

**Minutes of the**  
**CVE Master Management Board of Directors Meeting**  
**Thursday, May 10, 2007**

A regular meeting of the CVE Master Management Board of Directors was held on Thursday, May 10, 2007 at 9:30 AM.

**Roll Call** – The following 15 members were in attendance: Donna Capobianco, Jules Kesselman, Dorothy Caplan, Lou Spitz, Harry Chizeck, Donna Dowling, William Morse, Charles Parness, Sandy Knoller, Stanley Eig, Eli Weisberg, Gene Goldman, Reva Behr, Judith Olmstead and Ira Somerset (by phone). Also present: Sergeant-at-Arms Joe D’Ambrosio, ex-officio COOCVE President Ira Grossman, former Executive Director of Operations and Finance Anita Cruz and Fred Brown (temporarily handling finances). The following 6 Chairs/Vice Chairs were present: Joe Sachs, Roslyn Nehls, Jeff Chester, Jack Galit, Brenda Pomposello and Rhonda Pitone.

**Reading of the Minutes** – Bill Morse made a motion to waive the reading of the Minutes of the previous April 19<sup>th</sup> and May 3<sup>rd</sup> meetings. This was seconded and passed with one opposed.

**Finances**: Anita Cruz addressed the Board, explaining that she was there at her request to present corrected figures on the Balance Sheet as of March 31, 2007 and the Profit & Loss Statement of January through March 2007, showing less in reserves than she originally reported. After some questions and answers, a motion was made by Gene Goldman to accept the report as corrected. This was seconded and passed unanimously. Anita and Fred Brown, who had added some net loss information, were both thanked for their reports and excused from the meeting.

**President’s Remarks**: Donna Capobianco brought up an outstanding issue regarding new board members: whether the proper term of newly elected board members who are elected to replace vacated seats be the end of a current year or the end of the term of the vacating member. She asked the Board for input on how to handle the recent election of four new members, with regard to term limitations; a proper rotation is required for the balance of term limits. Gene Goldman referred to the Bylaws which provide for the appointment of replacements until the next election. Therefore, all four new members must vacate their positions at the end of December regardless of the time remaining on any particular term. The COOCVE Executive Committee will then post whatever positions are available for the new election including those having terms of less than three years, thus maintaining the integrity of the required cycle.

Donna then distributed a list of Projects on her To-Do List, which included the following under Projects in Progress: 1) Root grinding (approved in the previous meeting); 2) An AMR contract cancellation notice went out from Becker & Poliakoff, ending the contract as of July 30th; 3) Irrigation variance corrections – instead of 12 Midnight to 8:00AM, Donna is asking for more flexible watering times over an eight-hour period; 4) Hiring of office staff on a temporary basis; 5) Replacement of street signs for East and West Drives plus “Do Not Enter” signs at Tilford, which were lost in the hurricane.

Under Projects Requiring Immediate Action:

1) Application for BSO (Broward Sheriff’s Office) to return for traffic enforcement has been approved and insurance has been purchased (\$250) to cover BSO’s

presence. The cost of hiring a company to do a required survey and needs-assessment is \$9,500 per estimate by the McMahan Group. This needs Board approval. Discussion followed after which Reva Behr made a motion to go forward with the McMahan proposal. This was seconded by Harry Chizeck. Further discussion followed during which Donna announced that the Board will be meeting every two weeks until further notice to deal with all the projects involved. Reva then withdrew her motion and the subject was tabled to allow more consideration and further discussion at the next meeting.

2) Forty trees are owed to the City of Deerfield (along Hillsboro Blvd, across Durham waterway). Donna has been working with the City Landscaper, who is very willing to help. The City has been waiving fines but we need to submit a plan within 30 days. However, we must put out an RFP which will require permits. Bald cypress trees were recommended which would cost \$400 to \$600 per tree, but these will be bald in the winter. Discussion followed but no decision was made.

3) “Broward Beautiful” project: We are eligible for up to \$10,000 in available funds, although there are restrictions. We can probably get coverage for the entrance island inside the main gate and can try to justify our eligibility as a high traffic area, based on our approximately 16,000 residents and continuous traffic of residents, visitors and vendors. The City Landscaper will provide application information.

4) Flow meter plan by South Florida Water Management involves monitoring our water usage flow in and out. To date, we have only filed for a permit, nothing else. Atlantis Engineering, owned by Mayor Al Capellini, is assisting us gratis in data gathering and consultation. Action on this issue takes precedent due to time constraints.

5) Irrigation system automation: Since South Florida Water Management mandates CVE to come up to code, we need to prepare a cost/benefit analysis and an engineering study, among other issues.

6) Contracts: Century Maintenance and Management contracts need to be reviewed regarding any “timing out” clauses and other issues, so we may perform due diligence and allow for RFP and a bid process in the future. We will focus only on Master Management contracts.

7) Le Club: Master Management will take over administration of Le Club from COOCVE as of today. It is owned by Master Management, but COOCVE officers have been administering it.

8) Trolleys: Dan Glickman reported that no new actions need to be taken unless there are safety or emergency issues.

