

MADISON GREEN MASTER ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
November 30, 2016

Eileen Feiertag, President, called the meeting to order at 6:30 pm.

Officers and Directors present were: Eileen Feiertag, President; Charles Larsen, Vice President; David Schenkelberg, Treasurer; Maxine Yoss, Secretary; Bernie Holmstock, Director, LoriAnn Perrone, Director and Gary Garramone, Director. Lynn Linfante, Property Manager, and Dianne Gasc, Assistant Property Manager, were in attendance.

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

Motion made by Maxine Yoss to waive the reading of the minutes from the Board of Directors Meeting held on October 26, 2016, and approve them as written.

Seconded by Charles Larsen.

Motion carries: 6 - 0. LoriAnn Perrone abstained.

Motion made by David Schenkelberg to waive the reading of the minutes from the Board of Directors Meeting held on November 16, 2016, and approve them as written.

Seconded by Bernie Holmstock.

Motion carries: 4 - 0. LoriAnn Perrone, Eileen Feiertag, and Charles Larsen abstained.

**REPORTS:**

Treasurer's Report: David Schenkelberg said there was a spike in the current month delinquencies because the October Assessments were due this month and not everyone pays on time. However, compared to the prior quarter, assessments were down. Khaled Amer, a resident of The Estates, asked why there were so many delinquent units for the current quarter. David explained that the 378 delinquent units does not accurately reflect the true number of delinquencies because of that 378 total, only 68 units are 2 or more payments past due compared to one year ago, when there were 81 units 2 or more payments past due. In addition, 123 units owe less than \$100 and 79 units owe less than \$25. David reported that we have turned over 5 units to Rosenbaum Mollengarden PLLC from the 14 total units that were suspended at the October 2016 Board Meeting. There is one homeowner that made partial payment and was granted more time to pay the balance by mid-December, or be turned over to our collections attorney. David mentioned that we were given notice that one of the units that the MGMA had title to has paid in full. Once their check clears, the MGMA will title the property back to the homeowner, at which time Lynn Linfante, PM, will notify the MGMA's insurance carrier. This will leave only one unit that the MGMA has title to at this time.

Property Manager Report: Lynn Linfante said she received a call today from FPL regarding the removal of the 5 queen palms on Okeechobee Boulevard just east of the elementary school. Because of the hurricane, the palm trees will not be removed until the end of January 2017. Lynn mentioned that we are expecting the mulch delivery on Thursday or Friday of this week. Bernie Holmstock asked about the FPL concrete light pole that was knocked down two weeks ago, due to a car accident. Lynn said she spoke with FPL yesterday and was told it would be removed within 5 days and was also given a work order number.

Government Liaison: No report as Jeff Hmara, VRPB Councilman, was not in attendance due to another engagement.

ARC Committee Report: Dianne Gasc reported that the following are the MGMA ARC activities since the last report given on October 26, 2016: The MGMA ARC Committee Meetings were held on November 9 and 22, 2016. A total of

13 ARC's were reviewed and approved by the Committee: 8 for exterior paint; 1 for landscaping; 1 for fence installation; 2 for shutters installation; and 1 for a screen enclosure.

The MGMA Property Manager has completed the final inspection and approved the return of 13 ARC deposits for: 1 for landscaping; 1 for mailboxes installation; 2 for fence installations; 1 for pool installation; 1 for awning installation; 1 for patio installation; 3 for exterior painting; 1 for paver installation; 1 for Village level street signs & posts installations; and 1 for a cancelled project.

Total of \$300 ARC deposits were forfeited. These ARCs were approved over a year ago, and the homeowners never submitted a final inspection for the return of their deposit.

Golf Course: Charles Larsen was told by Mike Brady, GM of the Golf Course, that the Sheriff's Department was called last week. Apparently, several children were throwing rocks at the Mar Bar and hit Mike on the hand. Eileen Feiertag mentioned that an email blast was sent out to all residents asking them to call the non-emergency phone number if they see anyone playing with lights on Okeechobee Boulevard or if they see anything unusual.

Lakes/Preserves: Charles Larsen reported that all lakes were clean and commented that a dye is used to control weeds from growing at the bottom of the lakes. The dye is added to different lakes at separate times.

Landscape: Maxine Yoss mentioned how beautiful the seasonal flowers look at the front entrance at Okeechobee Boulevard and on the common grounds. She commented that the plants may be a better quality than that was used in the past.

Activities: Bernie Holmstock mentioned the next social event will be Sunday, December 18<sup>th</sup>. Santa will be arriving by fire truck at 2:00 pm at the Clubhouse. Please be sure that small children don't miss this event. Charles Larsen asked if the local fire department receives a donation for the use of their truck. Eileen Feiertag said that Madison Green donates every year to our local fire station as a gesture of appreciation.

#### **UNFINISHED BUSINESS:**

Bulk Provider: David Schenkelberg stated that the contract has been executed and delivered to Madison Green. David will be meeting with Comcast and Lynn Linfante in December to discuss the fiber optic build out and timing of the rollout.

Village Maintenance Assignments/ Deeding Village Plots: David Schenkelberg hopes to have something to report by the end of December.

Lake Fountain: Lynn Linfante said the technician for the lake fountain will be here tomorrow to ensure that the electricity is ready for the installation of the fountain. Charles Larsen thought it would be a good idea to have a ceremony at the fountain when it is turned on. Lynn will organize the time.

Okeechobee Berm Shrub Replacement: This was completed.

