



MPOA Board Meeting

Wednesday, 5/24/17

Reporting on April 2017 Business

Waterlefe Master Property Owners Association, Inc

Board of Directors Meeting Agenda

OPENING (2:00 p.m.)

Call to Order, Roll Call, Establish Quorum

Proof of Notice of Meeting

APPROVAL OF OUTSTANDING MINUTES

April 26, 2017 Monthly MPOA Meeting Minutes

MPOA Board Members Select Replacement for
Franklyn Dickson

MOTIONS FOR APPROVAL

Bob Griswold

Tom Werner

Chuck Gregory

MPOA FINANCIAL UPDATE

Literary Society Fund Raiser

RIVER CLUB MANAGEMENT REPORT

Jen Milne, Club Manager

PROPERTY MANAGEMENT REPORT

Rita Cohen, Sr. Property Manager

Jeff Dieter, Property Manager

UPDATES – COMMITTEE CHAIRS

Activities

Amenities

Communications

Design Review/Covenant Enforcement

Finance

IT

Property Management

Strategic Planning

UPDATES – MPOA BOARD MEMBERS

Golf Meeting – Monthly

CDD Meeting – Monthly

OLD BUSINESS

NEW BUSINESS

HOMEOWNER'S COMMENTS

DIRECTOR'S COMMENTS

ADJOURNMENT

Motions by Bob Griswold

Pool Fence

I move that the MPOA Board approve NTE \$3000 for installation of 6 ft tall security fence around the swimming pool equipment area.

Reserve

Fitness TVs

I move that the MPOA Board approve \$1361.78 to install two refurbished TVs and one CPU cooling fan on the fitness center machines.

Expense

Sleep modes cannot be programmed into this equipment. We are designing and will build on/off switches that will be added to each machine.

Motion by Tom Werner

REQUESTED ACTION: Motion to approve revisions to Policy #22 Canal and Boat Lift Violation Process

REQUESTED MOTION:

BE IT MOVED that revisions to Policy #22 be approved effective May 24, 2017.

APPROVED BY MPOA BOARD on _____

Motion by Chuck Gregory

REQUEST FOR MOTION

REQUESTED ACTION: Motion to credit \$3,550.00 plus \$162.45 of interest from Rental Income to the Bad Debt Allowance Account.

BACKGROUND: In order to reconcile the receipt of rental income from a property in arrears, (Account #9415202, Unit #9415-202) the auditor recommends that we make a book entry to credit the Accounts Receivable for \$3,550.00 worth of rental income and reduce our Bad Debt Allowance. We will also adjust the corresponding interest charges of \$162.45 for the reduced Receivable balance.

REQUESTED MOTION:

BE IT MOVED that Waterlefe's Treasurer be directed to allow the Comptroller to make a book entry to the Accounts Receivable, Bad Debt Allowance and Interest Income for purposes of balance sheet reconciliation.

APPROVED BY MPOA BOARD on _____

Motion by Chuck Gregory

REQUEST FOR MOTION

REQUESTED ACTION: Motion to transfer \$41,201.00 from the BB&T Reserve Account to the BB&T Operating Account.

BACKGROUND: In order to reconcile the cash accounts to the Reserve Fund balances, \$41,201.00 will need to be transferred from the reserve account to the operating account for reserve projects that were paid through the BB&T operating checking account.

REQUESTED MOTION:

BE IT MOVED that Waterlefe's Treasurer be directed to allow the Comptroller to transfer \$41,201.00 from the BB&T Reserve Account to the BB&T Operating Checking Account for purposes of fund reconciliation.

APPROVED BY MPOA BOARD on _____

Fund Raiser – Waterlefe Literary Society

- February luncheon at River Club – Raise money for Freedom Elementary School
 - Previously handled donations through personal account
- Request to River Club
 - Accept checks that include meal and donation
 - River Club will write one check to Freedom Elementary School
- River Club uses MPOA accounting system
 - Cannot identify and track intended donations
- MPOA Finance Recommendations
 - River Club charge member accounts for meals
 - Members write personal checks payable to Freedom Elementary School
 - River Club to deliver donation checks to Freedom Elementary School

MPOA Over/Under Report – April 2017

	Monthly Actual		Over/ Under	%	YTD Actual		Over/ Under	%
Revenues – PM MPOA	\$150,476	UNDER	-\$1,527	-1.00%	\$619,289	UNDER	-\$11,553	-1.83%
Revenues – Riverclub	\$73,435	OVER	\$3,405	4.86%	\$326,376	OVER	\$32,684	11.13%
Revenues – Reserve	\$11,299	UNDER	-\$12	-0.11%	\$45,190	UNDER	-\$54	-0.12%
Total Revenue	\$235,209	OVER	\$1,865	0.80%	\$990,854	OVER	\$21,076	2.17%
Cost of Goods Sold	\$30,674	OVER	\$1,228	4.17%	\$119,112	OVER	\$5,343	4.70%
Payroll Expenses	\$83,280	OVER	\$1,068	1.30%	\$339,160	OVER	\$9,946	3.02%
Operating/Reserve Expenses	\$124,586	OVER	\$799	0.65%	\$442,411	UNDER	-\$9,758	-2.16%
Total Expenses	\$238,541	OVER	\$3,096	1.31%	\$900,682	OVER	\$5,531	0.62%
NET	-\$3,331	UNDER	-\$1,230	58.56%	\$90,172	OVER	\$15,545	20.83%

