

**Minutes of Master Management Board Meeting
November 13, 2014**

President Donna Capobianco called the meeting to order at 9:28 a.m.

Roll Call:

Present - Donna Capobianco, Dan Glickman, Bill Morse, Danielle LoBono, Gene Goldman, Pierre Laliberté, Fred Rosenzweig

Absent - Charles Lusthaus

Donna recognized Veteran's Day and welcomed back seasonal residents.

Meeting Minutes: **(9:30:42 a.m.)**

Gene Goldman moved to accept the October 16, 2014 Master Management Meeting Minutes. The motion was seconded by Dan Glickman. The motion carried unanimously.

Financial Report – Bill Morse: **(9:31:15 a.m.)**

For the month ending October 31, 2014, Revenue was \$999,873 and Expenses were \$986,316. Revenue exceeded Expenses by \$13,557. As of October 31, YTD Revenue was \$10,054,439 and YTD Expenses were \$9,993,965. YTD Revenue exceeded the Expenses by \$60,475.

Cash at the end of the month was \$1,756,748 plus CDs of \$3,206,000 for total cash of \$4,962,748. The Net Assessments Receivable was \$1,146,470. Total Assets were \$6,989,229, with Total Liabilities of \$5,472,383 resulting in Total Equity of \$1,516,846. Collections in the attorney's office during the month of October were \$27,379. YTD Collections by the attorney's office total \$248,884. Bill reported there were no unusual items affecting the operations during the month with the exception of the tree canopy design work at a cost of \$17,606, road repairs were \$30,027, irrigation project at a cost of \$151,417, and water and sewer may be under accrued by \$5,000 or \$6,000, as invoices were not received in time.

(9:34:36 a.m.)

Bill Morse moved to approve the budget for 2015 to include a coupon of \$120 per unit per month. The motion was seconded by Dan Glickman.

Bill noted the increase in the coupon will be allocated as \$1 per month for typical, normal operations plus \$3 per month for potential new capital projects. The budget will be published in the Reporter no later than January. After detailed discussions, including examples of potential capital improvement projects, **the motion carried unanimously.** (Refer to video at time stamp to hear full discussion).

After speaking to upcoming changes to the terms of the irrigation construction loan, the extended completion date and the proposed irrigation filtration equipment, if approved, which would require additional cash funding,

(9:46:30 a.m.)

Bill Morse moved to rescind the motion previously made at the June 12, 2014 Board Meeting, which provided we would no longer draw any funding against the irrigation loan but would pay construction invoices from internal cash resources. The motion was seconded by Fred Rosenzweig. The motion carried unanimously.

Donna thanked those involved with the budget preparation and Danielle initiated a round of applause by members and residents.

President's Report – Donna Capobianco -

(9:48:38 a.m.)

1) Town Hall Meeting -

Donna is attempting to secure a date. The date and time will be published in the Reporter and on CVEDB.com. On a side note, Gene noted a yearly independent financial audit is conducted and published in the Reporter and Donna agreed.

2) Master Management Board Openings -

(9:50:18 a.m.)

Donna announced the three openings on the Board were filled by the three candidates who applied. Therefore, no vote will be conducted at the December 10th meeting; they will be automatically elected to serve three-year terms. They are: Pierre Laliberté, a returning Board Member, Dick Ciocca, a former Board Member and Michael Routberg, the newest member of the Board, currently an Area Chair and Building President. On behalf of the entire Board, Donna expressed their appreciation for the contributions of outgoing Board Member, Charles Lusthaus, whose professional obligations prevented his seeking re-election. Fred concurred.

3) Bulk Trash -

(9:56:35 a.m.)

Donna advised signs have been placed throughout the Village that starting November 21st bulk trash pickup will be on Friday and stated items should be placed out on Thursday for Friday's pickup.

With the approaching holiday season, Donna expressed gratitude to live in and be a part of this community and received a round of applause.

Director of Services and Administration Report - Kelly O'Meara Hampton -

(9:59:32 a.m.)

