

MADISON GREEN MASTER ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
February 25, 2015

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

Officers and Directors present were: Eileen Feiertag, President; Bernie Holmstock, Vice President; David Schenkelberg, Treasurer; Maxine Yoss, Secretary; Max Mollohan, Director; Charles Larsen, Director; and Carolyn Hmara, Director. Dianne Gasc, Assistant Property Manager, and Lynn Linfante, Property Manager, also in attendance.

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 from the Board of Directors Meeting held on January 21, 2015 and approve them as corrected.

Seconded by Maxine Yoss.

Motion carries: 7 - 0.

Motion made by Dave Schenkelberg to approve the minutes from the Closed Legal Meeting held on January 29, 2015 and approve them as written.

Seconded by Maxine Yoss.

Motion carries: 7 - 0.

Motion made by Charles Larsen to approve the minutes from the Closed Personnel Meeting held on January 29, 2015 and approve them as written.

Seconded by Maxine Yoss.

Motion carries: 7 - 0.

Treasurer's Report: David Schenkelberg reported on the Financials as of January 31, 2015. Total number of delinquent units is 395. David said at this time of the quarter there is always a big jump in the number of delinquent units. But our numbers are lower than comparable month of the prior quarter and prior year. Our overall expenses are over budget by \$30,026, or 19%. The reason for this is because we spent a large amount in January for mulch, tree trimming, landscape extras, and gym equipment.

David gave an update on the Suspension of Clubhouse & Voting Privileges. The Board voted to suspend 28 units at the January 21, 2015 Board Meeting. Prior to letters being sent, that number dropped to 19 units. As of Monday, four units have paid in full, four units were given an extension, and eleven units were sent to the collection attorney, Rosenbaum Mollengarden.

David mentioned that in the prior quarter, 33 units were suspended. Of that amount, ten units were sent to the attorney, three units paid in full, one went to foreclosure, and the rest are being collected or in a payment plan.

In the letters that are sent to the homeowners, the homeowners are warned that if they do not pay in full by the stated date they will be turned over to the collection attorney and legal fees will be added to their account.

Rosenbaum Mollengarden is monitoring the payment plans and are taking appropriate action on those homeowners that have stopped making payments.

Property Manager Report: See attached report. Lynn Linfante reported that Perkins Tree Trimming will be returning to the property to remove some fronds that were missed in the initial trimming.

**COMMITTEE AND WORKSHOP GROUP REPORTS:**

Government Liaison Report: Jeff Hmara, VRPB Councilman, reported that there will be an election on March 10, 2015. There are three candidates running for Seat #2 on the Village Council. Jeff encouraged everyone to vote at the Clubhouse from 7 am to 7 pm. Jeff spoke about the Charter School USA which is interested in purchasing 10 acres next to Porto Sol, the First Baptist Church of RPB, and across from Royal Palm Beach High School on Okeechobee Boulevard. The Education Advisory Board will hold a meeting on Monday, March 2<sup>nd</sup> at 6:00 pm at the Village Hall. They will then formulate a recommendation on March 16<sup>th</sup>, and then present that to the Council in April whether or not to proceed with the sale. Jeff reported on the status of State Road 7 extension. He said the funding was originally to be available in 2016, but it was pushed to 2020. He will be going to Tallahassee to ask for the money to be reallocated to an earlier period. Jeff reported the Ad-Hoc Crestwood Boulevard Committee had a few meetings. They are still trying to get information from the VRPB, which has been difficult. Once the information is gathered, the Committee will do some analysis to be able to make a recommendation to the MGMA Board. Jeff reported that the annual West Fest is planned for March 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>, with western music and food. Commons Park is hosting movie and concert nights. Baseball season is about to begin.

MGMA ARC Committee Report: Dianne Gasc reported the MGMA ARC Committee meetings were held February 2 and 17, 2015. A total of (17) ARC's were reviewed and approved by the Committee: seven (7) exterior painting; one (1) landscaping; one (1) shutters installation; three (3) fence installations; one (1) door installation; two (2) screening; one (1) playset installation; one (1) drainage system; and two (2) modifications to previously approved ARCs.

The MGMA Property Manager has done the final inspection and approved the return of (5) ARC deposits for: three (3) exterior paint; one (1) pool installation; one (1) address number replacements.

\$400 of ARC deposits was forfeited from ARC's that were approved over one year ago. These homeowners never submitted a final inspection for the return of their deposits.

Seven (7) residents responded to the MGMA ARC reach-out for changes/modifications to the MGMA Exterior Color Chart.

1. Two (2) with positive comments, no changes recommended.
2. Two (2) color requests: These recommendations were looked at the previous year and the professional colorist said they were not compatible with Madison Green's colors.
3. One (1) faux wood request: This was rejected by the previous Board due to the fact we cannot mandate that the homeowner hire a professional and there would be a lack of quality control.
4. One (1) request for gray garage door accent color. Gray is not compatible with the owner's current color scheme. The homeowner can repaint the house with another color scheme that has a gray approved color for the trim or doors.
5. One (1) – The ARC committee is requesting additional information from the homeowner.

