

Master Management Board Meeting,
Thursday, December 11, 2008

President, Donna Capobianco, called the meeting to order at 9:30 a.m. In attendance were: Reva Behr, Donna Capobianco, Harry Chizeck, Donna Dowling, Anthony Falco, Jack Kornfield, Susan Koser, Marilyn Lane, Bill Morse and Ira Somerset.

After the Pledge of Allegiance and a moment of silence, Reva Behr made a motion to waive the reading of the November 13 minutes, seconded by Bill Morse. Donna Capobianco stated that there is an addition to the November 13 minutes. Under President's Report, second paragraph, where it ends with, "This was not accurate," please add the following sentence, "It was noted that the COOCVE Executive, Ira Grossman, declined an offer from Master Management to continue to act as their agent in the collection and payment of insurance premiums." It was noted by Jack Kornfield that the byline, on the minutes, should be signed by Donna Capobianco and not Diane Davis. After discussion, the motion to waive the reading passed unanimously.

Correspondence – Susan Koser

Letters from Cambridge President's Council – requesting stop signs at the intersection of Cambridge Circle

Saul Siegel, Richmond A – wants an update on the risk management insurance report from Plastridge Insurance Company.

Arnold Paglia, Oakridge – regarding the signs around the Village

Various letters from Farnham area – regarding pumps that are not working

Barbara Fingerhood, Prescott F – regarding the signs at West Drive

Phyllis Horowitz – bushes obstructing view at Century Blvd/Westbury; there is shattered glass near recycling bin near Westbury pool

Esther Appel – light timer at Main Gate needs to be changed.

Jud Mansbach – regarding Comcast fees

Allen Minsky, Cambridge E – regarding repaving of parking area

Leonard Klestzick – regarding potholes

Various letters regarding bus schedules and the Tilford pool heating element

President's Report – Donna Capobianco

Donna Capobianco introduced the new Business Manager from Seacrest, Bob Dolson. Bob is employed by Seacrest and will be working strictly for Master Management.

Donna asked that the Board stay on to have a brief Executive Meeting after today's meeting. The Good and Welfare portion of today's meeting will be moved to the Annual Meeting on December 18, and today's meeting will recess until the Board Member election is accomplished at the December 16 COOCVE Meeting, allowing the inclusion of the Master Management election results. Upon election completion, this December 11 meeting will adjourn.

The Master Management Annual Meeting on December 18 will start at 9:00 a.m. instead of 9:30 a.m. to allow for the election of our officers. Holding elections at the Annual Meeting allows us to meet the 10-day window requirement to elect our officers from the date of the Board elections, and the change to 9:00 a.m. allows us to minimize impact on Good & Welfare open mike time to which the Annual Meeting is dedicated. The election of officers will be the first item on the December 18 agenda.

Financial Report – Bill Morse

The CVE Master Management Financial Report, prepared by Bill Morse, was e-mailed to all Board members and discussed in detail.

For the month of November 2008: Net income was \$28,570; Total expenses were \$669,998; Total income was \$698,568.

Year-to-Date: Net income is \$212,239; Total expenses are \$7,508,940; Total income is \$7,721,179; Total assets are \$2,236,157; Total liabilities are \$1,166,776; Total equity is \$1,069,380; Net status of assessments, receivable from monthly coupons, is now \$111,542 in arrears coming from unit owners; Net status of prepaid assessments, from coupons, is \$196,636 in prepayments from unit owners; Net status of Village insurance January 1 assessments outstanding is \$59,002, representing 81 unit owners.

Comcast Committee – Marilyn Lane

Marilyn Lane discussed a meeting of the Comcast Committee that was held on November 21, 2008. The Committee met to set goals and priorities for Comcast services in CVE, based on issues raised by unit owners. The Committee also took into

consideration the current contract under which Master Management and Comcast function.

The current contract has a term of ten years, beginning on January 1, 2005 and ending on December 31, 2015, with rates specified to top out at \$17.00 in 2014. Under the current contract, there is a provision for an annual meeting on each anniversary for the purpose of discussing new or alternative programming and/or additional services to be provided. The Committee identified the following to be discussed at the Comcast meeting:

1. Exchanging, restoring or adding the Palm Beach County stations of NBC, CBS, ABC and PBS
2. Adding a French language channel
3. Transmission quality differs from building to building, especially for Channels 98 and 99
4. Empty channels should be explored

Marilyn stated that the Committee will be meeting with Comcast in early 2009 to discuss these items.

Planning Committee – Ira Somerset

Ira Somerset reviewed the October 26, 2008 Planning Committee Meeting and Report that was sent to the Board. The Committee discussed the Activity Center and Le Club and tabled it for a future meeting. Traffic control/speed humps were also discussed, as well as Security issues. Priorities were discussed and established. Ira Somerset made a motion that the Board accept the Planning Committee Report and approve the priorities, seconded by Bill Morse. After discussion, the motion passed nine to one (no vote – Jack Kornfield).

Irrigation Status

IDG is moving ahead as planned; half the Village is tested.

Transportation Status

Transportation is moving ahead, as planned. Loaner vehicles will be onsite January 1. Refurbishing of vehicles is being done in stages, and Quality expects the refurbished vehicles to be ready by end of the first quarter. Seat configuration is changing to maximize space and seating capacity.

