

Minutes of Master Management Board Meeting

July 10, 2014

President Donna Capobianco called the meeting to order at 9:36 a.m.

Roll Call:

Present - Donna Capobianco, Dan Glickman, Danielle LoBono

(Bill Morse joined the meeting at 10:30:25 a.m.)

Remotely - Gene Goldman, Pierre Laliberté, Fred Rosenzweig, Charles Lusthaus

Meeting Minutes:

Following a correction to amend page 2, at the bottom of Master Management Meeting Minutes, where it says, "Gene Glickman" to reflect "Gene Goldman", Dan Glickman moved to accept the June 12, 2014 Master Management Board Meeting Minutes. The motion was seconded by Fred Rosenzweig seconded. The motion carried unanimously.

Gene Goldman moved to accept the June 25, 2014 Executive Session Minutes. The motion was seconded by Dan Glickman. The motion carried unanimously.

Dan noted Pierre Laliberté and Charles Lusthaus, although appearing telephonically, did not cast votes with respect to the motions. A correction will be made to reflect voters present.

Financial Report – Donna Capobianco, on behalf of Bill Morse: (9:44:03 a.m.)

For the month ending June 30, 2014, Revenue was \$1,001,208 and expenses were \$959,758. Revenue exceeded the Expenses by \$41,450. As of June 30, 2014, Revenue YTD was \$6,052,824 and the Expenses YTD were \$5,950,159. Revenue exceeded the Expenses YTD by \$102,655.

Cash at the end of the month was \$4,193,513 plus CDs of \$1,240,000 for total cash of \$5,433,513. The Net Assessments Receivable on the uncollected report was \$1,079,414. Total Assets were \$7,467,819, with Total Liabilities of \$5,908,782 and Equity of \$1,559,037. Collections in the attorney's office during the month of June were \$26,503 for YTD total of \$133,243.

Charles wanted a more comprehensive report from Bill and Bob to include year-to-year collections by Master Management to compare and determine progress.

Donna advised Charles that he may call Bill or Bob at any time to communicate his request and to inquire as to what further data they can provide.

Dan also wanted the financial analysis to include reimbursements made to Master Management for assessments, interest owed and late fees, and the costs of collections by the attorney's office.

Danielle desired a per-building breakdown report.

Donna noted the board member's comments and will pass along the information to Bill. Donna expressed appreciation for Bill's report.

President's Report – Donna Capobianco:

(9:49:10 a.m.)

1) Golf Course Update –

After much activity involving thorough discussions and several meetings a contract was reached last night, Wednesday, July 9th.

Donna moved to approve the signing of the purchase and sale agreement provided by our attorney on July 9, 2014, for the purchase of the golf course property stipulating selling price does not change from the \$5.5 million, CVEMM has 90 days from execution parties to complete both Phase I and Phase II testing, with extension if needed, and proceed to close predicated on agreement by seller to reduce the selling price by amount of remediation estimated. The motion was seconded by Charles Lusthaus.

Donna mentioned the basic terms, as stated in the motion, are the same as what was asked for, with the exception of an additional 90 days has been extended, from the original letter of intent, in order to obtain estimates for remediation costs and to decide to finalize the agreement to proceed or discontinue. This will allow for full disclosure to the Village of the issues and costs involved. Secondly, the bank financing agreement will not change and will still seek to avoid exceeding the \$10 per month on the coupon.

Dan expressed concern for the dates set and to not exceed the deadlines imposed.

Following additional discussion, **the motion to approve the signing of the purchase and sale agreement passed 7 – 0.**

Donna applauded the board and the attorneys for working through the procurement of the golf course contract.

2) First Amendment to Legal Services Contract -

(9:55:51 a.m.)

Due to actions by the prior Board, this Board was required last year to enter into a contractual arrangement with the attorney's office. Changes have occurred since the inception of the first signed contract and therefore the following motion was made:

(Please review the video at time stamp noted to hear complete report.)

Donna Capobianco moved to approve the First Amendment to the legal services contract with Pat Murphy, Esq., that stipulates as of May 1, 2014, ending the requirement of CVEMM having to front-end pay all foreclosure and collection costs on cases assigned to the firm. The motion was seconded by Fred Rosenzweig.

Dan expressed his continued reservations regarding the business practice of the corporate general counsel also handling collections and foreclosures.

Gene, Fred and Charles spoke in favor of Mr. Murphy's efforts and actions up to this point and expressed their confidence and gratitude in the collection efforts by Mr. Murphy's office.

Donna offered a detailed explanation of the current MM policy regarding foreclosures, owning property, the superior lien rights allowed by the MM agreement, current attempts by the attorney and case law that is being set by those actions being taken.

