

Minutes of Master Management Board Meeting

March 13, 2014

President Donna Capobianco called the meeting to order at 9:29 a.m.

Roll Call:

Present - Donna Capobianco, Dan Glickman, Gene Goldman, Danielle LoBono, Bill Morse, Pierre Laliberté, Charles Lusthaus, and Fred Rosenzweig.

(Bill Morse will leave meeting at 10:28 a.m. as noted later in minutes)

Condolences are offered to the Falco family on the loss of Caral Falco.

Meeting Minutes:

Gene Goldman moved to accept the December 12, 2013 Master Management Board Meeting Minutes. Dan Glickman seconded. The motion carried unanimously.

Fred Rosenzweig moved to accept the December 24, 2013 Executive Session Meeting Minutes. Dan Glickman seconded. The motion carried unanimously.

Gene Goldman moved to accept the January 16, 2014 Master Management Board Meeting Minutes. Dan Glickman seconded. The motion carried unanimously.

Donna Capobianco clarifies that a motion was made in the January 16, 2014 Board Meeting to approve the Executive Director to enter into a service agreement with A to Z Plumbing to replace three-inch portable domestic water valves. Due to contractual questions, the motion was pulled and no vote was taken. Following the meeting the Board went into Executive Session for discussion and the valve project as noted and without change, was voted on and passed at the January 16, 2014 Executive Session Meeting. (The Minutes of that Executive Session was passed at the last Board Meeting in February.)

Donna Capobianco corrects typo error in the Minutes of the February 13, 2014 Board Meeting to reflect that in the third paragraph down, the date should be February 05, 2014 and not February 05, 2015.

Gene Goldman moved to accept the February 13, 2014 (which follows the new format and includes time stamps). Dan Glickman seconded. The motion carried unanimously.

Dan Glickman moved to accept the February 17, 2014 Master Management Executive Session Board Meeting Minutes. Fred Rosenzweig seconded. The motion was carried unanimously.

Fred Rosenzweig moved to accept the February 21, 2014 Executive Session Minutes. Dan Glickman seconded. The motion carried unanimously.

Financial Report – Bill Morse:

(9:40:07 a.m.)

For the month ending February 28, 2014, Revenue was \$1,012,732 and Expenses were \$947,860. Revenue exceeded Expenses by \$64,871. As noted, February only had 28 days so financials are affected by fewer days in the month. Water Expenses for February and January were almost identical, \$259,000.

Revenue for Year to Date is \$2,021,170. Expenses for Year to Date are \$1,962,329. Revenue exceeded the Expenses by \$58,841.

The Balance sheet shows Assets of \$5,596,234; Liabilities of \$3,945,982 and Equity of \$1,650,252. Cash on hand is \$3,473,457 and includes \$1,491,000 in CD's. Net Assessment Receivables are \$1,028,822.

Details of the outstanding items are as follows:

- 5 Units – 7 years delinquent - \$41,349
- 30 Units – 6 years delinquent - \$218,071
- 42 Units – 5 years delinquent - \$270,094
- 56 Units – 4 years delinquent - \$287,328
- 52 Units – 3 years delinquent - \$192,952
- 57 Units – 2 years delinquent - \$128,783
- 231 Units – 1 year delinquent - \$88,743

Collections by the attorney's office for the month of February 2014 are \$6,293. Year to Date collection by the attorney's office is \$10,999. In the attorney's office is \$978,000 in delinquencies being pursued. In the Master Management office, the items pursued by the staff are \$107,000 in outstanding items.

Bill Morse clarifies for the Board that the dollar amounts given for the delinquent accounts includes late fees only and not the legal fees associated with collection efforts.

President's Report – Donna Capobianco:

(9:46:44 a.m.)