April-17

Aged Owner Balances

Breakdown of the \$113,776 Owner Balances

\$60,665 are three properties that are in foreclosure/bankruptcy

\$12,720 is one property with a payment agreement for back assessments including interest and late fees

\$4,124 is one property that is in foreclosure and the MPOA may continue to rent the property until the bank takes it over

Balance of \$36,267 are from April assessment amounts and PY River Club Dues assessed from last year which will be collected

Accounts Receivable-Owners	\$76,927
Accounts Receivable-Villas	\$27,585
PY River Club Dues	\$9,128
Accounts Receivable-Boat Lift	\$135
TOTAL	\$113,776

The majority is composed of long term delinquencies: (3 units)

A/R over 90 days	\$77,511
Bankruptcy/Lien Foreclosure/Attorney (3 Units)	\$60,665
Bad Debt Write Off this month	\$0

Expenses over budget more than \$2000 YTD April 2017

	Over Budget		Over Budget
Postage & Delivery PM	\$2,249	Equipment Rental RC	\$2,570
Legal Fees PM	\$2,155		

MPOA Cash & Loan Statement – 4/30/17

	<u>Bank Beginning Balance</u>	<u>Cash/Gain Received</u>	<u>Internal Transfer IN</u>	<u>Internal Transfer Out</u>	<u>Paid Out</u>	<u>Bank Ending Balance</u>	<u>Out- Standing</u>	<u>Ending Balance</u>
OPERATING ACCOUNTS:								
BB&T Bank Op (A)-0338	\$140,257.80	\$389,298.41	\$0.00	(\$231,281.00)	(\$169,053.80)	\$129,221.41	\$10,377.08	\$118,844.33
BB&T Bank Op MM -0354	\$22,302.85	\$9.18	\$120,000.00	\$0.00		\$142,312.03		\$142,312.03
BB&T Bank Op (Payroll)-7588	\$340.80	\$0.16	\$100,000.00		(\$99,601.90)	\$739.06		\$739.06
ENDING BALANCE	-	-	-	-	-			\$261,895.42
RESERVE ACCOUNTS:								
BB&T Bank Mny Mkt Res -0346	\$95,769.62	\$7.96	\$11,281.00	\$0.00	\$0.00	\$107,058.58	\$0.00	\$107,058.58
Bank of America Reserve-6686	\$123,646.26	\$6.10	\$0.00	\$0.00	\$0.00	\$123,652.36	\$0.00	\$123,652.36
SunTrust Shores Reserve A4911	\$32,728.25	\$1.34	\$0.00	\$0.00	\$0.00	\$32,729.59	\$0.00	\$32,729.59
Wells Fargo Reserve B -5336	\$34,797.45	\$2.29	\$0.00	\$0.00	\$0.00	\$34,799.74	\$0.00	\$34,799.74
TOTAL RESERVES AND INVESTMENT								\$298,240.27
TOTAL OPERATING & RESERVES								\$560,135.69
LOANS:								
	<u>Original Loan Amount</u>	<u>Principal Draw</u>	<u>Beginning Principal PriBalance</u>	<u>Current Principal Due</u>	<u>Current Interest Due</u>	<u>Ending Principal Balance</u>		
BB&T Business Loan-annex	\$479,000.00	\$469,341.67	\$375,232.62	\$3,673.95	\$1,696.37	\$371,558.67		
BB&T Business Loan-kitchen	\$196,934.50	\$179,221.50	\$162,491.47	\$1,866.30	\$769.58	\$160,625.17		
				Total Principal		\$532,183.84		

River Club Participation – April 2017


Number of People by location/meal service – April

Brunch	Walk ins	To Go	Bistro	Dining Room	Events	Total People
181	493	123	409	770	972	2697

*13% increase in total people from April 2016

New Survey: Ask for the iPad!

Waterlefe Club Survey

Overall, how satisfied are you with your experience today?												Response total
0 - Not at all Satisfied	1	2	3	4	5	6	7	8	9	10 - Completely Satisfied		
0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	4.76% (1)	9.52% (2)	9.52% (2)	76.19% (16)		21
Statistics based on 21 respondents;												

Waterlefe River Club Survey

Thank you for coming to the River Club today. We hope you had a great experience and come back soon. We are trying very hard to do a great job and would appreciate knowing how you feel.

Submit date: Apr 25, 2017

Overall, how satisfied are you with your experience today?

0 - Not at all Satisfied	1	2	3	4	5	6	7	8	9	10 - Completely Satisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Please tell us why you are so satisfied with your experience today? What if anything was particularly good?

The food, service, and staff are always great!

How do you rate your River Club experience today, on each of the following?

	Excellent	Good	Fair	Poor	Very poor	Don't know/NA
Being greeted and seated promptly	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Being served promptly	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Menu choices	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff attitude	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality and taste of food	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Value for the money	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Beverage choices	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Making you feel welcome and important	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you know the first name of your server and would like to include it, please do so here.

