



Madison Place of Pompano Beach  
Homeowners Association, Inc.  
1001 Northwest 33<sup>RD</sup> Manor  
Pompano Beach, FL 33064-5931

## BOARD MEETING AGENDA

Contents		Addenda	
Page	Contents	#	Addenda
1	Call to Order, Quorum, Notes	1	Meeting Minutes from 16 MAR 2020
2	Committee & Manager's Updates	2	Insurance Information*
3	Financial Summary	3	Financial Reports*

*\*Not published to website due to privacy / security concerns or personal information.*

DATE:	<b>MON 20 APR 2020</b>	TIME:	<b>7:00 PM</b>
LOCATION:	<b>Call-In Only 1-712-770-4700 Access Code 573595#</b>		

#	ITEM	(P)	(VP)	(S)	(T)	(D)
	<b>CALL TO ORDER AT: 7:05 p.m.</b>	<b>Late</b>	<b>X</b>	<b>X</b>	<b>Work</b>	<b>X</b>
	<b>QUORUM: 3 of 5</b>					
1	<b>MOTION</b> to read meeting minutes summary from 16 MAR 2020.		<b>S</b>	<b>M</b>		<b>Y</b>
2	<b>MOTION</b> to approve meeting minutes and adopt into records of the Association.		<b>S</b>	<b>M</b>		<b>Y</b>
3	<b>MOTION</b> to adopt 2020 Budget effective 01 JUN 2020.	<b>Y</b>	<b>S</b>	<b>M</b>		<b>Y</b>
4	<b>MOTION</b> to change landscaping companies from Baywood Property Management to Integrated Turf Care, LLC.	<b>M</b>	<b>S</b>	<b>Y</b>		<b>Y</b>
5	<b>MOTION</b> to approve insurance changes and policies.	<b>Y</b>	<b>M</b>	<b>S</b>		<b>Y</b>
6	<b>MOTION</b> to approve Worker's Compensation Insurance for \$630.00 for the year.	<b>Y</b>	<b>S</b>	<b>M</b>		<b>Y</b>
7	<b>MOTION</b> to adjourn at <b>8:16 p.m.</b>	<b>M</b>	<b>Y</b>	<b>S</b>		<b>Y</b>

CERTIFIED by the SECRETARY on  
Monday, May 18, 2020:

Erik Shryock, Board Secretary

Acknowledged by the Manager:

Matt Jelinek, CAM

### Sierra - Landscaping Priorities

- Driveways | Residents to focus on: Stains, Weeds, Mildew & Mis-Aligned Pavers
- Once the driveways are addressed, we'll take of the rocks and landscaping at the ends of the driveways with sprinklers.
- Take care of general landscaping around FPL boxes, et. al.
- Start replacement of landscape screening along NW 33<sup>RD</sup> ST.
- Pressure cleaning along sidewalks and front entrance area and paver areas. Re-seal paver areas.
- **GUEST PARKING** – Owners / Residents wanting to park? Policy regarding owners parking for 2 hrs during daylight hours.



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#### COMMITTEE UPDATES

##### ARCHITECTURAL REVIEW COMMITTEE ("ARC") ALEX FENECH, CHAIR

- No activity at this time.

##### SPECIAL ASSESSMENT COMMITTEE ("SPA") AD-HOC COMMITTEE

- Awaiting changes from Architect.
- Anticipated week of March 23, 2020.
- Going to try "Elevation" View before going 3-D

##### COMPLIANCE COMMITTEE

- No Activity to report.
- Matt J needs to schedule training.

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#### MANAGER'S UPDATES

##### 1) Audit

- Audit from 01 JAN 2017 to present is ongoing.
- Expected completion with report on/before 31 AUG 2020.
- Outstanding Inquiry to Attorneys: Is it a violation for the Developer to have paid CAPITAL expenses from Operating prior to Association/Board Turn-Over on 08 OCT 2017?
  - If yes, Association should purchase statements from CS Bank for 2016 for \$160.00.
  - If no, Association should complete audit as-is.

