

Minutes of Master Management Board Meeting

2-12-09

President Donna Capobianco called the meeting to order at 9:30 am on Thursday, February 12, 2009. In attendance were, Reva Behr, Donna Capobianco, Harry Chizeck, Dick Ciocca, Anthony Falco, Gene Goldman, Jules Kesselman, Jack Kornfield, Susan Koser, Bob Marcus, Bill Morse, Charles Parness, Mel Schmier and Ira Somerset. Guest present was Bob Dolson, Business Manager.

Anthony Falco led the meeting in the Pledge of Allegiance, and moment of silence. Reva Behr, made a motion to waive the meeting of minutes, seconded by Gene Goldman and passed unanimously.

Charles Parness made an addition to the minutes. He stated that Jack Kornfield volunteered to be head of the transportation committee and Mel Schmier also volunteered to be on the committee. Mr. Parness also made a comment that the minutes are not consistent. They do not name the maker of the motion or the person who seconded. Mr. Parness made a motion that in the interest of accuracy, completeness and consistency of the minutes, be it resolved that for all motions the name of the maker and who seconded the motion be listed; and for any motion that was not unanimously approved, we also list who voted for, who voted against, and who abstained. Mel Schmier seconded. Motion passed unanimously.

Jack Kornfield requested a change to the December 11, 2008 minutes. The sentence read – Bob Dolson 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. The sentence should have read - Bob Dolson was asked to report at the next Board meeting with proposals for leveling the ground for only those benches that are being replaced that require leveling.

Correspondence – Bob Dolson

Bob Dolson provided the Board with correspondence for February. A request was made to move the bus stop at Markham P – this has been completed. Street signs and direction signs – Prescott street sign is missing – trying to find vendor to supply similar sign; Several directional sign complaints at Tilford G, spelling of Islewood sign, Keswick, Ashby D, Farnham A-K P-Q,

Ellesmere, complaints about reflectivity – vendor will complete sign installation on Friday, 2/13. Once signs are in they will be inspected for functionality, location and spelling. Any additional signage will be priced and recommended to the Board for approval. Reflectivity has been added to the signs. Received correspondence regarding the perimeter fences and hedges – the fence on Hillsboro Blvd. has been replaced and perimeter hedges are in poor shape since Wilma and have been treated for white fly disease. Correspondence concerning stop signs and roadways - request for Tillford stop sign and petition of 23 signatures for Islewood stop sign. Inquiry to bring roads to BSO standards: in 2007 the BOD had reviewed requirements set in McMahon Engineering study and due to magnitude and cost decided to take only limited action. Request for gate code at gate by Activities bldg. - gate code will not be given out. Bus Issues – drivers speeding and talking on cell phones - brought to attention of Quality Coach and speed limit compliance will be enforced. Cell phones are required but permitted for business calls only, and no more than one to two minutes in duration. There were 13 requests for additional stops along Hillsboro - transportation committee is in process of reviewing the west route to assure compliance with the half-hour schedule. Additional buses and extended hour requests have been referred to the Transportation Committee for review. Request for larger bus numbers – Quality Coach is displaying more and larger numbers. Bell Ringers are not reachable and steps are too high – referred to Quality Coach.

Presidents Report

Donna Capobianco apologized to the Board and to the Transportation Committee on reacting to a petition that was sent into the BOD regarding adding the J&J stop. She requested adding the stop without consulting the committee and would, in the future, turn all issues over to the committee for review and submission to the Board.

Update on website alert – The individual, Mr. Goodman, who was put on the website as an alert has been re-arrested for scamming the elderly as a handyman.

COOCVE, in their rent to MM, receive administrative support from the MM administrative staff. Currently, staff is continuing to complete the 55+ filings for COOCVE. This is a COOCVE issue as well as are annual report filings. All policies, procedures, instructions and problem solving come from COOCVE.

MM is currently waiting on additional information on the legal issue between CVE vs. Century Services.

Submitted to our attorney was a subpoena we received requesting records from Ventnor B. A Board member mentioned that COOCVE has the same issue and suggested that MM's attorney contact COOCVE's attorney and to possibly coordinate efforts. Donna Capobianco asked Steve Fine to please e-mail her with the contact information to provide to MM's attorney and she would ask MM's attorney if indeed this was appropriate.