1) Customer Service -

35 inquiries were received during the month of October; 26 irrigation-related, 4 miscellaneous, 2 regarding roadways, 1 regarding gatehouses, 1 regarding landscaping, 1 regarding garbage. 77% were completed with an average of 2.81 days to complete work order. 8 irrigation issues were carried forward to November.

2) Legal Update -

(10:00:23 a.m.)

No new update for the month of September.

Donna spoke in length regarding issues involved with the City of Deerfield Beach and trash removal and recycling. Donna requests that residents copy customerservice@cvedb.com with any complaints or issues submitted to the City. Solid Waste can be reached at 954-480-4394; ask for Michael; however the preference would be to email them.

Dan questioned whether the Village was obligated to use the City for recyclable pickups. Marcel will investigate.

- 3) Security report – **(10:09:43 a.m.)**
Kelly reported 97 incident reports were reported by Kent Security for the month of October. Kelly provided a categorical breakdown with the bulk of issues pertaining to wellness checks, unruly persons, and illegally parked vehicles.

Requests for Proposals for security services have been sent out, as the current five year contract with Kent will expire in March. Recommendations will be provided prior to the next Board of Director’s Meeting.

- 4) Valve Replacement Project - **(10:10:39 a.m.)**
Notices are being sent on Mondays to advise of water disruptions on Thursdays. A map depicting the various phases and locations of work to be performed will be posted to CVEDB.com and the Reporter. Kelly encouraged Building Presidents and Area Chairs to notify residents and help get the word out and noted Dan’s suggested of posting the details at building bulletin boards.

Executive Director of Operations Report – Marcel Korman - **(10:13:38 a.m.)**

Marcel referenced a project planner he had previously distributed to the Board which includes what’s expected, what’s planned, what’s new, and what’s under way.

Planned Projects: **(10:14:01 a.m.)**

- 1) Asphalt Overlays -
Asphalt overlays in the 2015 budget was approved at the September Board of Director’s meeting for specific deteriorated parking streets. Marcel noted that of the 17 associations and 2 recreation areas that were invited to participate and have their parking spaces done at the same time, only 6 have responded. Donna spoke to advantages of doing so. Kelly advised the deadline for response has passed and any associations who now express interest are referred directly to Five Star Paving. Marcel responded to questions from Dan regarding when the bids would be presented to the Board for approval.
After additional discussion, it was determined the procurement policy should be reviewed and possibly updated. The Board will revisit the issue at the December Board Meeting.

New projects:

- 1) Holiday Lighting - **(10:22:46 a.m.)**
Marcel has signed a holiday lighting contract and installation will start next week on the guardhouse structural features, tree wraps, and landscaping. A procedure will be in place to reset them should the breakers fail.
- 2) West Drive Bridge - **(10:23:56 a.m.)**
Based on the structural engineer's recommendation, maintenance at the West Drive Bridge will include fencing along both sides for DOT compliance and will be similar to the chain-link fencing at Richmond tennis courts and the Clubhouse tennis courts. In response to an inquiry from Donna, Marcel advised the guardrail will be positioned at 48 inches so it will be safer and up to code.
- 3) Switch Gear - **(10:26:10 a.m.)**
Work is expected to start imminently on the new configuration of the switch gear which will allow a generator to be connected to the administration building. There is a 5 to 7 week lead time for the switchgear. In response to a question by Gene, Marcel advised a reservation for a generator was secured during this past hurricane season and will need to be renewed next year as well as a fuel delivery contract.

In Progress:

(10:28:00 a.m.)

- 1) Access Control -
Communication exchange between the database and the computers at each guardhouse is in progress. Marcel confirmed with Comcast cable modems will be completed next week and he has coordinated with the security vendor. Significant barcode reader performance is expected. Marcel explained the benefits of connecting with cable modems as opposed to the current DSL for connecting to the databases and the three guardhouses will be more efficient, accurate, and timely.
- 2) Passenger Counters on Busses - **(10:29:40 a.m.)**
With respect to finalizing passenger counters, Marcel received an email from First Transit confirming system will be corrected by November 30th.
- 3) Irrigation - **(10:30:31 a.m.)**
92% complete as of beginning of October. The control system that manages the times and distribution of water amounts is 58% complete and will wrap up at project completion.

