

MADISON GREEN MASTER ASSOCIATION
BOARD OF DIRECTOR'S MEETING
APRIL 25, 2013

Eileen Feiertag, President, called the meeting to order at 6:32 pm.

Officers and Directors present were: Eileen Feiertag, President; Bernie Holmstock, Vice President; Dave Schenkelberg, Treasurer; and Jason Stanckiewicz, Director; Maxine Yoss, Director; Max Mollohan, Director; and Noreen Heelan, Director. Dianne Gasc, Assistant Property Manager, also attended. Lynn Linfante, Property Manager was excused.

Eileen Feiertag stated the meeting was properly noticed in accordance with the By-Laws and a quorum was present.

Motion made by Bernie Holmstock to waive the reading of the minutes and accept the minutes from the March 21, 2013 Board of Director's Meeting as written.

Seconded by Jason Stanckiewicz.

Motion carries: 4-0, (3 abstained- Maxine Yoss, Noreen Heelan, and Max Mollohan- as they did not attend the prior meeting).

REPORTS:

Treasurer's Report:

Dave Schenkelberg reported the Operating Cash account was at \$437,104 and Reserves Cash account was at \$644,844. Current month Delinquencies were 320 units and 118 of those are under \$100. There are a number of units that owe us a large amount, and a number of units that owe us a small balance. John Kinsey collected \$149,047 in the last eight (8) months and paid \$93,678 to the MGMA. Overall expenses are under budget by 8.1%. Dave reported there will be a jump in legal fees next period due to lien foreclosure filings. We have filed 2 lien foreclosures with the online filing systems and we will do another 15 in May. We are letting homeowners know that we are going to be more aggressive by running a paid ad in Joe Gall's next newsletter. The MGMA office has started contacting homeowners by mail that are close to a \$1,000 outstanding balance, to encourage payment before being sent to the attorney. Five letters have been sent so far, and two homeowners have contacted us. One of these homeowners agreed to pay half now and the remainder in May, and the other homeowner has paid in full. We have added a paragraph in the late letters that are mailed out quarterly that informs the homeowner that if their outstanding balance is \$1,000 or more, their account will be turned over to our collection attorney and they will be charged legal fees that will not be forgiven.

We were told by our auditor, Hafer Company, that our audit was the best ever first audit that she had completed, and she also informed us that it is not necessary to mail letters to our homeowners that the audit has been completed as long as we post it on our website and Channel 63. We will send out an email blast informing Homeowners that the 2012 audit has been completed and that it can be viewed on our website.

Dave recommended that we open a new bank account with another bank to lessen our FDIC limit risk at BB&T.

Our auditor, Nicole Johnson, recommended implementing three policies: Fixed Capitalization Policy, Bad Debt Policy, and Fraud Response plan. The adoption of these policies was deferred until next month as some of the Board members had questions regarding these policies. It was recommended that we invite Ms. Johnson to a Board meeting to answer these questions.

The Board directed our Property Manager, Lynn Linfante, to get two bids for a reserve study.

Dave mentioned that we currently return ARC deposits to homeowners that are delinquent and suggested that we do not return these deposits, but reach out to these homeowner to allow the MGMA to apply the deposit to their outstanding balances. It was the feeling that we must continue to return all ARC deposits, as these deposits are held in escrow.

Property Manager Report: See attached report for details. Dianne Gasc reported that the downspout and cap were installed today. She spoke to Jones Awnings and the installation of the shade and footings will start on Monday April 29th. The artificial grass is scheduled to be installed on May 6th.

Committee Reports:

Government Liaison Committee Report: No report as Jeff Hmara was not present due to a prior commitment.

ARC Report: Dianne Gasc reported the following: The MGMA ARC Committee meeting was held on April 9, 2013. A total of 9 ARC's were reviewed and approved by the Committee: five (5) Exterior Painting, one (1) Pool Installation, one (1) Fence Installation, one (1) Hurricane Shutters Installation, and one (1) Patio Installation.

The MGMA Property Manager has completed the final inspection and approved of the return of 16 ARC deposits for: twelve (12) Exterior Painting, one (1) Fence Installation, two (2) Landscaping, and one (1) Pool Installation.

Golf Liaison Committee Report: Noreen Heelan reported that Mike Brady from the Golf Course is not interested in sponsoring the 4th of July event at this time. She reported the Golf Course is willing to add flowers to their monument at the Clubhouse entrance and will coordinate with us so there will be symmetry with the monuments. Noreen reported that the Golf Course owned center island will not be done this quarter, and the Golf Course will do it in stages. She spoke about residents that have been riding around the golf course on multiple occasions and were given warnings that were not heeded. The next time it happens, the Golf Course will have the golf carts impounded by the police. Noreen also mentioned that the Golf Course is having a problem with a resident that is driving their car on to the Golf Course to collect coconuts, and if this continues, Mr. Brady will call the police. Don Ross, a Saybrook resident, asked Noreen to find out if the Golf Course will be removing the sand piles by the area on the 11th tee. Noreen will speak to Mike Brady about this issue.