Following these discussions, **the motion to approve the First Amendment to the legal services contract passed 5 – 2. (No Votes: Danielle LoBono, Dan Glickman)**

3) Circulation of false complaints and accusations – **(10:13:45 a.m.)**

Donna addressed a recent accusation by a resident, well known to county and city officials for making such complaints and accusations, in which MM may be in violation of irrigation city code, having seen the irrigation system running while it was raining. The same individual wanted fines imposed on MM for going against city regulations. Donna assured the community that the new state-of-the-art irrigation system remains in compliance and the information is false. She noted that upon completion of the project, the system will be completely computerized, complete with sensors that will measure rainfall, humidity in the soil, broken sprinkler heads, et cetera.

4) Military Trail – Clarification **(10:18:04 a.m.)**

Donna contacted land ownership specialist, Robert Kleinman, who performed a cursory search and advised that even if MM does not own the property, insurance coverage would be needed for anything done to the Military Trail swale areas. MM has been advised by the attorney and in meetings with the city that any additional action should be postponed until there is a resolution regarding SW 10th Street, which will not take place until after the elections.

5) Complaint – Bus Stop Requests **(10:24:44 a.m.)**

Donna addressed a situation regarding a resident who had contacted MM 3 times to question the location of bus stops and why there couldn't be one in front of her building. Noting that we are a 55+ active community unable to provide the same level of services as an assisted living facility, and the financial and time restraints that would be associated with stopping at all 254 buildings, alternate suggestions were given to the resident. Donna reminded the community that a time and usage study will be conducted and that routes, stops, and frequency may be subject to change at the completion of study.

Bill Morse joins the dais - (10:30:25 a.m.)

Executive Director's Report – Marcel Korman: (10:30:51 a.m.)

Customer Service -

In June, a total of 55 customer service items were received, with 13 of those being suggestions and questions. Of the remaining items, 34 had to do with irrigation. The time to resolve those work orders took three days. YTD there have been 473 work orders of which 31% were suggestions and questions. By far, irrigation maintenance accounted for the majority of requests, followed by Comcast. The number of Comcast requests to customer service is

expected to decrease having the representatives on site at the Clubhouse (3rd floor next to the elevator) on Tuesdays from 11:00 a.m. to 2:00 p.m.

Project List Report:

(10:34:56 a.m.)

Since the last MM Board meeting held on June 10:

- 1) Masuen Consulting has completed plans for the irrigation of the swale and median areas in front of the Clubhouse and those have been distributed to the contractor.
- 2) Ficus trees, as noted on the City of Deerfield Beach's Notice of Violation, have been removed.
- 3) Interactive internet conferencing project has been completed.

Donna expressed her appreciation to the team that worked to make this happen.

In Progress:

(10:36:15 a.m.)

- 1) The Access Control software update is underway.

Danielle questioned why her barcode would work at two gates but not the third one. Andre Vautrin of Kent Security explained it was a synchronizing issue.

(Please review the video at time stamp noted to hear complete discussion regarding the gates and barcodes.)

- 2) Transportation Route Optimization –

To assist with route optimization, each bus will be equipped with software that will record ridership data and traffic counts.

Gene questioned the effectiveness this will have in determining bus stop locations. Danielle inquired as to the dates for project and Marcel advised both himself and Dan are reviewing the software, equipment installation, and will begin collecting data by August 2014. Fred wanted surveys from actual users for a better understanding, as the population fluctuates throughout the year. Pierre expressed anticipation and interest for the results. Charles preferred a more comprehensive study. Pierre suggested a couple members of the Board should meet with the transportation consulting firm.

Donna agreed to set aside the issue for further discussion and planning via workshop.

- 3) Tree Canopy Restoration –

Masuen has advised plans will be completed by August 6. Donna explained the project in greater detail, noting the plan will only be relevant to the tree canopy project and beautification along the main roads.

- 4) Design for electrical power switch gear –

The MM administration building's electrical power switch gear will be moved and a transfer switch installed which will allow for a trailer mounted generator hook-up for emergency power outages with a completion date of July 21, 2014.

5) Domestic Water Valve Replacement – Application has been made and agreed to by the City for one permit for the entire community. The paperwork has been submitted and the permitting process will take a few weeks. Each building will be equipped with its own shutoff valve. Completion of project is anticipated in two-and-a-half years.

6) Installation Irrigation Progress – The project is 75 percent complete. To date, nine rain days have been logged. Treasure Coast has increased their labor force to meet with their year-end completion date. The certification project with Masuen Consulting is 50 percent completed.

Planning:

(11:00:14 a.m.)

The following is a list of pending and long term projects being planned:

- 1) Bid proposals for painting MM administration building and the Activities Center exteriors are being accepted.

Danielle reminded the buildings were just painted a couple years ago and thinks it's a waste of money. Donna took comment under advisement.

