



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

Board of Directors

Erik Shryock | President
Sierra Bubbs | Vice President
Jason Dasher | Secretary
Larry Singh | Treasurer
Joseph Davidson | Director

BOARD MEETING MINUTES

DATE: Thursday, September 05, 2019
TIME: 7:00 p.m.
LOCATION: 2755 E Oakland Park Blvd, STE 200, Fort Lauderdale, FL 33306

NOTE: Only one (1) Non-Board Member attended this meeting.

- 1) Call to Order
- 2) Establish Quorum
- 3) Meeting Notice
- 4) Approval of Meeting Minutes:
 - a. 19 AUG 2019
 - b. (No electronic motions since then)
- 5) Occupancy Violation @ 1040 NW 33RD CT
 - a. What action(s) does the Board wish to take?
- 6) STATUS: Pool Cameras & Lights
 - a. Permit being applied-for with plans
- 7) STATUS: Vehicle break-ins @ Association on WED 04 SEP 2019 @ 03:00 – 04:00
 - a. Detective Parram from BCSO will be contacting people next week;
 - b. BCSO has seven (7) videos provided by Residents
- 8) COMMUNICATIONS:
 - a. Does the Association want to include TENANTS in the email blasts that go out?
 - b. Right now it's only owners.
 - c. If tenants no longer live at a property, they can opt-out.
- 9) **BUDGET REVIEW – Budgets provided in Agenda at August 19, 2019 Meeting**
 - a. **Manager's Supplementary Notes (attached after voting block)**
- 10) Adjournment



MANAGED
BY

METROPOLITAN PROPERTY GROUP FLORIDA, LLC
MATT JELINEK, LICENSED CAM 46341
2755 E OAKLAND PARK BLVD, STE 200
FORT LAUDERDALE, FL 33306-1671

PHONE 954.372.1043 EXT. 6
EMAIL INFO@MPGFL.COM
WEB MPGFL.COM



Madison Place of Pompano Beach Homeowners Association, Inc.

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

Board of Directors

Erik Shryock | President
Sierra Bubbs | Vice President
Jason Dasher | Secretary
Larry Singh | Treasurer
Joseph Davidson | Director

MOTIONS

THU 05 SEP 2019 @ 19:00 @ Metropolitan Property Group Florida, LLC Office

#	Motion	E. Shryock (P)	S. Bubbs (VP)	J. Dasher (S)	L. Singh (T)	J. Davidson (D)	Total YEA' s
	CALLED TO ORDER AT: 7:00 p.m., local time.						
	QUORUM:	X	X	X	X	X	5
1	MOTION to waive the reading of the MON 19 AUG 2019 Meeting Minutes and accept them into the records of the Association.	Y	M	Y	S	Y	5
2	MOTION regarding 1040 NW 33 rd CT to have Management take the following action(s) regarding the Occupancy Violation: 1) ISSUE 7-DAY CONSTRUCTIVE EVICTION NOTICE; and 2) Terminate GUEST PARKING through 04 NOV 2019.	S	Y	Y	M	Y	5
3	MOTION to include tenants in all emails sent from the Association. Currently only Owners (Members) receive this information and are responsible for dissemination to their tenants. Emails shall still include a statement to the effect that Owners are responsible to disseminate information to their tenants to alleviate the liability of the Association if tenants do not receive email(s).	N	N	N	N	N	0
4	MOTION to have Management write an amendment to the Rules & Regulations for adoption at the October 2019 Meeting as follows: 1) Limit the number of spaces & overnights per month of guest parking to not more than ten (10) per household with exception for mitigating circumstances; and 2) Adopt a policy whereby incoming Owner(s) and Tenant(s) with pets pay a non-refundable "SERVICE FEE" of \$100.00 per canine to the Association one-time.	Y	Y	S	M	Y	5
5	MOTION to adopt the amended 2020 Budget and recommend to Owners at the MON 18 NOV 2019 Annual Meeting.	Y	Y	S	M	Y	5(4)
6	MOTION to adjourn at 9:22 p.m., local time.	Y	Y	S	M	Y	5

**Director changed vote after the meeting.*

I do hereby swear and certify that these are the correct vote tallies by the Board of Directors on this, the 16TH day of SEPTEMBER, 2019 in the COUNTY OF BROWARD, State of Florida:

DocuSigned by:
BY: 
A0042A4C4B1A4AA...
Jason Dasher, Secretary

FOR: The Madison Place of Pompano Beach Homeowners Association, Inc.