Privilege Suspension Committee Report: Dianne Gasc reported for the Committee: The Privilege Suspension Committee held its quarterly meeting on Wednesday, April 17, 2013 at 6:30 pm. They had a quorum, as two of the three regular members were present -- Christine Yacovella and Joe Gall. Mike Monahan was absent.

Dianne Gasc had sent out letters to 24 delinquent homeowners. As a reminder to the Board, these letters go out to homeowners who are just one quarter delinquent in dues, as those more delinquent have already had their Clubhouse privileges suspended. After having received the letter notifying them that their Clubhouse privileges would be suspended, we received payment from 14 of those homeowners. As such, there were only 10 on our list to consider. One of those owed less than one quarter (\$208.59 was owed). As such, the Committee does not have the authority to suspend Clubhouse privileges for that one homeowner. The Committee voted unanimously, 2-0, to suspend the Clubhouse privileges of the other nine (9) homeowners on the list.

The next quarterly meeting is scheduled for Thursday, July 18, 2013.

It would be beneficial if the Board can appoint a volunteer to serve as an additional "alternate" member of the Committee. As a reminder to those in the audience of our monthly meeting who might consider volunteering, this task takes only about 15 - 20 minutes of volunteer time per quarter.

As no one volunteered at this meeting, it was suggested that if anyone knows someone who would like to be an alternate member to contact the Property Manager.

UNFINISHED BUSINESS:

IRS Payroll Issue: Eileen Feiertag reported that the MGMA has received correspondence from the IRS for the March 2005 Form 941 and the IRS has forgiven \$17,322.50 in interest, penalties, and taxes. There are still three outstanding issues: 2004 4th quarter form 941 (balance due is \$19,406.84), 2004 Form 940 (balance due \$17,104.87), and 2005 Form 940 (balance due is \$20837.74). She reported that she is fairly confident that all will be forgiven, but questions a \$13,000 civil penalty include in these amounts.

External Column Ceilings: Completed.

Clubhouse Fascia Repair & Downspout: Completed.

Playground Surface and Shade Cover: These projects will start on or about April 29, 2013.

Corporate Insurance Report: Deferred until May. Jason Stanckiewicz reported that based on some preliminary inquiries, the Association may not benefit from a change. Eileen Feiertag reported that Wells Fargo has not been giving us the same personal service that we had with our prior insurance agent.

Aeration (Bubblers) Project: Eileen Feiertag reported on the status of the Bubblers. The project is currently on hold as the MGMA has just become aware of an additional ITID engineering permit fee of \$2,000. Eileen will report to the Board after reaching out to ITID and our vendor, Superior Waterways, regarding this engineering permit fee. Due to an increase in the budgeted amount for the product, the additional permitting fees, an increase in electric usage costs, and an additional fee to install a device to record our electric use for the aeration unit at the Lexington electric box, this project may overrun by approximately \$4,000 to \$5,000.

It was requested that Lynn Linfante report to the Board next month on the condition of the lakes.

Fountain: Discussion has been deferred until May.

Conflict of Interest in Staffing: Deferred until May.

Grass Eating Carp: Completed.

Accounting Firm: Contract sign with Premier Management Associates, Inc.

Clubhouse Holiday Closures: The Operations Staff tracked the Clubhouse use on Easter Sunday and approximately 100 persons (residents, children, and guests) entered the Clubhouse. Our professional staff reached out to our Operations Staff to see if they would work on Thanksgiving Day, Christmas Day, and New Years Day and there was a positive response.

Motion made by Bernie Holmstock for the Clubhouse to be open between the hours of 11 am and 4 pm on Thanksgiving, Christmas Day and New Year's Day.

Seconded by Noreen Heelan.

Max Mollohan abstained

Motion carries: 4-2 (David Schenkelberg & Maxine Yoss voted against)

Spring Fling: Noreen Heelan reported that Spring Fling was very successful with more children than last year enjoying the balloon artist and festivities. There were plenty of volunteers and no extra staff was needed to work the event.

Landscaping Beautification:

Motion made by Dave Schenkelberg to include Charlie Larsen as a member to the Landscaping Beautification committee.

Seconded by Maxine Yoss.

Motion carries: 7-0.

