

Manager's Report
For
November 2010

We have been working very hard to streamline all the procedures which control the daily operations of the Master Association at Madison Green. This work will take sometime to get us to a point where our business will run along smoothly on an on-going basis. We now understand the scope of this challenge and know all procedures need to be reviewed.

Projects:

The following projects are being addressed at this time.

- Pool resurfacing and pool heater replacement which includes the support equipment of pumps, valves, lines and chemical monitoring systems.

Upon inspection of the pool(s) and equipment which includes the (10) ten pool heaters, I am in full agreement that the heaters need to be replaced (beyond repair). Also, all (3) three pools need to be resurfaced as soon as possible. I would recommend these 2 projects be done simultaneously. We have investigated different types of surfaces and heaters which have been included for your review.

- Pine tree removal.

We have (3) three 45 foot Slash Pines in pool area and north of clubhouse. Kevin Ervin from The Village of Royal Palm Beach is working with me to ensure our permit for this job is complete. I have included quotes to remove these trees and replace them. The Village of RPB is insisting that we replace our Slash Pines with 14 foot Slash Pines or 9 palm trees of the same height. The Slash Pines are less expensive.

- Grass Carp.

It is our intent to add Grass Carp to our lakes to control bottom growth which is one of our main problems with the floating algae in the lakes. It has been my experience that being proactive with lake treatments in the winter will eliminate the problems that occur during the summer. The addition of these fish will be investigated further during December.

- Patio Pool drains have been installed.
- Contracts

Lake and Wetland Maintenance:

Madison Green has 22 lakes and approximately 23 acres of preserves.

We have attached several bids to this package which will be discussed later in this agenda. However, with the lakes and preserve areas being an integral part of this community, it is our goal to have them maintained in pristine condition. It is my intent to become the director of this service. We have contracted with Palm Beach Aquatics. They started the initial clean up on November 1st. It appears to be going very well and complaints on the poor condition of the lakes has stopped.

- Meeting rooms

The Association is in the process of contracting to combine the two meeting rooms into one larger room. A second phase to this project for doors to divide the room will be considered in the future. I have included some numbers and specifications from local contractors for your review. This work will give this area a facelift, add meeting space and eliminate the mold/mildew smell as well.

- Landscape

I have conducted a survey of the common areas of the Master at Madison Green. On a scale of 1 to 10, my opinion is your property is a solid 7. I have met with your landscape company and believe they are doing a good job. As stated in my October Management Report, schedules are being put in place to Trim Trees, Fertilize all landscape, pest control, plant replacement and install annual flowers which have been ordered. The flowers will be installed during the month of November.

- Irrigation

We have (3) pumps that regulate your sprinkler system throughout the common area. These areas are watered (3) times per week at the current time. In the last 15 days, 2 pumps had problems which have been repaired. These problems were not caused by lake debris. We will be insisting on wet checks much more frequently after lawn cuts to detect sprinkler breaks from lawn mowers.

- Staff

Another very important part of our operation is your staff. We will be making many changes from something as minor as how the phone is answered to how the Club is maintained and how we service our owners. We have instituted a schedule for the Staff to begin to clean The Club to allow Fred to concentrate on maintenance.

It is my goal to form a team that will work together, be sharp, dress professionally and know exactly what their duties are. I believe a happy crew begins with understanding what is expected of them.

- Office

The Office is going to be a work in progress for awhile. It has become very apparent that a total overhaul of the filing system is needed to ensure a smooth running operation. We are in the process of training Betsy to handle the daily operations of the office which will allow me to concentrate on management of the Master Association for the Board of Directors.

- Other Business

Annual Meeting

The Annual meeting/Election will be held here at the Clubhouse on December 6th at 7:pm, sign in will begin at 6pm. Our attorney will oversee the meeting and the accountant will help with the signing in of owners.

- Insurance

I will be meeting with the insurance agent in November to renew our insurance for the upcoming year. The Workmen's Comp Policy just renewed October 26th, 2010.

- Academy Accounting

It is my pleasure to state that your accounting company has been very responsive with all requests.

Summation

The first month of managing your Association has been challenging and problems have occurred which should never be an issue again. We are putting procedures in place every day to eliminate mistakes and ensure our operation runs as perfectly as possible.

Thank you.