MANAGER'S SUPPLEMENTARY NOTES TO BE ADDED TO THE OFFICIAL AGENDA



MANAGED BY

METROPOLITAN PROPERTY GROUP FLORIDA, LLC
MATT JELINEK, LICENSED CAM 46341
2755 E OAKLAND PARK BLVD, STE 200
FORT LAUDERDALE, FL 33306-1671

PHONE 954.372.1043 EXT. 6
EMAIL INFO@MPGFL.COM
WEB MPGFL.COM



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

Board of Directors

Erik Shryock | President
Sierra Bubbs | Vice President
Jason Dasher | Secretary
Larry Singh | Treasurer
Joseph Davidson | Director

This Document is part of the Association's Official Records

LEGAL ELEMENTS

(Disclaimer: Management are not attorneys, but are providing guidelines as expressed in license certification and continuing education.)

- HOA's do NOT need to end their year in a trial balance (income = expenses). They can have a profit. Management did not prepare a surplus as it naturally occurs by nature of the variety and amounts of the income sources, virtually guaranteeing a budget surplus.
- HOA's do NOT need to account for Reserve Allocations. You can simply have funds in reserves and not state that they are for some future project.
- Budget surpluses from previous years DO NOT need to be applied in any specific fashion to the budget, reserves, etc. The HOA has flexibility here to do as they please by either: A) Applying a surplus to the General ("Operating") Fund; or B) Applying the surplus to Reserves; or C) Applying a surplus to the General and Reserve Funds.

Dues

- Dues are driven by the overall expense(s) of the Association married with the need for increased contribution(s) to reserves and contingency line items in the expenses.
- **HISTORY:**
 - 2016 \$60.00 per home per month
 - 2017 \$80.00 per home per month
 - 2018 \$80.00 per home per month
 - 2019 \$80.00 per home per month
 - The dues have remained constant for the past three (3) years.
 - Keeping dues at the same rate in perpetuity is not achievable.
 - Lenders are beginning to ask why dues are so low compared to other similar properties.
 - The average increase from 2016-2019 is \$2.50 per home per year.
 - The dues of Madison place and the increases have been **substantially lower** than comparable Associations and it's beginning to show (landscaping & pool furniture)
- **CONSIDERATIONS:**
 - As Directors, you have a fiduciary responsibility to **all** of the Members of your Association to ensure contiguous or uninterrupted operation of the Association. You are **not** broken up by the area in which you live like council members of a city.
 - Secondary to operations is values of the property (covered in "Marketability", below)
 - Thirdly to spend money the way that your Members have told you – publicly and on the record – that they want money to be spent. If it's not in the meeting minutes, owners didn't care enough about their dues to attend or send Management or the Board an email or letter.
 - Fourthly to not spend money illegally, frivolously or needlessly.



MANAGED
BY

METROPOLITAN PROPERTY GROUP FLORIDA, LLC
MATT JELINEK, LICENSED CAM 46341
2755 E OAKLAND PARK BLVD, STE 200
FORT LAUDERDALE, FL 33306-1671

PHONE 954.372.1043 EXT. 6
EMAIL INFO@MPGFL.COM
WEB MPGFL.COM



Madison Place of Pompano Beach Homeowners Association, Inc.

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

Board of Directors

Erik Shryock | President
Sierra Bubbs | Vice President
Jason Dasher | Secretary
Larry Singh | Treasurer
Joseph Davidson | Director

• MARKETABILITY:

- Management performed two analyses:
 - Analysis #1 – Dues at comparable homeowners' associations within a four-mile radius.
 - **Village Park of Deerfield Beach HOA** was the next lowest dues at \$120.00 per home per month.
 - They do not have gates.
 - They do not have a pool.
 - They do not have the vast common area that Madison Place does.
 - **Eastside Village of Oakland Park HOA** was the most-comparable community and another DR Horton Development with 134 homes and the same architecture with dues at \$146.00 per home per month.
 - They do not have gates.
 - They do not have the vast common area that Madison Place does because the overall size of the land is significantly smaller.
 - Analysis #2 – Dues at **NOT** comparable associations of every type revealed that there did exist other association types with lower dues than \$80.00 per home per month. They consisted of: 1) 55+ Communities; 2) Trailer Parks; 3) Modular homes of less than 1,000 s.f. each that were not HOA's. Again – **NOT** good comparisons for Madison Place.

