



MARTIN DOWNS PROPERTY OWNERS
ASSOCIATION, INC.
3501 SW CORPORATE PARKWAY
PALM CITY, FL 34990

APPROVED

**MINUTES OF THE MEMBER REPRESENTATIVES/
BOARD OF DIRECTORS MEETING
PALM CITY COMMUNITY CENTER
2704 SW CORNELL AVENUE, PALM CITY, FL 34990
April 24, 2024**

In attendance were the following:

MDPOA Board: Timothy Graham, President
Laura Cardinale, Treasurer
Bernie Carmell, Secretary

MDPOA Staff: Jody Armstrong, Administrator

Legal Representation: Elizabeth Bonan, Esq.

Member Representatives:

Carla Musselman, Admiralty Condominium (49); Carol Vertesch, Charter Club (204); Louis Battelli, Clubhouse Court (48); Diane Ranaldo, Eagle Lake (114); Dan Thornhill, Egret Pond (87); Luis Rubio, Heronwood (157); Carol McMarcinkus, Ibis Point (120); Carol Paprotna, Islesworth (123); Karen Bevis, LaMariposa (86); Todd Rosenhaus, Mallard (43); Jay Mahoney, Manero's (8); Joe Carr, Meadows (832); Bobbie Howard, Monarch HOA (526); Kaye Traficante, Palm Pointe/Palm Isles (143); Dave Phillips, Pheasant Run (30); Lisa Medina, Pine Ridge (300); John Haddox, Quail Meadow (84); and Rose Wright, Sunset Trace (596).

CALL TO ORDER

The Member Representatives meeting was called to order by Timothy Graham, President, at 2:05 pm.

QUORUM

President Graham verified that a quorum was present.

APPROVAL OF MINUTES

President Graham requested approval of the October 26, 2023 meeting Minutes. A Motion was made and seconded to approve the Minutes as written. The Motion was unanimously approved.

President Graham requested approval of the January 20, 2024 special meeting Minutes. A Motion was made and seconded to approve the Minutes as written. The Motion was unanimously approved.

President Graham requested approval of the February 08, 2024 special meeting Minutes. A Motion was made and seconded to approve the Minutes as written. The Motion was unanimously approved.

NOMINATING REPORT AND VOTE

Laura Cardinale, Nominating Committee spokesperson, introduced the current Executive Committee and read the nominations:

Timothy Graham, President
Patricia Brimlow, Vice President
Bernie Carmell, Secretary
Laura Cardinale, Treasurer
Karen Bevis, East Village Representative
Luis Rubio, West Village Representative
Jay Mahoney, Institutional Parcel Representative

Cardinale then asked for nominations from the floor, and although the nominee was not present, a spokesperson, Tracy Swain, was allowed to nominate Susan Murphy for President of MDPOA, stating she is the property owner of 1635 SW Waterfall Boulevard in Meadows HOA. Swain read the resume of Susan Murphy aloud, and current President Tim Graham also stated his qualifications. Cardinale then asked if there were any further nominations, and hearing none, asked all present if they were in favor of the nominated slate as presented. All present responded affirmatively. Cardinale also asked if any opposed the nominated slate as presented. There was no response. The slate presented was approved. Ballots were provided to each voting Member Representative, and Susan Murphy's name was added to each Ballot for President. Ballot results were Timothy Graham 2,491 votes and Susan Murphy 975 votes for a total of 3,466 votes. Timothy Graham was declared the winner and President of MDPOA.

BUDGET COMMITTEE REPORT

Year to Date Financial Review: Treasurer Laura Cardinale gave a detailed review of both the MDPOA and MDPOA-West Village financial statements through March 2024 and discussed variances.

2023 Audit: Treasurer Laura Cardinale reported the 2023 Audit was clean and read the Year End results of the Audit which state a 2023 year end cash surplus of \$51,296. A copy of the 2023 Final Audit may be requested and will be on the MDPOA website. Treasurer Cardinale added that the surplus will be added to the 2025 budget as a credit.

LANDSCAPE COMMITTEE REPORT

Chairperson, Jody Armstrong, presented her report on behalf of the Landscape Committee:

Chairperson Armstrong extends her appreciation for all the help and support provided by MDPOA President, Tim Graham, and Sandy Larsen, Yellowstone Landscaping. She also thanked the Committee - Kathryn Frawley, West Villages Representative; Mary Ann Hudecki, Sunset Trace Representative, Bill McFarlane, Monarch Representative, and formerly, Rodney Heller, Meadows Representative.

Chairperson Armstrong gave the following overview:

Spring annuals are due to be installed along Martin Downs Boulevard, MDPOA offices, and West Village entrance.

Fertilization and pest control treatments continue for sod and flowering trees on Martin Downs Boulevard.

