

**Minutes of the**  
**CVE Master Management Board of Director's Meeting**  
**Thursday, August 9, 2007**

A regular meeting of the CVE Master Management Board of Directors was held on Thursday, August 9, 2007 at 9:35 A.M. in the Clubhouse.

**Roll Call**

The following (12) members were in attendance: Donna Capobianco, Stanley Eig, Lou Spitz, Jules Kesselman, William Morse, Ira Somerset (via phone), Reva Behr, Judy Olmstead, Ross Gilson, Charlie Parness, Donna Dowling and Eugene Goldman. Absent (3): Dorothy Caplan, Harry Chizeck and Susan Koser. Also present: Ex-officio COOCVE President Ira Grossman and Sergeant-at-Arms, Al Miller.

**Reading of the Minutes**

Bill Morse made a motion to waive the reading of the minutes of the previous meeting. Motion was seconded by Judy Olmstead and passed unanimously.

**Treasurer's Report**

As MM acts as an agent to handle the receipts and disbursements of COOCVE insurance premiums, Ross Gilson made a motion that we retain necessary services to establish a formal document defining the relationship for purposes of insurance representation between Master Management and COOCVE. Motion was seconded by Lou Spitz. The motion was then amended to read: to retain an attorney to properly execute insurance agency between COOCVE and Master Management. After discussion, the motion passed unanimously.

Charlie Parness made a motion that Bill's entire comments be included as part of the minutes of this meeting and be published at the earliest possible chance. This motion was seconded by Judy Olmstead. As the minutes are to show morions and actions only, the motion was then amended to say that it be printed as a special report in the October Reporter. The amended motion was seconded by Judy Olmstead and passed unanimously.

Donna Capobianco on the CD with Colonial Bank for \$58,602.51, said it came due on 8/8/2007 and the proceeds are going into a a separate money market account, at Wachovia. Next year's budget we are planning to establish this account as a reserve account. Donna said the CD in the Optimum Bank will come due on 11/30/2007. Due date on CD's will be shown on financials going forward.

**President's Report**

Donna Capobianco announced the resignation of Board Member and Secretary, Dorothy Caplan. She recommended, given the time of year, the Officer position not be back-filled and made a motion to offer the position of Secretary to Bill Morse for the remainder of the year. Motion was seconded by Gene Goldman. After Bill accepted the position with the stipulation he would not have to take meeting minutes, the motion passed unanimously.

Donna will provide a list from Philadelphia Indemnity Ins., Co. to the Board of things Master Management would need to do to reduce insurance risk. Some will require budgeting for and some may be small enough to handle this year.

Update on the status of Ross Gilson's legal fee reimbursement demands included current opinion/recommendation from attorneys Becker and Poliakoff.

Judy Olmstead made a motion to have the issue handled by council and all communication from now on be council to council. Gene Goldman seconded the motion and after discussion, the motion passed unanimously.

### **Correspondence**

Susan Koser is away.

Donna read a letter from Michel Boule, Quebec, (Harwood C) security issue.

Donna will be checking with Angel regarding the issue.

### **Committee Reports –**

McMahon Survey: Judy Olmstead said the results of the McMahon Survey on standardized road signage have not come back.

Generator:

Follow up from last meeting: Fire Department presented what we should do in event of emergency (hurricane). This information was shared in a later meeting with the Command Center team.

It was determined we should not have a Command Center.

The Committee is basically a concerned citizens group that should focus on assisting people shut in their homes after the crisis who may need supplies/meds brought to them.

The 3 things MM should do are;

- 1) Get the office up and running as quickly as possible
- 2) Get any paperwork to the Fire Department listing those requiring emergency assistance
- 2) Stay out of the way of all crews during crisis period.

Given this, there was no need for the heavy expenditure for the large generator and gas tank.

Jules Kesselman read his report stating smaller generators should be used and large generator would be sold.

After discussion, Ross Gilson made a motion that the Board approve an expenditure of not more than \$800 to purchase a portable generator to test. Motion was seconded by Judy Olmstead and passed unanimously.

Flow Meters: Ira Somerset gave his report (via the phone) as status quo.

A final contract bid proposal will be forthcoming next week.

### **New Business**

Donna asked the Board for approval to pay Smart Air Systems contract provider for the office and Activities(Le Club) areas, \$881.68 due to an emergency air conditioner repair.

Ross Gilson made a motion to pay Smart Air Systems the \$881.68. The motion was seconded by Charlie Parness and after discussion, passed unanimously.

Donna said the village owns and is responsible for tennis courts and pool at the Activity Center.

The tennis courts are in very bad disrepair, she recommends resurfacing. Of the 2 bids received, Fast Dry is her recommendation for \$14,900. They are licensed, bonded, insured and offer 2 yr warranty.

Judy Olmstead made a motion to have the necessary repairs and accept the contract from Fast-Dry at \$14,900.

The motion was seconded by Ross Gilson and after discussion, passed unanimously.

Charlie Parness said there is a leak in the cold water line at the Tilford pool, in the showers under the concrete ground. He explained several bids; Dan Cruz and Century could not give an estimate.

After discussion, decided to table until the next meeting when all bids are in and he can make recommendation.

Donna asked everyone to consider for the next meeting what MM might do to help take on and maintain more of the village infrastructure. MM and COOCVE representatives in the office have held brainstorming meetings to

discuss better ways to serve the village as a whole. Ideas have come about like MM taking on all irrigation so the associations do not have to deal with it. Or possibly solve the historical road paving dilemma. Currently, MM, as explained by Don Kaplan, the previous President, is only responsible for paving roads that have both street signs and are trolley runs. Can Master Management play a better role in keeping our infrastructure under better repair, as an example by paving all road surfaces, including parking lots. All 253 associations would have to approve the relationship, understanding that MM would plan and budget for jobs each year as MM deemed necessary. For information purposes, Donna Dowling was asked to get a road map from Dan Cruz at next Rec meeting.

**Old Business:** Donna Dowling, speaking for Reva Behr, regarding the gardening at the Front and East Gates, said the recommendation was for Desire Properties to take care of the beds. The annual cost would go from \$12,000 annually under current non-contract service from CMM to \$3,675; front end cleanup of \$450 one time and \$160/month for the Front Gate and \$225/\$90 respectfully for the East Gate. Jules Kesselman made a motion that we go forward with the proposal by Desire Property as recommended by the Committee. Ross Gilson seconded the motion. Motion passed unanimously. Donna will notify Century they will no longer be performing this service after August 31<sup>st</sup>.

Charlie Parness raised at the last meeting need for a data backup system. This should include offsite storage for Master Management data in the event of an emergency. Incomplete proposal from Argent, the system provider, and Donna asked Ross to investigate for the next meeting.

Comcast, three outstanding issues mentioned:

- 1) trying to get Channels 98 and 99 working
- 2) Get a Website up
- 3) Ross opened the issue of Adelphia/COMCAST damage to the firewalls in the gardens during installation of lines 2 years ago.

Judy Olmstead to check the statute of limitations on negligence regarding holes made to firewalls during cable installations. Discussion to continue at next meeting.

**Good & Welfare** – None

**Motion to Adjourn** – Charlie Parness made a motion to adjourn, seconded by Donna Dowling and passed unanimously. The meeting adjourned at 12:35 P.M.

Respectfully submitted,

Lori Benoit for Elly Rakowitz  
Recording Secretary