Donna Capobianco stated that Ira Somerset sent a letter to all area chairs, after contacting the president of the Nature Club, regarding plantings and irrigation. The Nature Club was in concurrence with Ira that it is not a good time for planting with all the irrigation work going on. It is in the association's best interest to wait until the system is operational.

Business Manager's Report - Bob Dolson

Project Updates

Oakridge paving project has been completed. An area that was brushed had old cold patches and they need to be repaired. Fences at Ventnor and Newport have been replaced. Flashing light at temple crosswalk has been replaced. Additional directional arrows installed at several areas in Tillford and Ventnor. The bus bench pad project has been started and then halted by code enforcement pending building permits. Pump station repairs are being addressed. Monday, February 16 irrigation schedules will be published for Westbury, Cambridge, Oakridge, Harwood, Farnham, Richmond and Elsmere. The next areas that will be restored and schedules will be published later on will be Durham, Swansea, Upminster and Lyndhurst. The remainder will be scheduled after that. Sign project is expected to be finished by 2/13/09. Water

heater failure at LeClub which caused some carpet damage has been cleaned up. A number of requests for approval will be discussed under New Business.

Financial Report - Bill Morse

Donna Capobianco noted that in the future when Bob Dolson provides expenditures to the Board for approval he will also be tracking them in a project report where these expenditures need to be reflected in the chart of accounts, so we will be in a better budget position at the end of the year.

The CVE Master Management Financial Report prepared by Bill Morse was distributed to all Board members and discussed in detail. For the month of January 2009 Net Income was \$748,945.53; Total Expenses were \$748,051.97 and Net Income was \$893.56. Total Assets \$2,376,303.73; Total Liabilities \$1,287,855.14; Total Equity \$1,088,448.23. Total Liabilities & Equity \$2,376,303.37.

After a detailed discussion by Bill Morse to the Board regarding the Century Maintenance issue, a motion was made by Gene Goldman that the Board authorize a payment to Century Services not to exceed \$12,000 only with the advice of council in connection with the December 2008 activity. Jules Kesselman seconded. The motion was passed unanimously.

A motion was made by Bill Morse to he be able to request assistance from attorney Patrick Murphy on the Insurance exchange account issues, expense not to exceed \$2,000. Dick Ciocca seconded. Motion was passed unanimously.

Bill Morse discussed with the Board the financial impact of proceeding with the purchase of the Golf Course. Bill Morse made a motion to continue discussions with Fairway Investors on acquiring the golf course property with a letter of intent of \$4 million. Anthony Falco seconded. After a detailed discussion, the motion passed 9-4 (yes votes were Reva Behr, Harry Chizeck, Anthony Falco, Gene Goldman, Susan Koser, Bill Morse, Charles Parness, Mel Schmier and Ira Somerset; no votes were Dick Ciocca, Jules Kesselman, Jack Kornfield and Bob Marcus)

Activities report:

A motion was made by Harry Chizeck that the MM Board adopt the proposal of the Activities Center Committee for the use of the Activity Center and the LeClub facility as presented effective March 1, 2009. The main change is that the Activities conference rooms would be available at no charge to CVE organizations whose membership is predominantly CVE residents and the organization is meant to serve the needs and interests of the residents of CVE. Private parties would incur charges. LeClub would continue to carry charges. Charles Parness seconded. After the Board had a detailed discussion, the motion passed 12-1 (yes votes were Reva Behr, Harry Chizeck, Dick Ciocca, Anthony Falco, Gene Goldman, Jules Kesselman, Susan Koser, Bob Marcus, Bill Morse, Charles Parness, Mel Schmier and Ira Somerset; no vote was Jack Kornfield)

Security Committee Report:

Ira Somerset stated to the Board that we are running low on barcodes. After researching a source for purchasing bar codes the choices are as follows; \$2.40/piece guaranteed to work in our machine; and \$1.38/piece not guaranteed to work in our machine. Ira Somerset made a motion to purchase 1,000 barcodes for \$2,600 plus shipping. Gene Goldman seconded. After a discussion, the motion passed 11:2 (yes votes were Reva Behr, Harry Chizeck, Dick Ciocca, Anthony Falco, Gene Goldman, Jules Kesselman, Susan Koser, Bob Marcus, Bill Morse, Charles Parness, and Ira Somerset; no votes were Jack Kornfield and Mel Schmier)

The Security Committee discussed with the Board the scope of the security contract project as our current contract is up end of this year. The Committee will be speaking to major security companies and asking 2-3 to meet with the Board and the Security Committee to learn what security will be appropriate at CVE. After we speak with them, Bob will then put together an RFP and submit to various security companies. Bob Dolson will be contacting various security companies to begin the initial interviews.

