

### ***Our Executive Director Makes a Difference***

**Our homeowner's association is almost entirely a volunteer organization. Without our Executive Director, the implementation of issues and concerns from the volunteer Board of Directors and homeowner association members would not be possible.**

Our Executive Director works for all members of the association! Here is a list of the areas where he has focused his energies and creativity:

### **Responding to requests for information or assistance from members**

- Maintains close communication with the Board of Directors and has become a reliable, 24-Hour a day, 7 day a week point of communication for residents to address questions, complaints and concerns using cell phone, computer and postal mail.

### **Beautification of our Islands**

- Working through the construction of the new Palm Island Guardhouse, including the reconfiguration of the traffic lanes, new gate equipment and transponders for residents
- Works with the Parks Department and the City's private contractor (currently Superior Landscape) to maintain the medians and address any concerns such as sprinkler system, downed trees, additional pickups, etc.
- Worked with the City of Miami Beach Public Works Department to get the 3 Bridges to Palm, Hibiscus and Star Islands painted
- Worked with Miami-Dade County Public Works Department to replace old and faded No Parking signs near the Palm Island Park
- Repairing burnt out lights on the bridges, street lights and at the entrance to the Islands and in the Parks, working with both the City of Miami Beach and FPL
- Working with the Property Management Department in maintaining the Fountain operation on Palm and Star Islands, including requesting the training of City staff, the periodic cleaning and painting of the fountains
- The removal and replacement of dead palm trees in the medians, moving the palms from the old Guardhouse site to the Palm Island Park

### **Parks Maintenance**

- Park and landscape improvements at the Palm Island Park and on Star Island, and the major cleanup throughout the neighborhood after this year's severe storms.
- Working with the Parks Department to maintain the Parks, including the tennis courts, netting, replacing the chain link fence near the water, new sod, painting and repairing the basketball court and baskets, the repairing of the roof at the Park shelter and the bus shelter in the Palm Island median
- Met with residents of Star Island and the City of Miami Beach Parks Department concerning the ongoing plan for the Star Island Park (Buoy Park)

### **Safety and Security – Making our Islands Safer**

- Major reconfiguration of the traffic lanes at the Palm/Hibiscus Island entrance and exit, allowing for a safe traffic pattern and encouraging drivers to stop and to slow down at the busy intersection near the fountain.
- Worked with the Miami-Dade County Public Works Department Traffic Division to reduce the posted speed limit on the islands from 30 mph to 25 mph. We continue to pursue the lowering of the speed limit to 20 mph
- Working with the State of Florida DOT on the major reconfiguration of the Left Turn Lane on the MacArthur Causeway making for a safer intersection for residents and visitors alike, including increasing the time for the left turn arrow
- Worked with FIND (Florida Inland Navigational Department) to inventory existing navigational signage surrounding the Islands and note missing sign and recommendations for new signage.
- Replacing of missing street signs and stop signs and the removal of old signs no longer applicable, i.e. "No Parking on the Grass" located in the Palm Island Median
- Working with Miami-Dade County Special Taxing Office to provide service and maintenance to the Palm and Star Island Guardhouses and security
- Worked closely with the liaison from the City of Miami Beach Police Department coordinating the off-duty officers at the Palm Island Guardhouse, crime prevention and traffic enforcement
- Obtained competitive bids for installing security cameras at the Palm and Star Island Guardhouses. Worked with the Star Island residents to select a security company and work toward the installation of the equipment

**Representation of PHS Islands interests with Miami Beach City officials.  
Key in presenting a unified voice and getting city attention.**

- Initiated meetings with the City of Miami Beach Department Heads and City Commissioners to establish a long term relationship to benefit the community. Continue to meet with City Officials and Department Heads on items of concern to our local Island community.
- Serves as the main contact person for City Officials, Department Heads, legislators, the media, etc., representing the Association in a professional way, including meeting with City Officials as necessary
- Working with City Staff on concerns of safety, security, traffic, parking, noise and Code Compliance.
- Currently working on proposed amendments to the Noise Ordinance.
- Successful lobbying with the City Planning Board with respect to proposed new amendments to the Single Family Ordinance, including working with concerned residents to support this effort
- Successful lobbying with the City Commission to establish regulations with respect to the live a Board boat issue, including the marshalling of residents to attend Commission Meetings to support this effort
- Working with the Code Compliance Department Director, Supervisors and Officers to serve the community in a fair and reasonable way. There is direct communication and frequent meetings with City personnel.
- Lobbied with the City Commission and Miami-Dade County with respect to the Bay Link discussion, including meetings with at the City and County level to provide information. We also had the lobbyists attend a Board Meeting very early on and worked with residents on both sides of the issue
- Worked with the Board and the City with respect to the Terminal Island Project

**City expenditures on our islands or services that we might not have gotten without strong representation. Faster Neighborhood Improvements**

- The construction of newly designed bus shelters for Palm/Hibiscus and Star Island bus stops on the MacArthur Causeway. The Palm/Hibiscus bus shelter was a newly established shelter
- Preserving the large palm trees in the causeway during the traffic lane work to insure that they would not be moved to another location



**Representation of PHS Islands interests with FPL.** After Tropical Storm Katrina and Wilma, obtained assistance for power resumption.

