



MCA BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 10, 2020
(Meeting was held via Zoom. Association members
were provided call-in information via posted meeting notice.)

**MEMBERS
PRESENT:**

Jan Lazar, President
Malcolm Hay, Vice President
Fernando Viteri, Treasurer
Bob Clark, Secretary

Paul Easley, Director
Amy MacDougall, Director
Mark Pienkos, Director
Tom Pound, Director

Mike Mazur, Assembly Chair
(Non-Voting)

EXCUSED: Jay Solomon, Aviva CEO, Bruce Ferretti, Director

STAFF PRESENT: Frances Rippondi - MCA General Manager, Mike Mazur - MCA Director of Administration & Community Relations.

President Lazar called the meeting to order at 1:05 p.m. It was noted that a quorum of the Board of Directors was present.

MINUTES OF PRIOR MEETINGS

On a motion by Mr. Pienkos, seconded by Mr. Hay, the Minutes of the November 12, 2020 meeting of the Board of Directors and the December 5, 2020 special meeting of the Board of Directors were unanimously approved.

PRESIDENT'S COMMENTS

President Lazar reviewed recent COVID-19 information and advised that the MCA administrative offices remain open on an appointment basis.

OWNER COMMENTS ON AGENDA ITEMS

None

ACTION ITEMS

On a motion by Mr. Pound, seconded by Mr. Hay, the Board of Directors unanimously approved the 2021-2022 Budget including assessment and the accompanying Resolution as presented. The Budget is attached to these Minutes.

The Resolution is as follows:

2021-2022
Budget Resolution

In continuation of the renaissance and capital improvement program undertaken by the MCA two years ago, and the debt issued to implement these programs, the 2021-2022 budget attached is hereby adopted and the assessment rate for 2021-2022 shall be .005680 for Meadows units and, pursuant to the Highlands documents, as flat rate representing the Highland's portion of the total Meadows Assessed value spread equally to each unit in the Highlands, of \$1,544.27.

Additionally, the capital contribution rate for the Meadows PUD units shall be \$500 upon sale, and

The rental rates for boat, RV truck and other special parking shall be increases per the attached schedule, which rates are still below market rates in the area, and

Delinquent assessments shall be charged a \$25 processing fee for each delinquency notice in addition to any late charges and/or interest and collection fees that may apply.

MANAGER'S REPORT

Ms. Rippondi reported that progress continues on The Meadows Wellness and Lifestyle Facility with multiple steps underway with consultants on various permitting and related issues. The Holiday Party will have 50 attendees. She also noted that, while Rachel Penico has left the staff, she will be assisting on special projects.

On a motion by Mr. Clark, seconded by Ms. MacDougall, the Board unanimously voted to commend Rachel Penico for her excellent contributions to The Meadows Community Association in her role as Lifestyle Coordinator.

A motion by Mr. Pound, seconded by Mr. Pienkos to engage Jay A. Brady, LCAM, CMCA, AMS, President of Brady Consulting & Communications, LLC, representing Communications Consulting Group to embark on a project evaluating cable services and 5G cell tower placement in The Meadows was offered.

It was moved by Mr. Clark, seconded by Ms. MacDougall to table the motion and this was approved by the Board. It was suggested that input on the general concept be obtained from the MCA attorney with emphasis on existing easements and related matters. In addition, a full proposal for review by the Board was requested. The motion was tabled until the January 14, 2020 Board meeting.

COMMITTEE AND LIAISON REPORTS

Standards – Bob Clark, Chair – Mr. Clark reported that there were 26 architectural review applications over the past month. He noted that eight violations were brought into compliance. He asked the Board to think about possible enforcement scenarios when architectural review applications are not submitted.

Best Kept – Lesley Totten, Chair – Holiday decorating judging was completed the evening before this meeting. Recipient information will be reported next month.

Finance – Fernando Viteri, Chair – Mr. Viteri reported that the final audit of the 2019-2020 fiscal year was received.

Communications – Frances Rippondi reporting for Ms. Calomeris – Ms. Rippondi reported the January 2021 issue of *The Meadoword* is underway.

Community Activities/Involvement, Tom Pound, Liaison – Mr. Pound noted that the committee had a meeting in early December and is considering outdoor activities including a new walking group, and yoga and tai chi events.

Maintenance – Mark Pienkos, Liaison – Mr. Pienkos reported that no meeting was held this month and commended Sandy Truman for quick response to an issue on Arborfield Road.

Safety – Amy MacDougall, Liaison – The committee in the long range is exploring roundabouts as a safety measure.

Emergency Preparedness – Mike Mazur, Chair – Mr. Mazur reported the committee is on hiatus.