At this time the ARC Committee is not recommending any changes to the current MGMA Exterior Color Chart.

Bernie Holmstock was excused at 7:00 pm.

Golf Course Liaison Report: Charles Larsen talked to Mike Brady, from the Madison Green Golf Course, about the entrance median. He asked the Board if the Master wants to maintain this area. The Board was not in favor of this as it belongs to the Golf Course and the MGMA has planted flowers on the Golf Course property in the past with the understanding that the Golf Course would water the area and the Golf Course let the flowers die. Charles talked about the new Golf Course membership being offered for \$3,000 for 18 months for unlimited golf. He mentioned there will be a Thursday Night Scramble at 5:00 pm on March 12, 2015. Charles spoke about the homes that are not being maintained along the golf course and wants action taken. Lynn Linfante and Charles will go out and get the addresses of these homes. Eileen Feiertag will add this to the Village President's Workshop agenda. Once this information is acquired, we will encourage the Golf Course to call Code Enforcement for the VRPB.

Lakes Report: Charles Larsen reported that Lynn Linfante and he went out to look for possible lakes for the new bubblers to be installed. He recommend lakes #5 (Fairfax) and #18 (The Estates). Charles mentioned that it would be possible to provide electricity for these two lakes for bubblers by trenching at the side of homes up to the street FPL meter box. Lynn and Charles will meet with Chris York, Superior Waterways, to discuss these areas and will have a proposal for the March meeting.

Activities Report: Dianne Gasc mentioned the next event will be the Spring Fling and a date and information will be announced soon. She also reported that the Gym Open House held on Sunday February 8, 2015 was very successful. Scott Vanecek from Pro Fitness gave a great presentation and did a wonderful job explaining how to use all the gym equipment. The residents that attended learned valuable information. A thank you letter was sent to Mr. Vanecek on behalf of the MGMA.

## **UNFINISHED BUSINESS**

IRS 2004 Civil Penalty: Eileen Feiertag reported that the IRS issues from 2004, 2005 and 2006 are officially closed--all with zero balances. As a matter of fact, we received a refund in the amount of \$25.48. The reason for the refund was that in 2010 when at that time President Marc Oliveri tried to resolve these outstanding issues, the MGMA sent in a \$23 payment. When Eileen Feiertag addressed this in 2012, she couldn't find proof that the check was cashed and sent in another \$23. As there was duplication, the IRS returned the 2012 payment with interest. There are no outstanding issues with the IRS. Great job Eileen.

MGMA Safety Session: Diane Smith, Community Outreach – Crime Prevention PBSO, gave a great presentation on February 18, 2015. The seventeen residents that attended received a great deal of information about crime prevention and were very pleased with the session. A thank you was sent to Ms. Smith on behalf of the MGMA.

Setting of 2015 MGMA Goals & Objectives: Posted.

Gym Rules – Guests & Age of Use: Motion posted.

Village President's Workshop: Scheduled for March 12, 2015 at 7:00 pm

Tree Trimming/Palms & Hardwoods: Completed. Perkins Tree Trimming will be back on the property to do some fine tuning. This year we had problems with non-residents following the tree trimmer in order to collect coconuts. This is a safety issue.

Pool Furniture Replacement & Cabana Drapes: Lynn Linfante reported it will take approximately four weeks for delivery and installation of the Cabana Drapes. Lynn obtained a sample of the chaise lounge for the Board's review and explained how to clean the furniture. Maxine Yoss thought that the chairs should have single straps instead of the cross weave because she felt the cross weave would be more difficult to clean and didn't have an elegant look.

Motion made by Maxine Yoss to order the patio chairs and lounges from Winston Contract with the single strap, same color, and same frame as the sample not to exceed \$20,000.

Seconded by Carolyn Hmara.

Motion carries: 6 - 0. Bernie Holmstock still not in attendance.

Lynn will contact a salvage company to see if we can get any money for scrap.

Board Communication/Email/Voting: Eileen Feiertag shared Mark Keegan's opinion, attorney from Rosenbaum Mollengarden, on this issue shared with the Board at the Closed Legal Meeting on January 29, 2015. He stated that the Firm's position is there should not be any email voting by the Board except in cases of a true emergency, such as "blood, fire, flood, safety and life threatening" issues. He went on to say that these are issues that can't wait 48 hours for a meeting to be posted. In these cases, these emergency email votes must continue to be ratified at the next Board meeting. He said that email communication is allowed, but warned the Board to be careful about what is emailed. Eileen Feiertag said that the Board did not discuss this at the Closed Legal Meeting, as it would be addressed tonight.

Motion made by David Schenkelberg as per Rosenbaum Mollengarden's recommendation, the MGMA Board is allowed to conduct email voting in true emergency situations where it would not be wise to wait at least two days for the proper 48 hours meeting notice. Examples include things that are related to blood, fire, flood, safety, life threatening, or property

threatening issues. All votes conducted via email for emergency situations will continue to be brought to the Board for ratification at the next properly noticed Board meeting.

Seconded by Maxine Yoss.

