

## **Minutes of Master Management Board Meeting**

**August 14, 2014**

President Donna Capobianco called the meeting to order at 9:32 a.m.

### **Roll Call:**

**Present** - Donna Capobianco, Dan Glickman, Danielle LoBono, Bill Morse

**Remotely** - Gene Goldman, Fred Rosenzweig, Pierre Laliberté (9:34 a.m.)

**Absent** - Charles Lusthaus

### **Meeting Minutes:**

**Dan Glickman moved to accept the July 10, 2014, Master Management Meeting Minutes. The motion was seconded by Gene Goldman. The motion carried unanimously.**

**Gene Goldman moved to accept the July 21, 2014, Executive Session Minutes. The motion was seconded by Fred Rosenzweig. The motion carried unanimously.**

Donna noted the Executive Session Minutes of June 25, 2014 now accurately reflect Charles Lusthaus was not in attendance at meeting and Pierre exited meeting before the vote.

Pat Murphy, corporate counsel of Master Management, provided an overview of matters that are currently in the litigation process. **(9:37:05 a.m.)**

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

1. Ventnor B Condo Association versus CVE Master Management; 2009 case asserting breach of draft barriers, case has been certified as class action and a hearing will be held to determine if attorneys representing plaintiff meet requirements to act as class action counsel.
2. Ventnor B versus CVE Master Management, COOCVE and Plastridge Insurance Agency, 2009 case is anticipated to go to trial in early July 2015.
3. Mr. Ross Gilson versus COOCVE and Master Management, filed in 2010. Seeking class action status on behalf of all owners in CVEDB; no trial date set.
4. Mr. Gilson versus CVE Master Management, filed 2011, seeking class action status on behalf of all individual unit owners in CVEDB, a derivative action. Case is pending but was technically dismissed for lack of activity. Unknown if it will be reinstated at later date.
5. Donen versus CVE Master Management, individual unit owner, 2009 personal injury claim. Case is currently set for mediation in September and trial in November 2014; anticipates settlement.
6. Bates versus CVE Master Management and Newport K Association, 2013 negligence case; settlement reached and case will be dismissed.
7. CVE Master Management versus Davis, a unit owner, 2014 case. CVE Master Management is seeking injunctive relief and permanent restraining order for continuous rule violations.
8. CVE Master Management versus Notess and Seaver, unit owners; cited for continuous rule violations. Motion for Default has been filed with the courts.

- Williams versus Oakridge J, a 2010 filing in circuit court, and in 2013 the complaint was amended to include CVE Master Management. This is a personal injury claim and settlement in favor of Master Management is anticipated.

Following the presentation, there were questions and discussions between members of the Board and Mr. Murphy.

**Financial Report – Bill Morse:**

**(10:01:27 a.m.)**

For the month ending July 31, 2014, Revenue was \$1,000,457 and expenses were \$1,025,540. Expenses exceeded the Revenue by \$25,083. As of July 31, 2014, Revenue YTD was \$7,053,331 and the Expenses YTD were \$6,970,244. Revenue exceeded the Expenses YTD by \$83,087.

Cash at the end of the month was \$2,107,091 plus CDs of \$3,205,000 for total cash of \$5,312,092. The Net Assessments Receivable on the uncollected report was \$1,087,229. Total Assets were \$7,373,747, with Total Liabilities of \$5,834,288 and Equity is \$1,539,458. Collections in the attorney's office during the month of July were \$21,002 for YTD total of \$154,245.

Bill noted the primary reason for expenses exceeding revenue by \$25,000 is due to a crude entry in the amount of \$221,000 in lieu of the actual water bill amount, which had not yet been received. Based on the May and June actual expenses being around \$193-\$194,000, the water was overbooked about \$30,000. The bill will be paid in August and YTD financials will balance out. Other items pushing the expenses this period is a record expenditure in connection with the irrigation project of \$155,000, which is \$20-\$25,000 higher than usual. Also booked in this period is almost \$83,000 in connection with acquisition of the golf course property. In addition, there were professional and legal expenses of \$35,000, which is slightly higher than normal.

