

Minutes of Master Management Board Meeting

June 12, 2014

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

Roll Call:

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

Appearing telephonically - Pierre Laliberté, Fred Rosenzveig

Absent – Charles Lusthaus

Meeting Minutes:

Gene Goldman moved to accept the May 15, 2014 Master Management Board Meeting Minutes. Dan Glickman seconded. The motion carried unanimously.

Charles Lusthaus joined the meeting telephonically at 9:34:18 a.m.

Gene Goldman moved to accept the May 30, 2014 Executive Session Meeting Minutes. Dan Glickman seconded. The motion carried unanimously.

Financial Report – Bill Morse: (9:35:04 a.m.)

For the month ending May 31, 2014, Revenue was \$1,034,028 and Expenses were \$1,007,471. Revenue exceeded the Expenses by \$26,556. The water, sewer, and utility tax was down by \$21,000. The irrigation project was only \$114,000 but we had \$52,000 for tree and landscape restoration that came through during the month. Those were the key items that impacted the month's activity. Revenue YTD was \$5,071,651 and the Expenses YTD were \$5,010,672. Revenue exceeded the Expenses YTD \$60,980.

Cash at the end of the month was cash \$4,057,182 plus CD's \$1,487,955 for a total cash of \$5,545,137. The Net Assessments Receivable on the uncollected report was \$1,079,609. Total Assets were \$7,606,237, with Total Liabilities of \$6,088,886 and Equity of \$1,517,351. Collections in the attorney's office during the month of May were \$39,320 for YTD total of \$106,740.

President's Report – Donna Capobianco: (9:37:47 a.m.)

- 1) Area Chair Meeting yesterday – Discussion of tree removal is going well with the property managers being active with the associations, resolving all issues and assisting in tree species selection. A list of tree species choices will be generated by Todd Mohler, landscape architect with Masuen, and will be posted within the next couple of months. The choices Master Management has selected for their canopy will be included in the posting for the buildings to correlate design if desired.

Dan raised concerns the previously budgeted \$20,000 for the tree removal project will now incur additional costs as a result of the increase in tree count, which is now a total of approximately 50, and thinks additional authorization and approval is needed.

Gene reminded the Board there is no option but to remove the approximate 50 trees mandated by the City, grind the stumps, and replace them with the negotiated one-for-one by December. Fred and Donna agreed with Gene that it must be done but Dan respectfully disagreed based on the project and procurement policy.

Fred addressed rumors regarding the uprooting of healthy ficus trees. Donna confirmed they will not be removed.

2) Comcast - (9:46:06 a.m.)

Comcast's first active day, Tuesday June 10th, in the Clubhouse on the third floor, was a reported success with excellent reviews. Comcast personnel immediately resolved billing and technical issues and if unable to at that time, advised residents with reasonable expectation. Donna thanked Comcast and looks forward to the continued care and service afforded to the community.

3) Golf course property update - (9:46:44 a.m.)

Donna advised that CVEMM is currently seeking a potential contract in the seventh iteration with Fairway Investors for its purchase. Fairway Investors exceeded the deadline date, the most recent one came back with a litany of changes and that will be reviewed with the attorney. Donna remains hopeful in the acquisition of the golf course.

2) Comcast - (Revisited; previous: 9:46:06 a.m.) - (9:48:07 a.m.)

As part of the Comcast contract, there is discount to be applied as a "door fee". CSI, who has negotiated in the past with Comcast on behalf of CVEMM, was able to negotiate a sizeable discount for the Village.

Donna moved that having paid CSI for negotiating a net Comcast door fee discount of \$2.1 million, CVEMM will use half, approximately \$1 million to defray contract cost over time, while preserving remaining dollars in CD's earning interest, in the event of early contract termination resulting in a pro-rated share of the discount due back to Comcast; and use the other half to pay the current irrigation construction draws, starting today, rather than continue to borrow, saving approximately \$115,000 in additional interest on the irrigation loan. The motion is seconded by Gene Goldman. (Charles Lusthaus was unavailable for vote due to disconnect issue at 9:53:03 a.m.) The motion carried unanimous by roll call vote.

