

MADISON GREEN MASTER ASSOCIATION
BOARD OF DIRECTOR'S MEETING
January 21, 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 (arrived at 7:15 pm); Carolyn Hmara, Director and Charles Larsen, Director. Max Mollohan, Director was absent due to a work conflict. 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 David Schenkelberg to waive the reading of the minutes from the Board of Directors Meeting held on December 16, 2014 and approve them as corrected.

Seconded by Charles Larsen.

Motion carries: 4 – 0; Bernie Holmstock abstained.

Treasurer's Report: David Schenkelberg reported on the Financials as of December 31, 2014. Total number of delinquent units are significantly down compared to last year. David reported that Rosenbaum Mollengarden is doing a good job on collections and we are receiving about \$1,000 per week. Steve Feiertag, a Fairfax resident, asked is the money they collected in this short period of time a fair representation? David replied that we can expect the amount to be lower in the coming months. We have about two or three months remaining (\$6,000 per month) to complete the payoff to Mr. Kinsey.

Delinquencies: David Schenkelberg reported there will be a Closed Legal Meeting with our collection attorney, Mark Keegan from Rosenbaum Mollengarden, to go over small issues that need to be discussed. He will be in touch with Mr. Keegan and then email the Board. David asked the Board members to email him any specific unit numbers they would like to discuss or any questions they have for this meeting.

Suspension of Clubhouse & Voting Privileges:

Motion made by David Schenkelberg to suspend Voting and Clubhouse privileges of the 28 units listed on the handout that are delinquent as of January 30, 2015(90 days past due).

Seconded by Charles Larsen.

Motion carries: 5 – 0.

The list of units will be run and reviewed on February 1st and will be cross referenced to confirm if there are any units in bankruptcy (we cannot suspend the Clubhouse and voting privileges of any homeowners in bankruptcy) or if the MGMA has received payment.

Property Manager Report: See attached report.

David Schenkelberg requested that during the time the dinosaur is removed from the playground, that the artificial grass be completely covered with a tarp or canvas to prevent the artificial grass from melting from the sparks.

Steve Feiertag, Fairfax resident, wanted to recognize Lynn Linfante, Property Manager, with the help from the Ad-Hoc Gym Committee for a great job done by her and the committee on the gym expansion project.

Lynn Linfante reported that the landscape enhancements to the Grand Oaks Boulevard berm and the berm north of Ashford have been completed.

Arcadio Reyes, an Oakmont resident, asked about the addition of televisions to the gym. Eileen Feiertag said that the Ad-Hoc Gym Committee will be having a meeting to discuss this, and then will make a recommendation to the Board. The meeting will be posted, and an email blast will go out to encourage participation from the residents.

COMMITTEE AND WORKSHOP GROUP REPORTS:

Government Liaison Report:

Jeff Hmara, VRPB Councilman, reported that there will be an election on March 10th for the re-election of two councilmen, Mr. Pinto & Mr. Swift, for the Village of Royal Palm Beach. So far they are unopposed. Development of Commons Park continues with the addition of trails and a dog park. State Road 7 extension from Okeechobee Boulevard to Northlake Boulevard will hopefully be completed sometime in the future. There is a senior living complex being planned with approximately 170 units and will be located on a 10 acre portion near Commons Park. The Village of Royal Palm Beach is continuing to improve the canal systems. They have not been dredged in many years. They have received a \$250,000 grant to work on the algae, vegetation, etc. The VRPB Strategic planning will continue with the involvement of the citizens of RBP. The Royal Palm Beach High School is moving in the right direction, but there is more work to do. They are pushing for a Junior ROTC and IB program. The VRPB received three bids for the sale of the property owned by the Village on Crestwood Boulevard (prior waste water treatment plant). The bids are being evaluated according to price, plan and references. There will meeting at the Town Hall this coming Friday at 10:00 am to review the bids. Residents are encouraged to attend, but they will not be able to ask questions.

