

Secretary's Notes April 19 Board Meeting

INTERNAL FINANCIAL CONTROLS

- The Board reviewed internal Financial Controls in view of recent issue involving crime with Condo Funds
- Requested that Collier Financial include monthly a copy of bank checking Statements and a copy of reconciliations – noted this was implemented starting January 2022
- Masters Board authorized signors will have direct access to bank statements electronically
- All payments through Collier Financial will be approved by the Treasurer or authorized Board Member for payment. Cambridge Property Management and Collier Financial will not have any authorization to approve payments
- Cambridge will confirm we have Fidelity Bond and Crime Protection for Cambridge and Collier – Furnish copy of policies to the Board Secretary
- The Board Secretary will review Job descriptions and modify in view of approved Internal Controls approved – Due next Meeting.

IRRIGATION RESERVE

Established to cover replacement of water sprinkler clocks on houses. The useful life of clocks has varied causing periodic replacements each year. The Board was of the opinion we had adequate funding to cover replacement of 60% of clocks. This reserve differs in that replacement differs based on unit wearing out clocks versus doing all units at one time regardless of condition and functioning. It was determined we would leave the reserve fund at current dollar value and don't need to fund in immediate future.

2022 SIGNED VENDOR CONTRACT

Cambridge advised they would be sending a file over to the Board with all new contracts. In addition, they reported they have a copy of Contractors Liability and Employees Insurance coverage on file for all vendors currently being used.

TREE TRIMMING CONTRACT

Greenscapes discontinued tree trimming starting 2020. They subcontract any work requested through their company for the Masters Association and Residents requesting service through Greenscapes. Residents are billed directly for services they requested.

After Considerable review of bids and other neighborhoods experience it was decided that we would continue with Greenscapes (primarily responsible for service work) and their tree trimming contractor.

It was discussed that many residents believe they must use Greenscapes for tree service on their property for trees not covered under our service agreement. We have had reported dissatisfaction with residents requested service on tree trimming.

- Board asks that Cambridge and ARC Chair meeting with Jami McGovern, Greenscapes to seek understanding of concerns.
- Consider both Jami and Tree Trimming Arborist meet to handle complaints – Could be issues in training or equipment needed to perform job
- Board requested ARC Chair to develop a communication document for residents on Board responsibilities and Residents responsibilities. Draft due next meeting.

MAILBOXES

The committee reported the project has been completed. We took steps to correct sprinkler heads causing damage to mailboxes. We have had 100 mailboxes sanded, primed, and repainted with marine paint.

ARC COMMENTS:

There were 15 residents who did not respond to relocation of sprinkler heads by Greenscapes. The Board requested they be sent another request/quote from Greenscapes. The Board ran a test on possible larger address numbers for existing boxes. It was determined that the larger numbers while desirable, did not look good with numbers on the side of the mail box and existing numbers on top of the mail box. The improved numbering will be included in new specs for mailboxes to be purchased in approximately two years.

- Mailboxes are impacted by dogs wetting on mailbox poles. Residents with dogs are requested to prevent potential damage by controlling their animals.
- The Board noted that mailboxes periodically become dirty due to birds, weather etc. It is reasonable to request residents to periodically take steps to clean their mailboxes.
- We will include in next ARC write up.

MASTERS BY LAWS SECTION 3:12 Voting Representative to Club and 3.13 Polling of Members

The Board appointed VP Jerry Vasile, to review and propose improved language to existing By Laws. He was instructed to select his own committee of Residents and another Board member.

Concern is on PS matters requiring NVR voting and resident preferences where there is or is not a quorum. Our By Laws state a quorum is 30 – procedure for handling.

Donald J Jancin
Masters Board Secretary

THE ABOVE ARE NOT OFFICIAL BOARD MINUTES