



Madison Place of Pompano Beach Homeowners Association, Inc.

1001 Northwest 33RD Manor
Pompano Beach, FL 33064-5931

BOARD MEETING AGENDA

CONTENTS

Page 1	Meeting Opening, Procedural Motions, etc.
Page 2	Meeting Procedures for 2020 Board of Directors
Page 3	Committee Updates / Motions
Page 4	Board Member Updates / Motions
Page 5 – 7	Manager's Update & Budget Notice
Page 8	Additional Motions (Not pre-printed)
Page 9 – 10	Financial Summary

ADDENDA

1	Board Certifications (Online, Manager has only paper copy)
2	Meeting Minutes; 18 NOV 2019 (Attached)
3	Board Election Results from 20 JAN 2020 (Attached)
4	Rules & Regulations, Page 9, Appendix "C" (Attached)
5	Treasury – YTD Budget Report using 2019 Budget Numbers
6	Outstanding Members Balances emailed to Board (<i>not attached here</i>)
7	Proposal – DVR Repair \$1,160.90
8	Proposal – Pool Fence Repair \$321.00

DATE:	MON 10 FEB 2020	TIME:	7:00 PM
LOCATION:	Pool Pavilion, 1001 NW 33RD MNR, Pompano Beach, FL 33064		

#	ITEM	(P)	(VP)	(S)	(T)	(D)
	CALL TO ORDER AT: 7:01 p.m.					
	QUORUM:	X	X	X		
1	MOTION to waive the reading of the 18 NOV 2019 Meeting Minutes and accept them into the Official Records of the Association. (<i>Attached</i>)	X	S	M		
2	MOTION to certify Election Results from 20 JAN 2020.	X	S	M		
	MEMBER CONCERNS <i>No Member has emailed the Manager asking for any item(s) to be added to this agenda or expressing concern over any part of the published agenda.</i>					
3	MOTION to amend Rules & Regulations, Page 9, Appendix "C". (<i>Attached</i>)	X	S	M		
4	MOTION to approve repair of Main Entry DVR in the amount of \$1,160.95 to be counted against the Access Repair Budget Line Item.	X	S	M		
5	MOTION to approve repair of Pool Fence in the amount of \$321.00 to be counted against the Repairs & Maintenance Budget Line Item.	X	X	M		S

CERTIFIED by the SECRETARY on
Monday, March 16, 2020:

DocuSigned by:

CD66F0FEE44B411...

Erik Shryock, Board Secretary

Acknowledged by the Manager:

DocuSigned by:

CC8F1665665B4D4...

Matt Jelinek, CAM

MEETING PROCEDURES



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In order to get the most of our time, the Board President would like to enact the following procedures.

Board Members will be required to read the agendas in-advance of the meeting(s) so that additional time isn't taken up explaining things.

1. Meetings will be called to order promptly at the scheduled time or as soon thereafter as a quorum is present.
2. Motions will first be called at the start of **every** item with the exception of updates.
 - a. A Motion must precede discussion.
 - b. A Second must precede discussion.
 - c. If neither a Motion **and** a Second is presented, the motion will be defeated.
 - d. If a Motion receives the Motion and Second:
 - i. Board Members may raise questions related to the Motion to the President, Manager or other party to clarify or ask if the Motion should be amended.
 1. If Amended, a Second shall be required.
 - ii. Board Members will each discuss for not longer than one (1) minute each starting with the Vice President, then the Secretary, then the Treasurer, then the Director, then the President.
 1. Board Members **MAY NOT** interrupt one another.
 2. No Member shall interrupt a Board Member or another Member.
 - iii. Members of the Association who are ***not*** Board Members will then be asked if they have any concerns and to raise their hand(s) if so.
 1. President will call on Members one at a time for them to speak.
 2. AN EXCEPTION shall be made for procedural Motions.
 - iv. When Members have spoken, Board Members will each be given a thirty (30) second rebuttal time period to anything raised in the previous board round or by Members in the same order as item (i) (*above*).
 - v. The President will call a voice vote and may poll the Board Members if necessary.
 - vi. Manager will record the vote and audibly announce the result.