##### 2) Coronavirus / COVID-19 Mitigation

- a. Janitorial services now include high-frequency touch areas.
- b. Pool remains closed pursuant to Broward County Emergency Order.

##### 3) SPECIAL ASSESSMENT / DEVELOPER SETTLEMENT

- a. The expected plans were to arrive 23 MAR 2020. That has not occurred.
- b. Management followed-up with the vendor and is calling daily now to follow-up.

##### 4) INSURANCE RENEWAL

- a. 2019 – 2020 Annual Premiums: \$10,578.14
- b. 2020 – 2021 Annual Premiums: \$11,692.87 (*Increase of 10.5%*)
- c. Optional Worker's Comp Coverage: \$ 630.00 (*Manager recommends*)
- d. Changes in coverages for pavilions (*the small pavilion was only covered at \$3,500, which wouldn't even cover the tiles for the roof. Value was subtracted from the main pavilion and transferred to the smaller pavilion to compensate.*)

##### END OF REPORTS FOR MARCH/APRIL 2020

Next Meeting: [Monday, May 18, 2020 @ 7:00 p.m. via conference call only.](#)



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## FINANCIAL SUMMARY

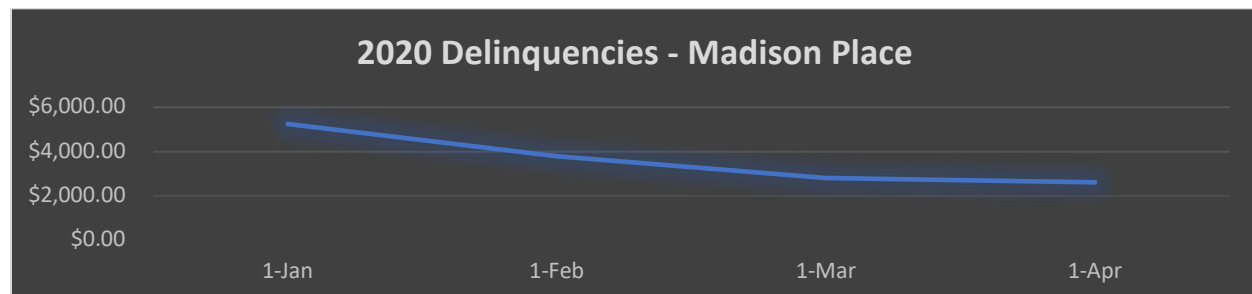
### Cashflow Summary: Account Balances & Cash On-Hand

	31 DEC 2019	31 JAN 2020	29 FEB 2020	31 MAR 2020
OPERATING	\$5,165.49	\$7,222.83	\$4,294.76	\$10,198.05
RESERVES	\$14,023.64	\$14,635.76	\$15,247.87	\$15,860.00
TOTAL	\$19,189.13	\$21,858.59	\$19,542.63	\$26,058.05

### Outstanding Accounts Receivable Summary

	11 JAN 2020	11 FEB 2020	11 MAR 2020	11 APR 2020
Outstanding Dues	\$5,243.73	\$3,786.70	\$2,806.78	\$2,601.78

- An initial look at just the numbers and you'd think that outstanding dues came down about \$200.00. That is not the story, however.
- Normally on the 11<sup>th</sup> of each month, we still have anywhere from \$1,500 - \$2,000 outstanding (roughly).
- Normally by the 15<sup>th</sup> of each month, we have about 50% of the balance (as evidenced by the "31-60" Column in the Aging Summaries as compared to the "0-30" Column.
- As of Friday, April 17, 2020, however, the outstanding balance has not changed from the 11<sup>th</sup>.
- Meaning: People who typically pay a few days late have STILL not paid.
- RECOMMENDATION:
  - The Association needs to start thinking about collections enforcement action(s) they want to take and on what time-table and develop this into a policy.