Gatehouse Committee Report:

Anthony Falco discussed with the Board the scope of the Gatehouse remodel/replacement project. The Committee will dovetail with Security Committee on some issues and bring recommendations to the Board by mid-June. If everything is approved, a completion date would be approximately June, 2010.

Comcast Committee Report:

Dick Ciocca reported the committee met with Comcast executive and will be sending a report to the Board by next meeting.

Bill Morse and Bob Marcus left meeting at 12:20pm.

Transportation Committee Report:

Jack Kornfield reported the Transportation Committee was asked to examine the problem areas, determine costs, and make recommendations to the MM Board, including items one and two, the two motions approved by the COOCVE BOD along with cost estimates for various scenarios. The COOCVE motions as passed, if implemented exactly, would cost approximately \$400,000 per year and require a special assessment of \$43 on all CVE units to pay for the remainder of this year and an addition of \$4 to the monthly coupon in the years following. Items three and four on the report are changes the Transportation Committee has been asked to estimate and comment on.

Jack Kornfield read to the Board the COOCVE motions:

1. Master Management shall extend minibus service on the West Route to 7 pm and make additional stops along Hillsboro Blvd, where feasible. Cost estimate (yearly): Till 7 pm ~\$51,400.

2. Master Management shall schedule internal minibus service every half-hour through-out the year. Cost estimate: ~\$348,500 for three buses. If the #5 and #6 bus routes are combined then two buses will be needed. (The cost for two buses is ~\$232,300).

3. This appears to have been generated by significant interest in and ridership to the Festival Flea Market on the Sunday run of the East Route bus. Cost is estimated at \$11,900 yearly two buses running East route on Sundays.

4. Additional bus running on West route on weekdays. Cost estimate: Till 3:00~ \$59,000; Till 7:00~ \$98,800

The Transportation Committee's recommendations are as follows:

1. Extend bus service on the West Route until 5 pm (last bus to leave clubhouse at 4:30) and make such additional stops as the MMBOD shall approve on recommendation of the Transportation Committee. Cost not to exceed \$20,000 (for the period from March 1 to December 31) in 2009.

2. Schedule internal bus service every 1/2 hr throughout the year. Cost not to exceed \$232,300 in 2009. (This may be accomplished by adding two buses and running one as a 5/6. If two more of the routes can be combined within a half-hour schedule then perhaps only one additional bus may be needed.

3. Take no action on adding one bus to the East Route on Sundays during the season until ridership data is sufficient to make a judgment. The # 6 bus can be used now if needed. An additional bus is likely not needed for the whole day.

4. Take no action on adding one bus to West Route on weekdays until ridership data is sufficient to make a judgment.

Since this report of February 2, was issued, the Transportation Committee met and voted to have our contractor (1) provide West Route buses on a 25-minute schedule with the stop at Albertsons deleted; (2) Announcement of the schedule change to be made by flyer. (For, Kornfield; Against: Schmier: ExOfficio vote needed to break tie, For Capobianco)

After a detailed discussion, Jack Kornfield made a motion to extend mini bus service on the west route until 5pm, and the last bus to leave the clubhouse at 4:30pm and make additional stops as the board shall approve, on recommendation of the transportation committee not to exceed \$20,000 for a period of March 1 – December 31, 2009. Mel Schmier seconded. Reva Behr asked to amend the motion to read, “extend the mini bus service on the west route as originally published until 5pm.” This means the deletion of J&J and the reinstatement of Albertsons. The motion now reads to extend mini bus service on west route as originally published until 5pm, and the last bus to leave the clubhouse at 4:30pm, and make additional stops as the board shall approve on

recommendation of the transportation committee, not to exceed \$20,000 for a period of March 1 – December 31, 2009. After a discussion, the motion passed unanimously.

