

Minutes of Master Management Board Meeting

September 11, 2014

President Donna Capobianco called the meeting to order at 9:33 a.m.

Roll Call:

Present - Donna Capobianco, Dan Glickman, Bill Morse,

Remotely - Gene Goldman, Pierre Laliberté, Fred Rosenzweig, Charles Lusthaus (9:36 a.m.)

Absent – Danielle LoBono

Donna recognized Patriot's Day and held a moment of silence in memoriam of lives lost.

Meeting Minutes:

Dan Glickman moved to accept the August 14, 2014, Master Management Meeting Minutes. The motion was seconded by Pierre Laliberté. The motion carried unanimously.

Financial Report – Bill Morse: (9:37:03 a.m.)

For the month ending August 31, 2014, Revenue was \$999,268 and expenses were \$996,892. Total Revenue exceeded the Expenses by \$2,376. As of August 31, 2014, Revenue YTD was \$8,052,559 and the Expenses YTD were \$8,016,698. Revenue exceeded the Expenses YTD by \$35,861.

Cash at the end of the month was \$1,959,260 plus CDs of \$3,205,000 for total cash of \$5,164,260. The Net Assessments Receivable on the uncollected report was \$1,096,757. Total Assets were \$7,210,286, with Total Liabilities of \$5,718,054 and Total Equity is \$1,492,232. Collections in the attorney's office during the month of August were \$38,010. Collections YTD by the attorney's office total \$192,254.

Bill noted unusual, non-recurring monthly expenses for August were \$10,167 in repairs and maintenance to the Activities Center; \$15,596 for office upgrades including painting and lighting; \$12,830 for general area maintenance including \$6,000 for a broken water line; and \$6,150 for continuing work on trees and landscape restoration.

In response to a question, Bill stated that although collections on delinquent accounts are not going as well as he would like, it's not going badly at this stage.

President's Report – Donna Capobianco: (9:41:33 a.m.)

Donna reported on a recent lightning strike to the Master Management office, staffed at the time, which destroyed two computers and the irrigation system control board. Operations manually ran the system for a couple weeks per city guidelines until repairs could be made.

- 1) Golf Course – (9:45:28 a.m.)
 - a) The Golf course property purchase process began March of last year, and Master Management has continued gathering information necessary to acquire the property. Donna expects the Board to have this information over the next two

weeks to be able to make informed decisions. The most recent purchase and sale agreement allowed Master Management, over a 90-day period, the testing required on the property to guide in the decision as to the purchase of the property. A Special Meeting will be called to share and discuss Master Management's findings when they are received. Donna dismissed rumors and pointed out Master Management's duty and obligation is to communicate information and will do so in the best interest of the community as well as to protect the corporation.

Donna Capobianco moved to approve \$30,000 for estimated legal expenses associated with the golf course property to prepare and deliver the report and recommendations surrounding tests and visits with environmental agencies, etc. The motion was seconded by Bill Morse.

Donna added, YTD \$138,000 total spent for legal, testing, and all other matters associated with the purchase of the golf course property. With the additional \$30,000 approved, for a combined total of \$168,000, will cost \$20 total per unit owner. Counsel has been keeping Donna informed of the costs throughout the process. Gene wanted the community to be aware the costs are associated with having hired the leading environment attorney and the tests performed are expensive.

After favorable comments by Dan, the vote was taken and **the motion carried unanimously.**

- b) Donna stated Wells Fargo bank has issued a loan commitment letter and advised Master Management if the interest rates do not increase significantly and MM proceeds to close on the property, the budgeted \$10 per month will remain. The bank is requiring a decision by today's date with knowledge MM needs a couple weeks to obtain further data.

Donna moved to pay Wells Fargo Bank \$13,750, most of which will be received back if Master Management does not proceed with purchase of the golf course property. The motion was seconded by Gene Goldman.

Following a brief discussion, the vote was taken and **the motion carried unanimously.**

Donna concluded the discussion with announcing she will proceed with signing the letter and Kelly will make necessary financial arrangements.

- 2) August Open Mic Issues – **(9:58:42 a.m.)**
Donna addressed several issues from last month's open mic session including the cutting of the aquatic weeds (previous efforts using machinery was extremely expensive and ineffective), comments regarding purchase of golf course (following a unanimous vote by the COOCVE Executive Committee and the majority approval of COOCVE and the unit owners, the process will go forward) and trash and recycling bin concerns (in meetings with the City, Marcel has requested their presence with updates at the October Board Meeting).
- 3) Budget – **(10:04:17 a.m.)**
Donna stated the budget process has begun and Master Management will be dealing with a lot of different issues on that forefront.
- 4) Military Trail Swale Area - **(10:04:25 a.m.)**
Donna noted that recent efforts by the City to clean-up the swale area have been very successful and residents have noticed. A letter of appreciation was sent to the City's Assistant Manager, Brian Donovan, expressing thanks. Donna encouraged people to

send acknowledgments to persons and/or entities for quality work and services in hopes of reinforcing positive outcomes.