**Coordinating Undergrounding Project.** Although this project is taking a very long time, it would be far longer without a project director representing us. We are farther along than other areas of the city that are also undergrounding.

- Major “behind the scenes” headway in the Undergrounding Project on Palm and Hibiscus Islands, including a required survey of property corners that was performed by PBS&J at our expense.
- Meeting with the Public Service Commission in order to eliminate roadblocks to the Undergrounding Project from the Utilities
- The design, development and collection of the Undergrounding Petitions on Palm and Hibiscus Islands, while working with attorneys and Sunset Islands 3 & 4
- Working through the transformer locations by meeting individually with residents whose properties the transformers would be placed in the adjacent swale area on Palm and Hibiscus Islands
- Working with representatives from FPL, BellSouth, Atlantic Broadband, TECO Peoples’ Gas and the City of Miami Beach to move the Underground Project along.

### **Community Liaison.**

- Updated and improved web site that allows for community forums and opinion polling on issues.
- Produce and mail the PHS Newsletter to residents and City Officials.
- Serves as a liaison with other Homeowner Associations and organizations on items of interest and concern to our community and residents
- Working with the City of Miami Beach Office of Film & Print to support major activities in our community, including the notification of residents, when necessary. At the same time, we have worked to reject projects that might unduly inconvenience residents
- Have worked with various local organizations, such as Parrot Jungle Island, the Miami Children’s Museum, the Miami Boat Parade, the Tropical 5K Run and the Performing Arts Center to promote those organizations that positively impact the community and are of interest to the residents



- Established improved relationships with the Rod & Reel Club, including becoming a member, attending meetings and recruiting residents

### **Special Events**

- Executed successful events such as the Annual Halloween Party, initiating the 4<sup>th</sup> of July Picnic, the PHS Holiday Party and the “Meet the Candidates Night” on years of City Elections. The Halloween Party has been called the best in the County.
- The promotion of voter registration and get out the vote on elections including having the registration forms on hand at the Guardhouses
- Held successful General Homeowners’ Meetings and Annual Meetings for the Election of Officers, in accordance with the Association By-Laws, including working through the Nominating Committee
- Coordinate Board of Directors meetings

### **Working with volunteer committee members**

- Developed Committee structure to involve residents in their area of interest: Security, Special Events, Safety & Compliance, Hospitality, Undergrounding and New Guardhouse
- Developed a “Welcome to the Islands” packet for new residents and worked with the Hospitality Committee to recognize births, serious illness, deaths and other milestones on the islands.

### **Administrative**

- Developed a professionally designed logo for the Association for the purpose of identity and community pride, including letterhead, business cards, Newsletter, invoices, etc.
- Worked with Total Support, Inc. to design a web site at no cost to the organization, host the web site and web mail for the Association
- Developed and maintains an up to date directory of residents with names, phone numbers and e-mail addresses, including an Access database, which is used for mailings, dues records and e-mail correspondence
- Runs the day to day operations of the PHS Islands Association, Inc., a Neighborhood Association, governed by a set of By-Laws, with direction from the 7 member Board of Directors



## *Palm • Hibiscus • Star*

ISLANDS ASSOCIATION, INC.

- Registered the Association with the State of Florida Division of Corporations
- Annually renewing the Liability Insurance for the Board and Directors
- Using “Quickbooks” computer software program, have established record keeping for financial information, check writing, dues collections, deposits, contributions, etc.
- Developed forms to be used for Invoices, expense reports, the Silent Auction and donations to the Association
- Established a credit card operation with “PC Charge Pro” Software Program so residents and others can use Visa, MasterCard, Discovery and American Express for Association Dues and other payments such as for program events, Silent Auction and donations

### **Fund raising**

#### *From outside sources:*

- Sponsors for most issues of the PHS Islands Newsletter, thus not impacting the Treasury
- Established a Silent Auction held at the Holiday Party that supports the event held in appreciation of Dues paying residents.
- Working with production companies to solicit donations to the Association, when appropriate. Have worked with location managers from major production companies on “Bad Boys II”, “Out of Time”, “Fast & Furious”, “Karen Cisco”, “Inocente de Ti”, “Pledge This”, “Nip Tuck” and others
- Have greatly expanded the number of contributors supporting our events
- Events have financially broken even or made a small profit

#### *For homeowner’s dues:*

- Total Dues Collected -- an increase in the number of residents paying dues each year

#### *For guardhouse:*

- Established a Line of Credit with Beach Bank to support the Palm Island Guardhouse and currently working on an updated Line of Credit with the Bank of America for future use



*Palm • Hibiscus • Star*

ISLANDS ASSOCIATION, INC.

- Successful fund raising drive in support of the new Palm Island Guardhouse and to pay off the Line of Credit

### **Financial Savings**

- Established credit relationships with businesses such as Kinko's and OfficeMax for ease of operation and special offers that reduce operating costs
- Monitored expenses such that they are kept as low as possible and maximized interest earned using the Bank of America "Business Interest Maximizer" Savings Account and the "Business Economy" Checking Account.