

CVEMM BOARD OF DIRECTORS MEETING

JULY 11, 2013

President Donna Capobianco called the meeting to order at 9:35 a.m. on Thursday July 11, 2013.

In attendance were: Donna Capobianco, Dan Glickman, and Danielle LoBono, Via Telephone: Pierre Laliberté, Charles Lusthaus, Fred Rosenzveig, and Ira Somerset. Not present Eugene Goldman and William Morse.

Open Mic:

Donna Capobianco referenced several requests from residents to have open mic at the end of the Board meeting and opted to have open mic at the end of *this* meeting. Dan Glickman stated he is not in favor of having open mic at the end and believes it should remain at the beginning.

Charles Lusthaus agrees with Dan and suggests having open mic at the beginning and the end of the Board meeting. Donna Capobianco advised the Board that having open mic at the end of the meeting was in response to several requests from residents and it is just for *this* particular meeting and the Board can discuss the topic further at a later time. Donna Capobianco asks open mic participants when they prefer to speak to the Board; residents opted to have open mic at the beginning of the meeting.

Sylvia Smaldone: Spoke to the Board and requested the Board mention the purchase amount of the golf course. In addition, Sylvia asks the Board who is doing the collection on all the arrears from residents. In response to the request for video conference calls, Sylvia expressed her opinion that video conferencing calls is not necessary to view other Board members in order to keep the cost down. Sylvia questioned the Board as to who will be taking Sergio's place. Donna Capobianco responded that the purchase price of the golf course has been announced in multiple communications and is on the www.cvedb.com and the negotiated price of \$5.5 million dollars has always been public information. Donna Capobianco also states that Bob Baumiller is taking care of the credit and collections. The video conferencing is more about what is user friendly for the CVE community. Interviews are being conducted to fulfill the Executive Director position.

Herbert Saslow: Spoke to the Board about an offensive odor from the canals behind Markham and would like to know how the Board can eradicate the odor problem. Donna Capobianco stated that there is a maintenance program established to eliminate the hygrophila growing in the canals. Details of the maintenance program will be discussed later in the Board meeting.

Minutes:

Dan Glickman moved and it was seconded by Danielle LoBono to waive and accept the reading of the June 13, 2013 MM Board meeting minutes. The motion was carried by unanimous verbal assent.

Dan Glickman moved and it was seconded by Danielle LoBono to waive and accept the reading of the July 5, 2013 Special meeting minutes. The motion was carried by unanimous verbal assent.

Treasurer's Report – Bob Baumiller, Financial Manager

The CVE Master Management Financial Report was distributed and a hardcopy given to all Board members and discussed in detail by Bob Baumiller. For June, the Total Revenue was \$979,222; Total Expenses were \$895,574; Net Income \$83,647; YTD Total Revenue was \$5,870,128; YTD Expenses was \$5,570,162; Net Income of \$307,966. Bob Baumiller stated the Net Income is appropriated for street repairs planned for 2015, a planned future expense. Liquid Assets are \$2,327,545; Receivables are \$882,075. Total Current Assets are \$4,740,974; Total Liabilities are \$3,033,472 and Total Equity is \$1,356,632.

President's Report – Donna Capobianco

Property Purchase: The Board is in the process requesting a 60-day extension to complete the due diligence and is waiting for answer; as of July 11, 2013 there has been no response.

MM/CVRF Irrigation and Maintenance

Irrigation: Proposed installation agreements were presented to the Board and they have reviewed the information; the maintenance side is a separate issue so this is specifically about the installation. **Donna Capobianco moved and Ira Somerset seconded to approve the MM/CVRF Irrigation Agreement.** Donna Capobianco stated the thirteen satellite pool areas