### Madison Place | 2020 Aging Summaries

	<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>90+</u>	<u>Total</u>
JAN	\$2,714.95	\$1,266.00	\$395.82	\$865.96	\$5,242.73
FEB	\$1,654.92	\$950.00	\$410.82	\$770.96	\$3,786.70
MAR	\$1,550.00	\$705.00	\$315.82	\$565.96	\$3,136.78
APR	\$1,630.00	\$550.00	\$195.82	\$225.96	\$2,601.78

Full Financial Reports are attached separately.

\*\*\* END OF AGENDA \*\*\*



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### Meeting Notes

#### Members in attendance:

- Busada, Andrea
- Thomas, Rasheen
- Verne, Adema
- Giardi, Laura
- Zamudio, Nataly
- Ghani, Bibi
- Verne, Adema

Treasurer is on a work conference call and cannot attend.

#### BUDGET MOTION

- Member concerns regarding notification(s) to Members about the meeting occurring.
  - Legal Minimum Notice is Bulletin Board @ Pool. This was done.
  - Other Actions Association took for notification to Members of Meeting:
    - Four (4) different email notifications to Members; and
    - Publishing to Website on Budget Page and on Main Landing Page (MadisonHOA.com)
  - Notification methods not utilized:
    - Mailing (cost prohibitive)
    - Service to Doors (cost prohibitive)
  - Manager asked what else the Association could do. No other remedies were provided.
- Member concerns regarding notification(s) to Members about the Dues Change.
  - Association will mail, via USPS First Class Mail, to each Member at their Address of Record with the Broward County Property Appraiser a Notice.
    - Notice will be mailed on/before 01 MAY 2020.
- Member concerns regarding adoption of the budget when only 19 out of 108 (17.59%) Members voted.
  - The adoption of the Budget is the responsibility of the Board of Directors (Declaration, Page 7, ARTICLE VI, Section 3).
  - The budget is levied by the Board of Directors so that the Association can always meet its fiduciary and financial obligations.
  - The Board has **consistently** encouraged Member Participation and asked for voting to occur when a budget increase would be higher than expected so as to help ensure that Members' voices were heard.
  - The lack of votes on this measure were likely in large part due to: A) Coronavirus/COVID-19 Concerns; B) Ballots had to be requested or printed by Members; C) Members had other priorities.
  - Management had already outlined that services would need to start drawing-down in May of 2020 as the Association would likely be paying more than it was taking in on a month-to-month basis due to insurance premium increases.
  - Management has already started drawing back on Janitorial Services to help ease future concerns.

*Continued Next Page*



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- Member concerns regarding collections methods.
  - 11<sup>TH</sup> Day Monthly – Email notices (automated by property management system)
  - 20<sup>TH</sup> – 31<sup>ST</sup> Day Monthly – Notices either hand-delivered and served to door of property or sent via USPS First Class Mail to Address of Record with Broward County Property Appraiser's Office.
  - 90<sup>TH</sup> Day after non-payment – Letter served to door and photographed providing fifteen (15) calendar days to contact the Association or a Lien will be filed.
  - Administrative Late Fee (\$25.00) applied monthly.
  - Applicable interest applied monthly.
  - 105<sup>TH</sup> Day after non-payment – Sent to attorneys for Continuing Lien Filing (\$500.00 legal fee charged to Member)
- Manager **strongly** advocates for the Board to set criteria for Homeowners who are having problems paying their dues during the Coronavirus/COVID-19 Outbreak.
  - **Board Members were in agreement that any Homeowner who does not contact the Manager or a Board Member about their challenges in paying their dues may not be as likely to receive relief. Owners in arrears must show good-faith by notifying the Association as to their situation if they cannot afford to pay monthly dues on-time and in-full.**
- President went through the priority of the Landscaping elements that have been deferred for more than eighteen months, now, and asked the Board to commit to seeing those items through.
  - Vice President suggested getting everything quoted by vendors so as to achieve best possible discounted prices.
  - Manager has already obtained quotes for driveways and for the monument and will add the other elements in along with a fountain for the lake.
- No other items. Meeting was adjourned.

**\*\*\*END OF NOTES\*\*\***