

**Minutes of Master Management Board  
Special Meeting  
November 17, 2011 Office Conference Room**

President Ira Somerset called the meeting to order at 1:30 pm on Friday, November 17, 2011.

In attendance: Reva Behr, Caryl Berner, Norm Bloom, Harry Chizeck, Anthony Falco, Dan Glickman, Bill Goddard, Jules Kesselman, Fred Rosenzweig, Alan Schachter, Mel Schmier, and Ira Somerset. Staff present: Al Smith, Executive Director.

This was a continuation of the meetings to finalize the budget for 2012.

Upon opening the meeting, Mr. Somerset provided a description of the recent events relating to the use of the parking lot adjacent to Keswick for the staging area for the irrigation materials. Although we had planned to use that property, at the last minute we were told we could not use that property unless and until we had an agreement in place to use that property. We tried until 5:30 pm last night to find an alternative, but due to some miscommunication, we could not arrange an agreement. We understood that pipe would start to be delivered on Thursday, so it was imperative to have a place for the pipe.

Coincidentally, yesterday one of the tennis players brought to our attention a dangerous condition in our tennis courts, which caused us to stop the use of the courts until we can remedy the situation. When we called our contractor, he advised us that the courts need to be resurfaced to return them to a safe and playable condition. In considering this turn of events, it became evident to us that the courts would be out of service for quite a while. As a result, the decision was made to close the courts and use the tennis courts to stage the construction materials. It appears that we can delay the work on the one next to the Activity Center and keep it available for use. However, we will need to wait a while to see if we need that space for staging. It is regrettable that those courts will not be available to the community, but it could not be helped. That caused some chaos for the tennis players, which we regret.

Since the minutes of the last meeting were not available yet, the decisions were summarized:

The options for D&O coverage were discussed. Our D&O coverage will cost more and will have a \$50,000 deductible due to the numerous lawsuits by Mr. Gilson. Mr. Ciocca **moved to authorize the Executive Director to renew the insurance coverage as submitted by Travelers.** Second by Mr. Kesselman. **Motion passed** unanimously.

Mr. Murphy met with Mr. Reynolds to determine how we can provide money for future projects and for unexpected unplanned expenses and stay within the parameters of our documents.

Discussion moved to specific projects proposed in the draft budget. Clearing the preserve was discussed as the undergrowth may present a fire potential and there are some large trees close to adjacent buildings. The board agreed not to clear the preserve, but to consider some fire prevention action. Maintaining the swale outside the fence - The board did not want to undertake that project for several reasons. The clearing of the Hillsboro natural area was also deleted from the project list for this year. Replacing the gate houses (East, West and Plaza) was discussed and costs estimates were requested for the next meeting.

The board went through the budget again and items were discussed and adjusted in accordance with the changes agreed-upon.

Recap of changes in line items (not dollars):

Renovate the main gate house  
Replace the East and West gate houses (Design, bid build)

Plaza gate house – Security enhancements (scanner, camera, new shelter, etc.)  
Add replacement of office carpet to Le Club interior and carpet item  
Storm Drain culvert study – Some exposed drains are rusting, so we need to scope each one to find out the condition. This is for seed money to determine the extent of the problem.  
The Preserve – Fire mitigation only, not to build a park.  
Ficus trees along Century Boulevard, East and West Drives (major roadways).  
Check into cost of changing the East gate from swing gate to roller gate; add nice sign with hours of gate. (Maybe Welcome to CVE; Hours of gate operation; Residents and guests only, no trucks...?)

Look into cost of:

Holiday lighting for the entrances – lights on the palms or ...  
Landscape for landscape plans for plantings at gates.  
Area signs – Need to be fixed or lighted.  
Making the Plaza gate a pedestrian gate only. No more vehicles through there.

Reviewed and discussed additional possible projects (attached below), some of which are included in the current budget.

A question was asked if there was enough money in the budget to pay for a No Smoking sign for Tilford Pool. The board directed that a No Smoking sign be purchased for Tilford Pool since it is our policy that the pool be non-smoking.

Mr. Goddard **moved to accept the budget as modified during this meeting**. Second by Mr. Rosenzweig. A friendly **amendment was offered by Mr. Schmier restricting the use of the Roadway Replacement funds to replace the roads in the 2015 - 2016 timeframe**.

The **amendment was accepted** by Mr. Goddard and Mr. Rosenzweig.

The **motion as amended passed** unanimously (Mr. Chizeck and Mr. Kesselman left before the vote).

The meeting was adjourned at 3:40 pm.

Respectfully submitted,

Ira Somerset, President

### **Operational**

Plan to remodel gate houses – East, West, Plaza and interior of main

Plan to remove/replace dead/dying trees (esp. *ficus*)

Landscape plan for the year - Is the one submitted by Seacrest complete and accurate?

- Plan for white fly treatment, fertilizer, other treatment and/or removal, as appropriate.
  - Whitefly treatment for perimeter Ficus hedge. \$1000.00 for each systemic foliar spray. (lasts 6 to 12 months)
  - \$3400.00 for Foliar spray, granular systemic and liquid shrub fertilizer. (lasts eighteen months to two years)
  - Deep root Whitefly treatment for Ficus trees. \$65 each for all Master Management

- trees worth treating. \$125.00 if done one at a time.
  - Coco plum Perimeter hedge fertilizer. 2 pallets of granular 13-3-13 shrub fertilizer (80 bags) at \$2400.00 an application. Recommend two applications a year.
- Plan for mulching with specifications (2" or 3" depth, red, whatever).
  - 17 pallets of mulch. Each occurrence would cost \$4760 installed. That would include...
    1. West Gate/Powerline Rd entrance. South side of Powerline entrance along existing wall.
    2. East Gate/Military on existing plant beds from Military to Guardhouse.
    3. Hillsboro entrance. Both sides to Guardhouse.
    4. West Drive 23 trees.
    5. Century Blvd. 73 trees and 23 shrub beds.
    6. Keswick to Berkshire center median 53 trees and 15 shrub beds.
- Plan for tree trimming at \$19,162.50. That's a 5% increase over last years' actual expense.
- Plan for plantings at gates and along Boulevard and Drives.
  - Flowers: Including 4 pots and front entrance. \$795.00 each occurrence. Recommend two a year. Includes main gate entrance.
- Routine application of **Roundup** on walkways, boulevard and MM parking lots.

Stormwater drain pipes – to think about – debris and sediment needs to be sucked out; pipes underground may need to be replaced (slipline with HDPE?); some are not on our property, so an easement or access agreement will be needed (golf course). We could use this opportunity to add drains at road intersections (if feasible).

Area signs – reflective material repair, routine maintenance (painting, cleaning) of signs

Traffic sign replacement plan in back areas; inventory and map with condition of existing signs.

Street sign replacement plan

Misc maintenance:

- Paint #'s on Bus Stop benches
- Paint #'s on coolie hat lights
- Exercise of water shutoff valves and develop a plan for replacement of non-working valves.
- Plan to maintain/paint street sign posts; numbers on lights; etc.
- Power washing of car stops and lines in our office area.
- Speed humps/traffic calming devices