Joanne Diasio, a Royal Estates resident, asked if the plans can change. Jeff responded "yes, but the Board must approve the changes."

Gary Garramone, a Fairfax resident, asked who owns the canals. Jeff responded that the most of canals are owned by the VRPB, but there is an agreement with ITID for the maintenance of the canals.

Donna Holmstock, a Fairfax resident, asked if the number of homes to be built on the Crestwood site is fixed. Jeff responded "no".

MGMA ARC Committee Report:

Dianne Gasc reported the following are the MGMA ARC activities since the last report given on October 29, 2014. The MGMA ARC Committee meetings were held November 25, December 9 & 23, 2014 and January 6 & 20, 2015. A total of 17 ARC's were reviewed and approved by the Committee: eight (8) exterior painting; three (3) landscaping; one (1) shutters installation; one (1) pool installation; one (1) gutters installation; one (1) fence installation; one (1) window installation; one (1) address number replacement; and two (2) modifications to previously approved ARCs.

The MGMA Property Manager has done the final inspection and approved the return of 22 ARC deposits for: eleven (11) exterior paint; two (2) awning installations; two (2) shutters installations; two (2) fence installations; two (2) landscaping; one (1) screen enclosure installation; and two (2) patio installations.

\$1,300 of MGMA 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.

Golf Course Liaison Report: Charles Larsen talked about the new vendor that took over the MarBar restaurant about 1- ½ weeks ago. The MarBar hours will be different and will be posted. Charles encouraged residents to try the new restaurant. The MarBar provided the Board and the residents with complimentary finger foods. Charles spoke to Mike Brady about the unsightly, ground-up mulch and fronds in their parking lot and was told by Mr. Brady that this type of mulch will be removed. Mr. Brady has been bringing a lot of tournament play to the Golf Course. Players that are not familiar with the Course have been taking shortcuts through the bushes. Fred Moorehead, will be putting in some barriers to protect the grass from damage.

Lakes Report: Charles Larsen reported that all the lakes are in good condition and is very pleased with Superior Waterway. Charles noted that he is still looking for an appropriate lake for a new bubbler and suggested either lakes #5 or #18. David Schenkelberg mentioned there seemed to still be a problem with the bubbler in the Lexington Lake. Lynn Linfante will check with Chris York from Superior Waterway. Eileen Feiertag asked if Superior Waterway recommended a better time of year for the installation of this aeration system. Charles replied that we can do this at any time. Marty Ross, a Saybrook resident, told the Board that their lakes have never looked so good.

Activities Report: Dianne Gasc mentioned the Holiday Event held on December 21, 2014 was a success with approximately 80 families in attendance. Thank you to our jolly Santa Claus, the Palm Beach County Fire Rescue of Royal Palm Beach, and to Eileen Feiertag for the great photos taken and posted on the website of the children enjoying the event.

Landscaping Report: Carolyn Hmara reported that the seasonal planting have been completed. She talked about the removal of the hedge wall on the south side of the Clubhouse parking lot. She reported that the children are stepping on the oyster plants on the medium tip at the corner of Okeechobee and Crestwood Boulevard.

UNFINISHED BUSINESS

Board Liaison Appointments: Bernie Holmstock volunteered to be the Board liaison for the tennis project (approximate timeline June). Carolyn Hmara volunteered to be the Board liaison for the lighting project (approximate timeline July/August). We will reach out for volunteers to serve on the tennis project and then have the Board vote to establish an Ad-Hoc Tennis Committee and appoint members.

Gym Equipment & Window Shades Purchase: The gym equipment and window shades have been installed in the gym. Lynn Linfante will reach out to Pro-Fitness to set up a date for a grand opening. A representative will be in attendance to answer questions on equipment use. It was recommended to set this up on a Sunday after 2:00 pm. Once the date has been set, the office will do an email blast.

