

Madison Green Master Association  
Board of Directors Meeting  
Minutes  
January 26, 2011

President Jeff Hmara called the meeting to order at 6:31 pm

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

Quorum was established. Proper notice given.

Motion by Bernie Holmstock to waive reading of December 15<sup>th</sup> minutes and to approve said minutes. 2<sup>nd</sup> by Frank Mastrocco.

Motion Carries: 6-0 vote.

Jeff Hmara read thank you letter by Judy Ratka.

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

We were under budget by approximately \$41,000 in 2010.

Property Manager's Report

See Attached

### **Committee Reports**

ARC – No members present.

Landscape, lakes, preserves – Ross Shillingford - Surveying areas, getting bids, reports forthcoming.

Lanai Room - Joe Gall- One concept by a vendor received. Acrylic removable windows. P & M to meet with Mike Quinn to explain concept and submit bid.

### **Goals and Objectives**

See attached

Motion by David Schenkelberg to adopt goals and objectives as written. 2<sup>nd</sup> by Bernie Holmstock.

Motion carries: 6-0 vote

### **Staffing**

Motion by Bernie Holmstock to convert Mike Quinn's probationary status to permanent will all terms as said in his contract. 2<sup>nd</sup> by David Schenkelberg.

Motion carries: 6-0 vote

Motion by David Schenkelberg to ratify Dianne Gasc hiring as Assistant PM. Probationary period in contract to be finalized. Joe Gall 2<sup>nd</sup>.

Motion carries: 6-0 vote

David Schenkelberg made a motion to approve ARC rules and guidelines as presented. Bernie Holmstock 2<sup>nd</sup>.  
See attached

Motion carries: 6-0 vote

Policy for delinquency write offs tabled until board meets with John Kinsey. Must meet in executive session due to sensitive nature – protected by attorney/client privilege.

David Schenkelberg made a motion to adopt policy for late fees. 2<sup>nd</sup> by Bernie Holmstock.

Motion to adopt the following procedure for late fees and certified mail fees associated with MGMA quarterly assessments. I move that the MGMA Property Manager and/or his or her assistant shall have the authority to make a decision on waiving late fees, but not the administration fees (certified mailing fee) based on the following guidelines: If a Homeowner has not been late paying their Master HOA Quarterly Assessment for the last eighteen (18) months of ownership, then the MGMA Property Manager and/or his or her assistant may forgive the late fee. The administrative fee associated with the certified mailing cannot be waived, due to the out of pocket cost to the HOA. If a Homeowner has a history of delinquency within the past eighteen (18) months, then the MGMA Property Manager and/or his or her assistant may NOT forgive any late fees.

Motion carries: 5-0. Jeff Hmara abstained.

Policy for guest cards. See attached. Tabled

Meeting day remains the same.

Meeting packets sent electronically unless requested by board member.

Purchase orders procedure and limits discussion. There is a need for major credit card to handle smaller local purchases. It would save money because PM could shop around. Policy needs to be written and credit card companies need to be researched for limits, restrictions etc. Discussion tabled.

Executive session to discuss legal matters concerning delinquencies scheduled for February 1<sup>st</sup> at 6:30 with John Kinsey.

Motion to write off forgiven assessment on unit MG2488 for \$129.19 as bad debt – based on previous board's recommendation – sale already happened. Tabled

OPEN FORUM

Motion for ADJOURNMENT 9:01 by Jeff Hmara. 2<sup>nd</sup> by Frank Mastrocco.