In response to a question, Bill noted a reduction in the water, sewer and utility tax of \$60,000 to \$70,000 during the off-season summer months.

**President's Report – Donna Capobianco:**

**(10:07:10 a.m.)**

Donna congratulated Marcel Korman on his one-year anniversary as Executive Director of CVEMM. Kelly Hampton was introduced as new Director of Services and Administration and she will oversee customer service, public relations, communications, accounting, HR, and all administrative functions.

**1) Property Purchase Status -**

**(10:08:47 a.m.)**

A new contractual arrangement was stipulated to last month. Testing is in progress, and will have results for the community in October. Attorneys have communicated all aspects of the agreement are on target and all information will be presented to the Board in time for negotiation.

Donna reminded the remote Board members to remain present at all times when the meeting is in session as to not miss any discussion.

**Director of Services and Administration - Kelly Hampton:**

**(10:11:25 a.m.)**

**Customer Service -**

In July, a total of 26 customer service items were received, with 13 of those being irrigation-related. 88% of the customer service issues were resolved within 2 days. YTD there have been 499 customer service requests, primarily related again to irrigation, some to Comcast. A drop

in irrigation complaints is anticipated as the final phase of the project is almost complete and will be working with Comcast on customer service issues and hoping their presence one day a week here in the Village will help.

Kelly responded to questions from Board members regarding seasonal holds, on-site assistance, availability, location and toll-free number for bulk contract assistance.

**Executive Director's Report – Marcel Korman: (10:18:00 a.m.)**

Announced an additional audio component was ordered Monday to resolve the ongoing audio problems.

**Recently Completed: (10:18:44 a.m.)**

- 1) Landscaping at the edge of the Tilford pool and walkway to Activities Center property completed July 31st.
- 2) Recently completed the filling in of Coco plum plants along the perimeter of the Tilford/Ventnor hedge and along 10<sup>th</sup> Street.
- 3) Software upgrades to Windows 7 user interface for the access control system at the gates and work stations were completed two weeks ago. Minor issues were reported and have been addressed.

**In Progress: (10:20:54 a.m.)**

- 1) Activities Center - Audio system  
As announced previously, issues are being addressed.
- 2) LeClub - Air Conditioning -  
The air conditioning system in LeClub will be upgraded with R-410a refrigerant. It will service the lobby area, one of the three units within the LeClub facility.
- 3) Irrigation Project –  
Project is near completion and is scheduled for completion end of 2014.
- 4) Clubhouse - Medians and Swales  
Work on the medians and swales in front of the Clubhouse are scheduled to begin the end of September with completion anticipated for first week of October. There will be traffic interruptions due to the magnitude of project.
- 5) Tree Canopy Restoration - Plans -  
Conceptual plans are expected in the next few days. Marcel spoke to which areas will be addressed and the general scope of the project. Discussions ensued and Marcel responded to questions from the Board.
- 6) Transportation Route Optimization - Passenger Data -  
The new passenger count software arrived and installation will begin after the system has been fully proofed and audited.

(Brief recess had 10:30:17 a.m. to 10:38:24 a.m. due to technical difficulties.)

- 7) Domestic Water Valve Project - Permit  
Permit received July 23rd and contractor is now prefabricating the components.
- 8) Administration Building - New switch gear and generator tap -  
The plans are completed and will be put out for bid.

Dan inquired as to its purpose and Marcel said two reasons; one, to get the switch gear out of the same room as the pool equipment and to eliminate corrosion; and two, to provide a manual transfer switch over to alternate source of power, such as portable emergency generator, which has been reserved for the Village for remainder of year.

- 9) Paving - Asphalt conditions -  
The Board will be presented with the survey results from the asphalt division, which is currently in progress.
- 10) Access Control software - Merge access control -  
The merging of Clubhouse database and Master Management's database is in process now at no-cost to the Village, and will be completed mid-August.