Donna Broder gave the presentation for the Committee. The following are three recommendations that will cost very little and add some enhancement to our property:

1. Red Leaf Begonias to surround the 12 main palm trees at the Clubhouse entrance and to the left side Clubhouse entrance - Cost of \$382.50.
2. Red Leaf Begonias from the tip of the island at the Okeechobee entrance up until the hardwoods and Trinnettes around the five hardwoods – Cost of \$643.75
3. 4 Little Gems Magnolia Trees at Clubhouse front entry sidewalk and the relocation of the living hibiscus trees to the area outside the gym room – Cost of \$870.00

Motion made by Dave Schenkelberg to approve \$1,896.25 for the three recommendations as presented by the Committee.

Seconded by Maxine Yoss.

Motion carries: 7-0.

Dave Schenkelberg asked if there were any irrigation changes needed on Crestwood and around the trees. The Property Manager will be instructed to ask our irrigation vendor.

Donna Broder reported there were trees leaning against the monuments at Okeechobee that are causing damage to the monument walls and these trees are hiding the palm tree behind them. The Property Manager will check with the Village of Royal Palm Beach about removing these trees and this item will be added to the agenda for next month.

The Landscaping Beautification Committee's next meeting will be May 8th and this will be an organizational meeting for landscaping needs of the Community. The Committee is hoping to have three bids by August.

OSHA Complaint: Completed.

Telemetry Device: Eileen Feiertag reported the work will begin within the next 30 days. There are two homeowners that have to remove obstructions on the easement. Indian Trails will be going through the backyards of homes in Fairfax to be able to access the lake for installation of the device. The MGMA has sent letters to those in Fairfax that will be affected by this project.

NEW BUSINESS:

Recumbent Bike: Eileen Feiertag reported that the MGMA has checked with the manufacturer and our gym equipment vendor, Pro Fitness, and the Recumbent Bike is operating properly. A sign is affixed to the bike "to be aware of the moving parts" and there is also a sign that says to keep your hands on the handles at all times when using the bike. In addition, there are copies of the Gym rules and regulations in the Gym.

Madison Green Color Chart: Eileen Feiertag reported that MGMA reached out to Homeowners for exterior paint color requests and received four. The ARC Committee discussed the requests. The Committee recommends combining the Estate Villages Color Chart and the Madison Green Color Chart into one Community chart and to eliminate the white on white color scheme. It was also recommended to add several roof color options to several of the color schemes to give the Estate Villages more options.

Motion made by Noreen Heelan to combine the color charts and make the recommended changes as presented by the Committee.

Seconded by Maxine Yoss.

Motion carries 7-0.

Fountain Installations by Private Homeowners: Eileen Feiertag reported that according to Layle Knox, from Indian Trails Improvement District, it is not practical for a Homeowner to install a fountain, as they would be responsible for life for the fountain as this responsibility is not transferrable to a buyer of their property. The ITID's fees would be the same as an HOA. It is not recommended that we proceed with allowing this to occur.

Purchase of Sound Bar with Sub-Woofer & Roku Box:

Motion made by Bernie Holmstock to approved the purchase of the sound bar with sub-woofer and roku box for the TV in the Clubhouse Great room for \$350.00.

Seconded by Noreen Heelan.

Motion carries: 7-0.

Structures location on Crestwood Boulevard: Carolyn Hmara reported that the wood is rotting. It was recommended that this be included in the 2014 budget process. There was concern from the Board that the situation will worsen and cost the Association more money. Lynn Linfante will be instructed to get bids on the repair of the wood fascia boards.

Trimming of the Hardwoods and Palms: Lynn Linfante will report on the cost at the next Board meeting. It has been stated that the cost of trimming may exceed the budgeted amount by \$7,000 to \$8,000.

Financial Motions:

Motion made by Dave Schenkelberg to approve the addendum to John Kinsey's fee agreement with the MGMA (\$200 up front charges for lien filings).

Seconded by Bernie Holmstock.

Tabled for clarification.

Motion made by Dave Schenkelberg to approve the 2012 audit as presented by Hafer Company and post it on our website making it available for all homeowners.

Seconded by Noreen Heelan.

Motion carries: 7-0.

Motion made by Dave Schenkelberg to have the Property Manager find a bank we currently do not have a relationship with and authorize the opening of a money market account that is FDIC insured, depositing the excess operating funds of \$225,000.

Seconded by Bernie Holmstock.

Motion carries: 7-0.

OPEN FORUM: No comments.

ADJOURNMENT:

Motion made by Max Mollohan to adjourn the meeting at 8:45 pm.

Seconded by Bernie Holmstock.

Motion carries: 7-0.