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COMMITTEE UPDATES

ARCHITECTURAL REVIEW COMMITTEE ("ARC")

ALEX FENECH, CHAIR

- All Members are participating in the Special Assessment Committee
- Driveways and Rocks should be completed at the earliest possible time to create an aesthetic.
- The Committee will be adopting a change that will eliminate all plantings except for trees at the end of the driveways **except that** homes on the ends of each building will have CocoPlums.
- Numerous deck requests are being measured and developed by the manager. There are presently three in-process.

SPECIAL ASSESSMENT COMMITTEE ("SPA")

AD-HOC COMMITTEE

- Meeting on Tuesday 28 JAN 2020 Highlights:
 - Committee is asking for the Board to approve funds for plantings along the EAST FENCE that goes into the lake. They want to see if this will help mitigate people entering the Association this way. Plantings would be grouped more closely and would be of a significantly higher number. If this works, it would used instead of a fence. (Manager awaiting pricing.)
 - The Committee will be putting out a survey to Members asking:
 - Should the Association install lighting along the sidewalk that runs parallel to the lake from the mailboxes to the pedestrian gate at the northeast corner of the property.
 - Should the Association eliminate the playground and use the space for something else?
 - Should the Association pay to heat the pool from 01 NOV to 01 APR annually?
 - The estimated cost is an additional \$400.00 for the Association or an additional \$3.73 per month per household.
 - Board expressed asked if it would be an effective tool.
 - Members present expressed interest in at least trying it until a better solution could be put into place. (*"Trying something is better than doing nothing."*)
 - Manager is awaiting quote from M. Torres.
 - Committee is seeking to remove all MULCHED BEDS and replace them with ROCK BEDS that will not require anywhere near the amount of maintenance mulch does.
 - Swale Repairs behind homes on the south side of NW 33RD MNR and the north side of NW 33RD CT are going to be significant.
 - The plan is to remove all trees, have the collar on the drain installed, install the fill, install Traveler Palms and/or Norwegian Pines and then to install sod.
 - Swale Repairs also include **all** buildings getting splash blocks where downspouts come into the grass at each end of the building; and
 - Filling in the "valleys" between buildings on NW 33RD CT (both sides of the street) as well as the south side of NW 33RD MNR and re-sodding those areas as well.
 - **FULL MEETING MINUTES AVAILABLE ONLINE.**
- Meeting on Thursday 06 FEB 2020 with Architect J.F. Smith:
 - **FULL MEETING MINUTES AVAILABLE ONLINE.**



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COMPLIANCE COMMITTEE

- No Activity to report.

PRESIDENT'S REPORT

Agenda Items:

- Dog Station Replacement @ NW 33RD ST & ANDREWS AVE
 - Manager to put in work order for maintenance to place a bolt, washers and nut in to create a stop for the bottom of the metal basket so the metal isn't in view of residents.
- Landscaping: Weeding
 - Manager stated the quarterly treatment is due in March.
- Landscaping: Sod
 - There's some areas of dead sod on NW 33RD CT facing NW 33RD ST.
 - ARC to review alternate plan.
- Landscaping: Mulch Install (*tabled pending outcome of Special Assessment Committee*)
- Landscaping: Removal of Dead Bushes with next trim-up (MARCH 2020)
 - President to notify landscapers to remove dead bushes & grasses every visit.
- COMMITTEE CHANGE:
 - **MOTION** to eliminate the Fining Committee and transfer authorities and responsibilities to Compliance Committee in accordance with Declaration. (*See President's Report, attached*) This motion would include modification(s) to the Rules & Regulations and Fine Appeal Process.