- 5) Animal Policy – **(10:06:10 a.m.)**
Donna addressed MM's No Animal Policy which is published and posted throughout the Village. If there is a problem on MM properties contact security. If the problem exists on association property, contact the association. Master Management's property consists mainly of Century Boulevard, East Drive, West Drive, the Preserve, and the MM offices and Activities Properties.
- 6) Office Policy – **(10:09:16 a.m.)**
Donna spoke of a new policy that may be instituted requiring anyone seeking assistance from the MM office being required to give their name, address and an explanation for their visit was explained.
- 7) Associations – **(10:12:20 a.m.)**
Donna clarified that any association who purchases or takes ownership of a unit is now fully responsible for any fees owed to Master Management for that particular unit. Donna referenced the MM agreement, in which it is clearly stated.

Audience member interjects - **(10:16:53 a.m.)**
Failing recognition from the Board, the meeting continued.

Director of Services and Administration - Kelly O'Meara Hampton: **(10:17:42 a.m.)**

- 1) Security Report –
Kelly reported 61 incident reports had been generated by Kent Security during the month of August and outlined the various complaints and provided a breakdown to the board members.
- 2) Complaints - **(10:19:54 a.m.)**
Kelly announced the Department of Agriculture issued a letter of finding in favor of Master Management, indicating clearance of any negligence pursuant to residents' complaint linked to the clearing of the Preserve area.
- 3) Legal Update – **(10:21:08 a.m.)**
No new update for the month of August
- 4) Customer Service – **(10:21:24 a.m.)**
17 inquiries were received during the month of August and 65% were completed. Average time to complete work orders increased to 4.81 days, which was a direct result of the severe storms, lightning strike and the temporary irrigation system malfunction. YTD there have been 516 customer service inquiries with an average of 3.35 days for work order completion. 48% of the inquiries were irrigation related, 13% Comcast, and 6% transportation. Comcast inquiries dropped significantly due to the company's presence on Tuesdays and irrigation calls are expected to decrease when the irrigation installation is complete.

Dan inquired and Donna clarified that if you are currently under the old irrigation system and experience an issue, contact your property manager. For new irrigation system complaints and issues, contact Master Management's customer service department.

Executive Director of Operations Report – Marcel Korman:

(10:25:23 a.m.)

Recently Completed:

Vinyl glazing was replaced in the storefront system of LeClub.

In Progress:

(10:26:07 a.m.)

- 1) Activities Center – Audio system –
Two component parts are on back order. The system should be fully functional by the next meeting.
- 2) Transportation Route Optimization – Passenger Data –
Passenger counters are now installed and will collect ridership data. A weekly report detailing the information collected will be analyzed to determine if any changes are needed or will be made to stop locations, times and routes.
- 3) Access Control Software - Merge access control -
Cable modems will be installed to expand the bandwidth about 100 times faster than the present system and barcode reader.
- 4) Parking Streets – Resurfacing
A short-term project for the parking streets resurfacing was created for the balance of the year.
- 5) Irrigation Project – New System
Treasure Coast Irrigation is 90% complete and on target for completion by end of year. Set-up, configuration, and commissioning of the control system that turns on and distributes the water were delayed due to a lightning strike, so that is at 55% complete. Both projects are anticipated to finish near the same time.
- 6) Traffic Disruption – Century Blvd.
Irrigation Change Order work to the medians and swales in front of the Clubhouse will begin when the underground utilities are properly located. Work will begin in late September and will be close to completion by next month's meeting.
- 7) Tree Canopy Restoration –
As a result of a recent presentation by Todd from Masuen Consulting, Marcel had circulated a planting plan proposal for the Board's review and noted the various components, stages and locations of the plan.

Fred Rosenzweig moved to accept the Masuen Consulting, LLC proposal with the exception of the front entry gate for a maximum expenditure of \$40,000. The motion was seconded by Dan Glickman for purposes of discussion.