INCOME

- Dues – Management recommends an increase to \$110.00 per home per month or \$30.00 more per month.
 - This increase represents an increase of roughly \$10.00 for each of the previous three years dues have been static.
 - Management anticipates that this rate will last through the 2021 budget and the next increase would be in January 2022.
- Management is asking that the Association adopt a policy whereby new Owners and Tenants pay the Association a non-refundable pet fee of \$100.00 per canine to offset the \$3,000.00 cost of upkeep for the doggy waste bags and maintenance to change out the bins.
 - Management will need to check if the Association can charge for ESA's and Service Animals, since this would be a "SERVICE" charge and not necessarily a "Pet Fee".
 - This would be an amendment to the Rules & Regulations of the Association.
 - There is presently NO LEGAL LIMIT on what can be charged for pets, but Management recommends keeping it at \$100.00 per pet so as to avoid any scrutiny that would harm the reputation of the Association.
- **2019 GENERAL FUND SURPLUS** – Management anticipates the Association ending its fiscal year on 31 DEC 2019 with a surplus.
 - **Management Recommends** applying \$7,000.00 to FY 2020 Operating Budget and applying any additional balance to Reserves.
 - If \$7,000.00 is applied to FY 2020, the Dues effectively lower to \$104.60 per month per home.
 - Contingency line item would be adjusted to \$1,825.00 from \$1,300.00 and Dues would be set at \$105.00 to make a nice, round figure for payments.
 - The Board may opt to recommend what it wants.



MANAGED
BY

METROPOLITAN PROPERTY GROUP FLORIDA, LLC
MATT JELINEK, LICENSED CAM 46341
2755 E OAKLAND PARK BLVD, STE 200
FORT LAUDERDALE, FL 33306-1671

PHONE 954.372.1043 EXT. 6
EMAIL INFO@MPGFL.COM
WEB MPGFL.COM



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

Board of Directors

Erik Shryock | President
Sierra Bubbs | Vice President
Jason Dasher | Secretary
Larry Singh | Treasurer
Joseph Davidson | Director

EXPENSES

- **Management Fees.** Reflects the 01 July 2019 increase to \$1,600.00; no other increase(s).
- **Legal Fees.** This is actually more of a long-term liability as these funds come back to the Association if it's a foreclosure.
 - Management is anticipating two (2) foreclosures in 2020
 - Funds expected to come back to the Association approximately December 2023.
- **Bank Fees.** The move to CHASE has taken care of this.
- **Postage & Mail.** This incorporates all administrative expenses, and we increased it to do just that.
- **Taxes, Fees & Licensing.** Having a full year under our belts, Management recognized that there are numerous other permits (e.g. pool permit, backflow preventer re-certification, et. al.) that need to be paid-for each year. While these weren't captured or categorized quite so explicitly in prior years, Management wants to create a higher level of transparency by categorizing things this way.
- **Insurance.** Every single Association and Property that Management has in its portfolio has experienced an increase from 11 – 45% after 01 JUNE 2019. As such, we anticipated a 21% increase here to be conservative and protect the Association.
- **Utilities.**
 - ELECTRICITY – There are five (5) meters on the property:
 - Street Lights – we entered the increase of \$227.00 per month here for the new street lights.
 - Pool Pavilion – Incorporated into "COMMON"
 - Pool Pump / Sprinkler Well – Incorporated into "COMMON"
 - Main Gate – Incorporated into "COMMON"
 - Church Gate – Incorporated into "COMMON"
 - WATER & SEWER – This is solely for the pool water and bathrooms in the pool pavilion as well as the shower at the pool and the spigot on the outside.
 - In early 2019 we hired Moody Plumbing to repair the leaking backflow preventer. In doing so the budgeted amount dropped **significantly** and the Association saved about \$2,000 in 2019 due to this repair.
 - Internet
 - @ Gate – This fee will go from approximately \$157.00 per month to \$60.00 per month when we bring the new contract online with the pool pavilion.
 - @ Pool – This is a new line item and will be approximately \$108.33 per month where we had a "\$0.00" before.
 - **Total** – The Association was paying about \$157.00 per month for years for internet. Now the Association will pay about \$168.00 per month (\$11.00 increase), but will have internet in TWO (2) locations.



MANAGED
BY

METROPOLITAN PROPERTY GROUP FLORIDA, LLC
MATT JELINEK, LICENSED CAM 46341
2755 E OAKLAND PARK BLVD, STE 200
FORT LAUDERDALE, FL 33306-1671

PHONE 954.372.1043 EXT. 6
EMAIL INFO@MPGFL.COM
WEB MPGFL.COM



Madison Place of Pompano Beach Homeowners Association, Inc.