(P)	(VP)	(S)	(T)	(D)	TOTAL
X	X	M		S	4

SECRETARY'S REPORT

Agenda Items:

- Landscaping:
 - In August of 2019 the Landscaping Vendor removed more trees than were authorized despite being given a map with instructions to remove only twelve (12) trees.
 - These trees now need to be replaced. Who will talk to the vendor and when will these trees be replaced?
 - We should have this work done **before** a vendor change is necessary.
 - Do we want to withhold payment for FEB 2020 until this work is completed?
 - President to meet with Alex from ARC to mark where the wrong trees were removed.
 - President to then notify Landscaper that checks will be held until trees are replaced.
 - President and ARC Chair to review install to ensure it was done properly.
 - Manager to give Landscaper's checks to President.
 - Manager to get pricing on trees need to be replaced in case the Landscaper fails to complete.

TREASURER'S REPORT

Agenda Items:

- Reports are attached. Please be aware of the "AS OF DATE(s)" since agendas are developed and then published in-advance of Meeting Dates.
- Treasurer and Manager to meet for set-up on bank accounts and more.



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MANAGER'S REPORT

Agenda Items:

1. Operations Updates:

- a. **Gate** – What did Javier say about replacing the touch-screen panel with a button and view screen style panel?
- b. **Camera System @ Pool** – Working great. Caught two (2) instances in the past few weeks of people who were not residents doing things they shouldn't be.
- c. **Collections**
 - i. **MOTION** to continue Manager's authority to waive one (1) late fee per calendar year without Board Approval.

(P)	(VP)	(S)	(T)	(D)	TOTAL
Y	S	Y		M	4

- ii. **DUES AMNESTY PROGRAM:** "The Association shall forgive all but \$25.00 in late fee(s), but not late interest for any Member(s) who are in arrears more than thirty (30) calendar days provided that: (A) The Member has paid their entire balance due (less all but one (1) late fee in a manner that the Manager receives the payment before Monday, 03 MARCH 2020 at 6:00 p.m.; and (B) The Member(s) have a ZERO BALANCE when payment is completed. This program shall be terminated on Monday, 03 MARCH 2020 at 6:00 p.m., local time."

1. **In anticipation of a potential Special Assessment, the President recommends that the Association attempts to get this addressed.**

(P)	(VP)	(S)	(T)	(D)	TOTAL
Y	Y	M		S	4

- d. **Committee Appointments** – Those who will be serving on the Compliance Committee are comfortable with filling out violation forms or texting/emailing Manager? (Process updates may need to occur here.)
- e. **Open Violations** – The Association has a ton of ongoing violations related to driveways. Almost all other violations are remedied or in-progress.
 - i. **MOTION** to suspend all fining on driveways where Owners have changed mulch to something that is unapproved pending implementation of changes to rocks. This policy shall apply solely to those who have made alteration prior to MON 10 FEB 2020.

(P)	(VP)	(S)	(T)	(D)	TOTAL
Y	S	M		Y	4

- f. **Application Process** – Any changes?
 - i. Management was previously granted authority to approve any application where a box on the Denial Listing was not checked.
 - ii. Only the Board of Directors can DENY an Application.
 - iii. Get closing / move-in date to President.
- g. **Documents Enforcement** – Authority with enforcement of the Documents was previously granted to: (A) The Compliance Committee; (B) The Board of Directors; and (C) The Manager.
 - i. Any changes?



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h. **Management-Requested Changes:**

- i. **CONTRACTS** – Previously the Manager was obtaining a Resolution from the Board of Directors to sign off on contracts on behalf of the Association. The Manager is asking that the Board of Directors be copied on contracts and that the Vice President and Secretary sign-off on contracts moving forward. **Exception: Permit Applications.**
- ii. **OBTAINING BIDS** – Manager has been obtaining bids for the Association, however, if the Committees, Board or Members are not satisfied with the bids obtained, Management will be directing those parties to obtain bids that are a direct comparison to the Scope of Work used to obtain bids in the first place.
- iii. **WEBSITE** – Manager is updating website as items become available and will continue to do so until directed otherwise, but **updates are needed.**
 1. **NOTIFICATIONS** can only go to three (3) parties. To whom should those now go to since Jason Dasher is no longer a Member of the Board?
 - a. **Recommendation:** President, Secretary, Director for all but General Notifications (“Contact Us” Form should go to President, Secretary, Manager.)
 - i. **Sierra to take care of mail forwarding setup.**