9) Master Management roads: Master Management needs plot plans of CVE roads and property to determine who should be responsible for roads where trolleys run, In an attempt to end the controversy. Depending on outcome, plans and budgets will be proposed.

Donna then distributed a May-to-August 2007 Projects Sheet, as well as a Project Action Plan which is to be filled out by each Project Leader. The following Project Leaders volunteered to be responsible for projects: Reva Behr: Landscaping; Ira Somerset & Lou Spitz: Irrigation; Bill Morse: Contracts & Due Diligence; Judy Olmstead: BSO Traffic Enforcement; Sandy Knoller: Roads Ownership diagram and patch/repair issues; Harry Chizeck: Le Club and Activity Center. Donna will be in charge of Irrigation Variance, monthly Reporter article, Grantham A pumps holdup and Office Staff Hiring, among other projects.

Current Project Leaders are: Julie Kesselman: Sanitation; Al Miller: Roads and Signs; Joe D'Ambrosio: Sergeant-at-Arms; Dan Glickman: Trolleys and Buses; Eli Weisberg: Benches.

By the next meeting on May 24<sup>th</sup>, Donna expects to know what steps will have been planned by these Project Leaders.

**Correspondence:**

A memo had been sent to COOCVE from Donna on May 2<sup>nd</sup> confirming that Master Management turned over the administration of our website and Channels 99 and 98. Since this should have been approved by the Board, a motion was made by Gene Goldman to confirm the contents of that memo. This was seconded by Charlie Parness and passed unanimously.

A letter was received from the Deerfield Beach Chapter of EMUNAH Women of America regarding a projected walkathon on Century Blvd. After discussion, the Board agreed to pass this issue on to COOCVE's Civic Committee for resolution.

An email was received from Judith Olmstead regarding a request from the Markham area for Master Management to arrange trolley service once a month to transport residents to commissioners' meetings. Discussion followed during which Donna pointed out that in the past, if such attendance involved issues important to the entire community, Trinchi Trinchitella made such special arrangements. All on the MM Board agreed that this is out of its domain.

An email from Jules Kesselman requesting replacement of road reflectors and re-paving of roads in several specific areas, including those on which trolleys travel. At issue is whether these are MM roads or not. Discussion followed during which Donna suggested tabling this in order to give Sandy Knoller's committee time to check it out. Sandy made a motion to table this issue. It was seconded by Bill Morse and passed unanimously.

**Committee Reports:** Donna asked if any COOCVE motions made and published in the Reporter were missed. Donna Dowling said she believed our list of projects covered it all.

**New Business:**

**Land Lines** - Charlie Parness brought up the need for land line phones to be set up in case of emergencies for buildings, Security and the Emergency Center. He was informed that a land line already exists in the Le Club lobby.

**Location of Meetings:** Gene Goldman made a motion that all future MM meetings be held in larger quarters to allow residents to be present. This was seconded by Charlie Parness and passed unanimously. Donna asked Gene to be in charge of choosing an appropriate location for these meetings.

**Agendas:** Charlie Parness asked if meeting agendas can be emailed to Board members in advance of meetings. Donna said this will be done.

**Anita Cruz Severance Package:** Charlie Parness asked if it was true that Anita Cruz was given a severance package. Donna reported that Anita Cruz was given a severance package which was part of her employment contract -- a signed and legitimate document. Master Management will pay out three months severance and some unused sick time and vacation time. Bill Morse added that there is nothing we can do about this agreement, but we should be very careful not to issue a similar contract again.

Donna pointed out that CVE is an \$8.1Million corporation and in order to run this business, and to oversee it properly, we should have an experienced operations manager. She sees this post as a part-time 24-hour week professional position, which would appeal to a retired professional with experience working with multiple organizations. Discussion followed after which Bill Morse made a motion to table this discussion until a special meeting can be held on the subject. This was seconded by Judith Olmstead and passed unanimously.

Meeting Dates: The next regular meeting will be held on May 24<sup>th</sup> . A Special Meeting to discuss the Operations Manager position will be held on May 31<sup>st</sup>. Both will be at 9:30 AM.

Proposals and Requests:

Donna reported that Southern Arborists is proposing to complete the second half of the tree crowning work at its customary charge of \$2,500 per day, totaling approximately \$25,000, for the remaining two weeks' work. Donna said she needs to know if the Board will approve the completion of the job. Harry Chizeck made a motion to cancel the second half of the project until further information is received. This was seconded by Judith Olmstead and discussion followed, during which it was decided that the Tree Committee will consult the City of Deerfield for input. The motion was carried unanimously.

A proposal was received from Century Maintenance and Management to remove roof shingles from the lake behind Ashby A at a cost of \$750. Gene Goldman made a motion to proceed with the roof shingles project. This was seconded by Charlie Parness. Discussion followed regarding potential additional cleaning needed in the event of another hurricane. Gene Goldman then withdrew his motion.

**Motion to Adjourn:** There being no further business to discuss, Gene Goldman made a motion to adjourn the meeting. This was seconded and passed unanimously. The meeting was adjourned at 12:35PM.

Respectfully submitted,

Elly Rakowitz, Recording Secretary