

**Minutes of the**  
**CVE Master Management Board of Directors Meeting**  
**Thursday, July 12, 2007**

A regular meeting of the CVE Master Management Board of Directors was held on Thursday, July 12, 2007 at 9:35 AM in the Clubhouse.

**Roll Call** – The following (11) members were in attendance: Donna Capobianco, Stanley Eig, Lou Spitz, Dorothy Caplan, Jules Kesselman, William Morse, Ira Somerset (via phone), Reva Behr, Judy Olmstead, Susan Koser and Ross Gilson. Also present: Sergeant-at-Arms Al Miller. Absent (4): Charlie Parness, Harry Chizeck, Donna Dowling, Eugene Goldman.

**Reading of the Minutes** – Bill Morse made a motion to waive the reading of the minutes of the previous meeting. This was seconded by Ross Gilson and passed unanimously.

**Treasurer's Report** - Donna Capobianco said the financial report was not ready to be presented. She then made a motion to hold Master Management meetings on the third Wednesday of the month instead of the second Thursday in order to have financial reports prepared on time for meetings. Ross Gilson seconded this. Discussion followed. Ross Gilson made a motion to hold the meetings on the third Monday of the month. This was seconded by Jules Kesselman. After discussion, this motion was rescinded. Further discussion followed regarding the motion to go with the third Wednesday, which would be August 15<sup>th</sup>. It was decided that this motion be tabled until the next meeting on Thursday, August 9<sup>th</sup>.

**President's Report** -

**Hurricane Preparedness**: Donna introduced Deerfield Beach Vice Mayor and Commissioner Marty Popelsky and Fire Rescue/Fire Chief John Quintone. John informed all that the City of Deerfield basically takes care of everything in the aftermath of any emergency through the City's command center. There are only two steps CVE needs to take: 1) gather data on persons needing any special assistance (from Red Cross or other organizations), and 2) get our Master Management/COOCVE office operating as close to normal as soon as possible. During emergencies, no one can call the Red Cross, shelters, etc., except his organization, so no volunteers or command center of any kind from CVE are needed. If people wish to volunteer to help, they should, after the crisis period has passed and dangerous clean-up is complete, go to people needing special assistance and offer to help them remain comfortable in their homes, shop for them, fill their needs, etc. John warned that most post-hurricane fatalities and injuries occur about two weeks after a hurricane hits. He answered questions from the Board and also recommended that we have portable stop signs available which we can post when necessary.

Jules Kesselman discussed the report he had distributed to the Board regarding the generator we had purchased and the need to have a "pigtail" (cable connection) to connect it to the building, since the generator had never been set up. The cost would be \$1,147.35. During discussion, it was decided to bring up this issue at the Hurricane Committee meeting which follows this meeting and which Donna Capobianco will be attending.

Judy Olmstead made a motion that if, after due diligence and the meeting with the Hurricane Committee, Donna and Jules believe the cable is necessary, we give the Board authority to purchase it. This was seconded by Reva Behr and passed by a majority vote.

**Staffing & Payroll**: Donna distributed, for the Board's edification, a sample of an Operations Manager job description. She announced that two MM employees have been hired: Marie Towle returns as Administrative Assistant on July 30<sup>th</sup> and Donna Childrey has filled the Full Charge Bookkeeper position, eliminating temporary personnel and once Anita Cruz's severance has been paid off, net savings will be approximately \$9800 a month. ADP has been hired to handle our payroll beginning this week at a cost of \$55 per payroll period. ADP

assumes all MM tax and other liability issues as well as removing all payroll responsibility from our staff.

Website: Ross Gilson, our IT (Information Technology) person will be working on setting us up on a website with Comcast and will work with Argent, our computer company, regarding backup security issues.

Correspondence – Susan Koser read correspondence received and responses made.

Committee Reports/Assignments -

Due Diligence: Bill Morse supplied the Board with a summary of all MM contracts, what they cover, when they expire and all relative information.

Front & East Gate Landscaping: Dorothy Caplan gave a report on bids from M& M Gardening, Desire Properties and Century Maintenance and Management (CMM) regarding maintenance of flower beds at the Main and East Gate entrances. Desire Properties would charge \$677.50 to do both entrances for twice a month's work. We have been paying CMM \$500 per month for each gate. M&M Gardening would charge \$405 per month for both gates, with a yearly contract. Dorothy made a motion to go with M&M Gardening to maintain the flower beds at the front entrance and a few beds at the Military Road gate beginning August 1<sup>st</sup>. Dorothy then withdrew her motion. She will get references and do other due diligence, explaining that we need to get a secured monthly rate and have both gates named in the contract.

BSO: Judy Olmstead reported that the McMahan Survey will make recommendations to have our streets meet national standards. These will be available by the next board meeting. If we comply with recommendations, McMahan will write the letter to BSO that our streets comply. BSO will then determine if they will come back in to CVE to enforce traffic rules.

Trees: Reva Behr reported that ground breaking will begin the following day for 40 trees which will be planted along Hillsboro Boulevard behind Durham.

Old Business – None

New Business –

Proposals: Donna said she received two proposals from CMM for fence repairs. Ross Gilson will check the area to see the extent of damages involved and determine if it is on golf course property or ours.

Hurricane Command Center/Hurricane Committee: Donna reported that the Hurricane Committee, under Judy Kirshner's direction, had raised funds which paid for the creation of information packets to be distributed to all residents. Donna suggested that we may not need to operate a Command Center based on what Chief Quintone told us about his team's post-incident response. Regarding the generator, Donna suggested that it needs to be set up to maintain our business office operations in an emergency, instead of it being used at the Activity Center. It was agreed that all related issues will be discussed at the Hurricane Committee meeting to follow this, after which results will be reported to the Board.

Donna pointed out that when the Hurricane Committee was formed, it had been considered a Master Management committee, but was never formally named as being under either MM or COOCVE. Donna announced that Judy Kirshner informed her that she will no longer be head of that committee.

Good & Welfare – Open Commentary – Comments from the floor were made by Fred Sherman, Bill Schmier and Rhonda Pitone.

Motion to Adjourn: Ross Gilson made a motion to adjourn the meeting. This was seconded by Judy Olmstead and passed unanimously. The meeting adjourned at 11:25 A.M.

Respectfully submitted,

Elly Rakowitz, Recording Secretary