will be under one irrigation system and does not include the main Clubhouse properties. The irrigation system is owned and operated by MM and an agreement and funds associated with additional expenditures as the installation occurs will come from the REC Committee to pay on a monthly basis. Ira Somerset stated that the Swansea area by the tennis court is not an association property but MM has an obligation to service that area. Donna Capobianco stated that the Swansea area is not in the agreement but MM does have easement rights with all of the associations and watering will go right up to the tennis court property line. Donna asked Ira if he proposed additional language be added to the agreement to clarify the Swansea property and the installation. Walter Magenheim stated that the Swansea area up to the fence of the tennis court will be a part of the system and that area will be watered and the installation of the pipes are being installed on property that is not Swansea property and is going on the 'demised property' of 1000 square feet, which MM does not have authorization or an easement to run piping onto. Adding the clarification to the agreement, stating, the Board recognizes that piping will be laid on areas that belong to the 'demised property' and will be put in the agreement and Ira Somerset agrees that a few word changes be made to the agreement. After discussion, the Board voted and the **Motion carried unanimously by Roll Call Vote.**

Maintenance: A separate MM / CVRF irrigation maintenance agreement has been discussed, Donna expressed her thoughts if MM owns the system then MM should maintain the system: the payment for maintenance should remain under MM and not have REC include maintenance cost in their budget. **Dan Glickman moved and Fred Rosenzweig seconded that the Board should vote to approve the agreement and installment and maintenance will be under one contract and the agreement will clarify that MM will operate and maintain the irrigation system.**

Ira communicated concern to the Board and thinks the maintenance agreement should be separate and the agreement requires further review and states that previous issues have been raised with previous owners. Donna asked Nancy and Rita, who represent REC, if they are comfortable with change to the agreement. Nancy and Rita expressed that REC has no problem with one agreement as long as the proper language concerning installation and maintenance is present. After discussion, the Board voted **Roll Call Vote: Members voting Aye: Fred, Charles, Pierre, Danielle, Dan, and Donna. Members voting Nay: Ira. Motion carried by a majority verbal assent.**

Activities Center & LeClub: Donna Capobianco met with Nancy Giordano to discuss how REC might use Activity Property and is waiting to hear from the REC committee; but expressed that the Board is not in agreement to continue with rental agreements. Donna proposed the question, does the Board wish to cancel rental agreements and not accept any more rental agreements as of December 31 or some other date. There are ongoing reservations booked up until June 2014 and the Board does have the ability to make those cancellations. Danielle feels concern for renters who have planned weddings and the cancellations are not fair. Fred stated to cancel the reservations is the assumption that we will not rent the property anymore and to clarify if there was a conclusion to that assumption. Fred and several other Board members choose to table the issue for further discussion. Donna suggests we conclude this discussion sooner than later in consideration for those renters.

Operations Report

Management Meeting: The Board has decided, until an Executive Director is appointed Donna will be meeting with the management staff every week on Tuesday at 9:15 a.m. Management reports will be used by the Board to update information on a monthly basis.

Vendor & CVEMM Contacts: A Vendor and CVEMM contact list is available on the network drive.

Customer Service: Kelly and Debbie are working on a establishing a good customer service tracking program.

Purchase Order System: Walter and Kelly have established and will be running on a Purchase order system, to track all purchases in an organized way.

Bus Stop: Dan states two additional bus stops have been requested outside of CVE; Wal-Mart located on Military Trail and Walgreens on Powerline Road and is looking to increase routes to those businesses. Danielle advises the Board that Wal-Mart is designing to build a bus stop and/or drop off area once they have received approval to do so.

Hurricane Preparation: Six catch basins were vacuumed and discussions started with Seacrest to trim trees in preparation for Hurricane season.

Irrigation: Irrigation is on schedule despite minor setbacks due to the weather. The Board will discuss registration with Sunshine to avoid future mainline ruptures from contractors, such as FPL, AT&T, Comcast and others and finalize within the next month to bring it to a motion.

Hoover: An extended warranty maintenance 3-year contract with Hoover is under consideration. The contract goes in effect from the time the pump stations start. The proposed contract to cover the maintenance of the pump stations is based on timeline of when the pump station goes online. What is owed under the contract is Cambridge at a prorated fee of \$963 for the year, Tilford and Harwood at \$1445 each all covered until the end of 2013, totaling \$3,853 due in July 2013. The 2014 payment for the full year for Tilford and Harwood at \$5617.78 each; plus the prorated share for Cambridge for an additional \$1,927, is a payment totaling \$13,162.56 for year two, due no later than January 20, 2014. In 2015 a total of \$5,617.78 is assessed to each pump station, totaling \$16,853.34 for all three pump stations.