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

Board of Directors

Erik Shryock | President
Sierra Bubbs | Vice President
Jason Dasher | Secretary
Larry Singh | Treasurer
Joseph Davidson | Director

• Operations.

- Janitorial Fees – We increased these to cover the pressure washing that has to be done to get the mold and mildew off the pool pavers, playground pavers, the retaining wall, the marks on the curbs and on the sidewalks.
- Janitorial Supplies – We increased these to incorporate additional doggy waste bags.
- Maintenance & Repairs – We increased these to incorporate some repairs that are likely to become necessary including repairs to the bathroom sink in the women's bathroom of the pool pavilion.
- Gate Operations (General) – We increased these in anticipation of a favorable vote to change the gates at the main entry to fully enclosed gates. This would include re-greasing and ensuring proper operation.
- Gate Operations (Repairs) – Since the Association has been billing Residents and Vendors for damaging the gate, this will remain constant.
- Pool Maintenance – Change in vendor was a savings to the Association.
- Pool Repairs - We've increased this because the Association has to change filters, have more chemicals and replace broken furniture to maintain the pool and area.
 - NOTE: Management authorized a pool filtration pump re-build of \$285.00 on 04 SEP 2019.
- Cameras – This will be for the Camera System at the pool and the main entry as well as the church gate.
- **LANDSCAPING – MAINTENANCE:** Above and by far this is the largest increase at \$22,800.00 more per year. (Breakdown: An additional \$17.60 per home per month).
 - **Members** have indicated that this is an area they *want* to spend more money on.
 - This is also one of the *most-visible* elements of the property.
 - In February 2019 the Association cited more than 40% of all homes with more than 110 violations because homeowners have taken it upon themselves to improve the landscaping around their homes. *This is a sign to Management that landscaping is insufficient and needs to be improved in both frequency and quality.*
 - The proposal for lawn-cutting every seven (7) days and bush/hedge trimming once every month married with two (2) tree trims per year as recommended by the Architectural Review Committee (ARC) is \$47,400.00 from Baywood (current vendor).
 - The proposal for the same services from Top Yards, LLC is
- Landscaping Clean-Up is now incorporated into the maintenance budget as the quote is all-in-one.
- Landscaping Other – This would have been for re-mulching of driveways. Management removed this as we expect Association Owners to approve the Special Assessment and have the 76 medians at the property changed to rocks with changes to sprinkler heads.
- Pest Control – We have ants in the play area and the pool deck. We need to have this addressed. Monthly.
- Sprinkler System Wet Checks – This is done monthly and is now incorporated into "Landscaping – Maintenance".
- Sprinkler System Repairs – Reduction as most repairs have already been completed and paid-for.
- Lake Maintenance – remains the same.



Madison Place of Pompano Beach Homeowners Association, Inc.

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

Board of Directors

Erik Shryock | President
Sierra Bubbs | Vice President
Jason Dasher | Secretary
Larry Singh | Treasurer
Joseph Davidson | Director

- **WEBSITE** – The website is very limited at-present and I have a proposal from Aaron Turner-Harris to handle everything for the Association and incorporate the Newsletters as they are part of the overall public records of the Association.
 - This would include forms to unlimited numbers of people; and
 - Posting of all meeting minutes, committee meeting minutes, notices, et. al.
- Contingency was set to create a nice round figure for dues.
- Reserves is still at 10.00% to allow for FHA Financing, which increases the pool of prospective buyers, helps drive demand and opens the option to purchase to the largest pool of buyers.

NET OPERATING INCOME

While HOA's do NOT need to end in a trial balance (Income + Expenses = \$0.00), Management recommends budgets this way due to the vast variety of income sources and amounts. The Association can reasonably expect an additional \$4,000.00 in revenue (income) in 2020 based upon access items, capital fees, et. al.

NOTES:

This budget has some variances from standard accounting practices as follows:

- 2019 General Fund Surplus is an "Asset" that would be transferred to Income for FY 2020.
- Reserves are listed under "Expenses," but are an Asset of the Association.
- **Contingency** accounts for homeowners who may not pay. By lowering this value to offset dues, we are estimating 11 missed payments of \$110.00.

***** END OF REPORT *****



MANAGED
BY

METROPOLITAN PROPERTY GROUP FLORIDA, LLC
MATT JELINEK, LICENSED CAM 46341
2755 E OAKLAND PARK BLVD, STE 200
FORT LAUDERDALE, FL 33306-1671

PHONE 954.372.1043 EXT. 6
EMAIL INFO@MPGFL.COM
WEB MPGFL.COM