

**Minutes of Master Management Board Meeting  
October 15, 2015**

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

Donna announced the business meeting would adjourn before Open Mic commences per Board decision. Dan stated his opposition. Gene noted the videographer would continue to film and Open Mic would be available via internet.

**Roll Call:**

**Present** - Donna Capobianco, Gene Goldman, Dan Glickman, Bill Morse, Michael Routburg, Danielle LoBono

**Remotely** - Fred Rosenzweig, Pierre Laliberté

**Absent** - Dick Ciocca

**Meeting Minutes:**

**(9:35:53 a.m.)**

**Dan Glickman moved to accept the following:**

**June 19, 2015, MM Executive Session Meeting Minutes**

**September 10, 2015, MM Board Meeting Minutes**

**October 05, 2015, MM Executive Session Meeting Minutes**

**The motion was seconded by Michael Routburg. The motion passed unanimously.**

**Financial Report – Bill Morse:**

**(9:36:39 a.m.)**

For the month ending September 30, 2015, Revenue was \$1,036,551 and Expenses were \$835,903. The Revenue exceeded the Expenses by \$200,647. Bill noted no extraordinary expenses for the month. The payments were lower due to the irrigation and water valve projects were close to completion, also noting no capital items were processed during the month. Bill explained the YTD Revenue was \$9,323,847 and Expenses were \$9,204,564. The Revenue exceeded the Expenses YTD \$119,282 which included a number of months where Expenses exceed the Revenue, further pointed out the Revenue exceeded the Expenses for the current month versus the YTD.

The balance sheet is showing Cash of \$2,481,116. The Net Assessments Receivables on uncollected items was \$738,771. Total Assets were \$5,634,584 with Total Liabilities of \$6,680,090 and negative Total Net Equity of \$1,045,506.

**President’s Report – Donna Capobianco, President:**

**(9:39:52 a.m.)**

- 1) See Executive Director’s Report below.

**Executive Director - Kelly O’Meara Hampton:**

**(9:40:20 a.m.)**

- 1) Walter Valve Project -  
The final water valve shutdown is scheduled for Friday, October 16. After the six remaining water valves are replaced, the project will be completed. Kelly addressed feedback from residents regarding the inconvenience of the shutdown being scheduled on a holiday, and thanked the residents for their patience and understanding. Kelly mentioned a recent water main break occurred and only one building was affected.

- 2) LeClub and Activity Center - **(9:42:26 a.m.)**  
To ensure the safety and protection of MM and the community, Kelly explained an attendant would be staffed to monitor events (not including religious events or

meetings) at a ratio of 1 staff member per 50 guests with the cost charged to the renter of the facility. Overtime, \$25.00 per hour per staff member, would be assessed for after business hours which are after 5:00 p.m. Monday through Friday and anytime Saturday and Sunday. Kelly informed the staff are trained in CPR and First-Aid, and advised the underage alcohol consumption law would be enforced. The existing contracts would be modified to reflect the recent changes.

Gene outlined the costs associated with the renting of the facilities per Member inquiry.

- 3) Pools - (9:48:18 a.m.)  
Kelly recommended incorporating the food and drink policy at the Tilford Pool recently approved by Recreation for their pools.

**Donna Capobianco moved to emulate Recreation's decision to allow food and beverage under the awning only; no glass, and must clean up after yourself. The Motion was seconded by Gene Goldman.**

Following discussion, the vote was taken and **the Motion failed with a vote of 3-4-1: 3 Yes (Dan Glickman, Gene Goldman, and Donna Capobianco); 4 No (Fred Rosenzweig, Pierre Laliberté, Bill Morse, Danielle LoBono); 1 Abstention (Michael Routburg).** (Refer to time stamp for full discussion.)

- 4) Irrigation System Project - (9:55:58 a.m.)  
Kelly explained as the project nears completion, recent digging throughout the Village was occurring to ensure the system would not be adversely impacted by lightning and would conclude within the next 30 days. Kelly responded to Member inquiries. (Refer to time stamp for full discussion.)

- 5) Gatehouse Project - (9:59:15 a.m.)  
Lori Douvris discussed the new gatehouse design project which would include additional lanes, landscaping, fencing, lighting upgrades, as well as the installation of a new security access control system. Also, explained the costs and budget for the project. Pictures of the new guardhouses were presented.

Discussion, questions, and comments were made by the Board Members. (Refer to time stamp for full discussion.) A round of applause ensued.

**Gene Goldman moved to approve the gatehouse project budget of \$1,000,000 dollars, of which \$500,000 for the east and west gate are included in the 2016 budget, and \$500,000 to be included in the 2017 budget for the main gate. The motion was seconded by Fred Rosenzweig. The motion carried 7-1 (Dan Glickman opposed.)**

- 6) Cost Savings - (10:28:04 a.m.)  
After Kelly and Lori examined vendor contracts, significant savings was noted. Kelly provided a demonstrative highlighting the 2015/2016 yearly cost savings to include: fire alarm, irrigation, security, access control, on-site maintenance, website and holiday lighting
- 7) 2016 Budget - (10:29:25 a.m.)  
Includes east and west gatehouse renovations, updating the Tilford bathrooms, painting exterior of the buildings, cleaning the Activities Center and LeClub bathrooms, new flooring and window treatment in the Activity Center, \$125,000

for roadway resurfacing, noting the inclusion of a monthly coupon increase of \$2.00. A visual breakdown was provided.

After discussion, **Michael Routburg moved to approve the 2016 annual budget that includes a new coupon amount of \$122.00 for each unit. The Motion was seconded by Danielle LoBono. The motion carried 7-1 (Dan Glickman opposed.)**

- 8) Bus Route Optimization - **(10:38:21 a.m.)**  
Kelly requested to establish a Transportation Committee. Donna supported and established a Transportation Committee with the following Members: Gene Goldman, Dan Glickman, Danielle LoBono, Pierre Laliberté, and Kelly O'Meara Hampton.

Goal of the Committee: Investigate bus route optimization and make recommendations to the Board. The Committee will consult with reputable transportation traffic engineers for additional expertise and recommendations.

Time Frame: Report back to the Board of Directors no later than the April 2016 Board Meeting. Donna thanked the participants. A meeting date would be determined.

Per Member inquiry, Donna advised focus groups would be established within the Community. Donna was pleased by Kelly's request.

**Business:** **(10:41:11 a.m.)**  
Unfinished - None

New - None

**Member Comments:** **(10:41:23 a.m.)**  
Danielle desired someone to clean the wall along the west entrance.

Dan was pleased with the appearance of the 400 recently planted trees.

Donna expressed the importance of residents to contact their property manager to resolve issues that occur on your association property.

**Announcements:** **(10:46:02 a.m.)**  
The next meeting is scheduled for November 12, 2015, at 9:30 a.m.

**Adjourn:** **(10:46:29 a.m.)**  
Meeting was adjourned at 10:46 a.m.

**Bill Morse exited the dais** **(10:46:35 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,

Gene Goldman  
Secretary  
CVEMM Board of Directors

The signature above indicates only that these are the minutes adopted by the Board of Directors in open session on \_\_\_\_\_, 2015.