Following further discussions which included questions regarding what is and what is not included in a hardscape design and the time frame, the vote was taken and **the motion passed unanimously.**

- 8) Potable Water Valve Project -
The permit was received and the process has started for the procurement and prefabrication of the valve assemblies. The project is expected to begin in the Richmond area.

Gene addressed a photo received by Walter depicting the deplorable condition of a valve. Per Fred's request, the photo will be presented at next month's meeting.

9) Power Project – Administration Building

Project will relocate the electrical disconnect gear from the pool pump room to Kiln Building and will allow for a trailer mounted generator in the event of a major power outage. The preliminary estimates will require a motion to approve and will be made at next month's MM meeting. Marcel also noted that switchgear renovations figures are being gathered and surge protection is being addressed. Marcel spoke of changes made to protect and backup the irrigation system data and control board.

10) Asphalt Repair – Roadways

Marcel reviewed with the vendor and created a spreadsheet which identified areas of concern relating to potholes and poor roadway conditions. Areas of immediate repair were indicated at a cost of \$31,000. Marcel noted the amount is well within budget and requested a motion be made.

Gene Goldman moved to approve \$31,000 for Five-Star Sealing & Paving, Inc. to complete repairs and potholes roadway work in 2014. The motion was seconded by Charles Lusthaus.

Dan questioned, due to the dollar amount of the repairs, whether at least one more bidder should be sought. Marcel explained the work has been very good; there have been no comebacks on previous work done while prior vendor repairs have failed and Five-Star is the approved bidder for all Broward county work and MM receives the same pricing. Gene noted that when a vendor is found that does quality work, the Board has done its due diligence, as those vendors are hard to find.

Following additional positive comments regarding the process and Five Star Sealing & Paving, the vote was taken and **the motion carried unanimously.**

11) Asphalt Work – Parking Streets

Marcel spoke of the economic advantage of paving the entire parking street as opposed to patch repairs. Having circulated a list identifying areas needing attention to control storm water management, which deteriorates asphalt the quickest, he sought a motion to be made for 2015 roadway repairs.

Detailed and extensive discussion ensued regarding how the asphalt would be replaced, the life expectancy of the roadways, potential participation by the Associations for their parking spaces, the process for notification to the Associations and a reminder that Master Management is not responsible for any work performed on Association property and that it is an agreement between the Association and Five-Star directly. Donna noted the budgeted line item amount of \$122,730 for 2015 road replacement would cover 8 parking streets and 1 roadway for a total of 9 areas.

Please Note:

While the issue was extensively discussed and the Board raised their hands in unanimous approval during the meeting, an official motion was never made. Therefore, following the meeting, it was determined the motion could be executed in writing and the vote documented by email correspondence to be incorporated into the minutes. (Emails will be included in Corporate Records indicating such.)

Donna moved to approve the 2015 budget line item and Marcel's ability to carry out the work as he proposed for parking street and roadway asphalt resurfacing not to exceed \$125,000. The motion was seconded by Dan Glickman. The motion carried unanimously.

Charles Lusthaus terminated his remote participation – (11:11:03 a.m.)

Planning: (11:12:26 a.m.)

Marcel announced a meeting scheduled with an architect to identify any problems associated with the relocation of the Hillsboro gatehouse, which will coincide with the tree canopy restoration. Marcel confirmed the relocation of the gatehouse will increase the stacking depth of vehicles turning into Century Village off Hillsboro Blvd.

Committees / Other – NONE

Business -

Unfinished – NONE

New – NONE

Member Comments - (11:15:22 a.m.)

Gene – Expressed his concern and displeasure for unfounded facts, negativity, and rumors being spread through the village and posted on the MyCVE blog. Gene went on to thank the residents that are in support of MM.

Fred – Agreed with Gene but reminded that other factors may come into play and recommends to not be worried or to pay attention to it.

Announcements - (11:18:18 a.m.)

The next meeting is scheduled for October 16, 2014, at 9:30 a.m.

Donna expressed hope that the City will be available for that meeting and that a Special Meeting will be held to discuss the golf course prior to the next meeting.

Open Mic - (11:18:39 a.m.)

Terry McCluney – Durham L – Thanked and complimented the Board's due diligence and fine work. Further asked how to review upcoming items being considered for improvement and Donna advised to attend meetings and reading meeting minutes. She also encouraged attending the end-of-the-year meeting. Donna expressed appreciation to Terry for publically coming forward and expressing gratitude for the Board's hard work.

Walter Magenheim noted he had e-mailed the photograph of the valve discussed earlier to the Board members.

Adjourn -

(11:23:41 a.m.)

There being no further business, the meeting adjourned at 11:23 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.