

MADISON GREEN MASTER ASSOCIATION
BOARD OF DIRECTOR'S MEETING
January 27, 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; Gary Garramone, Director. Lynn Linfante, Property Manager, and Dianne Gasc, Assistant Property Manager, were also in attendance. LoriAnn Perrone, Director, was absent. Bernie Holmstock, Director, had an excused absence.

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 December 16, 2015 and approve them as written.

Seconded by Charles Larsen.

Motion carries: 4 - 0. Gary Garramone abstained.

Treasurer's Report: David Schenkelberg provided the November and December Financials. David explained that the November report needed to be corrected and will provide the office with a corrected version. The fees collected in the past 12 months as of November 30, 2015 from Rosenbaum Mollengarden should be \$223,432. Also, there are two corrections to be made on the December Treasurer's Report. The liquidity ratio for the current month should be 4.7 and the Accounts Payable showed, should be \$15,100, due to a number input incorrectly. The December report incorrectly shows we are over budget by \$50,000, but this number will be corrected when we do the audit. David stated that the actual number will show that we will be really close to budget.

There was nothing to report on delinquencies, other than some additional units will be going to lien foreclosure.

David provided a list of 22 units that have not paid the 4th Quarter 2015 assessments, as of today. David indicated that we will re-run the report again after January 30, 2016, to see if some of those units have paid.

Motion made by David Schenkelberg to suspend Clubhouse and Voting Privileges at the end of January 2016 for 22 units on the presented list that are 90 days past due in their October 2015 Assessment payments.

Seconded by Charles Larsen.

Motion carries: 5 - 0.

Property Manager Report: Property Manager's report was handed out. David Schenkelberg asked Lynn Linfante to find out what type of work the Village of Royal Palm is doing on the north section of Crestwood Boulevard, and when the work will be completed. Lynn will email the Board with this information.

Government Liaison: (Given later in the meeting, as Jeff Hmara arrived late.) Jeff Hmara, VRPB Councilman, spoke about the proposed expansion project to the Royal Palm Beach Cultural Center. They will have a Charrette on February 11th at 6:30 pm to allow for input from the community. He reported that the RaceTrac Gas Station was approved, but with a down sized version from the original plans. Jeff spoke about a new senior living facility that will be built near Commons Park, and should open in 2019. Jeff reported there will be a vacancy on the Council after the March election. This opening will be filled from the floor, after reaching out to interested persons.

ARC Committee: Marty Ross said in response to the reach out for recommended changes to the exterior Color Chart, the Committee received only one suggestion. The Committee will review the request and review the Chart. They will report back to the Board at the next meeting.

Golf Course: Charles Larsen reported that the Golf Course has been trimming the trees on their property.

Lakes: Charles Larsen reported they are getting very close to making a decision on the fountain for lake #1 and may have a recommendation for the Board by next month.

Activities: Dianne Gasc said there is nothing to report at this time and should have a date for the Spring Fling by the next meeting.

Landscaping: Maxine Yoss reported that some of the plantings were moved from the east and west monuments to Pine Road and Grand Oaks islands. Also, the addition of “color” was added at Grand Oaks Boulevard. Charles Larsen asked if Fred Rios could remove the debris from the island on Crestwood Boulevard just off of Okeechobee Boulevard on a daily basis. Eileen Feiertag said that we will try this for one month, to make sure it does not disrupt his regular daily duties. Fred currently cleans up debris on the entire span on Crestwood Boulevard twice a week.

MGMA Long Term Plan: Affirm Committee Members.

Motion made by David Schenkelberg to approve the eight members on the list of volunteers included in the Board packet. Committee Volunteers: Maydine Alcid-Digsby, Phillip Jackson, Millicent E. Daniels, Karen E. Mullins, Joey Sosa, Stefanie Raifman, Max Mollohan, and Jeff Hmara. Seconded by Charles Larsen. Motion carries: 4 – 0. Gary Garramone abstained.

UNFINISHED BUSINESS:

Lighting Project:

Okeechobee Monuments Lighting: The repositioning of the fixtures and trimming of the landscaping has been completed. Clubhouse Lighting: Maxine Yoss presented a plan of installing (7) Arrock Sand 70 Compact Fluorescent bollards at the Clubhouse entrance.

Motion made by Maxine Yoss to purchase seven (7) Arrock Sand 70 15W Compact Fluorescent bollards from United Lighting for \$3,672.90 plus freight of \$336 as per the Property Manager’s recommendation. Seconded by David Schenkelberg. Motion carries: 4 – 1. Charles Larsen voted against the motion.

Motion made by Maxine Yoss to have Jack’s Electric install the (7) bollards along the sidewalk (linking the parking lot to the front entrance) and down the walkway (linking the circular driveway to the Clubhouse door) at the Clubhouse entrance for \$3,020 as recommended by the Property Manager. Seconded by Gary Garramone. Motion carries: 4 – 1. Charles Larsen voted against the motion.