- 1) Correspondence- Jim Brouillette- Tennis Club
Encouraged MM to keep restoration of Tilford Courts as a high priority.
 - a. Having been made aware of an issue at the REC meeting on Tuesday, Donna suggests to the Board the possibility of converting the dog-leg court into a Pickleball court and asks they keep that in mind as they go forward.
- 2) Correspondence – Charlie Parness – COOCVE / Ventnor Area Chair
Expressed appreciation to Master Management and Kent Security for the prompt and efficient response to a downed tree in the Ventnor Area.
- 3) Also from the REC meeting, Donna announces the show schedule for the summer season starting April 1st thru October, will be changing from Saturday to Sunday and will be held in the Party Room. Show schedules will be posted by

April 1st to www.cveevents.com. No impact to transportation and bus schedules is anticipated.

- 4) Donna announced that after the concerns expressed at yesterday's Area Chair meeting regarding the City's planned changes to recycling, she was contacted by our City Commissioner, Richard Rosenzweig, and as a direct result of his efforts she is happy to introduce:

Chad Grecsek – City of Deerfield Beach

Director of Recycling and Solid Waste Management

(9:53:15 a.m.)

Introduces his management staff. Discusses and answers questions regarding dumpsters (sizes and purposes), rolling carts and single stream recycling. Addresses beautification plans, the process and servicing the needs of the Village. Spoke regarding the replacement and refurbishment of aging dumpsters. Talked about the education of our residents and getting the correct information out. Spoke to the importance of having a single point of contact. Clarified that dumpster pads are the responsibility of the Village.

Future workshops will be held to determine MM's policy and direction regarding dumpster pads. A suggestion is made for future meetings between MM and the city regarding these complex issues.

Bill Morse leaves dais.

(10:28 a.m.)

- 5) Donna asks the Board for clarification on water usage rule. **(10:33:48 a.m.)**
The rules have been updated but questions if "best language" has been used regarding use of potable water. Residents don't always use a hose but go straight to spigot. It's still city water. Associations are allowed certain uses, but not individuals. Donna will issue new language for Board to review.

Fred Rosenzweig spoke in favor of exploring programs which offer rebates and encourage owners to replace less efficient toilets.

- 6) Property Purchase Update: **(10:38:57 a.m.)**
Donna, Fred and Charles have been meeting with our purchasing agent to discuss the golf course property and are moving forward. We have been informed of other potential buyers; however it is very likely they would need land use changes from the county and city, which could take several years and a lot of money. We know, as does the city, that our residents would strongly oppose any type of development. We are learning ways that we might alleviate clean-up expense and we remain open and hopeful and moving forward.

- 7) Policy regarding roads and streets: **(10:40:15 a.m.)**
Donna reads a portion of the policy as published in the Master Management Commentary of the September 2008 edition of the Reporter:

Roadway Paving Policy

“The Master Management Board of Directors, backed by legal opinion, has established as Policy that Master Management is responsible for the maintenance and repair of ALL roads in CVE. What we will be doing is evaluating all roadways and based on need.....etc”

Donna states that parking spaces are easy to define, are outlined and are the responsibilities of the association. Anything that is not a parking space is a roadway. MM will now evaluate all roads by July of each year, determine what will be budgeted for the following year and have it approved by September 1st. Letters will be sent to the impacted Associations so they can then plan if they wish to do their parking spaces in conjunction with planned road repairs by MM.

Executive Director’s Report – Marcel Korman: (10:45:48 a.m.)

Reported 192 YTD work orders thru February to Customer Service with most being irrigation related (73) and Comcast (31). Noted very few transportation related complaints. Completion time is slightly lower at 2.54 days. Going forward, the monthly close-out report for Customer Service will be included in each Director’s packet of materials. Several Directors’ complain of the lack of follow-up on resolution of work requests.