Dan questioned how the determination will be made as to the locations where the asphalt replacement will begin. Marcel noted the first step is to identify the scope of work, the extent, and then prioritize based on necessity and identify the associations who choose to participate. The ultimate purpose is to maintain pothole control. Marcel will present to the board his findings by September 1st.

Planned:

**(10:42:42 a.m.)**

- 1) Tree replacement -  
As mandated by the city of Deerfield Beach, removal and replacement of trees will be completed by year's end.

Marcel announced several projects are also planned that don't need board approval, as previously stated in past meetings.

Dan inquired as to the cost of the West Drive bridge railing and Marcel disclosed the initial cost estimates are for \$2,500.

Pierre wants to ensure passenger data collections account for the fluctuation of residents throughout the year. Donna commented once data collection begins, discussion will be had as to best way to proceed.

Danielle questioned the painting of the MM building. Marcel confirmed he is in receipt of bid proposals and will present his findings to the board for a decision.

Fred extended his thoughts again regarding a user survey being utilized in addition to the route data collection. Donna noted the original consulting company can proceed with that aspect now.

Donna reiterated that the associations will receive communication from Master Management regarding asphalt work to determine who would like to be included in the project starting in September. Donna pointed out the asphalt repairs is a long-range plan and MM will ultimately decide what roads need repaired in 2015, 2016, and so on.

**Committees / Other – NONE**

**Business –**

Unfinished – NONE

New – NONE

**Member Comments –**

**(10:51:12 a.m.)**

Fred spoke to his pleasure in hearing that associations are taking advantage of the new irrigation system and as it is being installed, are beautifying their properties.

Marcel proposed a motion to purchase a new piece of hardware that will assist in measuring rainfall amounts, which was not previously available at the time the contract was endorsed. The new piece of equipment consists of a rain can, gauge, and software to interface the system.

Bill asked why a motion was needed for \$1,515 and Marcel explained it was a change order for a much bigger project, it changes the initial contract.

**Dan Glickman moved to approve the change order for the irrigation system having to do with the control system to purchase newly available hardware to measure rainfall for a total cost of \$1,515. The motion was seconded by Donna Capobianco.**

Following additional discussion, **the motion carried unanimously.**

**Fred Rosenzweig then moved that change orders for irrigation system that fall within Marcel's approval threshold do not need to come before the Board. The motion was seconded by Donna Capobianco.**

After further discussions, **Dan Glickman offered a friendly amendment to the motion, which was accepted by the maker and motion now states that change orders for the irrigation system that do not exceed \$5,000 do not need to come before the Board. The motion carried unanimously.**

Fred congratulated Marcel on his one-year anniversary with Century Village and welcomed Kelly and looks forward to years to come.

**Announcements -**

**(11:02:07 a.m.)**

The next meeting is scheduled for September 11, 2014, at 9:30 a.m.

**Open Mic –**

**(11:02:21 a.m.)**

**Gene Goldman terminated his remote participation -**

**(11:02:43 a.m.)**

Mel Nass - Commented on the progress in the beautification of the Village but believes more needs to be done, mentioning the drooping gate arm at the East Gate, and offering suggestions regarding the aquatic weeds. Also addressed the condition of the dumpsters. Noted the Windmere community and the beauty of their grounds and landscaping.

Fred Sherman - Expressed interest in having the flooring in the Activities Center refinished and referenced the good condition of the Clubhouse dance floor. Questioned the cost of the golf course property and suggested a town hall meeting to inform the residents. Inquired as to what percentage of irrigation project was completed and Marcel advised it was 76% as of the end of July.

Michael Routberg - Remembered the City had indicated dumpsters would be refurbished by end of the year. Believes they should be held to that. Spoke to the debris that is left behind after irrigation installation, which Donna explained as being a multi-step process and the areas will be cleaned up. Regarding an issue with a sprinkler head, Donna advised residents should

contact their property management company and if it is an emergency, the property management will contact MM. Mr. Routberg then thanked MM for their recent accommodation to the Orthodox Jewish community.

**Adjourn -**

**(11:15:26 a.m.)**

Meeting was adjourned at 11:15 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](http://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.