IRS 2004 Civil Penalty: Eileen Feiertag reported that from the initial amount of \$161,000 owed to IRS for outstanding payroll issues in 2004, 2005, and 2006, the only outstanding balance amount is for the 2004 Civil Penalty of \$3,100 and she expects that it will corrected to a zero balance by the IRS. That 2004 Civil Penalty started out at approximately \$21,000.

Correspondence from Wyndham Village and Royal Palm Beach: David Schenkelberg reported on the status of the issue of the unit in Wyndham that the MGMA has title. The Village of Royal Palm Beach has cleared these issues. MGMA has an agreement with the tenant, the prior homeowner, to take care of the property and any fines will be levied against them. Eileen Feiertag thanked David Schenkelberg, Lynn Linfante, and Rosenbaum & Mollengarden for handling this issue to completion.

Clubhouse A/C: Lynn Linfante reported that the 10 ton Rheem A/C was installed two weeks ago and is working fine. Project completed.

MGMA Safety Session: Lynn Linfante spoke with Diane Smith from PBSO and she is working on getting a meeting date. We would like to have both the sheriff's office and the fire department attend this meeting.

Setting of 2015 MGMA Goals & Objectives:

Motion made by Bernie Holmstock to approve the 2015 MGMA Goals and Objectives with modifications submitted by several Board members.

Seconded by Maxine Yoss.

Motion Carries: 6 - 0.

This will be posted on the website, the Clubhouse white board, and sent as an email blast.

Gym Rules – Guests & Age of Use:

Motion made by Carolyn Hmara to modify the MGMA Gym Rules and Regulations: Children ages 14-15 may use the gym under direct supervision of an adult, ratio of no more than 1 adult to 2 children. In addition, a "hold harmless" agreement must be signed by the parent or guardian directly supervising the 14-15 year old.

Seconded by Charles Larsen.

Motion carries: 6 - 0.

This Board motion was made after an active interaction with the following residents in attendance: Joanne Diasio, resident of Royal Estates, George Kasprzyk, resident of The Estates, Don Ross, resident of Saybrook, Jeff Hmara, resident of Walden, Donna Holmstock, resident of Fairfax, Cathy Connolly, resident of Oakmont, Steve Feiertag, resident of Fairfax, Marty Ross, resident of Saybrook, and Gary Garramone, resident of Fairfax.

This policy will be re-visited in 6 months, or earlier if necessary.

Motion made by Carolyn Hmara to modify the MGMA Gym Rules and Regulations: Owners/Residents may bring in two (2) approved guests per household (this excludes all guests who reside in Palm Beach County).

Seconded by Charles Larsen.

Motion Carries: 6 - 0.

This Board motion was made after an active interaction with the following residents in attendance: Joanne Diasio, resident of Royal Estates, Cathy Connolly, resident of Oakmont, Arcadio Reyes, resident of Oakmont, Marty Ross, resident of Saybrook, and George Kasprzyk, resident of The Estates.

There was a request by a resident that all guests sign a "hold harmless" agreement before using the Clubhouse facilities. Eileen Feiertag said she would add this to the February agenda.

Mulch Status & 2 Year Contract for 2015 & 2016: Mulching for 2014 has been completed. The issue of a 2 year contract will be discussed later in the meeting. Lynn Linfante will look into getting a 2 year contract for mulching after the Board reviews the Procurement Policy.

Landscaping Project Not Completed in 2014: Charles Larsen withdrew his November 19, 2014 motion for extra winter plantings. David Schenkelberg withdrew his October 29, 2014 motion for the planting of the Robellini palms.

NEW BUSINESS:

Closed Legal Meeting: The Closed Legal Meeting is scheduled for January 29th at 6:00 pm. Directly after the Closed Legal Meeting the Board will hold a Closed Personnel Meeting at approximately 7:00 pm.

Village President's Workshop: To be scheduled sometime in March.

