

MADISON GREEN MASTER ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
JUNE 27, 2013

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

Officers and Directors present were: Eileen Feiertag, President; Bernie Holmstock, Vice President; Dave Schenkelberg, Treasurer; Maxine Yoss, Director; Max Mollohan, Director and Noreen Heelan, Director. Dianne Gasc, Assistant Property Manager, and Lynn Linfante, Property Manager, also in attendance. Jason Stanckiewicz, Director arrived at 6:50 pm and Max Mollohan, Director left the meeting early (8:30 pm).

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 and accept the minutes from the May 29, 2013 Board of Directors Meeting as written.

Seconded by Noreen Heelan

Motion carries: 5-0; Dave Schenkelberg abstained.

**REPORTS:**

Treasurer's Report:

Dave Schenkelberg reported on the financials for the past month: Operating Cash: \$526,875 and Reserve Cash: \$663,110.

Delinquency Report: As of 5/31/2013 - 332 units were delinquent, \$557,129 in past due assessments. Of these units delinquent - 138 units are 2 or more payments past due. It was reported that the paid advertisement "box" placed in Joe Gall's newsletter had positive payment results. Mr. Schenkelberg also reported that Mr. Kinsey is going forward with the next 15 foreclosure actions. Since March, the MGMA has had one unit enter into a payment plan and one unit paid in full. During 2013, the MGMA will have had a total of 28 units served. Mr. Schenkelberg reported that two (2) units were foreclosed by a Village and the MGMA was named in the suit. He will check with Mr. Kinsey on how this affects the MGMA.

As Nicole Johnson, our auditor from Hafer & Company was present to answer questions, the following items were addressed early in the meeting. During our 2012 Audit, Ms. Johnson recommended that the Board adopt a "Bad Debt Policy"; a "Fixed Asset Capitalization Policy", and a "Fraud Response Plan". She stated these policies should be in place as part of GAAP (generally accepted accounting principles). These policies would serve as guidelines. In addition, she recommended updating our "Reserve Study" once every five (5) years for guideline purposes only, not to be adopted by the Board for implementation.

Motion made by Dave Schenkelberg to accept the Fraud Response Plan prepared by Hafer & Company.

Seconded by Noreen Heelan.

Motion carries unanimously (7 - 0).

Motion made by Dave Schenkelberg to accept the Bad Debt Policy prepared by Hafer & Company.

Seconded by Noreen Heelan.

Motion carries: 6 - 1 (Jason Stanckiewicz against).

Motion made by Dave Schenkelberg to accept the Fixed Asset Capitalization Policy as prepared and recommended by Nicole Johnson.

Seconded by Maxine Yoss.

Motion carries: 5 - 2 (Max Mollohan and Jason Stanckiewicz against).

Motion made by Dave Schenkelberg to engage JR Frazer Reserve Specialist & Insurance Valuation Services to do a Reserve Study for \$2,700.

Seconded by Jason Stanckiewicz.

Motion carries: unanimously (7 - 0).

The following question was posed to Ms. Johnson: What is your opinion on having "line by line" items on our Reserve Account? Her response: By having a "pooling or general" reserve gives the Board flexibility. If the Board wanted to change the current method accounting the reserve account, we would have to have a majority vote by the Members. She went on to say that if you have a "line by line" reserve, the Board could not take from one reserve item to pay another reserve item. We would have to have a majority vote of the Members or do an assessment to cover the cost.

The Board thanked Ms. Johnson for her attendance at the meeting.

Property Manager Report: See attached report for details.

Committee Reports:

Government Liaison Committee Report: No report as Jeff Hmara was not present.

ARC Report: The MGMA ARC report since the last Board Meeting held on May 29, 2013: The MGMA ARC meetings were held on June 11 and 25, 2013. A total of 9 ARC's were reviewed and approved by the Committee: four (4) exterior painting; two (2) landscaping; one (1) flagpole installation; one (1) fence installation; and one (1) light fixtures installations.

The MGMA Property Manager has done the final inspection and approved the return of eight (8) ARC deposits: six (6) exterior painting and two (2) landscaping.

Golf Liaison Committee Report: Noreen Heelan reported there is no report this month.

