

Minutes of the Board of Directors of Master Management

5/8/08

Members Present: Reva Behr, Harry Chizeck, Donna Dowling, Anthony Falco, Gene Goldman, Jules Kesselman, Jack Kornfield, Susan Koser, Marilyn Lane, Bill Morse, Charles Parness, Mel Schmier, Ira Somerset

Guest: Robert Kratchoff, Director of Operations

Minutes

A motion was made and passed to waive the reading of the minutes.

Additions and corrections were presented as follows:

In the third column, immediately about the paragraph starting, a motion made by..., insert the paragraph: Reva Behr volunteered that she could bring back the information for the next meeting.

In the fourth column, in the paragraph starting with, "Charles Parness directed the...", delete, in its entirety the second sentence: a motion...

In the fourth column, immediately above the caption, "Bob Kratchoff" insert the following paragraph. It was pointed out that prices for the barcodes ranged from \$2.93 to \$0.34. A motion was made that we get an accurate price on what bar codes are so that we are able to make better decisions on/regarding the replacement barcodes. The motion was tabled.

A motion was made to accept the above corrections. Seconded and pass unanimously.

Treasurer's Report - Bill Morse

The CVE Master Management Financial Report prepared by Bill Morse and the audited report prepared by CPA firm was distributed to all Board members and discussed.

The MM Board discussed the increase in water rates. The consumption of water from February to March increased 1% as the dollar increased 40%. The water bill for the month of February was \$180,763; and for the month of March was \$251,462. We currently accrue \$165,000/month for water expenses. If these numbers continue to increase, instead of generating positive revenue of \$80,000

to \$90,000, we will just about break even. The extra revenue will not be available to spend on upcoming projects. Bill Morse will be having a meeting with a representative at city hall to discuss the increase in rates/consumption in more detail.

President's Report - Charles Parness

Trading Spaces

It was pointed out that any committee or person making a report to the Board of Directors of CVEMM Inc. provide us with the report at least two weeks prior to the meeting.

A motion was made that a letter be sent to the *Reporter* from the Board of Directors stating that the MM Board approve the following offer: The *Reporter* will vacate their current space, the *Reporter* will occupy the space, formerly occupied by the Village Pharmacy, adjacent to the COOCVE offices; the payments by the *Reporter* to MM remain at \$4500/month; and the *Reporter* will be responsible for all renovation costs. Seconded and passed (9 to 3)

It was noted that the above stated motion has nothing to do with Seacrest. As far as Seacrest, Charles Parness asked Bob Kratchoff to show Seacrest Room C in the activity center. If they decide that they like it, it would come back to the board to schedule time limits for them to use it in conjunction with the COOCVE contract. Also, if the Reporter accepts the proposed motion, it will come back to the MM Board and then Mr. Bogan would be involved to handle the lease.

Question – Do we need to make a decision with Seacrest today? Again, Seacrest is a separate issue. This has not been offered to Seacrest. The \$4,500 we get each month is not just for the space; it is also for administrative support.
Handyman

The MM Board had a discussion regarding hiring a handyman at \$22/hour, no more than eight hours/week, to complete minor tasks that do not require a license and are not covered under the century maintenance contract with MM. This individual would be an employee on the payroll but not guaranteed set hours each week as this position would not be a permanent job but on an as needed basis. Because of this, the MM Board decided that they will need to gather

further legal advice and more detail regarding the liability of hiring this handyman as an employee vs. an independent contractor.

A motion was made to remove the handyman from the payroll. Seconded and passed unanimously.

Paving

Mark Bogan will get back to the MM Board by next meeting with regard to the question of who is responsible for repairing the streets that the trolleys run on.

Question – We need to ask our attorney what community lighting means. Since we are paying for the electricity to light the roadways and the parking spaces does this indicate that we have the responsibility toward the roadways other than what is in the documents?

Trolley Tours

Trolley tours recently contacted the MM Board and asked for \$10,000 to pay for fuel and a little over \$8,000/month for additional fuel costs. The MM Board has been in touch with alternate providers to compare cost, service and reliability. There are some providers that could be available on short notice. As discussed before, there are several cutbacks that Trolley tours has made such as cutting back from 6 to 5 routes; lunch breaks and this is estimated @\$150,000/year. There are still additional questions for Trolley Tours that need to be addressed.

A motion was made that we maintain a dialogue with our current transportation service provider, continue to look at his books and try to understand the problems. Also, hold a special closed meeting, as soon as possible, to discuss all alternatives and develop a strategy for this provider and other providers. Seconded and passed unanimously

Bills

A motion has been made to pay the final bill from Becker Polikoff in the amount of \$1,275. Seconded and passed unanimously

It has been requested that all legal files and correspondence from attorneys be made available to the Board so that they can be prepared to discuss any issues that arise.