Tree Removal by FPL: After receiving a phone call from FP&L notifying the MGMA that they will be removing several Queen Palms on Okeechobee Boulevard west of the Crestwood Boulevard intersection, Lynn Linfante contacted the Village of Royal Palm Beach to inquire about the removal. Lynn reported that she spoke with the FPL technician again and those Queen Palms will be trimmed for now. FP&L will continue to monitor the growth of the trees and the interference with the overhead electrical lines. FP&L told Lynn that there was no safety issue at this time.

Tree Trimming/Palms & Hardwoods:

Motion made by Maxine Yoss to use Perkins Tree & Landscape Service to trim the palms and hardwoods for a total cost not to exceed \$30,000 as recommended by Lynn Linfante, Property Manager.

Seconded by Bernie Holmstock.

Motion Carries: 6 - 0.

Lynn recommended this company as they are professional arborists and the owner of the company will be on the MGMA property at all times. This will be completed in March. Charles Larsen wanted to know if we can get pricing on having the "boots" of the Sable Palms trimmed.

Gary Garramone, Fairfax resident, and George Kasprzyk, resident of The Estates, asked why are we having this done so early? Lynn responded that she was able to get better pricing. Joanne Diasio, resident of Royal Estates, asked if it would be better to remove the Coconut Palms and replace them. Lynn responded that the Village of Royal Palm Beach requires that the replacement palm would have to be as large as the ones removed, and as such, this would be very costly.

Pool Furniture Replacement & Cabana Drapes:

Motion made by Bernie Holmstock to replace all of the chaise lounges and dining chairs for the pool area from Winston Contract not to exceed \$20,000, based on the recommendation of the Property Manager.

Seconded by David Schenkelberg.

Motion was tabled in order to arrange for Bernie Holmstock and Maxine Yoss to check out the comfort of the chairs.

Lynn Linfante will be in touch with Winston Contract to arrange for a sample.

Gary Garramone, Fairfax resident, recommended selling the current furniture on Craig's List or for scrap metal.

Motion made by Maxine Yoss to purchase 12 “ferrari” vinyl cabana drapes with tie backs to be installed on the cabana poles at the west side of the pool from Jones Awning for a total price of \$2,310, includes the 8 year warranty, based on Lynn Linfante’s recommendation.

Seconded by Bernie Holmstock.

Motion carries: 5 - 1; David Schenkelberg voted against the motion.

It was recommended that the ties be a light golf course green.

Board Communication/Email/Voting: Eileen Feiertag asked that this topic be addressed in February, pending a legal opinion from Rosenbaum Mollengarden. The Board will ask Mark Keegan this at the Closed Legal meeting. If Mr. Keegan does not have the expertise (as he primarily handles our collection issues), then we will make a separate call to our corporate attorney, Alison Hertz, Rosenbaum Mollengarden. Discussion will take place at the February Board Meeting.

Review of Procurement Policy:

Motion made by Maxine Yoss to modify the MGMA Procurement Policy as follows: Terms and conditions of MGMA contracts and service agreements with vendors shall not exceed two (2) years in performance period (with at least an annual review), without affirmative action to renew by majority vote of the Board. Additionally, all efforts should be made to have a thirty (30) day notice cancellation clause with NO penalty included. Timely annual reviews and recommendations regarding renewal or re-completing of contracts and service agreements shall be conducted by a duly appointed/authorized committee of the Board and/or the Property Manager, at the Board’s direction.

Seconded by Bernie Holmstock.

Motion carries: 6 – 0.

Code of Ethics for Staff: Carolyn Hmara volunteered to develop a code of ethics for the staff. Eileen Feiertag volunteered to work with her on this project.

2014 Audit Deposit Approval and Final Payment:

Motion made by David Schenkelberg to pay the deposit of \$2,825 to Hafer & Company for the MGMA 2014 Audit and to authorize the final payment of \$2,825 upon completion of the audit.