Fred Rosenzweig moved and Dan Glickman seconded to accept all three contracts for Hoover. After further discussion, the Board voted and the **Motion carried unanimously by a Roll Call Vote.** Kevin confirmed that the extended warranty includes the 3 pumps for each station and 3 jockey pumps for a total of 12 pumps covered under warranty.

Rodent: Donna informed the Board that there have been a lot of complaints regarding the rodent problem and states the rodent problem is not under MM's domain, however Seacrest was requested to research the issue and the following theories were found; recent trenching may have disturbed nests, Soaking rainfall may have agitated nests, Testing highrise water standpipes may also have disturbed nests, these are all associated problems.

In addition Seacrest informed the Board that fruit trees are a food source and an attraction for these animals, and early treatment is the best solution. If residents see rodent problems they are to notify their management company not MM. Danielle advises residents to be cautious and not

to leave doors open, an incident did occur in which a rodent entered a home of one of the residents in her building

Aquatic System: Walter Magenheim advises the Board that Aquatic Systems has a new treatment process that could help with the odor problem from the canal specific to the Hygrophila. Aquatic Systems will determine the amount of treatment applications needed and will implement the use of the product Clipper next Friday at the No. 2 Lake at Cambridge. Aquatic Systems will also be coordinating with Seacrest to address the four areas following Cambridge and address all the lake systems.

Security: The security report indicates no *major* incidents or problems; several reported property damage claims including unruly behavior and ID confiscation.

Committees

Transportation Committee: Donna appointed Dan Glickman as Chair of the Transportation Committee. Danielle LoBono, Ira Somerset and Pierre Laliberté are the current members. The goal and objective of the Transportation Committee is to help the Board make good decisions regarding the transportation contract. Dan will provide Donna with a more formal description of the committee's goals and objectives within a week.

Communications Committee: Fred Rosenzveig advises the Board that the Communications Committee does not have a Chair at this time and next month they will have appointed a Chair person in addition to the committee's goals and objectives. The current members of the committee are Gene Goldman, Pierre Laliberté, Fred Rosenzveig, and Ira Somerset.

Business

New: Owners of service animals are required to complete an application and/or provide proper documentation and credentials to MM. Approval documentation is required to be with the owner at all times. **Donna Capobianco moved and Danielle LoBono seconded to implement the CVEMM Service Animal Application.** Ira asked what the consequences for non-compliance of the application are. Donna responded that a warning is given, second offense the application will

be pulled and MM can then proceed with legal action. Ira also questioned what legal action would be taken and what happens in a situation where a person is not aware of the MM no pet policy. Donna did not have information readily available at meeting but will provide information to the Board on what those legal consequences are. Danielle suggested that information regarding the no pet policy and service animal application be put in the Reporter, on the website, and to notify the CVE community including the staff office in the Clubhouse.. After discussion, the Board voted **Roll Call vote: Members voting Aye: Danielle, Fred, Pierre and Donna. Members voting Nay: Dan, Charles and Ira. Motion carried by a majority verbal assent. and** will implement the CVEMM Service Animal Application by December 31, 2013.

Members Comments

Dan Glickman asks if the Board would like to allow comments from the audience for a few moments after the meeting.

Danielle LoBono has noticed residents have been planting and reiterates that residents are to stop planting until the irrigation is complete. Donna advises residents who may have questions regarding planting; they are to contact Walter Magenheim. Danielle also extends her sympathies to Canada in relation to the recent train tragedy.

Sylvia Smaldone at end of meeting spoke on open mic and expressed her appreciation and thanks the Board for all their time, effort and dedication to help the CVE community.

Announcements:

The next meeting is scheduled for August 15, 2013

Motion to adjourn was made at 11:39 a.m.

Respectfully submitted,

Danielle LoBono
Secretary of the Board of Directors CVEMM