Project List Report

Recently Completed

- 1.) Recognize Seacrest Services staff as well as East Coast Maintenance staff and leadership for participating and willingly becoming involved to care for CVE facilities and landscaping. This allows MM to understand resources available and deploy them as required to respond to situations, such as, promptly clearing the roadways after the windstorm last Thursday. This is at the heart of effective project management. Thank you.
- 2.) The West Gate exit lane storm water drainage problem has been resolved with the installation of a catch basin and retention dry well.
- 3.) The new irrigation system maintenance is now catching up to the backlog of requests for adjustments and general maintenance to the sprinkler heads. The new irrigation system has been operating since August without any major problems and the maintenance contract has been in place since February.
- 4.) Contract for plumbing work for domestic water valve replacements at each building has been executed.
- 5.) The Berkshire area walkway improvements along Century Blvd where there is no swale to provide a separation from vehicles is in place and has been well received.

- 6.) The battery/solar powered Divided Roadway sign near Durham/Keswick is installed and working.

In Progress

(10:56:24 a.m.)

- 1) Enforcement of No Animals Rule (MM property only) has begun. If an animal is observed on MM property, call Security. They will respond and document violation. Incident reports are provided to MM, but Security will confirm for the complainant that a response to their call did take place.
- 2) The process of obtaining the permits for replacing the domestic water valves in buildings is underway. This is expected to be a 3 year project and will go building by building.
- 3) Irrigation project Phase II is making great progress. Total project zone laterals, heads and setup are 55% complete. Change Orders have been circulated and will be discussed.
- 4) The Comcast CATV contract is in negotiation with the assistance of Pat Murphy, our attorney, & CSI, our consultants.
- 5) Treat lakes for hygrophila growth by Aquatic Systems. Clipper herbicide is the active chemical used.
- 6) First Transit new bus fabrication is on track for delivery to Century Village the last week of March. Marcel is travelling to the factory on Monday to review the finished product. The final artwork wrap with the graphics we have designed will be applied locally after we have received them.
- 7) The contract with Masuen Consultants for landscape architecture has been finalized and will be executed next week. This will specify, design and plan for new replacement tree canopy species on MM property.
- 8) Hillsboro, East and West Gate landscape updating and mulch will be done by Seacrest. Cost \$10,199
- 9) Staff CPR training is scheduled with Kent Security for March 20th.
- 10) The Comcast Community Channel 99 multi-input encoder is installed and working. The recreation technicians are generating the content and fine tuning the interface.
- 11) Century Blvd and West Drive reflective striping. Negotiating cost and bids from 5 Star paving.
- 12) Marcel has met with and provided direction to Crain Atlantis Consulting Engineers to design:
 - a) The power and electrical riser system for the connection of a trailer mounted emergency generator so the Master Management administrative facility building will remain operational in the event of a major power disruption
 - b) Depending on their proposal of updating the switchgear, we expect to expand their services to design and upgrade the power distribution at the Hillsborough gate for the electrical outlets required for decorative lighting accents to be installed there and at the other gatehouses.
 - c) They will also review some issues we have observed at the West Drive Bridge that crosses the C2 canal.

Planning

(11:16:00 a.m.)

- 1.) A resident has complained to the City of Deerfield Beach which has resulted in code enforcement coming in here to assess numerous diseased or dead trees in CVE. They have identified 220 trees, 4 or 5 of which are on MM property. Associations may be fined if they don't comply with the violations they receive. MM will address these tree issues upon receipt. Associations should go to their property management company for help in identifying vendors to address these challenges.
- 2.) Insert slip line liners where possible in collapsed, deteriorated storm water management culverts. We need low South Florida drainage water levels needed to accomplish this.
- 3.) Pump parking street catch basins for maintenance.
- 4.) Activities Properties renovations will include:
 - a. Repainting LeClub and replacing carpeting
 - b. Repainting exterior of buildings with color change
 - c. Reconfiguring and updating MM offices.
 - d. Adding Interactive internet conferencing
 - e. Pool chairs and chaise lounge chairs (clean or purchase)
- 5.) Bus Route Optimization planned after data collection from Pass-IO system implemented on new buses. Scheduled for May.
- 6.) Solar powered and DOT approved red flashing lights on all 3 STOP signs at the intersection of 1) Century and West Drive and 2) the Century Drive intersection at Berkshire/Upminster/Cambridge.
- 7.) MM has 4 deteriorated bus benches on its property. Concrete pads will be required. Looking to work with City to reduce costs and expedite permits for these and dumpster pads.

