

**Madison Green Master Association
Board of Directors Workshop Meeting
Minutes
January 13, 2010**

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

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

Quorum was established.

Ken Direktor, our MGMA HOA attorney spoke at length about the responsibilities of the board. We must have contracts for our vendors. We have a fiduciary responsibility to be strong in our delinquency collection efforts. We need to do everything out in the open. No executive sessions. Only personnel matters or legal issues are permitted for executive session. Follow the Sunshine Law. Have good communication with residents. If a procedure is in our docs then follow it. Otherwise get it out of the docs. We must make sure all meetings are done properly. Put out a steady stream of information to the community in various forms no matter if people read it or not. Have a proper agenda and follow it. Email communication is ok. Personal meetings, parties etc., are ok for 4 board members to be together. Just don't talk HOA business.

Agenda Item for January 26, 2011. Approve Dianne Gasc hiring.

Academy Accounting was present. They work with John Kinsey, collections attorney, ADP for payroll. Must tighten up procedures with Kinsey's office to transfer information on a regular basis. Time to start handling some accounting tasks in house. Board policy needed for late fees and bad debt.

Marc Oliveri and Steve Feiertag, 2010 board members, were present to transfer any issues to the new board. Marc said that they have been talking about relocating the gym to the lanai and closing the kiddie room. Steve talked about cleaning up the card system. May be cards out there that should be deleted. We own the roads in Oakmont and Fairfax. Are the roads insured? Need to look at vendor contracts. Fine tune guest pass procedure.

John Kinsey, collections attorney, is staying on top of collection efforts. Normal estoppels can be done in house. Kinsey starts his process after 90 days past due. He charges \$200 in the beginning and \$200 at the end. He is demanding all the monies due. He is not letting cases drag on. Master and Villages must work together through estoppels process. Need to decide if master wants to take over foreclosed properties.

Management report by Mike Quinn. Contracts – letters were sent to all vendors. Insurance on clubhouse rolled over. Allstate Resource Management – release of lien.

2011 Goals and Objectives. See attached

Meeting Adjourned at 9:30