

Minutes of the
SPECIAL
CVE Master Management Board of Directors Meeting
Thursday, May 31, 2007

A special meeting of the CVE Master Management Board of Directors was held on Thursday, May 31, 2007 at 9:30 AM.

Roll Call – The following (10) members were in attendance: Donna Capobianco, Stanley Eig, Sandy Knoller, Lou Spitz, Dorothy Caplan, Donna Dowling, William Morse, Charles Parness, Gene Goldman, Reva Behr and COOCVE Ex-officio President Ira Grossman. Absent: Eli Weisberg, Harry Chizeck, Jules Kesselman, Ira Somerset and Judy Olmstead.

President's Remarks: Donna Capobianco said this is a Special Meeting devoted to the hiring of personnel. However, she needed to get a few items taken care of at this time. There was one emergency situation involving a tree that had been hit by lightning and had burned for several hours. This tree is located at the corner of Century Boulevard and Cambridge Court. It is a large tree of about 25 to 28 feet with a trunk diameter of over 24 inches. It is split down the middle and can further split and therefore poses a serious risk. Since this is considered an emergency, the usual three bids were not sought. Donna discussed a bid received from Southern Arborists to remove the tree, clean up all debris and remove the stump at a cost of \$600. Gene Goldman said the price seems right based on his experience. He made a motion to have Southern Arborists remove the tree, clean the debris and grind the stump for no more than \$600. This was seconded by Reva Behr and passed unanimously.

Meeting Schedule: After discussion regarding the need to meet more frequently than the usual 2nd Thursday of each month because of certain time requirements for necessary projects, Reva Behr made a motion to hold MM meetings on June 7, June 14 (which would officially start our usual once a month meetings) and continue with the once a month schedule on July 12 and August 9. This was seconded by Donna Dowling and passed unanimously. Gene Goldman will try to set up these meetings to be held in the same room at the Clubhouse. Donna announced that she will not be present for the June 14th meeting and that Vice President Stanley Eig will chair the meeting.

Hiring Personnel: Donna announced her strong belief that we need an Operations Manager who is willing and able to take on the responsibilities on a day-to-day basis, which involves out-of-office inspections of our property in order to have appropriate and necessary work done at reasonable costs. She said that she is not such an Operations Manager, nor would she be willing to take on such responsibility with the hours involved. She talked about her vision for CVE on a long-term basis. Discussion followed during which the possible various job functions were examined, such as full charge bookkeeper, office manager and a high level administrative assistant. It was decided that Bill Morse will prepare a job description analysis for an office manager and full charge bookkeeper.

Reva Behr made a motion to proceed with the hiring process for a full charge bookkeeper/office manager – one position. This was seconded by Sandy Knoller and passed unanimously. Discussion followed regarding possible salary costs. Donna would like to stay within the current budget and will check these salary ranges for accuracy.

Donna and Reva described the duties they believe could be handled by a high level administrative assistant, who should be able to multi-task, be computer literate and have

problem-solving skills. Reva Behr made a motion to consider hiring a high level administrative assistant as Donna described. Stanley Eig seconded the motion. Discussion followed during which it was agreed that a job description will be done by Bill Morse before the Board makes any decision on what the actual functions of each position should be. Gene Goldman made a motion to amend the motion on the full charge bookkeeper and remove the “office manager” term. Gene later withdrew his motion. He then made a motion to amend the original motion for full charge bookkeeper/office manager and that it should read that we will proceed with the process of hiring persons to fill the functions of a full charge bookkeeper, office manager and administrative assistant. This was seconded by Sandy Knoller and passed unanimously.

Discussion followed on the need for an operations manager who can follow up on work done in CVE, i.e., oversee property and monitoring repairs and oversee contracts including Schedule A with Century Maintenance and Management. Reva Behr made a motion to hire an operations manager. This was seconded by Low Spitz. Discussion followed during which it was agreed that Charlie Parness would prepare a full job description for this position and research possible costs before the Board goes forward. A vote was taken on the motion, which passed by a 7 to 3 majority.

Gene Goldman brought up a point of order regarding a motion from the previous meeting that was to be brought to this meeting, which was regarding an open discussion at the end of MM meetings. Donna made the following recommendations of procedures to be adopted by the Board: 1. Provision that each meeting runs no longer than two hours, 2. Total time allotted to an open microphone session be 15 minutes; 3. Open the floor to a two-minute per person comment; 4. No discussion allowed, just comments, with the understanding that if questions or further information is needed, the individual will be asked to contact a board member; 5. Open mike session will be canceled immediately if one person or a small group dominates the mike and if anyone does not stop speaking once his/her time is exceeded; 6. Master Management issues only. Bill Morse made a motion to adopt the procedures as presented by Donna Capobianco. This was seconded by Charlie Parness and passed unanimously.

Gene then asked for a vote on a motion he had made at the previous May 24th meeting to allow for public comment at the end of the business session. That motion had been made by Gene Goldman as follows: That at the end of each MM meeting, before adjourning, some time be provided for unit owner comments. Judy Olmstead seconded the motion at that time. Judy Olmstead made a motion at that same meeting, to table the motion on the floor and have the Board think about it until the next meeting. That motion was seconded by Stanley Eig and passed unanimously.

A vote was then taken on Judy’s tabled motion and it passed with seven “yes” votes and two abstentions. Donna then opened the floor for the first Open Commentary period. Donna asked that any people who wish to make comments form a line and take their 2 minute turns at the mike. This was accomplished without any problems.

Motion to Adjourn: There being no further business to discuss, Donna Dowling made a motion to adjourn. This was seconded by Stanley Eig and the meeting adjourned at 11:20 A.M.

Respectfully submitted,

Elly Rakowitz, Recording Secretary