

**Minutes of Master Management Board Meeting  
March 12, 2015**

President Donna Capobianco called the meeting to order at 9:31 a.m.

**Roll Call:**

**Present** - Donna Capobianco, Dan Glickman, Bill Morse, Michael Routburg, Pierre Laliberté, Fred Rosenzweig, Danielle LoBono, Gene Goldman, Dick Ciocca

**Meeting Minutes:**

**(9:33:20 a.m.)**

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

**February 11, 2015, MM Executive Session Meeting Minutes**

**February 12, 2015, MM Board Meeting Minutes**

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

**The motion was seconded by Dick Ciocca. The motion carried unanimously.**

**(9:35:57 a.m.)**

Robb Chambers, regional manager for ABM Security, introduced the company and the variety of services, programs, and technology they would provide the Village under the new contract commencing April 1st, 2015. Kelly Hampton addressed security guard employment concerns and Robb noted an employment ad had been posted in the Reporter. (Refer to time stamp noted above to hear full discussion.)

**Financial Report – Bill Morse:**

**(9:45:32 a.m.)**

For the month ending February 28, 2015, Revenue was \$1,035,000 and Expenses were \$1,010,000. The Revenue exceeds the Expenses by \$25,181. YTD Revenue was \$2,075,000 and Expenses were \$1,999,000. The Revenue exceeded the Expenses by \$75,387.

The balance sheet is showing Cash of \$2,197,000 and CDs of \$2,958,000. Total Cash of \$5,155,000. Bill noted Total Net Assessments Receivables related to uncollected unit owner assessments of \$886,807. Total Assets were \$6,852,000 with Total Liabilities of \$5,939,000 and Total Equity of \$912,516.

Refer to time stamp at 9:47:00 a.m. for explanation of corrections and restatement of January expenses which affected the Revenue exceeding Expenses.

In response to Member inquiry, Bill explained further water usage data over a period of time was needed to assess water consumption savings and encouraged the Board to pay more attention to the financials.

**President's Report – Donna Capobianco:**

**(9:53:01 a.m.)**

- 1) Walkway safety -  
After further investigation of the line-of-sight issue at the Lyndhurst pool, Bay Management took responsibility and announced they would construct a new walkway. Donna applauded Kelly and Bay Management for their effort.
  
- 2) LeClub Rental -  
Noting concerns regarding lighting raised by attendees of the Saturday night dance, Donna wanted Kelly to consider providing future renters with a checklist to assess their needs and prevent future issues. Further comments, clarification, and suggestions were made by the Members. Donna noted the poor condition of the dance floor in LeClub and the matter was taken under advisement.

- 3) Director of Operations -  
Lori Douvris was introduced yesterday at the COOCVE Executive and Area Chair meeting, and will be formally introduced to the public at next month's meeting.

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

**(10:02:09 a.m.)**

- 1) Office Hours -  
Customer service office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m.
- 2) Association Paperwork -  
Documents from the 70s and 80s were located in office. Building Board members were asked to come to the office Monday through Thursdays from 9:00 a.m. to 3:00 p.m. within the next 60 days to claim their files.

- 3) Customer Service - **(10:03:45 a.m.)**  
Changes to the data collection for the monthly report (including booking of the Activity Center and walk-in financial transactions) increased the total number of inquiries for the month of February to 325. The largest category is irrigation related and Kelly addressed some of the issues regarding these inquiries. She also discussed issues with other categories.

After a Member inquiry, Kelly advised the transportation complaints concerned the number of busses being used on show nights and the 10-inch step-up on the busses. Further discussion, comments, and suggestions ensued between the Board Members. (Refer to time stamp noted above to hear complete discussion regarding all these issues.)

**In Progress:**

**(10:07:05 a.m.)**

- 4) Security -  
Kelly mentioned gate arm issues and work-order notifications have been delayed due to the transition of the security companies and advised the matters are being addressed and remains hopeful for a smooth April 1st security transition.