Committee Member Appointments:

Motion made by Noreen Heelan to appoint Judy Masotti as an alternate to the MGMA ARC as recommended by Marty Ross.

Seconded by Maxine Yoss.

Motion carries: 6 - 0 (Dave Schenkelberg was not in the room at the time of voting).

Motion made by Bernie Holmstock to appoint Steve Nolan as an alternate to the MGMA Privilege Suspension Committee as recommended by Steve Feiertag.

Seconded by Dave Schenkelberg.

Motion carries unanimously (7 - 0).

The Board will send a letter thanking Jennifer Sandman for her time served as an alternate on the MGMA ARC.

**UNFINISHED BUSINESS:**

IRS Payroll Issue: Eileen Feiertag reported there is no current news to present.

Playground Surface and Shade Cover: Completed. The Board discussed the taking down of the shade in the event of a storm, more information is needed.

Corporate Insurance Report: Damian McFadden, our insurance agent, recommended the MGMA should increase the Umbrella Policy coverage to \$50 million. Wells Fargo has not gotten back to the Property Manager with cost of this increase. Eileen Feiertag mentioned she told Damian McFadden that he must be more pro-active.

Bubblers: The project is ready to go. We are just waiting for the ITID Board Meeting on July 2, 2013 for approval of the submitted MGMA permit applications.

Fountain: Fountain with lighting deferred until the 2014 MGMA Budget meeting due to overruns in the project.

Landscaping Beautification: Donna Broder reported on the progress made to obtain bids for the front entrance monuments and Okeechobee Berm.

The Board talked briefly about the trees behind the two (2) Okeechobee Boulevard monuments that are causing damage to the monuments.

Motion made by Bernie Holmstock to allocate \$200 to Universal Landscaping to design a plan for the front and side monument walls, as requested by Donna Broder.

Maxine Yoss seconded.

Motion carries: unanimously (7 - 0).

Jorge Salas, a Pinehurst resident spoke about the bushes along Crestwood Boulevard near the pavilions are not all being trimmed in a similar manner. He suggested they should be uniform. The Property Manager will speak to High Standards.

Telemetry Device: The Telemetry device has been installed and ITID did a good job. They did not destroy any sod along the canal and replaced the sod at the installation site on the same day as the installation. The device will be operational in approximately four weeks. Henry Shaw, ITID Storm Water Operations Manager, told Eileen Feiertag that the drains on Crestwood Boulevard are maintained by the Village of Royal Palm Beach.

Repairs of Pavilions on Crestwood Boulevard: Estimated costs of these repairs will be between \$4,000 and \$7,000 and will be discussed at the 2014 MGMA Budget meeting.

Trimming of the Hardwoods and Palms: Trimming of the palms was completed and the hardwoods will be trimmed the second week of July.

Donna Broder asked if it was possible to have the ferns that grow on the Sable Palms be removed by High Standards. Property Manager would speak to Eddy Smith of High Standards.

Addendum to John Kinsey's Fee Agreement:

Motion made by Dave Schenkelberg to accept the amendment to change the timing of the payments to John Kinsey.

Seconded by Jason Stanckiewicz .

Motion passes: 6 - 0.

Max Mollohan was excused prior to the vote due to illness.

Mulch: The contract with East Coast Mulching Contract has been signed. The work will be completed in early September after most of the rainy season.

Pressure Washer: Lynn Linfante reported that the pressure washer machine rental cost is \$150 a day and that we would need the machine for at least two days. The areas that would benefit from pressure cleaning are: the front and back patio paver bricks and the side walkways, as well as the basketball and tennis courts. The purchase of a commercial pressure washer will be presented at the 2014 MGMA Budget Meeting. Dave Schenkelberg commented that the storage of the machine might be an issue.

Pool Maintenance Contract: Pool maintenance contract was signed.

Insurance Claim: The MGMA involvement in the long standing Yacovella/Pavone dispute has been resolved by our insurance company. The company is pleased with the outcome.

