

**Madison Green Master Association
Board of Directors Meeting
Minutes
February 23, 2011**

Jeff Hmara, President, called the meeting to order at 6:30 pm

Officers and Directors present: Joe Gall, Secretary; David Schenkelberg, Treasurer; Eileen Feiertag, Ross Shillingford, and Frank Mastrocco, Directors. Mike Quinn, Property Manager. Dianne Gasc, assistant Property Manager. Absent: Bernie Holmstock, Vice President;

Quorum was established. Proper notice given.

Motion by David Schenkelberg to waive reading of January 26th minutes and to approve said minutes. 2nd by Frank Mastrocco. Minutes to be corrected as per Eileen Feiertag to show correct spelling of Dianne Gasc's name.

Motion Carries: 5-0 vote. Eileen Feiertag abstained.

President's Message:

See attached report

Jeff Hmara is part of a 12 person task force for the Crestwood old waste water land use. There is a questionnaire available to fill out ideas and return.

Reports

Treasurer's Report

See Attached

Delinquencies: 433 units totaling \$633,000

Property Manager's Report

See Attached

Eileen Feiertag made a motion to accept the lowest bid by Superior Electric to replace an estimated 12 bulbs and ballasts with a maximum expenditure of \$3600. Ross Shillingford 2nd.

Motion carries: 6-0 vote.

It was agreed that the Property Manager would establish a lighting repair/maintenance contract to obtain the best value and most efficient repair/maintenance of outdoor lighting for the Clubhouse (tennis, basketball courts, etc.) In the interim, if both lights on a single pole become non-operational, the contactor (Superior Electric) will be called to repair, as quickly as possible. A suggestion was made to number each pole and keep track of bulb replacement per corresponding pole.

Committee Reports

ARC – No members present.

Landscape, lakes, preserves – Ross Shillingford – Decision to recommend Landscape Company for contract tabled.

Eileen Feiertag made a motion to adopt the new gym use policy as written. 2nd by Frank Mastrocco.

See attached

Motion carries: 6-0 vote.

Eileen Feiertag made a motion to adopt the new policy for resident cards and guest privileges as written. 2nd by David Schenkelberg.

See attached.

Motion carries: 6-0 vote

Policy for procurement activities policy tabled

Eileen Feiertag made a motion for an interim Procurement Policy - MGMA Procurement Policy - Interim Procurement Policy. This policy has set guidelines for contracts, service agreements, and operating expenses related to the actual and estimated costs of ownership, maintenance, management, operation, repair, and replacement of Master Common Areas, or the operation of the Master Association. 2nd by David Schenkelberg.
Motion carries: 6-0 vote.

Purchase order policy tabled

Open Forum

Motion for ADJOURNMENT 8:15 by Jeff Hmara. 2nd by Frank Mastrocco.

Guest Speaker: Jesus Armas, Principal Royal Palm Beach High School

MGMA RESIDENT CARDS AND GUEST PRIVILEGE PROCEDURE

**(APPROVED AT THE MGMA BOARD OF DIRECTORS MEETING
ON FEBRUARY 23, 2011)**

1. Resident Cards - In order to be issued a Resident Card, the person(s) must be listed on the warranty deed and be current with the MGMA. The exceptions to this are: Children age 16 or older (children under 16 may not enter the Clubhouse unescorted) living in the home and having a driver's license or other identification with the Madison Green address and any other relative living permanently in the home and possessing a driver's license or a voter registration card with the Madison Green address may also be issued a Resident Card. Each household is entitled to two (2) Resident Cards at no charge. Additional Resident Cards are \$10 each.
2. Resident Cards for Tenants - If the Resident is renting out the home, the Village Management Company must produce a valid lease agreement (to MGMA) to be issued a Resident card and only the names of the people listed on the lease agreement may be issued a Resident Card. This will not cause the owner of the home to lose their privileges to the Clubhouse. The charge for this card is \$10 each.
3. Guest Clearance: (Guests accompanied by a Resident throughout each visit do NOT need a Guest Clearance.)
 - a. If a Resident has a Guest (age 18 or older) visiting from out of town (outside of Palm Beach County) and the Resident wants the Guest to use the Facilities without the Resident present, the following procedure shall be used:
 - 1) The Resident must accompany the Guest to the Clubhouse for the initial time. The front desk staff must confirm that the Guest is from out of town (i.e. driver's license) and the Resident is not suspended, then the MGMA front desk staff member enters the Guest(s) name in the computer guest list with a one week expiration date. There will be no charge to the Homeowner or the Guest for a Guest Clearance.

- 2) The Guest must have proper identification (i.e. driver's license) each time they enter the Clubhouse. **NO** exceptions.
- 3) Guests are not able to bring in other Guests, except for their dependent children (under 18 years of age).
- 4) The Guest must be at least 18 years of age to obtain a Guest Clearance.

If a guest lives within Palm Beach County, they must be accompanied by a Resident throughout each visit. This prevents Residents from listing local family members and friends who live outside of Madison Green from unaccompanied use of the Clubhouse facilities.

- b. If a Resident has an out-of-town Guest (outside of Palm Beach County) staying with them for an extended period of time, or has a person providing babysitting services for the Homeowner (may reside **in** Palm Beach County) and the Resident wants the Guest or Babysitter to use the Facilities without the Resident present, the following procedure shall be used:

- 1) The Resident must accompany the Guest or Babysitter to the Clubhouse for the initial time. The front desk staff must confirm that the Guest is from out of town (i.e. driver's license) and the Resident is not suspended, then the MGMA front desk staff enters the Guest(s) or Babysitter's name in the computer guest list with an expiration date NOT to exceed one (1) month. There will be NO charge to the Homeowner or the Guest/Babysitter for a Guest Clearance.
- 2) The Guest or Babysitter must have proper identification (i.e. driver's license) each time they enter the Clubhouse. NO exceptions.
- 3) Guests are not able to bring in Guests, except for dependent children (under 18 years of age). Babysitters **MUST** bring in the child(ren) under their care. Without the child(ren) under their care, babysitters residing in Palm Beach County may not use the facilities unless accompanied by a Resident.
- 4) The Guest must be at least 18 years of age to obtain a Guest Clearance.

Approved at the MGMA Board of Directors Meeting on February 23, 2011 MGMA Board of Directors Meeting

NEW RULES FOR APPROVED RESIDENT GUEST TO USE THE MGMA CLUBHOUSE GYM: Approved Guests (these are people who have been given Guest Clearance as described in the Guest Clearance procedure) may use the MGMA Clubhouse gym Monday through Friday between the hours of 10 am and 4 pm. No Guest may enter the gym before 10 am and must complete their workout by 4 pm Monday through Friday. A Resident may only have one (1) approved guest using the gym at a time. The Resident doesn't have to accompany the Guest as long as they have followed the Guest Clearance procedure. (MGMA BOD approval February 23, 2011.)