

## MGMA Newsletter

April 2011

### President's Message

Since the last President's Message, the MGMA Board has continued its progress toward accomplishment of the 2011 Goals and Objectives. Highlights are shown below:

1. Increase effectiveness of Board meetings:
  - a. Board members continue to attend Village HOA Meetings to give firsthand updates on MGMA activities. More work to do in this area.
  - b. Guest Speakers have presented important community information at Board meetings. PBC County Commissioner Jess Santamaria spoke at the April Master Association Meeting.
  - c. Audience participation is encouraged at all Board meetings.
  - d. Volunteers are encouraged to join Association Committees of interest to them.
2. Increase involvement and influence in Village of Royal Palm Beach
  - a. Board members on the Waste Water Treatment Plant Area Citizen Task Force participated in the two scheduled meetings of the Task Force. Task Force recommendation to the Village Council is due on May 5<sup>th</sup>. The Council may vote on the Task Force recommended Land Use Designation; the first significant step toward developing this neighboring area.
  - b. The Government Liaison Committee members have attended Village Council Meetings and held discussions with council members. Subjects have included the role of the Village of RPB in "remediating" abandoned houses; PBC Ethics Committee and Inspector General involvement in RPB/municipalities activities (oversight/investigation).
  - c. Informal liaison with County Commissioner, Jess Santamaria resulted in his presentation to Association members at April Meeting.
3. Improve Madison Green community communications by conducting quarterly Master and Village Presidents' Meetings
  - a. The next Master and Village Presidents' Meeting will be conducted on Wednesday, June 22<sup>nd</sup>. Agenda will include: Updates on Village of RPB activities; Follow-up on MGMA Delinquency Collection Process and other items.
  - b. Continuing efforts to collect email addresses for use in broadcasting important/urgent MGMA information to all homeowners. Progress is slow.
4. Improve Financial Management.
  - a. Improved version of Monthly Financial Report Summary Sheet is provided at each MGMA Board meeting to all attendees and is posted on the Madison Green website.
  - b. New Procurement and Purchase Order Policies and Procedures will tighten control over purchases and ensure timely, well-justified expenditures.
  - c. New MGMA/Villages Delinquency Collection Process is still under review. Awaiting additional input from Collections Attorney, John Kinsey.
5. Expand Clubhouse activities through pilot initiatives and new Clubhouse policies
  - a. New water aerobics classes initiated.

- b. Wine tasting experience held at clubhouse.
  - c. Continuing other new activities initiatives, as volunteers bring ideas and effort.
  - d. Revisiting some Clubhouse policies; may modify some to encourage and increase Clubhouse usage.
  - e. Lanai room enclosure project may make more of the Clubhouse available for parties, etc. more often, throughout the year.
6. Make significant progress on special projects
- a. Improve condition of Lakes, Preserve Areas and Landscaping—R. Shillingford
    - i. Introduction of carp into lakes will be decided, now that more information is available. Lakes are beginning to require more intensive attention, as the summer approaches.
  - b. Lanai Room improvement—J. Gall
    - i. Concepts and estimates are now available. A Board decision is imminent. Air conditioning and affordability are key considerations.
  - c. Transfer ownership of entrance streets to Oakmont and Fairfax Villages. A work-in-process—D. Schenkelberg

#### Overall MGMA Office Operations Improvement Efforts.

As stated last month, we continue to make progress on documenting the Association policies and procedures for its most important functions. Progress has also been made on the Association's filing system. More work is needed in both areas.

Significant progress has been made on documenting job requirements for all MGMA staff and incorporating them into a structure set of Performance Evaluation forms. These forms will be the basis for periodic performance reviews with each staff member. The intent is to reinforce the outstanding performance and be clear on what and how to improve in other performance areas. The process will be collaborative and is intended to be beneficial to the individual staff member and the Association, overall. This, too, is a work-in-progress.

Operations Staff members are involved in the establishment of and then trained in new MGMA policies and procedures.

There is a lot yet to be done. But, with the help of the MGMA staff, Board members and volunteers, we are making good progress.

Find out more about what's going on by attending the MGMA monthly Board meetings. We hope to see you there!

Jeff Hmara