Jack Kornfield made a motion to schedule internal bus service every ½ hour throughout the year, with a total cost not to exceed \$232,300 in 2009. This will be done by consolidating the 5/6 route. Mel Schmier seconded. Jack Kornfield distributed a petition to the Board regarding Tuesday bingo night transportation and discussed a graph/statistics of ridership from the BCT. Reva Behr made a motion to table this discussion. Anthony Falco seconded. Motion passed 9-2 (Yes votes were Reva Behr, Harry Chizeck, Dick Ciocca, Anthony Falco, Gene Goldman, Jules Kesselman, Susan Koser, Charles Parness, and Ira Somerset; No votes were Mel Schmier and Jack Kornfield)

Jack Kornfield made a motion to take no action on adding one bus on west route on Sunday's during the season until ridership data is sufficient to make a judgment. Reva Behr seconded. Since there is no action, there is no need for a motion - Jack Kornfield withdrew his motion.

Jack Kornfield stated that the contractor has not distributed any new schedules for the 25 minute schedule. In regard to cell phones, the numbers are required by the contract. Donna Capobianco stated the original committee indicated to the vendor it felt no need to reach drivers as any issues would be dealt with through management, so cell numbers would only need to be issued upon request. Jack Kornfield made a motion that we request cell phone numbers as specified in the contract. There was no second.

Jack Kornfield made a motion that we obtain all insurance information that we are entitled to as specified in the contract. Mel Schmier seconded. Charles Parness suggested that the Chairman of the transportation committee ask the contractor for the information directly. Jack Kornfield withdrew motion. Jack Kornfield also stated that it was announced at the theatre that the vendor was starting trips to the Festival Flea Market. Donna Capobianco stated that the vendor was allowed to make up fliers for trips they would run on their own. They could put fliers in the staff office just like other vendors. Donna Capobianco

asked the Transportation Committee be notified when the vendor puts fliers out so that we are aware of the additional services.

Mel Schmier asked the Board for additional members to join the Transportation Committee as there were only two; Charles Parness volunteered to join the committee.

New Business

A request for approval was made by Bob Dolson for an additional \$4,000 for pump station repairs. After a detailed discussion, a motion was made by Charles Parness for an additional sum of \$4,000 for pump station repairs. Gene Goldman seconded. The motion passed unanimously

A request for approval was made by Bob Dolson for \$661 to replace the water heater at LeClub. A motion was made by Jack Kornfield to replace water heater at a cost of \$661.00 at LeClub. Ira Somerset seconded. After a detailed discussion regarding lack of need for hot water, the motion was defeated unanimously.

A request for approval was made by Bob Dolson to replace the rooftop a/c compressor at LeClub for cost of \$3,600. Gene Goldman made a motion to approve rooftop AC at LeClub for \$3,600. Dick Ciocca seconded. Anthony Falco requested Bob Dolson to make sure that the usage of a crane and strapping down the unit is included in the contract. After a discussion, the motion passed unanimously.

A request for approval was made by Bob Dolson for road repairs at Farnham K, Cambridge F and Durham O in the amount of \$8,685 and additional patching at Oakridge R in the amount of \$825.00. Gene Goldman made a motion for road repairs at Farnham K, Cambridge F and Durham O and an additional patching at Oakridge R for a total of \$9,510.00. Harry Chizeck seconded. Mel Schmier asked Bob Dolson about the request to repave the middle of the road at Cambridge E – Bob will look into it. After a discussion, the motion passed unanimously

A request for approval was made by Bob Dolson for a replacement light pole and fixture at Ashby A by Seacrest Services for a total of \$1,127. Gene Goldman

made a motion to replace the light pole and fixture at Ashby A for a total cost of \$1,127. Charles Parness seconded. After a detailed discussion, as to what is MM property and association property, a motion was made by Ira Somerset to table the motion. Gene Goldman seconded. Motion passed unanimously.

A motion was made by Ira Somerset to form a committee to investigate the ownership of each and every light pole in question. Dick Ciocca seconded. Donna Capobianco appointed Charles Parness to chair the committee. Charlie stated that he will consult with Bob Dolson. Ira Somerset withdrew his motion.

The motion to replace the light pole was re-discussed. Gene Goldman made a motion to replace the light pole and fixture at Ashby A for a total cost of \$1,127. Charles Parness seconded. Motion passed unanimously.

