



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

EXECUTIVE COMMITTEE MEETING MINUTES

JULY 24, 2024

PRESENT:	Tim Graham	President
	Patricia Brimlow	Vice President
	Bernie Carmell	Secretary
	Laura Cardinale	Treasurer
	Karen Bevis	East Villages
	Joe Carr	Meadows
	Rose Wright	Sunset Trace
	Jay Mahoney	Commercial Property
	Luis Rubio	West Village
	Jody Armstrong	Administrator, MDPOA
	Liz Bonan	Ross Earle & Bonan, PA

ABSENT: Bobbie Howard Monarch

Call to Order: The meeting was called to order at 2:00 p.m. by President Tim Graham.

Quorum Called: President Graham stated there was a quorum.

President Graham made a Motion to approve the amended Agenda to add Jody Armstrong's notice of retirement under New Business. A Motion was made and seconded. The Motion was unanimously approved.

Approval of Minutes: A Motion was made and seconded to accept the Minutes for the June 26, 2024 Executive Meeting. The Motion was unanimously approved.

Budget Committee Report:

Financial Report – Laura Cardinale, Treasurer, reviewed and answered questions regarding the June Financial Statement.



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Surface Water Management Committee Report:

Jody Armstrong, Administrator asked for a Motion to approve the new Monarch Surface Water Representative, Linda Kiarsis. A Motion was made and seconded to approve the new Monarch representative. The Motion was unanimously approved.

Armstrong updated the completed projects since the last meeting and answered questions regarding the same. The Lake 15 collar repair, and CIPP under the entrance/exit to West Village were both completed. Pictures taken during the work were shown. Schedules have not yet been set for the bulkhead repairs at Lakes 38 and 9.

Landscape Committee Report:

Jody Armstrong, Administrator, reported that Martin County replaced the two (2) failed Oak trees they removed earlier in the year. The phase II structural pruning proposal is being reviewed to start early 4th quarter.

President's Report: President Graham will include comments during Old and New Business due to time constraints.

Old Business / New Business / Comments:

Access System Update – Richard Gunthner gave an update. Entry enhancements at West Village are complete. LPR and ButterflyMX are running in parallel at this time. Residents are being urged to call MDPOA with their new license plate numbers, if they have not done so in the last two years.

The LPR error read rate on license plate numbers at Meadows is now at 3.7%, or 96.4% good. The turnover date to ButterflyMX and LPR and disconnect of Continental is 08/01. Richard stated he is getting positive feedback from those residents and guests using ButterflyMX.

Sunset Trace enhancements have also started, including new cameras with LPR, ButterflyMX, loops, and Click2Enter. Their database is being prepared for upload on approximately 08/08.



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Old Business / New Business / Comments:

Access System Update Continued - Access Masters is in the process of filing for the permit for Monarch HOA's Click2Enter. Monarch HOA decided to add the new cameras that include LPR, and Click2Enter. LPR is a tool by the camera manufacturer and is included with the cameras – not an additional option.

Based on conversations with West Village residents, Gunthner suggested to ButterflyMX they change the address wording on “keys” sent by residents to their guests. The “key” gave the address of the gatehouse, which was confusing to the invited guest. It is now changed to say the communities’ name instead. That change was also made for Meadows.

Review Proposed Fourth Amendment – Liz Bonan provided a review of the revised proposed changes discussed in June, to add eligibility requirements for Officers, and to enhance the election process. Each change and addition were discussed, and comments considered. Based on additional input, Bonan will revise the proposed Amendment to be discussed again at the next Executive Committee meeting.

President Graham updated the Committee regarding the search for an Administrator as Jody Armstrong submitted her 90 day notice of retirement on June 28. Numerous resumes were received in answer to several recruitment site advertisements, but few applicants had the necessary experience or licensing. Fortunately, three applicants currently stand out as qualified, and President Graham advised he met with all three in advance of formally turning the decision to the Executive Committee. In addition, Graham said he had a recommendation ready to make but due to the applicant’s need for confidentiality as they are currently employed, Graham asked for the Executive Committee’s patience in further discussing the identity of the applicant. After some discussion regarding the experience of the applicant, and Graham’s experience in vetting qualified candidates, it was decided there was no need for a selection committee to be formed for further search, and that Graham was more than qualified to make this recommendation at the appropriate time. A Motion was made and seconded to give President Graham the authority to make a decision on which applicant would best fill the position, and to make that announcement at the next Executive Committee meeting. The Motion was unanimously approved.



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Next Meeting:

Next Executive Meeting – Wednesday, August 21, 2024 at 2:00 p.m.

Adjournment: A Motion was made and seconded to adjourn the meeting. The meeting was adjourned at 3:40 p.m.

Respectfully Submitted,
Jody Armstrong
Jody Armstrong, CAM
Administrator