- 2) LeClub has water leaks where the window sealant has failed and bids are currently being received.
- 3) Completion of the clean-up and re-landscaping of the Tilford Pool and Tennis Court areas and work along the walkway accessing the Activities Center by Seacrest will be approved at a cost of \$5,618, beginning next week. Project completion set for two weeks out.
- 4) Crane Atlantis to begin railing repairs and install expansion joints at the West Drive bridge at a cost of less than \$10,000.
- 5) Retain same engineer responsible for power distribution at the administration building, to review the power distribution at the gatehouse, especially Hillsboro gatehouse, to install power outlets in landscaped areas for permanent and holiday lighting.
- 6) Synchronize bar codes to get high speed internet to the gatehouses via Comcast.
- 7) Asphalt condition assessments will be conducted throughout the village and parking streets and will be prioritized for the 2015 budget. The prioritization of asphalt repair and replacement will be Master Management's discretion and each building association will be notified of the results by September.
- 8) Storm water drains are being emptied as required. So far no blockages to report.
- 9) Upgrades to roadway signage and stripping are being conducted via traffic engineer, who has provided recommendations.

Policy discussions:

(11:06:45 a.m.)

Moving vans and car carriers – Access, Loading and Parking:

Marcel compiled a survey of other communities and distributed information to the board. After giving a brief summary, Marcel announced his recommendations.

Donna acknowledged Rita Pickar, from Recreation, as this issue certainly affects them also.

After much discussion between the board members, a decision was reached to discuss the issue at a future workshop.

(Please review the video at time stamp noted to hear complete report.)

Two cost items:

(11:16:44 a.m.)

- 1) A summary of the work involved in the median and swale area irrigation was circulated to the board. The areas are long and narrow so more sprinkler heads are needed. Marcel worked with Treasure Coast to reduce cost based on Masuen's design; an additional \$13,073.20 will be needed to accommodate completion of change order.

Donna noted that originally, only one set of sprinkler heads were budgeted. Dan spoke to his opposition of spending what will now be \$25,000 to install irrigation to that area. Donna noted project has already been vote on and spoke to the issues already addressed and approved. Fred stated his support of doing the project properly.

Fred Rosenzweig moved to approve \$13,074, additional costs to expand irrigation for the medians and swales in front of the Clubhouse on Century Boulevard. The motion was seconded by Gene Goldman.

Gene stated his support and noted the property belongs to MM. Walter Magenheim, Irrigation Project manager, advised the Board that Bay Management's system is not compatible with new system.

After further discussions, **the motion to approve an additional \$13,074 to expand the irrigation as noted in the original motion passed 7 – 1 (No Vote: Dan Glickman)**

- 2) Having exceeded the procurement policy authorization for working on the perimeter hedge around the village, Marcel requests an additional \$4,495.

Dan Glickman moved to approve \$4,495 additional work to restore the perimeter hedge and complete the perimeter hedge project. The motion is seconded by Gene Goldman. The motion passed unanimously.

Marcel clarified for Danielle the definition of creating a water well. Charles expressed appreciation for Marcel's efforts and also desired greater detail for the plans and goals envisioned for the upcoming budget year. Donna concurred. Gene wanted Marcel to share his visions and insights with the board.

Committees / Other – NONE

Business –

Unfinished – NONE

New – NONE

Member Comments –

(11:40:12 a.m.)

Danielle counted 15 residents that turned out for the meeting and thinks more people should come and listen and voice their opinions during open mic.

Open Mic –

(11:40:44 a.m.)

Reva Behr – Congratulated the Board on the announcement of the signing of the contract for the golf course. However expressed concern regarding two issues: the mowing of the golf course (Donna advised MM does not have ownership of the golf course. Complaints with the golf course need to be addressed to the city.). And the poor condition of the fence along the Military Trail area with hopes that should the purchase of the golf course go thru that the Board would make that a priority.

Dan inquired as to what is MM's property and Donna advised, if the golf course purchase goes through, MM would own the perimeter area and fence along the golf course area of Military Trail.

Announcements -

(11:45:07 a.m.)

The next meeting is scheduled for August 14th, 2014, at 9:30 a.m.

The Recreation, COOCVE BOD, COOCVE Executive Committee and Area Chair meetings are cancelled for the month of August.

Adjourn -

Meeting was adjourned at 11:45:50 a.m.

(For greater detail, those wishing to hear all comments, discussions, and debates are encouraged to view the meeting video in its entirety or by using the time markers above on www.cvedb.com. Meetings may also be viewed on our Community TV Channel 98.)

Respectfully submitted on behalf of,

Gene Goldman
Secretary & 2nd Vice-President
Board of Directors

By:
Kelly Serkin
Executive Administrator
CVE Master Management Co., Inc.

The signature above indicates only that these are the minutes adopted by the Board of Directors in open session on _____, 2014.