Old Business

Bob Dolson provided the Board with three quotes for repairs to the walkway/asphalt in CVE. A motion was made by Ira Somerset to approve the hiring of Five Star Paving and Sealing to repair the walkway/asphalt at a cost of \$6,040, seconded by Reva Behr. After discussion, the motion passed unanimously.

Bob Dolson provided the Board with three quotes for road overlay between Oakridge P and Q. A motion was made by Anthony Falco to approve the road overlay between Oakridge P and Q by Paving Lady for \$17,496, seconded by Marilyn Lane. After discussion, the motion passed nine to one (no vote – Jack Kornfield).

Bob Dolson provided the Board with three quotes for air conditioning preventive maintenance services. A motion was made by Reva Behr to approve a preventive maintenance contract with Cool Team for \$3,500, seconded by Bill Morse. After discussion, the motion passed unanimously.

Bob Dolson provided the Board with three quotes for repair to three air conditioning units located at Activity Center and West Gate. A motion was made by Donna Dowling to approve repair to the air conditioning units for \$4,580, seconded by Reva Behr. After discussion, Donna Dowling amended the motion not to include the Unit 3 mini-split at the West Gate and for Bob to investigate a less expensive wall unit, but to approve repairs to Unit 1 and Unit 2 in the Activity Center at a cost of \$1,480. Motion passed unanimously. Reva Behr asked Bob to provide to the Board, as soon as possible, information for the Unit 3 less-expensive wall unit, as the plan is to renovate the West Gate; the more expensive mini-split may best be purchased then.

Bob Dolson provided the Board with three quotes for turn-key replacement of the 40 damaged trolley benches around CVE. Jack Kornfield made a motion to accept the bid for replacement and installation of the 40 damaged benches from American Recycled Plastic at a cost of \$17,987, seconded by Reva Behr. After a lengthy discussion, the motion passed unanimously. Bob was asked to report, at the next Board meeting, with proposals for leveling the ground and installing pads for those benches that are being replaced that require it.

Bob Dolson submitted to the Board a proposal for the lake/canal maintenance contract. A motion was made by Ira Somerset to approve the lake maintenance

contract with Aquatic Systems for an annual contract in the amount of \$24,036, seconded by Anthony Falco. After discussion, the motion passed nine to one (no vote – Jack Kornfield)

Irrigation Issue – meeting is scheduled with Seacrest and COOCVE on Monday at 9:15 a.m. to discuss. Jack Kornfield discussed the electricity that is being used to run the pumps for the irrigation system. He would like Master Management to pay the buildings for the electricity to run these pumps. Donna Capobianco stated that it will be taken under advisement.

Administrative Expenses

Donna Capobianco listed administrative and legal payments to be approved, per Donna Dowling. Two computers went down last week and do not have the capacity to handle the systems, software and peripherals required to run the accounting and admin system, etc. which is needed for Master Management and Elaine Gatsos charges associated with two foreclosures. Ira Somerset made a motion to approve administrative expenses for the purchase of two computers, software and peripherals needed for the Master Management Offices, totaling \$3,600 and to approve payment of \$1,845 for Elaine Gatsos legal fees, for a total amount of expenses to be paid of \$5,445, seconded by Harry Chizeck. The motion passed nine to one (Jack Kornfield abstained).

New Business

Thyssen Krupp's Elevator Contract

Elevator coverage is part of the Seacrest Management contract and will be seamless on January 1, 2009 for their clients. Letters from Master Management went to all high-rise building associations letting them know Master Management will no longer have any contract, and never should have, and the direct option available with Thyssen Krupp for elevator contracts, if not signed up with Seacrest.

Contract Review Procedure

Jack Kornfield made a motion that a hard copy of any contract, or bid, to be signed be provided to the Board at least three weeks before it is to be considered, seconded by Anthony Falco. After discussion, Reva Behr asked to amend the motion to

10 days for bids and Donna Capobianco requested to add, "...to the best of the Board's ability." The motion was amended to read, that a hard copy of any contract or bid to be signed, be provided to the Board at least 10 days prior, to the best of the Board's ability, to a Board meeting where it will be considered. Motion passed unanimously.

Location of Master Management Meetings

Jack Kornfield made a motion that all future regular meetings of Master Management be held in Room A or a suitable room at the clubhouse, no second to motion.

Phone System Response

Plan to make change by January 1. As the majority of calls to the Master Management/COOCVE/Reporter Offices are association-related issues; and the associations will have their own management companies, with the clear majority being Seacrest, who takes all calls and responds and reports to the respective association, all callers will hear a front-end message letting them know if they are calling with an association issue, to call their Management Company. All other calls will be routed to the person or office requested by keying in a numeric extension selection.

Broward Sheriff's Office

Master Management has been asked by the Broward Sheriff's Office to sign a trespass affidavit. After discussion, Jack Kornfield made a motion to table this discussion and send a copy to all appropriate parties, including the Board, seconded by Donna Dowling. Motion passed unanimously.

Meeting was recessed, to adjourn after the Master Management Board election accomplished in the December 16 COOCVE Meeting. The following four were re-elected: Harry Chizek, Jack Kornfield, Susan Koser and Mel Schmier. One new member, Joseph Ciocca, was added. All were elected to the Master Management Board for a three-year term, beginning immediately.

Reva Behr made a motion to adjourn the meeting after election results, seconded by Ira Somerset.

We apologize for any name-spelling errors. Audio transcription does not always help clarify how a name is to be spelled.

Respectfully submitted,

Donna Capobianco