Eileen Feiertag questioned if Jack’s Electric will be covering the cost of the VRPB permit and was told “yes”. She also questioned if these bollards would have to be cemented in and Lynn told the Board that they would not be, as they are attached to the ground by a 19.7” galvanized spike.

Diffuser for Lake #18: Charles Larsen said there are solar power diffusers now available and will research this product.

Banking Services: David Schenkelberg reported that the additional banking services have been set up and operational.

TV Bulk Provider: Eileen Feiertag reported the date for the Bulk TV Workshop is February 3rd at 7:00 pm. Lynn has invited a representative from AT&T and Comcast. They will speak for 5 minutes to present their product and will take limited questions. Then they will be asked to leave before homeowners will share their thoughts.

Joe Bonomo, a Royal Estates resident, asked if the residents will have a vote at this workshop and how much of the Quarterly Assessments go to paying Comcast. Eileen Feiertag explained that there will not be a vote. David Schenkelberg shared the cost per unit is \$137/quarter with the current cable contract. Jorge Salas, a Pinehurst resident, asked if more information could be distributed about the workshop date. Eileen stated that yard signs have been posted at each Village entrance for the last two weeks, an email blast was sent out, it is posted on the website and at the Clubhouse. Eileen said that another email blast will be sent which will include the workshop date.

Deeding of Land: David Schenkelberg explained that there are two parts to this issue. The first part is the Assignment of Maintenance agreement for the roads which has been sent to Saratoga, Oakmont, and Fairfax Villages. We are waiting for them to sign the documents, so we can record them in Public Records. David said he has not heard back from any Village as yet. The second part is the deed to multiple parcels that should be in the name of individual Villages. There is currently no recording of actual book or page numbers. Minto only deeded and recorded the Clubhouse and its surrounding area. Our attorney will be in contact with Minto about this issue in writing. Peter Joachim, a Pinehurst resident, mentioned that he thought that the Pinehurst monument was correctly deeded to Pinehurst by Minto. David Schenkelberg stated that it appears that the process of deeding may not have been completed correctly.

Clubhouse Roof Repair: Roof repair has been completed.

Relocating Air Conditioning Sensor: This work was completed.

Palm Tree Evaluation: Lynn Linfante said that Mr. Murray has completed the inspection of the trees, but we have not yet received a written report. She will be contacting Mr. Murray, the horticulturist, about a written report. The Association has not paid Mr. Murray as of this Board meeting.

Gym Maintenance Contract Renewal: The two-year contract was signed.

Palm Tree Trimming: Perkins Tree Trimming has completed the palm tree trimming, except for some hanging fronds and a small area west on Okeechobee Boulevard. Completion is expected by Monday, February 1st, weather permitting. Carolyn Hmara, a Walden resident, asked if there will be a second trimming of the trees. David Schenkelberg said that the palm tree trimming has been completed for this year and was done earlier than usual due to the unusual amount of rain.

Kiddie Pool Feeders: The new feeders have been installed.

Madison Green Newsletter Mailing: Dianne Gasc reported we received volunteers from (7) of the Villages to distribute the Madison Green Newsletter starting in February. We still need volunteers for Lexington, Pinehurst, Royal Estates, and Walden. Carolyn Hmara volunteered to distribute newsletters for Walden Village. The Wyndham Village Property Manager informed us the Board will not participate.

Board Update-Code of Ethics/Board Certification: Dianne Gasc stated that all seven (7) Board members have signed the Code of Ethics and one (1) member has not completed his Board Certification requirement. Gary Garramone said he will be attending a Board Certification Class in February.

NEW BUSINESS:

Procurement Policy Revised: Eileen Feiertag explained that the current policy should be changed, as some of the recent purchases were not in compliance with the current policy due to extenuating circumstances. Some companies will not bid on a project because in the past they were not awarded the contract. Eileen recommended raising the procurement amount requiring two (2) bids from \$1,000 to \$2,500, and to revise two paragraphs as follows: “However, the PM can choose to obtain more than one bid for procurements of less than \$2500, but is not required to do so. However, for procurements of \$2,500 or higher, it is understood that it is possible at times that legitimate vendors may choose to not provide a bid. Whenever the PM cannot obtain a second bid when required, the PM needs to bring this to the attention of the Board for the Board to then decide whether or not to proceed with just the one bid.”

Motion made by David Schenkelberg to accept the revised procurement policy as presented.

Seconded by Maxine Yoss.

Motion carries: 5 – 0.

Tile and Grout Cleaning:

Motion made by Charles Larsen to accept the bid from Grout Plus to clean the Clubhouse tile and seal the grout for \$1,800.