Motion carries: 6 - 0. Bernie Holmstock still not in attendance.

Review of Procurement Policy: Motion posted.

Code of Ethics for Employees/Employee Handbook: Carolyn Hmara mentioned that she is working on this and will meet with Eileen Feiertag. This will be removed from the agenda until Carolyn and Eileen has a recommendation for the MGMA Board.

2014 Audit: Nicole Johnson, from Hafer & Company informed Lynn Linfante and Dianne Gasc that the 2014 Audit is almost completed. Once the draft is completed, she will meet with Lynn Linfante, David Schenkelberg, Eileen Feiertag, and one additional Board member to review the draft prior to presenting it to the Board for approval. Eileen Feiertag thanked Nicole Johnson, Lynn Linfante, Dianne Gasc, the involved Operations Staff, and Tallfield Associates for all of their help in making this process easy and successful.

Ad-Hoc Gym Recommendation: Jeff Hmara reported for the Ad-Hoc Gym Committee. He asked the Board to authorize an expenditure of up to \$600 to purchase miscellaneous accessories for the gym. Jeff went on to report that the Committee is doing a targeted survey to see what the regular gym users think about TV's in the gym and resident guest policy for Palm Beach County residents. The results of this survey will be presented with a recommendation at the next Board meeting. David Schenkelberg asked if the knee raise station would be bolted down. Once the final configuration is decided on, Lynn Linfante will get a price on the bolting. Lynn Linfante shared that overall everyone is very pleased with the gym.

Motion made by Dave Schenkelberg to purchase several small accessory items for the gym not to exceed \$600.

Seconded by Charlie Larsen.

Motion carries: 6 - 0. Bernie Holmstock still not in attendance.

Landscape Parking Lot/Hedge Replacement: Completed.

Painting of the Three Monuments on Okeechobee Boulevard: Completed.

Playground Artificial Grass Repair: Lynn Linfante said the artificial grass will be repaired on Friday. David Schenkelberg requested Lynn Linfante to get a price on playground mats for under the swings and slides.

#### **NEW BUSINESS:**

Hold Harmless Agreement for Clubhouse Use: The Board was in agreement to hold off having all persons using the Clubhouse facilities sign a hold harmless agreement unless our insurance agent says we must have this occur.

#### **Mulch:**

Motion made by David Schenkelberg to contract with East Coast Mulch for the 2015 season, with installations to occur in mid-May and mid-November, not to exceed \$22,000.

Seconded by Charles Larsen.

Motion carries: 6 - 0. Bernie Holmstock still not in attendance.

Lynn Linfante had contacted three mulching companies to see if we could sign a two year contract and none of them would write a two year contract.

Landscaping/Seasonal Flowers: Lynn Linfante, Carolyn Hmara, and Edward Smith from High Standards will meet to review High Standard's proposal for additional plantings for the Okeechobee East and West Monuments and Center Island Tip and report back to the Board in March.

Bernie Holmstock returned to the meeting.

Fire Panel/Resident Card Mandatory Upgrade: Dianne Gasc reported that as per the Palm Beach County Fire Marshall Code, the Clubhouse exit is required to have two forms of egress. She explained that the two companies (TEM Systems and Armer Protection) need to work together to install a motion detector to release the magnetic hold on the exit gate and to make the gate release function with our fire alarm system.

Motion made by Dave Schenkelberg to have Armer Protection and TEM Systems update our fire panel/resident card not to exceed \$1,700 to satisfy permitting issues and bring us up to code.

Seconded by Bernie Holmstock.

Motion carries: 7 - 0.

Ad-Hoc Crestwood Boulevard Committee: The Committee has had two meetings and is gathering information. They will put together a preliminary report to present to the Board. They doubt that they will have a recommendation for the March Board meeting. Charles Larsen talked about the joint signage project (Blind Driveway) that the Golf Course was recommending to be placed on Crestwood Boulevard by the entrance to the Clubhouse will be addressed by Ross Shillingford because of his experience with roads. A recommendation is pending.

Tennis Courts Resurfacing – Ad-Hoc Committee?: The Board felt that a committee was not necessary for this project. Lynn Linfante will set up a meeting with Bernie Holmstock (Board Liaison) and Carolyn Hmara to review the proposals for the trenching and the asphalt for the tennis courts. The group will also be developing a targeted survey for the people that are using the courts.

Lanai Window Covering: Lynn Linfante presented the Board pricing on adding new shades and cornices on all nine (9) windows in the lanai (excluding the two doors). The Board wants Lynn to get pricing on shades and cornices for only three (3) windows on the northwest side of the lanai and cornices only on all the other six (6) windows. Lynn will get back to the Board with this pricing, as well as information on sound reduction.

**OPEN FORUM:** None

**ADJOURN:**

Motion made by David Schenkelberg to adjourn at 8:50pm.

Seconded by Charles Larsen.

Motion carries: 7 - 0.

Meeting adjourned at 8:50 pm.

Respectfully submitted by:

Lynn Linfante

MGMA Property Manager

Approved on: March 25, 2015