



MARTIN DOWNS PROPERTY OWNERS ASSOCIATION, INC.  
3501 SW CORPORATE PARKWAY  
PALM CITY, FL 34990  
(772) 283-4746  
Fax: (772) 283-9894

**APPROVED**  
**EXECUTIVE COMMITTEE MEETING MINUTES**  
**MARCH 27, 2024**

<b>PRESENT:</b>	Tim Graham	President
	Bernie Carmell	Secretary
	Laura Cardinale	Treasurer via telephone
	Karen Bevis	East Villages
	Joe Carr	Meadows
	Rose Wright	Sunset Trace
	Luis Rubio	West Village
	Jody Armstrong	Administrator, MDPOA
	Liz Bonan	Ross Earle & Bonan, PA via telephone
	Jim Hartley, CPA	DMHB via telephone
<b>ABSENT:</b>	Patricia Brimlow	Vice President
	Jay Mahoney	Commercial Property
	Bobbie Howard	Monarch

**Call to Order:** The meeting was called to order at 2:03 p.m. by President Tim Graham.

**Quorum Called:** President Graham stated there was a quorum.

**Approval of Minutes:** A Motion was made and seconded to accept the Minutes for the February 28, 2024 Executive Meeting. The Motion was unanimously approved.

**Budget Committee Report:**

**Financial Report** – Laura Cardinale, Treasurer, and Jim Hartley, CPA, reviewed and answered questions regarding the 2023 draft Audit, approved by the Budget Committee, to come to the Executive Committee for final approval. A Motion was made and seconded to approve the 2023 draft Audit as presented. The Motion was unanimously approved.

**Surface Water Management Committee Report:**

The annual drainage system inspections started March 25. Administrator Armstrong is meeting with the inspection technicians over the expected two week process to review areas found that could require additional investigation and to discuss a course of action.

The 2023 Lake re-sloping work at Lake 21 in Sunset started March 25. Administrator Armstrong has been on site daily and reports no issues so far.



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### **Landscape Committee Report:**

Jody Armstrong, Administrator, reported that summer trimming will start soon. Summer annuals will be selected at the next Landscape Meeting.

### **President's Report:**

President Graham has agreed to attend a MDPOA educational meeting held by the Meadows on April 2 to address several social media false attacks on MDPOA. President Graham indicated that he hoped to publicly address the false information and the individuals behind the posts. President Graham also acknowledged that he has no access to Nextdoor or Facebook and has no plans to engage in any social media conversations regarding MDPOA on these platforms. President Graham further indicated that individuals who have questions or problems regarding MDPOA should reach out to him or the office directly.

### **Old Business / New Business / Comments:**

**Access System Update** – Entry enhancements at Meadows are well underway, and training sessions have begun. ButterflyMX is expected to be operational in mid-April.

West Village's permit application was submitted. No signed documents or decisions have been provided yet by Sunset HOA or Monarch HOA.

**Katz Update** – President Graham advised the PNC loan application was approved. The 9-month small business loan is secured by our Certificates of Deposit invested through the PNC Treasury department. The closing of the Katz property was on March 22. The purchase price was \$550,000 as agreed to in the Katz Settlement, and \$549,580.68 was the final amount wired to the title company. An agreement to sell the property to Smith and Reid for \$550,000 has been signed, and the closing is expected tomorrow. The Special Assessment invoices went out February 12, and payments are due April 1. As of today, approximately \$200,000 has not been received. The cash payment of \$500,000 is due to Katz on May 21. There was discussion and all agreed the cash payment should be made as soon as enough money is collected rather than waiting until May 21. It was also discussed and agreed that any remaining excess monies, after the entire settlement is completed, should be returned by check to the Members.



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**Building Lease Update** – A two-year Lease for the 1,900 sf formerly used for security, including the boardroom, was executed with tenant, MTJ Roofing, for \$18.00 per sf the first year, plus 35% of actual electricity and water use. No tenant improvement monies were requested. The small monument sign along Martin Downs Boulevard is available to the tenant at their own expense for signage but must first be approved by MDPOA. The tenant expects to move in beginning in April before opening for business mid-May.

**Next Meetings:**

**Member Rep Meeting** – Wednesday, April 24, 2024, at 2:00 p.m.

**Next Executive Meeting** – Wednesday, May 22, 2024, at 2:00 p.m.

**Adjournment:** A Motion was made and seconded to adjourn the meeting. The meeting was adjourned at 2:50 p.m.

Respectfully Submitted,

*Jody Armstrong*  
Jody Armstrong, CAM  
Administrator