A hurricane presentation will be held at Le Club on Friday, May 9 at 10am.

MM Board received a copy of purchase contract from Mike Perkins.

As soon as we get the go-ahead from Mr. Bogan, the contract will be signed.

Correspondence - Susan Koser

Letter from Sandy Knoller – dumpster servicing a and b is being used by real-estate office causing an overflow of trash; trees and bushes missing along the fence near Upminster C facing Military Trail; 3 cement blocks at wooden bench in front of building K need to be replaced; walkway at end of building M that leads to Century Blvd and trucks also use as shortcut – yellow post should be installed

Letter from Bertrim Kats – nonpayment of insurance costs

Letter from John Massamiani/Alice Winpool– parking area maintenance

Letter from Richard Graber – petition regarding stop signs - 86 signatures received

Planning Committee - Ira Somerset

The Planning committee met and formulated a strategic plan which was distributed to the MM Board. The committee went through a list of possible activities of what needs to be done now, in the future and things that we might like to have done. The current financial situation will have some impact on this strategy.

Highest priority is to hire a paid professional administrator/manager reporting to the President and indirectly to the MM Board. This paid professional can either be an individual or management corporation. Committee would like to have someone on staff at the end of this year or beginning of 2009.

The Board discussed the reasons for the hiring of a paid professional/ company. After a discussion the MM Board would like to see a needs assessment on this hiring. This will be discussed again at the next MM Board meeting and at that time determine if we should continue to gather information to

pursue with the search or continue doing what we are doing. The President will appoint a committee to look into this.

After a discussion whether to look into the purchase of the golf course, a motion was made to look into determining the legalities and look into the practicalities of obtaining the golf course. This information will be discussed and presented at the June meeting. Seconded and passed (10 to 1)

A motion was made to enter into negotiations to obtain title to all properties for which MM is responsible but does not currently own. Seconded and passed unanimously.

Landscaping Committee - Reva Behr

Tree project is underway and approximately 30% of the trees have been thinned and shaped. Project will be completed by the end of May.

Gatehouses entrances renovation project – currently looked at other developments for ideas and currently seeking a landscape architect.

After an update on the dead trees on MM property a motion was made to have Shalom Tree Care remove all the dead trees (approximately 4-6) at cost not to exceed \$4,200. Seconded and passed unanimously

In the area along Military Trail past Goolsby and toward Eastgate, the bushes are down, the grass is non-existent and the gravel is loose and there are holes, etc. Property is not MM. Reva has contacted the commissioner and he will get back to her and will look into it.

Jack Kornfield will scope out a document on procedures in collecting RFP's and distribute to the MM Board next month.

Question

During the tree trimming process that is underway, are they hurricane trimming the trees so that the wind can pass through them? No, this is not a hurricane trim.

Operations - Dir. of Operations Bob Kratchoff

Tree pruning approximately 45% completed.

Signage – approximately 95% completed

A motion was made for the approval to purchase four blinking lights and poles that would be put at crosswalks near the Temple and CVE. Cost not to exceed \$450. Seconded and passed (11 to 1)

A motion was made to hire Powell Fence to replace posts and caps on the fence near Westgate at a cost of \$3,233. Seconded and passed unanimously.

A motion was made to hire AAA carpet at a cost of \$1,643 to clean the Activity Center carpet. Seconded and passed unanimously

It was asked that Bob look into the cleaning of the restrooms and the refrigerator in the activity center.

Tilford Pool Furniture – currently getting proposals on replacement of commercial quality furniture. It was pointed out that the Recreation Committee is currently looking into purchasing pool furniture for all CV pools. Bob Kratchoff will attend a meeting on Tuesday, 5/13 to see samples of pool furniture and perhaps piggyback on their purchases. Bob will report back to the MM Board on his findings.

A motion was made to install a new water cooler at Tilford pool at a cost of \$985. Seconded and passed unanimously.

Bob Kratchoff spoke to the arborist about the burnt bushes behind Elsmere and Ventnor and he suggested that the soil be tested before any planting is done. It was also requested that Bob Kratchoff look into the palm trees at Eastgate as they are in need of mulch.

After a discussion on the Preserve, it was decided that Anthony Falco will chair a committee to look into cleaning up the preserve.

After a discussion regarding the removal of stop signs in the Village, a motion was made to replace the stop sign on both sides of Cambridge Circle. Motion seconded. Motion defeated (9 to 2)

Old Business

Bar Codes – At the next MM Board meeting for discussion will be the price of barcodes and rethinking the current policy for charging for a second barcode.

Adjourn:

The meeting was adjourned at 12:10pm.