4) Incident Reports – (9:54:58 a.m.)

Under advice from our attorney, incident reports are CVEMM work documents and often contain both personal and private information. Having been strongly advised to

be consistent in business practices, incident reports will not be released to anyone. We recognize, as well as our attorney, that in the advent of an issue or insurance claim, incident reports can be very helpful. Any Association, Bay Management or Recreation's insurance or corporate attorney may request any specific incident report at any time directly through our attorney. If the request is shown to be reasonable, chances are the report will be released. The disbursement of these incident reports will be consistent as possible.

- 5) Gate pass meeting – **(9:55:15 a.m.)**
A group was formed with the following members of CVEMM: Gene Goldman, Dan Glickman and Donna Capobianco; Recreation Committee: Nancy, Rita, and Miriam from the I.D. Office; Area Chair Silvia Smaldone and Gene Goldman, (who doubled up.) Andre and Casey from the Security Office were also present. After a successful dialog, a simplified method was reached and will be posted to CVEDB.com. The I.D. office will be where everyone goes for passes: forms, signage, and stamp of approval. Security then will enter gate passes into the new system. The Recreation Committee, Bay Management, and Master Management will share the same computer platform as Security, which is a new method. This will enable accuracy, as far as data entry. Marcel Korman worked diligently to secure a proper deal with the vendor for all parties involved. Donna thanked Recreation, Bay Management, Kent Security, the Board of Directors and Marcel and his team, with Walter, in working together for the benefit of the community. Donna noted that if anyone has contacted security and put someone in the present electronic system, they will automatically purge at the end of the year.
- 6) Planting and Maintaining – Outside the Perimeter Fence **(9:59:03 a.m.)**
Donna discussed the areas outside the perimeter fence of the Village that the City of Deerfield is responsible for: which is Military Trail (as being in really poor condition) and Hillsboro Boulevard's inconsistent appearance, the swale area by the tennis courts off Powerline Road (which looks very nice due to upkeep by the local fire and police departments nearby) and the controversial section on SW 10th. Donna noted that our District 3 Commissioner represents the city of Deerfield Beach and is part of the 31-member MPO (Metropolitan Planning Organization) panel funded through the federal government. During a recent a meeting with the City Manager, Burgess Hanson, and Brian Donovan, the new Assistant City Manager, which was attended by Donna, Marcel and Walter Magenheim, they were informed there was were a lot of issues surrounding the MPO dealing with the issues of SW 10th and they should not expect to hear anything concrete until after this year's election. However, post-election, things should move along quickly. Donna asked the community to remain positive. Alternatives are being discussed too.

Donna asked the board to consider at next month's meeting to discuss taking on responsibility for Military Trail.

Dan inquired of ownership of property outside the fence to the roadway. Secondly, wants to delay discussion until Deerfield Beach answers what the city is willing and able to do. Donna agreed and questioned if there was board approval to continue in speaking with the city to try to get definition around the issue.

Danielle inquired, as a tax-paying community, who is held responsible if a prior obligation was signed years ago.

Fred wanted legal clarification as to any arrangement made with the City and Village for the City to acknowledge and accept responsibility.

Gene acknowledged an agreement was signed with the County and the County turned it over to the City and it was maintained until political issues arose. Based on the discussion, Donna will proceed with getting legal input and talking to the city and see if they can get help from them to move forward.

7) Pool renovations - **(10:12:20 a.m.)**

In continuing to emulate what Recreation is doing with their pools, Walter has been worked closely with Fred in Bay Management for assistance with matching the paver bricks, pool colors, chair types, etc., for the Tilford Pool. Results will be a community feel. Donna thanked Seacrest for landscaping that has just been finished around the Activities buildings and pool area.