i. **BUDGET CONCERNS**

- i. Management anticipates that the services below will be discontinued on the dates indicated for Budget Shortfalls:
 1. **08/01/2020 Hurricane Tree Trim** – Will not be done \$4,500.00
 2. **05/15/2020 Pool Permitting** – Pool Permit Renewal \$375
 3. **05/01/2020 Janitorial Services** – Change from 2x/week to 1x/week \$3,500.00
 4. **07/01/2020 Maintenance & Repairs** – All will be halted \$3,500.00
 5. **03/01/2020 Gate Repairs**
 - a. Updates will no longer be performed \$198.00 each
 - b. No further repairs can be completed.
 - c. Warranty repairs only.
 6. **02/01/2020 Administration** – The Election absorbed \$400.00 of the 2020 Budget.
 - a. LEGAL NOTICES will be posted at the pool and emailed.
 - b. No further notices will be mailed except for the 2021 Election Items in October 2020 as that is required by law.
 7. **02/01/2020 Guest Parking** – Members should expect that the current website will have problems registering guest parking requests periodically resulting in fines, towing and more meetings where Members have to argue their case. Management encourages Members’ guests to take a screen capture of their parking request at the date and time they apply for it and park in guest parking.



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ii. MANAGEMENT RECOMMENDATIONS:

1. Management is recommending the development of three (3) Budgets for Members to vote upon.
 - a. 2020 FY BUDGET **A** – Shall be designed to keep dues at \$80/mo per home.
 - b. 2020 FY BUDGET **B** – Shall be an intermediate level increase with additional Landscaping services and covering all items listed above.
 - c. 2020 FY BUDGET **C** – Shall be an accelerated budget with an increase that will sustain the Association for a minimum of two (2) years with no additional increases until January 2022.
 - d. **The budget that is adopted by the Members via a vote of the greatest number of votes above a minimum threshold of 33 shall be adopted for FY 2020.**
 - i. **An immediate run-off vote may be required.**
 - e. **ANY ADOPTED BUDGET ***MUST*** ADDRESS MANAGEMENT'S CONCERNS IN ITEMS 1 – 6 AS THEY ARE REQUIRED BY LAW OR THE DOCUMENTS OF THE ASSOCIATION.**
2. Management recommends voting by ballot at a Meeting that is noticed fourteen (14) days in-advance.

iii. **MOTION** to adjourn at: **8:59 p.m.**

(P)	(VP)	(S)	(T)	(D)	TOTAL
Y	Y	M		S	4

END OF REPORTS FOR JANUARY / FEBRUARY 2020

Next Meeting: **Monday, March 16, 2020 @ 7:00 p.m. in the pool pavilion.**



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OTHER MOTIONS

A	MOTION TO:

(P)	(VP)	(S)	(T)	(D)	TOTAL

B	MOTION TO:

(P)	(VP)	(S)	(T)	(D)	TOTAL

C	MOTION TO:

(P)	(VP)	(S)	(T)	(D)	TOTAL



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FINANCIAL SUMMARY

As of: 31 DEC 2019

Balance as of:	Operations:	Reserves:	Total
01 JAN 2019	\$5,411.62	\$27,214.50	\$32,626.12
31 DEC 2019	\$5,165.49	\$14,023.64	\$19,189.13
Difference:	(\$246.13)	(\$13,190.86)	(\$13,436.99)

Total 2019 FYE Cash On-Hand:

Operating	\$5,165.49
Reserves	\$14,023.64
Total	\$19,189.13

2019 Outstanding A/P & Liabilities:

Pedestrian Gate Repairs	\$507.72
Water	\$51.88
Fire Extinguisher Recertification	\$56.18
Final Fertilizer Treatment – Main Entry	\$85.00
Vehicle Entry Gate Repairs (ASAP Gates Plus, LLC)	\$418.50
December 2019 Maintenance (<i>Metropolitan</i>)	\$300.00
Pre-paid Dues:	N/A
Total	\$1,419.28