Marcel discussed the necessity of a water filtration system and provided the Board members with examples of clogged irrigation nozzles. After further explanations and discussion, Marcel requested a motion be made to approve a change order to the irrigation system contract.

(10:33:05 a.m.)

Gene Goldman moved to approve a Treasure Coast Irrigation change order to the irrigation system contract for the installation of the filtration system in the amount not to exceed \$370,000. Fred Rosenzweig seconded.

After continued discussions with several Members speaking in favor of the motion and Dan Glickman expressing his objections, **the motion passed 6-1. (No vote - Dan Glickman)**
(Refer to video at time stamp to hear full discussion).

4) Tree Canopy Design - (10:41:07 a.m.)

Roadway plans have been received and submitted to four contractors. Marcel stated that once those prices are received, MM will move forward the removal and replacement of the 40 trees required by the City, with a completion date by the December 31st deadline.

5) Valve Project - (10:42:31 a.m.)

To date, 26 valves have been replaced, with Richmond complete, 10 valves in Westbury are scheduled for today, Cambridge is next with 12 valve replacements, then to Durham for 48 valve replacements.

Recently completed:

1) Sound System - (10:43:40 a.m.)

With Nick Stoner's assistance, the audio sound system is easier to set up and functioning with great quality reviews.

2) Pot hole repairs - (10:44:55 a.m.)

Repairs to the walkway along Century Boulevard has been completed.

Danielle questioned when the Activities Center flooring will be assessed and Marcel advised it is included in the 2015 budget. Donna clarified that only the Activity Center conference portion is included.

Committees / Other – NONE

(10:45:44 a.m.)

Business -

Unfinished – NONE

New – NONE

Member Comments -

(10:45:55 a.m.)

Danielle expressed concern that the location of the barcode installation at the Clubhouse is a safety issue. The matter was taken under advisement and tabled by Donna for further discussion.

Fred noted the hard work and progress by the Board Members over the past 18 months and looks forward to the new changes next month.

Gene commented on the presentation and appearance of the guards at the guardhouses.

Danielle expressed her distaste of the existing gate arms.

Announcements -

(10:52:01 a.m.)

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

Donna wished everybody a very Happy Holiday Season and a Happy Thanksgiving.

Open Mic -

(10:52:23 a.m.)

Roger Crowe - President of Lyndhurst C - Addressed security concerns and unauthorized entry into the Village.

Melvin Nass - Vice President of Oakridge U and Area Chair of Oakridge - Voiced complaints regarding recyclables containers and requested contact information be published in the Reporter and urged residents to communicate with Waste Management for recycling issues.

Carmen Nepa - 279 Ventnor S - Asked the amount of legal fees associated with Ventnor B litigation and referred to a court transcript.

Joe Sachs - Area Chair of Ashby - Congratulated the Board's accomplishments. Questioned Comcast rates for seasonal residents. Secondly, requested trees be installed for this generation's pleasure.

Jerry Scharff - Advised his matter had been already addressed.

Julius Kesselman - 2106 Oakridge V - Commented on the City's recycling efforts, and how they are non-responsive. Also, asked for further details of the second lane plans at the West Gate.

Terry McCluney - 376 Durham L - Expressed gratitude and appreciation for the Board's work. Wanted the bus drivers' driving patterns analyzed to ensure quality drivers at the wheel.

Michael Routhburg - Unavailable.

(11:12:32 a.m.)

Fred Sherman - 226 Ventnor Q - Asked for status update on delinquent unit owner accounts. Bill described collections by the attorney's office and recent court decisions that are affecting collection efforts.

(Refer to video time stamp for further explanation.)

Fred also referenced the For Sale sign on the golf course and shared Melvin's concern with the trash receptacles and the City's lack thereof in addressing the issue to date.

Adjourn -

(11:25:01 a.m.)

Meeting was adjourned at 11:25 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,

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

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