8) Wi-Fi connection **(10:13:51 a.m.)**

Recreation is upgrading the Wi-Fi at all of the pools on the demised property and Walter will attempt to move our Wi-Fi signal at the Activities center closer to the Tilford Pool area . Again, CVEMM is trying to emulate existing pools within the community for consistency. Donna, on behalf of Master Management, acknowledged Sylvia (and Joanne), as a credit to the community in her positive approach and instrumental efforts as Area Chair for Tilford.

Executive Director's Report – Given by Donna in Marcel Korman's absence: (10:15:24 a.m.)

Project List Report

Recently completed:

- 1) Renovations at the Tilford Pool are complete and the pool is open. Minor punch list items remain to be completed.
- 2) The LeClub flower beds and decorative shrubs received new mulch and the shrubs were freshened up last week.
- 3) The new Comcast agreement is in place and the high-speed Internet connection using the Comcast network is operational in this building.

- 4) The City of Deerfield Beach has received the report from its independent 3rd party consultant for recommendations to our dumpster inventory as to locations and capacities. We look forward to the City sharing this report with us so that we may learn of the changes. Communication with them needs to improve. Changes in the recycling program have been seen as the City continues to remove all recycling carts so that all recycling waste and recycling materials are to be placed in dumpsters intended for their “single stream” collection process.

Dan and Gene reminded the community that the green containers are for trash items and the blue containers are for recyclable items. The bins are marked for identification and if your bin is not you are to contact the City of Deerfield Beach.

- 5) Crain Atlantis Engineers has provided the structural assessment of the West Drive bridge traversing the C-2 canal flowing south. They have recommended maintenance items to be addressed but from a structural perspective “Overall, the bridge appears to be in good condition at this time and suitable for the intended purpose.” We are looking into obtaining prices on the maintenance items identified in the report.
- 6) Three of the four Coolie Hat fixture LED lamps retrofit upgrades have been completed and they carry a ten-year warranty. We have received the spreadsheet indicating the date and fixture identifier for tracking fixture maintenance, repairs and LED lamp warranties. We are now being billed for the significantly reduced cost of electricity this technology provides. The savings amount to \$3,400 each month, basically paid for within a year, and on-going savings will continue.
- 7) The perimeter ficus hedge in Tilford and Ventnor up to Hillsboro Blvd replacement work with the cocoplum hedge species is complete. They are being watered using a water truck until they are established. Seacrest has provided a 1-year warranty on these. Some plants have gone into shock as can be seen by their loss of leaves. These have been checked and these plants are still viable. They will be replaced if they do not survive.

In Progress:

(10:23:02 a.m.)

- 1) We have had a preliminary meeting with the City Manager and have a follow-up meeting with the Building officials for the permitting process for Domestic Water Valve replacements work at each Building. Our intention is to secure a master permit.
- 2) Masuen Consulting has completed its design of the expansion of our irrigation system under construction to include the 4 Century Blvd medians in front of the Clubhouse. Final costing is in progress. This Board had approved this Project with a “Not to Exceed” budget cost of \$12,000 last month. The actual Change Order costs will be received shortly. We will need to cut Century Blvd from the median to the swale. Bay Management has capped off irrigation water to the medians and they will not get any water outside of nature’s supply due to capped usage.

- 3) Tree removal work resulting from the City's Code Enforcement has been talked about and dealt with per Donna.
- 4) Irrigation project has advanced to Phase III, the last big component of the project. Total project zone laterals, heads and setup are just under 68% complete. We have requested the City allow us to proceed and extend the watering schedule variance.

Dan clarified irrigation will run from once a week to twice a week Thursdays and Sundays, with exclusion between the hours of 10:00 a.m. to 4:00 p.m.

Donna reminded the Village, the irrigation will be working properly at the proper times, and you may not see this occur, as the times will be late at night and very early in the morning.