Felipe

Is there anything else you would like to share with us that you think would improve the River Club experience?

Based on your experience today would you like to be contacted by River Club management?

- Yes
 No

For Board Consideration

- ▶ Website Content Discussion:
 - In our continuing effort to increase meaningful information exchange, should our MPOA Board Meeting slide show be posted with the approved minutes on our website?
 - Example: Strategic Planning Committee has posted

MPOA Strategic Planning Committee Meetings

MPOA Bob Griswold, Franklyn Dickson, Jen Milne

CDD Bill Strollo, Steve Dietz

THE MPOA STRATEGIC PLANNING COMMITTEE WILL MEET AT 2PM ON THE SECOND TUESDAY OF THE MONTH IN THE MEMBERS ROOM AT THE RIVER CLUB



February 14, 2017
Minutes

March 14, 2017
Agenda Minutes

April 11, 2017
Agenda Minutes

May 16, 2017
Agenda Minutes

For Board Consideration

- ▶ Summer Hours for MPOA Offices
 - Property Management, Accounting, River Club

Monday – Friday 9am – 4pm

MPOA Property Management – Rita Cohen

MAILBOXES – There were an average amount of mailbox repairs in April. With such a busy time in Waterlefe, the replacement program has stalled temporarily and will start again as soon as time allows.

MAINTENANCE – There were 23 maintenance work orders in April. Most were in and around the River Club: light bulbs, light timers re-set, move/repair furniture, and replace ceiling tiles. There were several plumbing repairs, a repair at the boat lift, and an extra clean-up at the Pointe for the Easter egg hunt. Assistance was also provided in the renovation of the server station.

CDD/GOLF – Work orders in April were for some minor maintenance concerns in the Grille Room and resetting of fountain timers and light timers. A lock was installed at the back pedestrian gate to prevent unauthorized access.

MPOA Property Management – Rita Cohen

VILLAS – White Diamond will be providing a new mowing and trimming schedule for June with some changes in timing and more detail about the process.

Owners are receiving emails after the monthly wet checks to advise them if a repair is required. The good news is that with completed repairs owners will have a better functioning irrigation system which is so important with this drought. The bad news is that the cost of the repair is an owner expense. We are working to provide information based on a typical villas home so that owners can get an idea of what type irrigation components make up their system, and how many of each type might be included in their system.

CDD Completed Work Orders Maintenance Report for April 2017

Guard House:

Routine inspection – minor work, replaced light bulbs, etc.
(ongoing basis)

CDD Common:

Checked fountain timers (ongoing basis)

Blow off nature walks (ongoing basis)

Trim vegetation off walks (ongoing basis)

Adjust front landscape light timers (ongoing basis)

Meet with Steve about work orders (ongoing basis)

Pro Shop/Cart Barn:

Routine inspection – replace light bulbs, etc. (ongoing basis)

Re-stock commonly used light bulbs, etc. (ongoing basis)

Check/blow out A/C drain line – refrigeration units (ongoing basis)

CDD Completed Work Orders Maintenance Report for April 2017

Golf:

Met with Steve regarding the net project at the driving range
Hot water heater not working, repaired and working

Administrative:

Receive calls/email – advised John Crawford of required repair or action by CDD vendor

Provide information to and reports from Aquatic Systems

Monitor/Act on incident and PM reports from guards

Invoice processing

Emails to/from Greg – backflow repairs, common area concerns, etc.

TOTAL CLOSED WORK ORDERS FOR APRIL: *8

*Ongoing maintenance and inspections are not counted in the work order total.

CDD Completed Work Orders Maintenance Report for April 2017

OPEN ITEMS:

Gather estimated to repair/replace up-lighting on Upper Manatee both north and south of entrance

Gather estimates for Fish Hook Cove circle landscape lighting



Back gate pedestrian entrance – closed, gathering estimates for fencing and landscaping for security

Bulletin board for front entrance

Committee Updates

▶ Activities Committee – Vicki Joshpe & Bobbie Griswold Co-chairs

April 2017 Events

Date	Event	Participation	Reviews
Saturday, 4-8	Vixens of Comedy	95	
Saturday, 4-15	Easter Bunny Buffets & Egg Hunts	185	 Will combine into One Meal
Saturday, 4-22	Farewell Frenzy/Yesterdaze	72 <i>Location moved inside</i>	Renamed event: Spring Fling Moving away from 60's era music

Committee Updates

- ▶ **Amenities Committee**– Janice Ritchie Chairperson/ Tom Werner Liaison
 - ▶ **Communications**– Keith Wenzel Chairperson/ Liaison TBD
 - ▶ **DRB/Covenant Enforcement**– Michaela Valletta Chair/ Tom Werner Liaison
 - ▶ **Finance**– Ben Strader Chairperson / Chuck Gregory Liaison
 - ▶ **IT**–
 - ▶ **Property Management**– Bill Shopovick Chairperson/ Bob Griswold Liaison
 - ▶ **Strategic Planning**– Bob Griswold – MPOA / Bill Strollo– CDD
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