Structural pruning of 111 Oak trees and lifting and trimming of 110 Oak trees was completed along Martin Downs Boulevard and High Meadow Avenue. Structural pruning will continue in phases.

Plants were replaced as needed along Martin Downs Boulevard, mostly due to age, with special attention to the bullnoses (turns between islands) into the residential and commercial properties.

Line of sight maintenance continues to be a high priority to ensure roadway safety.

SURFACE WATER MANAGEMENT COMMITTEE REPORT

Chairperson, Timothy Graham and Administrator, Jody Armstrong, presented the report on behalf of the Surface Water Committee:

Chairperson Graham extended his appreciation for support provided by Jody Armstrong, MDPOA Administrator, and thanked Joe Jeransky, West Village Representative, and Mo Kerr, also formerly Bobbie Howard, Monarch Representatives.

Martin Downs POA (MDPOA) per the master documents, and plat dedications, is responsible to maintain a surface water system consisting of 65 interconnecting retention ponds and creeks, and hundreds of miles of underground drainpipes, outfalls, control structures, weirs and bulkheads. The MDPOA surface water system was designed under South Florida Water Management District (SFWMD) and built by the developer starting in the 1980's. The system design was re-surveyed in 2021 and found by engineers, Culpepper & Terpening, to be properly designed and built for the current use. MDPOA uses money budgeted for the continued inspections and maintenance of this intricate system, which works as a whole, to move rainwater from residential and commercial roads, golf courses, and roofs, to retention ponds (lakes) based on designed bleed down times controlled by control structures. The entire system must be maintained by one dedicated entity to ensure the whole system works together as designed and works properly; and that entity is known today as

SURFACE WATER MANAGEMENT COMMITTEE REPORT CONTINUED

“the master”, or Martin Downs POA, which received the task of maintaining the Martin Downs surface water infrastructure at turn over from the developer.

Chairperson Graham gave the following overview of current projects:

The 2024 lake bank re-sloping project was completed at Lake 21 in Sunset.

The annual pipe and outfall inspections were completed in March, and the following areas were identified to be further investigated for possible repairs and/or replacement, or the work was completed:

Lakes 33 and 42, Monarch – clean 2 catch basins and 3 drainpipes.

Lake 59, Monarch – jet drainpipes to investigate outfall pipe.

Lakes 45 and 50, Meadows – clean 2 catch basins, culvert, attached culvert drainpipes.

Meadows – Clean outfall and catch basins at Waterfall Boulevard.

Lake 44, Meadows – Remove dirt in front of outfall at lake.

Lakes 45 and 48, Meadows – Clean 2 catch basins and attached drainpipes between lakes near Greenwich Way. Clean build up of sand at interconnects at each lake.

Lake 50, Meadows – Clean catch basin and outfall pipe at Waterfall Drive and Greenwich Way at lake.

Lakes 51 and 52, Meadows – Clean 2 catch basins and drainpipes near Brighton Way.

Coquina Cove – Clean under baffle at basin near maintenance office.

Lake 11, Sandhill Road and Pheasant Run, West Village – Clean 2 manholes and 2 catch basins.

Lakes 2 – 4, Sandhill Road, West Village – Clean 2 basins and crossing between Lakes.

Lake 55, Osprey Creek at Starling Drive, West Village – Clean 1 catch basin and attached drainpipe.

Lake 13, Bobalink Way, Ibis Point, West Village – Clean catch basin and drainpipe.

Lake 14, Bobalink Court, Ibis Point, West Village – Clean catch basin and drainpipe.

SURFACE WATER MANAGEMENT COMMITTEE REPORT CONTINUED

Lake 15, Ibis Point, West Village – Collar repair at outfall to lake.

Mallard Creek Trail, West Village – Clean 1 catch basin and attached drainpipe.

Starling Court, West Village – Fill erosion next to structure where CIPP completed.

Palm Isle – Cleaned and TV'd Reinforced Concrete Pipe (RCP) and found infiltrations. Install 5 total 30" sectional liners at various points inside RCP to cover joints at areas of infiltration.

Lake 21, Sunset Trace – Jet 2 (20') outfall pipes at east end and south end of lake.

Lake 26, Charter Club – Cleaned and TV'd 18" pipe. No holes found and drainpipe found to be functioning.

Weir 5D, Murphy Road – Cleaned and TV'd control structure to cement 2 joints where infiltration found. Work complete. Fill to be added at erosion areas.

Projects completed since October 2023:

Lake 12, Quail Meadow, West Village – replaced 152 lf of sheeting and filter cloth, and 240' of wall cap and 2" x 12" rail cap boards at existing bulkhead. Work was completed in January.

Bessey Creek, West Village – annual cleaning completed in April. Repairs were made to riprap at quad culverts under Mallard Trail due to vandalism.