Seconded by Maxine Yoss.

Motion carries: 5 – 0.

Board Liaison – definition: Eileen Feiertag presented the definition of Board Liaison developed by Bernie Holmstock and herself.

Motion made by Maxine Yoss to accept the following definition of Board Liaison: “This person will facilitate communication and establish a close working relationship between the Property Manager and the Board. This role is advisory in nature. The Property Manager will be the only contact person to the vendors, reporting back to the Board Liaison and the Board of Directors. The Board Liaison does not make decisions, but will share information and make recommendations to the Board of Directors. If a Committee has been established by the Board, the Board Liaison is a member of the Committee in an advisory capacity and is responsible for reporting back to the Board. Committees do not make final decisions. They make recommendations to the Property Manager and the Board. Committees have access to Board ideas and input utilizing the Liaison as a single point of contact to communicate with the Board/Property Manager. The Board Liaison should actively reach out to help the Committee to be productive, keeping in mind that the Liaison serves as a facilitator. The Liaison functions as needed or determined by the Board or Property Manager to assist and facilitate a Committee to perform specified tasks and projects.

Seconded by Charles Larsen.

Motion carries: 5 – 0.

Communication – Two articles: Maxine Yoss presented the Board with two pertinent articles. One was from the New York Times business section about HOA’s supporting the golf course in their neighborhoods, as developers see golf courses as wasted space ripe for development. The topic of the other article was “The Worst Volunteer Position in America” which pointed out that an HOA Board member took on this job because no one else would, and that the volunteers were not appreciated by some of the community.

Eileen Feiertag informed the Board that Jeff Hmara would talk about the Charrette to be held on expanding the RBP Cultural Center.

Royal Palm Tree Chemical Treatment:

Motion made by David Schenkelberg to approve Deluxe Lawn and Pest Management contract for \$1,980 to treat the 110 Royal Palm trees on the Master property for the Royal Palm bug as per the recommendation of the Property Manager.

Seconded by Charles Larsen.
Motion carries: 5 – 0.

Ratification of Expenses

Gym Roof Repair:

Motion made by David Schenkelberg to ratify the expense of \$925.35 for the roof repair over the Gym.
Seconded by Maxine Yoss.
Motion carries: 5 – 0.

Irrigation Repair:

Motion made by David Schenkelberg to ratify the expense of \$997.48 to repair a main line break on the north side of the berm on Okeechobee Boulevard.
Seconded by Maxine Yoss.
Motion carries: 5 – 0.

Pool Heater Repair:

Motion made by David Schenkelberg to approve the expense of \$721.86 to repair one pool heater by G & F Manufacturing, Inc.
Seconded by Maxine Yoss.
Motion was tabled until Lynn Linfante gets an additional bid for the heater repair, and to determine the price of a new heater. Lynn told the Board that the heaters were no longer under warranty, and now we have to pay for parts and labor.

Paver Repair at the Pavilions: Lynn Linfante reported the property was inspected by our insurance company agent and they found the parking lot needs repair where the tree roots have lifted the asphalt, and some paver bricks located under the east and west pavilions on Crestwood Boulevard need to be repaired. Lynn said that she received an extension to May 2016 to have both projects completed.

Website Update & Back Up: Eileen Feiertag explained that the website needs to be updated and backed up, and has found a software expert to work on our website. She explained that for over a year she has been unable to find a WordPress software expert to do this work.

Motion made by David Schenkelberg to approve a contract with Philwinkle LLC, not to exceed \$500, to backup and update our website, and to sign a non-disclosure agreement with the vendor.
Seconded by Maxine Yoss.
Motion carries: 5 – 0.

OPEN FORUM:

Marty Ross, a Saybrook resident, asked the Board to trim back or remove the hedges on Crestwood Boulevard just north of the Saybrook entrance for better visibility. Eileen Feiertag asked Lynn to look into the matter and make sure High Standards trims the hedges.

Joe Bonomo, a Royal Estates resident, asked where to report a non-lit streetlight. Eileen Feiertag told him to send an email to the Clubhouse with the pole number and location so Lynn Linfante can contact FPL for repair.

Peter Joachim, Pinehurst resident, asked if Madison Green is renewing the Comcast contract. Eileen Feiertag said this was discussed earlier on in our meeting, and there will be a workshop on February 3rd with bulk providers and to give the homeowners an opportunity to share their thoughts. Peter went on to say “thank you” to the Board members past and present for all of their work.

ADJOURNMENT:

Motion made by Charles Larsen to adjourn meeting at 8:35 pm.

Seconded by Maxine Yoss.

Motion carries: 5 - 0.

Meeting adjourned at 8:35 pm.

Respectfully submitted by: Lynn Linfante, Property Manager

Approved on: February 17, 2016