#### **2016 Project:**

##### **Security Cameras:**

Motion made by Charles Larsen to approve the proposal from Security Camera Team for five (5) 4.1-megapixel dome type IP cameras and a 32-channel hybrid NVR to accommodate the new cameras and the 16 existing analog cameras for \$5,304.14 and a maintenance package for the 32 NVR at \$14.99/month.

Seconded by Maxine Yoss.

Motion carries: 6 - 0. Bernie Holmstock abstained.

Motion made by Maxine Yoss to have Castillo Electric install the electric lines and equipment to handle 2 security cameras that are to be installed to view the playground and basketball court, and one camera to view the tennis courts for \$2,400 and \$250 for a permit.

Seconded by Charles Larsen.

Motion carries: 7 - 0.

All proposals were submitted in sealed envelopes and opened by Lynn Linfante, Property Manager, and Maxine Yoss, Secretary. Lynn was asked to find out the cost of replacing our current analog cameras, as needed.

Gym Repairs: These have been completed.

Wyndham Landscape Agreement: Eileen Feiertag said that both she and Wyndham Village have signed the agreement. The timeline will be decided by Wyndham Village.

Playground Shade Cover: Lynn Linfante reported that the Board approved a new vendor at the November 16, 2016 Board Meeting. The prior vendor that had been approved by the Board did not have proper documentation. Lynn said that the shade replacement will be ready to be installed in about 5 - 6 weeks. In regard to the hurricane take down process: Lynn must call the company to put MGMA on a yearly Hurricane take down list, which is first come, first served. The rate is \$150/hour, with a 2-hour minimum for take down or re-hang. If we do not want them to take the shade cover down, Lynn must notify the company no later than 3 pm the day before the possible take down. It is up to MGMA to cancel or the company will come out and we will be charged. The memo from Southern Awning has been placed in with the hurricane preparation documents in the office.

Kiddie Pool Heater Replacement: The heater has been replaced with a heater/cooler.

Procurement Policy Update: Eileen Feiertag explained that the change to the Procurement Policy that was approved at the October 26, 2016 Board Meeting was incomplete. Eileen brought this policy back to the Board to make changes in a more concise manner.

Motion made by David Schenkelberg to make the following changes to the Procurement Policy: The PM should notify the President or designated officer of the Board as per the Purchase Order Policy of any procurements exceeding \$1,000 to gain concurrence before obligating MGMA with any vendor. The PM has the authority to obligate MGMA using the approved Purchase Order Process up to, but not exceeding, \$2,500 per procurement action, as stated in the PM Employment Agreement. This \$2,500 procurement limit is further constrained to not exceed \$5,000 in total for each operating month, without specific authorization by the Board.

Seconded by LoriAnn Perrone.

Motion carries: 7 - 0.

Eileen Feiertag will update the policy to reflect this motion and post the updated policy on the website.

Golf Cart Repairs: Lynn reported that the golf cart has been repaired.

### **NEW BUSINESS:**

#### **Hardwood & Palm Tree Trimming:**

Motion made by Maxine Yoss to approve the proposal from Mainguy Landscape Services to trim approximately 461 hardwood trees and approximately 828 palm trees for \$27,975.

Seconded by David Schenkelberg.

Motion carries 7 - 0.

Eileen Feiertag suggested that Lynn call to get references on the Mainguy tree trimming division.

All proposals were submitted in sealed envelopes and opened by Lynn Linfante, Property Manager, and Maxine Yoss, Secretary.

R & M Mark Keegan: Eileen Feiertag reported that we were informed that Mark Keegan has left Rosenbaum Mollengarden PLLC. Law firms are required by state statutes to notify clients when an attorney leaves a law firm. David Schenkelberg has been contacted by Mark Keegan's replacement. David reported that he did not have regular contact with Mr. Keegan, but corresponded with the other attorneys in the firm.

Insurance Coverage 2017 Update – Prestar Inspection Services: David Schenkelberg said that he met this week with our insurance agent, Lynn Linfante, PM, Eileen Feiertag, President, and Bernie Holmstock, Director, to review our policies. David said our total coverage which includes: Workers Comp, Umbrella, Property, and D&O will cost the Association a total of \$60,933 in 2017, which is approximately \$2,000 more than last year. The premiums will be paid in entirety to avoid being charged interest. David said the Board chose to stay with our current provider for the D&O insurance carrier because they usually pay claims. The D&O covers the Board members, Property Managers, staff, and volunteers. He also said the bond coverage was increased to 2 million, and we dropped the 5% wind/storm/hail deductible, staying with the \$2,500 other perils deductible. Discussion on the "Prestar Inspection Services" was postponed as a reserve study will probably be done in 2017.

Fire Sprinkler Service Agreement:

Motion made by Charles Larsen to remain with Metro Fire Protection Services for fire sprinkler inspections for the 2017 year for \$623.

Seconded by LoriAnn Perrone.

Motion carries: 7 - 0.

Informational Correspondence: Eileen Feiertag said that we were notified by the Village of Royal Palm Beach of a proposed zoning action within 300 feet of property of MGMA and two hearing dates were scheduled. This notice was emailed to the Board in advance of this meeting to give the Board timely information.

**OPEN FORUM:** There was no open forum discussion.

**ADJOURNMENT:**

Motion made by LoriAnn Perrone to adjourn the meeting at 7:35 pm.

Seconded by Maxine Yoss.

Motion carries: 7 - 0.

Respectfully submitted by: Lynn Linfante, Property Manager

Approved on: December 28, 2016