WBF

## **Wiggins Bay Foundation, Inc.**

c/o Towne Properties AMC, Ltd.

1016 Collier Center Way, Suite 102, Naples, FL 34110

### **MINUTES OF BOARD OF DIRECTORS MEETING**

#### **Unapproved**

##### **Call to Order:**

A meeting of the Board of Directors of Wiggins Bay Foundation, Inc. was held on Friday May 31, 2019 at the Club at the **Tarpon Cove Yacht & Racquet Club, 471 Bay Club Drive, Naples, FL 34110.**

President Magnani called the meeting to order at 9 am

**Quorum:** Directors Present: Present in person were:

Ed Magnani	President
Herb Bias	Vice President (teleconference)
Debbie Russo	Treasurer (teleconference)
Sue McGill	Director (teleconference)
JoAnn Babiarz	Secretary

##### **Proof of Notice:**

President Magnani verified that a quorum was present. Paula Davis (Towne Properties AMC) verified that the Meeting Notice and Agenda was properly posted, emailed as required by statute and posted on the Foundation's Bulletin/Notice Boards and website.

**Approval of Minutes:** On a motion by Secretary McGill and seconded by President Magnani, the Board approved the minutes from the 4/19/2019 as presented, and waived reading.

##### **TREASURER REPORT:**

Treasurer Russo provided a report on the April 30, 2019 financials. As of 4/30/2019, the operating account balance is \$576,721.70, savings \$73,759.84 and reserve account holds \$314,121.16. Accounts payable \$3,500 and accounts receivable \$100. Total equity \$951,996.62

##### **Old Business:**

**Walkway Update:** Director McGill reported that she had met Richard from Vision Turf to discuss and get a bid on the work by Bermuda Cove and Harborside. Most of the work is on the Harborside side. Director McGill discussed ground cover rather than plants to keep costs down. Possibly sod between Bermuda Cove and Harborside to clean up the area was discussed. The diseased Palm was also discussed. The bid received for landscaping is \$6800 and the bid from Sunshine Scape for the pavers is \$5125. The Street light has been moved. The Ficus were trimmed and President Magnani stated they looked fine. Two branches may need additional trimming.

**Damaged Pole at Entrance:** President Magnani stated that Manager Davis has been in contact with the homeowner and will continue to pursue payment.

Securitas Software Update: President Magnani has been in contact with Securitas. At this time they do not believe they're ready for the conversion to the new platform. Communication will continue.

Removal of Comcast Hub at Walkway: The green hub by the section of a walkway has been removed with no issues to homeowners.

Summit Review: President Magnani reported the contract was signed. The internet speed will increase. Additional boxes will be distributed in January-February. There is a 4% increase in video.

**New Business:**

First Service's Contract: President Magnani reported that the new contract with First Service Residential will be signed. There is a 60 day escape in the contract. There will be issues that will need to be worked through. Manager Davis will have more property management time and less financial time as there will be a direct contact for financials. The board discussed concerns including the current contract being blended with new, time restraints for the CAM and being charged for minutes. President Magnani stated due to Towne Properties ceasing to exist after today, it made sense to sign and work with it. An announcement to owners will be sent out after the contract is signed.

Audit Update: The draft of the audit has been received. There isn't any issues however, the audit mentions the need for an independent reserve study. The last study was completed in 2017. The first page of the audit was labelled wrong and will need to be corrected.

Landscape Proposals at Gatehouse: Director McGill discussed with the board the proposals she has received. There was discussion of ground cover rather than annuals. The board discussed the timing of the planting with rains, high heat upcoming however the landscaper states it's not an issue. Annuals are planted twice yearly and ground cover may be a better option. The board determined to start with annuals and determine alternatives at another time.

Director McGill made the motion to allocate funds not to exceed \$6500 for the landscape at the gatehouse, seconded by Secretary Babiarz, and with all directors in favor, motion passed.

Walkway - Ficus section: previously discussed in the new business portion of meeting.

**Ratify - Ficus trimming, flowers, hardwood trimming and seed pods on palms-**

The proposals that were approved as follows:

Estimate # 3626 \$3,000 - trim Ficus hedge along Wiggins Bay Blvd

Estimate #3627 \$800 - trim seed pods - 32 Royal Palms

Estimate #3628 \$6,660 - Hardwood tree trimming

Estimate # 3625 - \$2,803 - Trimming of Palms

President Magnani made a motion to ratify proposals, seconded by Secretary Babiarz and with all directors in favor, motion passed.

White Fly Treatment- A proposal was presented for the White Fly treatment for \$2115.

A motion to accept the proposal for treatment was made by President Magnani, seconded by Secretary Babiarz and with all directors in favor, motion passed.

**General Discussion:** Treasurer Russon discussed the Holiday lighting proposals she had received. The lowest bid came from Trimmers at \$5700, Brimmer's proposal was \$6700. It was suggested to hire Trimmers and remove the big tree off the bid (\$1100). It would be less but will done nicely. A three year contract will be discussed.

A motion was made by Director McGill to accept the proposal from Trimmers at \$4700, seconded by President Magnani and with all directors in favor, motion passed.

**Date of Next Meeting: To be determined.**

**Adjournment:**

With no further discussion by the Board, on a motion by Secretary Babiarz and seconded by Vice President Bias and unanimous approval of the Board, the meeting was adjourned at 9:36 am.

Respectfully Submitted By,  
Paula Davis, LCAM  
Towne Properties AMC  
Property Manager for the Wiggins Bay Foundation, Inc.