2019 Outstanding A/R:

Dues (<i>Total</i>)	\$3,177.88
Gate Repair Invoice	\$300.00
Total	\$3,477.88

Projected 2019 Balance:

Total Cash On-Hand	\$19,189.13
Total Accounts Payable	\$1,419.28
Total Accounts Receivable	\$3,477.88
Projected Ending Balance	\$21,247.73
<i>(This is \$2,058.60 more than actual)</i>	

2019 FYE Operating Account Balance:	\$7,224.90
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Long-Term Liabilities: None

Capital Liabilities: \$11,190.86 due from D.R. Horton for sod, gate, et. al. to be recovered at settlement.



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FINANCIAL STATUS – Cash Basis
As of: 31 JAN 2020

RESERVE ACCOUNT BALANCE:

January 01, 2020 Balance:	\$14,023.64
January 20, 2020 Monthly Transfer:	\$612.00
Interest Payment:	\$0.12
January 31, 2020 Balance:	\$14,635.64

OPERATING ACCOUNT BALANCE:

January 01, 2020 Balance:	\$5,165.49
Accounts Receivable (<i>Dues and Pre-Paid Dues, Returns, et. al.</i>)	\$12,745.15
Accounts Payable (<i>Expenses, Payments, Reserves Transfers, et. al.</i>)	\$10,687.81
January 31, 2020 Balance:	\$7,222.83

TOTAL CASH ON-HAND SUMMARY:

January 01, 2020 Balance:	\$19,189.13
Total Accounts Receivable:	\$13,357.27
Total Accounts Payable:	\$10,687.81
January 31, 2020 Balance:	\$21,858.59

ATTACHED REPORTS (*Separate files in email*):

- YTD Budget Report
- January 2020 General Ledger



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Follow-Ups and To-Do List from Meeting on MON 10 FEB 2020

Manager:

- ☐ Mark flags and get quotes for Monument @ NW 33RD ST & Andrews Ave new plantings of wart ferns and Ixoras to mirror main entry island.
- ☐ Send letters & emails to residents with past-due balances regarding Dues Amnesty Program.
- ☐ Email Meeting Notice for Board Meeting (w/o Mgr.) to discuss budget.
- ☐ All checks to landscapers to go to Board President until further notice.
- ☐ Send out Survey Monkey Survey via MailChimp before 01 MAR 2020.
- ☐ Order dog station repairs through Maintenance Techs.
- ☐ Set up MARCH 2020 Training with Compliance Committee, President and Secretary.
- ☐ Manager reports move-in & closing dates to President / Board with approvals.

President:

- ☐ Meet with ARC Chair to get areas marked where trees need to be replaced with yellow flags.
 - o Contact Landscaper and advise to replace trees with what ARC Chair recommends.
 - Advise Landscaper that checks are being held until fulfilled.
 - Advise Landscaper that dead bushes need to be removed every time they come to property.
 - Remind Landscaper about the trimming/weeding to be done in March according to 2018 Agreement and rates.
- ☐ Set up meeting and begin discussions on 2020 Budget.
 - o Budget "A" – Keep dues @ \$80/mo.
 - o Budget "B" – Modest increase (\$5.00 or \$10.00/mo. Only)
 - o Budget "C" – Increase to incorporate a level that will be sustained for a minimum of 2 years.
- ☐ Request financial reports from 2019 as needed for budget meeting. Must be available to all Members.
- ☐ Set up email forwarding from website. (Director to assist if necessary)

Secretary:

- ☐ Please order DVR Repair from ASAP Gates.
- ☐ Please order Pool Fence Repair from ASAP Gates.

Treasurer:

- ☐ Meeting with Manager after 25 FEB 2020 (Manager on Medical Leave) to get login information, etc.

Director:

- ☐ Assist President with email forwarding for forms from website.

Architectural Review Committee

- ☐ ARC to review sod on south sides of homes on NW 33RD CT (sides that face NW 33RD ST) and develop a management plan for this area so it looks nice consistently.