

CVE MASTER MANAGEMENT CO. INC.
BOARD OF DIRECTORS MEETING
AUGUST 15, 2013

Meeting called to order by President Donna Capobianco at 9:31 AM.

Board members in attendance: Donna Capobianco, Dan Glickman, Danielle LoBono and William Morse, Via Telephone: Eugene Goldman, Pierre Laliberte, Fred Rosenzveig, and Ira Somerset. Absent: Charles Lusthaus.

Open Mic:

Sylvia Smaldone of Tilford T: expressed concern for the pool area under the overhang. She stated it is very dirty; chips and dips in the flooring collect dirt, and water settles creating mildew. Ms. Smaldone also noted the chairs need to be pressure cleaned and she has notified maintenance prior regarding these issues. Donna directed her to the new customer service system to express her concerns and complaints.

Barry Kimball of Newport Q: Stated his concern for the 'curb appeal' of the CVE main entrance. Donna Capobianco replied that MM is looking into improving this area.

Janelle Kimball of Newport Q: Attempted to speak to the Board but was unable to remember her topic in question. Donna Capobianco directed Janelle Kimball to submit her questions and/or comments to MM customer service.

Minutes of July 11, 2013

Dan Glickman moved and it was seconded by Danielle LoBono to waive and accept the reading of the minutes. The motion was carried unanimously.

Minutes of Executive Session of July 30, 2013: Dan Glickman moved and it was seconded by Danielle LoBono to waive and accept. The motion was carried unanimously.

Treasurer's Report – Bill Morse

The CVE Master Management Financial Report was distributed and a hardcopy given to all Board members and discussed in detail. For the month ending July 31, the Total Revenue was \$979,203; Total Expenses were \$874,262; Expenses over the Revenue was \$104,940; Water and Sewer expense are \$145,000 versus the budgeted \$250,000; YTD Revenue \$6,860,331; YTD Expenses are \$6,455,085; Revenue exceed expenses by \$405,246; Balance Sheet \$1,820,971; Cash \$1,837,836; CD \$3,658,808; Monthly Assessments Receivable \$911,810; Total Assets are \$5,034,806; Total Liabilities are \$3,580,893 and Total Equity \$1,453, 912.

Bill stated, in regard to the outstanding net assessments receivable, \$70,203 represents late fees charged on outstanding items, without late fees the actual assessments overdue are a net \$840,976. Dan Glickman requested an update on the collection process of past due fees. Bill Morse responded, stating that a process has been set up and we trying to work with the attorney's database and the database Seacrest has been maintaining so that nothing falls through the cracks. Bill Morse also stated that 'uncollectable' items are an issue; a large claim against a unit because of mortgages, etc. and the unit is foreclosed and there would be not enough money to satisfy the demand. MM made policy decision years ago not to pursue foreclosed properties to protect interest. Furthermore if there is a tax certificate for unpaid taxes on a unit and it continues to go unpaid, the certificate holder can go to court to file an action and to get a deed. Once the deed is issued all claims are no longer applicable on any tax certificate deeds. The Board can have a discussion in regard to the process.

President's Report – Donna Capobianco

Report: Master Management has provided a report summarizing the actions of the MM Board Members since installation from March 15 to July 31, 2013. This may be viewed by registered members on www.cvebd.com. Also it will also be published in the October issue of The Reporter. Donna reviewed the following topics outlined in the report: staffing, legal, collections, facilities management, golf course, communications, and service quality improvement.

Introduction of New Executive Director: Marcel Korman was introduced by the MM Board to the CVE community. Marcel Korman briefly stated his professional experiences and going forward with plans to help improve the CVE community.

Irrigation Agreement with Recreation (CVRF/Bay): Donna Capobianco stated that MM and Recreation have signed an agreement that the CVE irrigation will be under one system. The Clubhouse is not attached to the agreement at this time. The Recreation Committee has agreed to cover the expenditure for the installation and MM will incur expenses to maintain the irrigation system.

Nancy Giordano Chairman of Recreation stated to the Board in a previous meeting, a desire for a Comcast representative to be onsite to assist CVE residents. Marcel Korman spoke with a Comcast Representative and is working to improve customer service relationships between Comcast and CVE residents. To contact Comcast residents may call the following number 866-405-9365 which is available on the www.cvedb.com website.

Lost Checks Issue & Update: Steve Kittredge of Seacrest highlighted two areas of fault and stated the boxes at the Clubhouse, due to wind driven rain some checks were destroyed. Checks mailed directly to the USPS were misplaced and after several weeks checks were found at the USPS undelivered. After several meetings Seacrest and the bank have agreed to have a daily courier to collect the checks.

New Customer Service Work Order System: CVE residents may manually complete a form at the office, telephonically register issues, or electronic filing may be done via email at customerservice@cvedb.com or on www.cvebd.com on the web page.