Mel Schmier then asked Donna Capobianco if MM is taking responsibility for replacing all light poles and fixtures in the village which light roadways. Donna Capobianco stated that at this time it is a case by case basis.

A request for approval was made by Bob Dolson to replace the missing hedge on Hillsboro Blvd and SW 10th Avenue at a cost of \$650. This is an insurance claim and will be a reimbursable expense. A motion was made by Mel Schmier that we use the coco plum to replace damaged fence along Hillsboro Blvd for a cost of \$650. Reva Behr seconded. Motion passed unanimously.

Charles Parness made a suggestion to the Board to have the CVEMM office print copies of all handouts to be discussed at the Board Meeting. Donna Capobianco agreed and asked Board members to give the office at least 3 days notice when making copies for the meetings.

A request for approval was made by Bob Dolson to proceed with Jet Pavement Maintenance to grind 27 stop-bar locations to remove the stop bar and STOP nomenclature at a cost of \$4,592. After a discussion, a motion was made by Dick Ciocca for the approval to proceed with Five-Star Paving Sealer to grind 27 stop-bar locations to remove the stop bar and STOP nomenclature at a cost of \$5,400. Reva Behr seconded. Motion passed unanimously.

A request for approval was made by Bob Dolson to contract with Advance Roofing for the LeClub, Pharmacy, and CVEMM Bldg. roofs, including two years

preventative maintenance, replacement of architectural detail at LeClub entrance, and replacement roof hatch at a total cost of \$166,100. Mr. Dolson explained to the Board the process in detail. Mel Schmier asked Mr. Dolson why he didn't get a quote for foam roofing. Mr. Dolson stated he is not familiar with foam roofing. After a discussion, a motion was made by Reva Behr to accept the proposal from Advanced Roofing to repair roofs at LeClub/Activities, Pharmacy and CVEMM office buildings including two years preventive maintenance, replacement of architectural detail at LeClub entrance, and replacement roof hatch for a total cost of \$166,100. Jack Kornfield seconded. Mel Schmier made a motion to table the discussion. Anthony Falco seconded. Motion passed unanimously.

The Board asked Mr. Dolson to look into foam roofing and report back to the Board on his findings. The Board suggested Mr. Dolson speak to Bill Morse regarding vendors for foam roofing. Mr. Dolson also stated that hiring a roof consultant would be another option for the Board to consider. This would be at a cost of approximately \$6,000.

Jules Kesselman made a motion to hire a roof consultant up to \$6,000. Jack Kornfield seconded. Motion defeated (4:5) (yes votes were Jules Kesselman, Jack Kornfield, Mel Schmier, Ira Somerset; No votes were Reva Behr, Anthony Falco, Gene Goldman, Susan Koser, and Charles Parness).

Charles Parness made a motion to authorize repairs for emergency patch work on the roofs in question not to exceed \$6,000. Gene Goldman seconded. After a discussion, a motion passed unanimously.

Reva Behr commended and thanked Bob Dolson on his presentation to the Board, the many projects he is working on and for all of his work so far to the MM Board.

Donna Capobianco discussed with the Board an issue with insurance. CVEMM, at its own, COOCVE and others requests, made it clear that they would be out of the insurance business with the associations by Jan. 1, 2009. In the past, it appears CVEMM financials have been provided for village insurance association purposes to the insurance carrier for a fidelity bond. Mr. Hartman is

now asking CVEMM to provide them with a copy of the financials so that he can continue to carry the fidelity bond which has been in place for many years. Mr. Hartman stated that if they lose this group bond, his 206 client associations will have to pay an additional \$250 to replace it with individual group bonds. After a detailed discussion, it was the consensus of the Board to consult with attorney, Mr. Pat Murphy, on whether CVEMM should indeed allow this to happen in 2009, with the proviso that it is no longer done in 2010 and to be able to provide financials if it is necessary to do so for purposes of insurance. Ms. Capobianco also stated that she received a request from a unit owner to inspect and copy records for the purpose of building insurance. Ms. Capobianco stated that she will respond to this individual by letting them know that it is under attorney advisement and will ask Mr. Murphy about this as well.

Donna stated Debra Ann Miller, the new administrative assistant starts on Monday, February 16.

Charles Parness made a motion to adjourn. Gene Goldman seconded. Motion passed unanimously. Meeting adjourned at 2:28pm.

Respectfully submitted,
Donna Capobianco