**Recently Complete:**

**(10:13:57 a.m.)**

- 5) Road Restriping -  
Road restriping was completed, however due to the heavy traffic in the Village not allowing the complete drying of the paint and materials before being driven over, Five-Star Paving will restripe the roadways free of charge in May. Per Board Member request, Kelly obtained bids for restriping/resurfacing the whole Village and will be presenting at a future meeting. Further discussion, comments, and questions between the Board Members ensued. (Refer to time stamp 10:15:38 for full discussion.)
- 6) Tree Canopy Project -  
MM was asked by the City to revise their landscape plans to avoid line-of-sight issues. The landscape architect will be making adjustments accordingly to be presented to the City for approval.
- 7) Water Valve Project -  
Kelly reported 161-plus valves to date have been replaced at an average cost of \$1,500 per valve. The project will be completed ahead of schedule if the budget allows. Kelly thanked Walter Magenheim and Kelly Serkin for their efforts.

(10:25:20 a.m.)

Donna opened a dialogue regarding what she hoped the new Director of Operations would be focusing on and Kelly added she will be identifying priority needs based on Board recommendations. (Refer to time stamp above for brief discussion.)

**Dan Glickman departed the dais -**

(10:24:08 a.m.)

**Business:**

**Unfinished -**

**New -**

(10:28:11 a.m.)

1) **Bylaws Committee -**

Gene and Fred sent recommended changes to the Board; one in particular was formed to comply with and provide for uniformity with recent changes to the COOCVE Bylaws.

**Gene Goldman moved to adopt the changes that were presented and that they be forwarded to the Voting Member, the COOCVE Board of Directors, for its meeting on Tuesday for adoption. Dick Ciocca seconded the motion.**

Further discussion related to the bylaw changes were had by the Board Members. Gene clarified both the Reporter and CVEDB.com would now serve as the official publications for the reporting of official documents. Fred further advised all elections will now be held in January and Gene explained the dynamics for the change.

Following these discussions, **the motion to adopt the changes that were made to be forwarded to the Voting Member passed with 7-1-1. (abstention by Danielle LoBono and not present for vote by Dan Glickman).**

**Dan re-joined the dais -**

(10:33:47 a.m.)

**Member Comments:**

(10:34:01 a.m.)

Pierre discussed a conference organized by the Alliance Francophone on the structure of CVE, that himself and Fred attended as speakers. The standing-room only crowd heard about the relationships between Associations, Master Management, Bay Management, Recreation and COOCVE, followed by a period of questions and comments. Fred noted the francophone meetings are very helpful to the French-speaking community. (Refer to time stamp at 10:34:54 a.m. to hear full discussion and view presentation.)

Donna mentioned having a bell on your bicycle would contribute to bicycle safety. Further discussion and comments regarding bicycle safety, consideration and courtesy were made by the Board Members.

Michael noted a movie scheduled next Tuesday will include French subtitles.

Danielle asked if there had been a resolution regarding fishing in the Village and was advised the matter remains under investigation. Further discussion ensued.

Dick thanked Kelly for organizing the trip to the expo in Hollywood last week and found the information helpful.

**Announcements:**

(10:42:30 a.m.)

The next meeting is scheduled for April 16, 2015, at 9:30 a.m.

**Open Mic:**

**(10:43:13 a.m.)**

Joseph Roboz - 2017 Islewood D - Thanked the Rec Committee, MM Board Members, and Kelly for their efforts to resolve the line-of-site issue at the pool; and wanted to go to next year's expo in hopes of getting associations to coordinate, communicate, and share vendor information. Donna suggested attending Area Chair Meetings and added that vendor information would be published in the Reporter and CVEDB.com.

Jerry Scharff - 311 Tilford O - Thanked Donna for addressing the LeClub Saturday night dance and desired a friendlier atmosphere next time. Additionally, thanked Walter on the irrigation system and looked forward to wet-check testing.

**Adjourn:**

**(10:50:31 a.m.)**

Meeting was adjourned at 10:50 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  
Board of Directors

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