- 5) Potable water: Donna reminded the village that MM pays for all water consumption of the entire Village. The developer built a single-water system for the most part and that is being fixed with the new valve project. She reminded everyone to be conservative with the water usage. Walter noted that he had the City come in and recalibrate the meters and one was off in the City's favor, which has been corrected.
- 6) Hurricane preparedness: Marcel is examining alternatives for reserving labor forces at pre-determined rates and equipment via contract for the clearing and removal of debris on roadways in the event of a major natural disaster.
- 7) Interactive internet conferencing has already been discussed and it is anticipated to start with next month's meeting.
- 8) The existing power distribution sketches for the Master Management Administration facility has been traced so that a configuration can be established for installing a mobile generator transfer switch and generator connection point to avoid a disaster interruption. These have been distributed to Engineers for the new design. When design has been completed we will begin the project.

Planning:

(10:30:34 a.m.)

The following is a list of pending and longer term projects being planned, itemized in bullet format:

- Deteriorated storm water management culverts.
- Pump street catch basins.
- Research raceway access to the 3 guardhouse entrances for addition of Comcast hi-speed internet cable modems to improve reliability of the access control systems.
- Activities Properties planning and bidding in progress:
 - a. Repaint LeClub inside and out plus replace carpeting
 - b. Reconfigure and update MM offices.

Dan wanted the item above to be separated and shown as two separate items and inquired as to the difference to bidding in progress and Donna advised it means Marcel would be able to come before the board with data and numbers when a proposal exists to seek approval.

- Upgrade power distribution at the main gate to allow for permanent accent lighting.
- Bus Route Optimization planning will begin once we have data from the passenger counters to be installed in our new buses. These are pending installation in the new buses. Donna requested Walter and Marcel to follow-up.
- Traffic control studies and signage.
- Annual roadway assessment of parking streets for our ensuing year's budget, which will include Association parking areas for budgeting and incorporation into project, will commence within the next month. This review will be completed by mid-August. Only association will be notified, most likely by mid-September, in time for the associations to budget if they wish to do their car parking areas at the same time.

Policy Discussions:

(10:34:06 a.m.)

Moving vans and car carriers – Access, Loading and Parking:

Donna read the report generated by Marcel outlining the policy of the Century Village in Boca Raton regarding moving vans and car carrier access and parking within their community. (Please review the video at time stamp noted to hear complete report.)

Dan noted he is in favor of time restriction from 8:00 p.m. to 8:00 a.m.

Gene advised he prefers a written recommendation and proposal from the Executive Director before discussion and debate is had. The Board is in agreement.

(Charles is present when addressed telephonically at 10:38:35 a.m.)

Committees / Other – NONE

Business –

Unfinished – NONE

New – NONE

Member Comments –

(10:39:45 a.m.)

Danielle LoBono - Complained of FPL leaving the backyard in a condition where it was a mess with garbage strewn, pallets, etc. and would like to know who to contact.

Donna Capobianco – Reminded for personal building-related issues, contact your property manager. Danielle advised that was done and nothing happened. Donna again advised this is a property management issue.

Gene Goldman wished to remind residents that if anyone would like access to Recreation, Master Management or COOCVE documents, they are readily available via cvedb.com under the documents tab.

Donna Capobianco noted a notice has gone out indicating a new look for cvedb.com. The new layout and design of the Village site will be clear, more comprehensive, and easier to use.

Announcements –

(10:42:47 a.m.)

The next meeting is scheduled for July 10, 2014 at 9:30 a.m. and remains hopeful this will be the first teleconference session.

Open Mic –

(10:43:07 a.m.)

Michael Routburg: Expressed concerns for the 220 trees being removed the purchase of species to match the CVEMM tree canopy project. Donna noted the MM canopy project relates to the main road and the choice of trees will be by end of August. Associations are permitted to start planting at any point in time and must be completed by December 31, 2014. Michael also reported there was an issue relating to FPL which they reported to Seacrest and the problem was resolved in two days.

Adjourn –

Meeting was adjourned at 10:49:38 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. Meetings may also be viewed on our Community TV Channel 98.)

Respectfully submitted,

On Behalf Of:

Gene Goldman

Secretary & 2nd Vice-President

Board of Directors

By:

Kelly Serkin

Executive Administrator

CVE Master Management Co., Inc

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