**NEW BUSINESS:**

**Front Computer Gate System Repair:** The MGMA has spent approximately \$500 this past month to repair the front computer which runs our gate and resident card system. There have been major changes in the TEM software that can now work with our old operating system. This computer is many years old and will need to be replaced shortly. In addition, we will have to update the gate and resident card system. Lynn Linfante is getting bids. If we go with the TEM system, the cost will be about \$3,000, plus the cost of a new computer.

**Cement Walkway:**

Motion made by Bernie Holmstock to have G & H Concrete Inc. pour a new concrete walkway by the pool equipment, cost \$1,400.

Seconded by Noreen Heelan.

Motion carries: 6 - 0.

Lynn Linfante was told to check if we need a Village of Royal Palm Beach permit.

**Kiddie Pool:** The Diamond Brite finish in the kiddie pool had lifted up in several places. The Diamond Brite manufacturer warranted the material at no cost to the MGMA. As the original contractor was not available for the installation project until mid-July and was charging us for labor, a new pool contractor (Barefoot Pools) was called in to do the installation, cost of the labor is \$1,500.

Motion made by Dave Schenkelberg to ratify the expenditure of \$1,500 paid to Barefoot Pools to resurface the kiddie pool.

Seconded by Maxine Yoss.

Motion carries: 6 - 0.

The installation of the Diamond Brite in the kiddie pool is warranted for five years, labor and material, by Barefoot Pools.

**Internal Collection Policy:**

Motion made by Dave Schenkelberg to approve the following policy: If a Unit Owner owes money, but it is less than \$1,000, and wants a payment plan before the account is turned over to the collection attorney: Enter into out-of-court agreement requiring a minimum monthly payment sufficient to cause the balance to be paid in full in no more than six (6) months. Additionally, the Unit Owner must remain current on regular quarterly assessments. Interest and late payments will not accrue on the past due assessments as long as the payments are each made in a timely manner. After first payment clears, the Unit Owner's Clubhouse privileges will be reinstated. If the Unit Owner defaults on the payment plan, or misses a regular quarterly assessment, their Clubhouse privileges will be immediately suspended until the account balance is at zero.

Seconded by Bernie Holmstock.

Motion carries: 6 - 0.

**July Pool Party:** Dianne Gasc reported that the party will be held on Sunday, July 7, 2013 from 12:00 pm to 3:00 pm. Tickets will be sold for \$5.00 at the door the day of the party for a sandwich, a bag of chips, a sweet, and a soda. Music will be provided by DJ Billman, Disc Jockeys.

**Tennis Court Plants:** Eileen Feiertag recommended removing all the bushes around the outside of the tennis courts to preserve the surface of the courts. Once the bushes are removed, she recommended to allow the grass to grow into the empty areas. There was no objection from the Board. High Standards will do this for \$100.

**American Flag and Flagpole with Lighting:** The Property Manager was asked by the Board to get bids for the installation and materials and to get suggestions from the Landscaping Beautification Committee as to the location of the flagpole.

**OPEN FORUM:**

Maxine Yoss read an email from Julie Montesano, a Homeowner in Walden, requesting a change in the policy for new color recommendations for home exteriors. The Board was not in favor of making any changes to the current policy. The Property Manager will send the resident an email regarding this matter.

Donna Broder, an Oakmont resident, mentioned that one Sunday, the pool had a lot of debris and was not as clean as usual. The Property Manager will look into the issue.

Charlie Larson, a Walden resident, was questioned by another homeowner as to where on the website the motion regarding staffing and Board member could be located. Eileen Feiertag answered the question.

Charlie Larson, also brought up our proxy procedure for the Annual Meeting. Donna Broder recommended that the Homeowner interested in running declare in advance, submit a resume and the reason they thought they would be an asset to the Board, and to have all proxies submitted at least five (5) days in advance of the Annual Meeting. She recommended that we reach out to the membership as far in advance of the meeting by sending out announcements, and using the website, Joe Gall's newsletter, and signs. A new Florida law will go into effect July 1, 2013, that the Board does not have to accept nominations from the floor. Eileen Feiertag asked her to put her ideas in writing and this will be on the agenda for July.

**ADJOURNMENT:**

Motion made by Dave Schenkelberg to adjourn at 9:35 pm.

Seconded by Jason Stanckiewicz.

Motion carries: 6 - 0.