Assembly Report – Mike Mazur, Chair – Mr. Mazur reported that, at their November 18, 2020 meeting the Assembly Delegates in accordance with the Assembly Rules, narrowed the list of applicants for the Board of Directors to the following nominees:

Paul Easley
Susan Gaynor
Marilyn Maleckas
Peggy Roberts
Phil Sions

Ballots will be released in January 2021 with the Annual Assessment mailing. The January 20, 2021 program will be Legal Q&A with attorneys Mary Hawk and Scott Petersen.

Long-Range Planning – Malcolm Hay, Chair – Mr. Hay reported the survey is on hold.

Water and Wildlife – Malcom Hay, Liaison – Nothing to report.

Liaisons -

- *TMCC – Marilyn Maleckas* – Ms. Maleckas referred to her report provided to the Board of Directors.
- *Aviva and Tarpon Point – Jan Lazar* – Ms. Lazar reported that AVIVA has resumed shutdowns. No report on Tarpon Point.
- *Meadows Shopping Village* –Some cleanup of the property is occurring.

ADJOURNMENT

President Lazar asked if there were any further questions or new business. Hearing none, she noted that the next meeting was set for 1 p.m. on Thursday, January 14, 2021 and this meeting was adjourned on a motion by Mr. Clark, seconded by Mr. Hay at 1:59 p.m.

Minutes recorded by Mike Mazur, MCA Staff

Minutes submitted by Bob Clark, MCA Secretary

MCA PROPOSED BUDGET 2021-2022

ACCOUNT NAME	CURRENT YEAR BUDGET	2021-22 BUDGET	PERCENT CHANGE BY CATEGORY
INCOME			
Assessment Income	\$3,100,000	\$3,810,000	
Penalties/Late Fees - Other	\$3,000	\$3,000	
Estoppel Fees	\$60,000	\$70,000	
Capital Contributions	\$60,000	\$60,000	
Operating Interest Income	\$0	\$0	
Collection Interest	\$600	\$600	
Display Ads	\$108,000	\$100,000	
Classified Ads	\$3,000	\$3,500	
Subscriptions	\$1,500	\$1,000	
Garage Sale	\$700	\$0	
Photo Show Income	\$0	\$800	
Activities	\$0		
Celebration of the Arts	\$0		
Memorial Garden Income	\$1,600	\$800	
Meeting Room Fee Income	\$0		
Copy/Fax Fee Income	\$300		
License Plate Fee Income	\$750		
RV Storage	\$9,500	\$12,000	
Pick-Up/Vehicle Storage	\$15,000	\$30,000	
Boat Storage	\$10,000	\$23,000	
Donations****	\$100,000		
Tree Fund	\$1,000	\$1,200	
Subtotal Income (Excl. Assess. Inc.)	\$374,950	\$305,900	
Total Income to Collect	\$3,474,950	\$4,115,900	18.4%
Other Sources of Cash	\$527,835		
TOTAL INCOME - ALL SOURCES	\$4,002,785	\$4,115,900	
EXPENSES			
Community Safety	\$301,000	\$302,800	0.60%
Maintenance			
Regular Maintenance	\$397,200	\$440,261	
Property Improvemt/Beautification	\$325,000	\$320,000	
Total Maintenance/Property Improvements	\$722,200	\$760,261	5.27%
Communications & Community Activities	\$773,200	\$756,502	-2.16%
Personnel, Benefits & Taxes	\$818,900	\$850,462	
Allowance for Vacancies	-\$40,945	-\$15,281	
Net Personnel, Benefits & Taxes	\$777,955	\$835,181	7.36%
Operating Expenses	\$213,130	\$221,197	3.78%
Administrative			

MCA PROPOSED BUDGET 2021-2022

ACCOUNT NAME	CURRENT YEAR BUDGET	2021-22 BUDGET	PERCENT CHANGE BY CATEGORY
General Administrative	\$13,100	\$12,600	
Professional Services	\$171,000	\$145,486	
Business/Bank Fees & Loan Payments	\$981,200	\$914,873	
<u>Other Administrative Expenses</u>	\$142,000	\$117,000	
Total Adminstrative	\$1,307,300	\$1,189,959	-8.98% *
Subtotal Operating Expense	\$3,952,785	\$4,065,900	2.86%
Equipment Replacement Reserve	\$50,000	\$50,000	
Total Reserves	\$50,000	\$50,000	
Total Expenses	\$4,002,785	\$4,115,900	2.83%
TOTAL NET INCOME*	\$0	\$0	
* Currently, \$600,000 was paid through the \$3.1 million loan.			



COMMENTS ON THE PROPOSED 2021-22 BUDGET

Assessment Income – The increase is in alignment with the projected amount per previously approved loan agreement with Centennial Bank.

Storage Lot Revenue – Price increases are proposed after a comprehensive review of the area marketplace. Current MCA rates are approximately 10% of area providers.

Banking Fees & Payments – Budget includes total debt service of \$864,000. The last of the complete four loan package will be in place during the 2021-22 fiscal year.