Charter Club – removed 7 ceiling fan blades someone threw into and then were logged inside a structure, prohibiting water flow from lakes 26, 27 and 28.

Lake 38, Monarch – 67 lf of 15" corrugated metal pipe was lined under driveway at 2552 Longwood.

Lake 46, Monarch – replaced 380 lf of 3" x 8' cap boards, installed batter pile type tiebacks at wall sections, and 4 new pilings at existing bulkhead. Work was completed in January.

Lake 55, Osprey Creek, West Village – lined 150 lf of 24" corrugated metal pipe.

Lake 55, Osprey Creek, West Village – lined 335 lf of 18" corrugated metal pipe.

Sandhill Road, West Village – lined 450 lf of 15" corrugated metal pipe.

2728 Willowood, Starling Court, West Village – lined 188 lf of 24" corrugated metal pipe.

SURFACE WATER MANAGEMENT COMMITTEE REPORT CONTINUED**No Trespassing Reminder –**

To ensure the safety of residents, guests, and pets, MDPOA's Executive Committee in 2015, voted to make all 65 retention ponds and creeks owned and maintained by MDPOA, and the surrounding 20' maintenance easements around them, no trespass areas. As the end of the school year fast approaches, it is good for each Member to remind their residents and/or employees, to please refrain from any type of recreation in the retention ponds due to many hazards, including drowning, poisonous snakes, roof/roadway/fertilizer-contaminated water, and of course alligators. While nuisance alligators are removed by Florida Fish & Wildlife at MDPOA's request, it is important to understand ALL bodies of water in Florida have at least one alligator living there. And when one unfortunately must be removed (killed), there is another right behind it. Therefore, please remind everyone that to avoid a tragedy, do not recreate, walk, fish, sun, swim, play with children and pets anywhere near the water.

PRESIDENT'S REPORT

President Graham thanked Jody Armstrong, Administrator, and staff for the continued good efforts and work to keep MDPOA running smoothly.

Graham said MDPOA is negotiating the renewal security access contract with Allied Universal.

Graham stated the revised MDPOA website is up and provides good information. Additional information to be included will be the approved meeting minutes now that the lawsuit is settled, the current budget, and the audit.

OLD BUSINESS

President Graham updated the Katz lawsuit:

The Board of Directors unanimously approved a Settlement Offer of \$550,000 to purchase the Katz' property and \$500,000 cash. The Board of Directors also unanimously approved a Special Assessment of \$127.04 per unit to pay the cash part of the Settlement, and a business loan to purchase the property.

The Katz property was purchased for \$550,000 as agreed and sold for \$550,000 within 20 days without real estate commissions, and only interest due on the loan and closing costs. The business interest only loan has been repaid. The cash payment part of the settlement has been paid using collected Special Assessment monies. A Release is being signed by all parties, and that payment will then be released to Katz. There are three (3) Special Assessments uncollected, and collection letters were sent to those Members. Once all expenses related to the settlement are reconciled, it is expected there will be unused Special Assessment monies which will be returned via a check to each Member which will then conclude the lawsuit.

NEW BUSINESS

Graham advised new security access software was approved at the four manned, gated communities. The new access system is needed as the current system is no longer supported and does not offer new technology to speed up guest entry. The new access system, ButterflyMX, will allow residents to update their own permanent and one time guest lists, and issue QR and entry number codes to their guests via a software application on their smart phones. Another benefit to the four manned, gated communities is that ButterflyMX allows each community to either reduce gate officer hours or use the officers for other functions, as ButterflyMX can process visitor entry without being manned. In addition, other entrance enhancements were suggested to the four communities such as trap gate systems to prevent piggy backing in the resident lane, and gate runs/trespassing in the guest lane. Each community will decide which enhancements they want added. Updated cameras are highly recommended at each gated entrance, and they would include License Plate Recognition which will eliminate the need for barcode decals.

MDPOA signed a Lease for 1,900 sf of vacant building space once used for security patrol services. The Lease rent is \$2,992.50/month plus 35% of the actual total utility costs. There were no tenant improvement costs provided by MDPOA to the tenant. The building loan, which was refinanced last year, is \$4,154/month. President Graham and Todd Rosenhaus, former MDPOA Vice President and Treasurer, reiterated that the purpose of purchasing the building in 2012 was as a long-term investment and to eliminate office leasing costs that provided no equity. The building continues to gain value and, as intended, is a valuable asset.

President Graham announced the MDPOA website is up and has good information about Martin Downs. It will include approved Minutes of the Board and Executive Meetings, the budget, the audit, and other valuable information.

ADJOURN

A Motion was made and seconded to adjourn the meeting. The Motion was unanimously approved, and the meeting was adjourned at 3:22 p.m.

Respectfully submitted,

Bernie Carmell
Secretary