Seconded by Maxine Yoss.

Motion carries: 6 – 0.

Eileen Feiertag thanked Lynn Linfante, Property Manager, Dianne Gasc, Assistant Property Manager, several of the Operation Staff, Rachael Chen, Bookkeeper from Tallfield, and Nicole Johnson, Hafer & Company for the great work that they do in order for our financial audit to go smoothly and accurately.

Sign on Crestwood – Joint Project with Golf Course: Mark Rogers, from the Golf Course, approached Lynn Linfante about sharing the cost of placing a “Blind Driveway” sign on Crestwood Boulevard just north of the entrance of the Clubhouse/Golf Course in response to the most recent accident. As this is a public street, the Board asked Charles Larsen, Board Liaison to the Golf Course to contact Mike Brady and set up an appointment to speak with the Village Manager from the Village of Royal Palm Beach about this issue. Charles will report back to the Board in February.

Motion made by Dave Schenkelberg to create an Ad-Hoc Committee to study the traffic problem on Crestwood Boulevard and identify potential solutions, to then make a recommendation to the Board and the Council for action.

Seconded by Charles Larsen.

Motion carries: 6 – 0.

The following persons volunteered to serve on this committee: Cathy Connolly, Oakmont; Joanne Diasio, Royal Estates; Gary Garramone, Fairfax; Bernie Holmstock, Fairfax; Donna Holmstock, Fairfax; George Kasprzyk, The Estates; Charles Larsen, Walden; LoriAnn Perrone, The Estates; and Arcadio Reyes, Oakmont. Bernie Holmstock will be the Board Liaison for this Committee.

Landscape Hedge:

Motion made by Carolyn Hmara to have High Standards replace the entire landscape hedge located at the east side of the Clubhouse parking lot up on the east berm for \$3,064.40.

Seconded by David Schenkelberg.

Motion carries: 4 - 2; Eileen Feiertag and Bernie Holmstock voted against the motion.

A decision was made after active discussion of whether to replace the entire hedge or just fill it in for a cost of only \$440, as recommended by Edward Smith, High Standards. Carolyn Hmara, Maxine Yoss, and Joanne Diasio, resident of Royal Estates spoke in favor of replacement due to the age of the hedge. Steve Feiertag, resident of Fairfax, and George Kasprzyk, resident of The Estates, spoke in favor of just filling in the holes. Lynn Linfante recommended once the hedges are replaced to rope off the area to prevent damage to the new hedge material.

Painting of the Three Monuments on Okeechobee Boulevard:

Motion made by David Schenkelberg to repaint the three monuments on Okeechobee Boulevard with the following colors: the flag red, the swirl light green, logo and trees dark green, and black lettering.

Seconded by Maxine Yoss.

Motion carries: 6 – 0.

Fred Moorehead, Facilities Specialist, will do the painting.

OPEN FORUM:

Carolyn Hmara requested the contractors be notified in advance of submitting a proposal of the required MGMA documentation required by the MGMA. Lynn Linfante informed the Board that the contractors are given a list of the required documents.

Charles Larsen would like the MGMA to look into solar panels for the heaters and the construction of a garage to house the golf cart and other large equipment. Lynn Linfante will work with Charles Larsen to gather pricing information on these two projects in May or June for possible inclusion in the 2016 Budget.

Jeff Hmara reported about that Royal Palm High School is scheduled to be painted next year by the School District.

Joanne Diasio, resident of Royal Estates, asked about safety issues in the gym – the height of the ceiling fans where the treadmills are located and the closeness of the door of the Kiddie Room to the treadmills.

Carolyn Hmara would like the signs posted in the Clubhouse to be more positive.

ADJOURN:

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

Seconded by Bernie Holmstock.

Motion carries: 6 - 0.

Meeting adjourned at 9:35 pm.

Respectfully submitted by:

Lynn Linfante

MGMA Property Manager

Approved on: February 25, 2015