Locating Services – Craig A Smith Proposal: Donna Capobianco stated that the Sunshine 8-11 Service Contract safeguards the irrigation main line. It is a utility that MM owns, the main is expensive to repair and replace in the event of damage caused from other utilities digging and drilling around or near the pipe. MM needs to be registered with Sunshine 8-11 Service and be contracted with a Locator Service Company. Sunshine 8-11 is a clearing house that when digging is going to occur near a utility, it generates a ticket to a locator service company that comes out and marks the location of our lines near the dig site. **Donna Capobianco moved and Dan Glickman seconded to approve the Craig A Smith locating services contract proposal**

not to exceed a \$12,000 annually for a two year contract with a 30 day out clause for any reason, Craig A Smith insurance coverage does meet MM requirements. With Board approval an anticipated start dated is September 1, 2013. Ira Somerset requested clarification on who will contact Sunshine 8-11. Donna specified that Sunshine 8-11 are the clearing house that sends a ticket to Craig A Smith and they are the locator company to come out and mark our lines. Craig A Smith sub-contractors come out and marks, FPL and the City do their own marking. Walter Magenheim stated that any association who does any work on their property and does not call MM are financially responsible for any destruction or damage to any other provider or utility lines. After further discussion, the Board voted and the **Motion carried and was accepted unanimously**

- Correction made 09.12.13 at following Board of Director's meeting
Revised verbiage: "Walter Magenheim stated that any associations who does any digging on their property and does not call *811-Sunshine* are financially responsible for any destruction or damage to any other provider or utility lines".

Report

Transportation Committee – Dan Glickman: The Transportation Committee recommends to the Board that the following East route bus stops be implemented by Quality Transportation, in consultation with and approval by the Executive Director: Walgreens on Powerline Road on Thursday and Sunday and Wal-Mart on Military Trail on Monday, Wednesday and Friday. Benches will be installed and available at both locations. **Dan Glickman moved and Danielle LoBono seconded to approve the Transportation Committee recommendations for the bus routes.** Ira Somerset explained the proper procedures on the rules for the committee should follow, stated that a motion is not necessary as long as it is no cost to the CVE community and it is approved by the President and the Executive Director it does go into effect. After discussion **Dan Glickman withdrew his motion and Danielle LoBono seconded the withdrawal.** After review **Donna Capobianco and Marcel Korman approved the transportation committee recommendations for the East route bus stops.**

Update on Declaratory Action, Open Space Land Use – Ira Somerset: A request was made to our attorney, Tucker Gibbs, for an update. His response was:

1. Tucker sent a status report to Mr. Falco in February, 2013, as an update at that time. Little has changed.
2. The lawsuit (a declaratory action asking the court to “declare” that the city’s current “S” Open Space code provision is impermissibly vague and does not include appropriate standards for its application) is still ongoing but held in abeyance while the city corrects the flaws in that code provision.
3. Scott Backman and Tucker created proposed changes that seek to protect CVE from potential adverse impacts from the development of the “S” zoned property adjacent to CVE (“golf course property”). This proposed ordinance was discussed with the board and presented to planning department staff for its consideration.
4. It is Tucker understands that the board in February was in discussions with the owner of the golf course property regarding a possible purchase. The status of the golf course property was covered previously today.
5. Tucker made a presentation to the board at its meeting on February 27, 2013, regarding the lawsuit and the proposed ordinance and the meeting with the planning department.
6. On June 18, the city commission considered and approved on first reading a comprehensive plan amendment that is the first step in allowing the transformation of the Deerfield Beach Country Club site into a 73.7-acre “business park.” The final hearing on the comprehensive plan (from Commercial Recreation to Employment Center land use category) will be at the August 20 city commission meeting. This may be of interest to CVE as the owner could seek such a change on the adjacent golf course. I believe that this is highly unlikely given the irregular shape of the golf course and its location within the CVE residential properties. Our proposal is still being prepared by the Planning and Zoning Department.

Fred Rosenzweig questioned if the criteria being prepared by the City, complies with West Palm Beach County new criteria for open space land use and former golf courses. Commissioner Richard Rosenzweig who was in the audience stated that the Palm Beach golf courses are exterior and the CVE golf course is located in the CVE community itself and anything done in Palm Beach has no correlation to the our community. Gene Goldman stated that the concern is the new proposal by Tucker Gibbs, should include the zoning regulations are for open space. Commissioner Richard Rosenzweig stated that the land use change for open space by the

planning and zoning board has not been changed and have not come before the commissioners. Fred Rosenzweig asks if Tucker Gibbs on behalf of MM made an amendment request to the planning and zoning board. Ira Somerset responded that a suggestion has been made to Tucker Gibbs and they would forward the information to the planning and zoning board.

Announcements:

The next meeting is scheduled for September 12, 2013

Motion to adjourn was made at 11:09 a.m.

Respectfully submitted,

Danielle LoBono
Secretary of the Board of Directors CVEMM