Request for Motions to Authorize Expenditure

Having circulated his analysis and recommendations, Marcel requests motions from the Board to approve funding of the following issues:

- 1.) Irrigation project Change Orders. (11:29:37 a.m.)

Fred Rosenzweig moved to approve the funding for the change orders presented by the Executive Director for the irrigation system totaling \$12,792.60.

Dan Glickman seconded. The motion carried unanimously.

- 2.) Perimeter hedge replacements. (11:31:51 a.m.)

Gene Goldman moved to remove and replace remaining perimeter ficus hedge for a total of \$45,000 utilizing Seacrest and Phil's Tree Service.

Fred Rosenzweig seconded. The motion carried unanimously.

3.) Access control maintenance contract and upgrades. (11:36:35 a.m.)

Donna Capobianco moves to approve a three-year access control system maintenance agreement with TEM for a total cost of \$46,940.

Gene Goldman seconded. The motion carried unanimously.

4.) Tilford Pool renovations. (11:42:39 a.m.)

Donna Capobianco moves to approve the contract with AAA to renovate the Tilford pool and deck for a total cost of \$29,710. Fred Rosenzveig seconds. The motion carried unanimously.

5.) Coolie Hat light fixtures LED lamps retrofit. (11:50:11 a.m.)

Donna moves to authorize Marcel to proceed, as stated, to retrofit 348 Coolie Hat lights with LED lamps; not to exceed \$50,000. Charles Lusthaus seconded. The motion carried unanimously.

Policy Questions: (11:59:00 a.m.)

Marcel asked for direction as to who is responsible for a Coolie Hat light pole that MM maintains but is located on an association's property which was damaged by a car. After extensive discussion, having different thoughts and opinions offered by the Directors, including issues of insurance and safety, it was determined that this issue requires further consideration by the Board and will be addressed in a future workshop. As of this date, MM will strictly perform maintenance.

Marcel advises the Board of a recent disruptive wildlife episode involving a downed tree and nesting Egyptian geese in the median of Century Blvd. The situation became worse when a resident interfered, contrary to what had been advised by the Florida Wildlife Society. Donna stated that MM has a job to do and residents should not interfere.

Committees / Other – NONE

Business –

Unfinished – NONE

New – NONE

Open Mic – (12:26:00 p.m.)

Stan Rosenholtz: No longer present

Mel Nass: Compliments Marcel Korman on the electric savings. He compliments Gene and Fred for promoting significant savings in water and sewage charges. Mel volunteers for the

beautification project in the Village regarding to the dumpsters/recycling program and would like Marcel to consider his request.

Member Comments -

(12:29:12 p.m.)

Gene Goldman: Thanks Marcel Korman in creating a thorough and informative review and is amazed at his in-depth knowledge.

Fred Rosenzweig: Reiterates Gene's comments, appreciates Marcel's work, and notes that having a good professional staff pays for itself in terms of efficiency. He congratulates residents like Mel Nass who take the initiative to help improve the Village.

Danielle LoBono: Agrees with the previous statements and thanks Walter and Marcel (and Kelly) for everything that is being done here. She also reminds the residents that the deposits taken for Activity Center bookings are only held against damages or cleanups, as needed in order to have the rented room back to its original condition. Otherwise, deposits will be returned after use of room.

Announcements -

The next meeting is scheduled for April 10, 2014.

Donna Capobianco made a motion to call the meeting to order at 12:33 p.m.

Fred Rosenzweig seconded. The motion carried unanimously.

Adjourn –

Meeting was adjourned at 12:33 p.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. Meetings may also be viewed on our Community TV Channel 98.)

Respectfully submitted,

Danielle LoBono
Secretary
Board of Directors

The signature of the Corporate Secretary above indicates only that these are the minutes adopted by the Board of Directors in open session on _____, 2014.