

Minutes of the Board of Directors of Master Management

10-16-08

President, Donna Capobianco called the meeting to order at 9:40 am on Thursday, October 16, 2008. In attendance were Reva Behr, Donna Capobianco, Harry Chizeck, Donna Dowling, Anthony Falco, Gene Goldman, Jules Kesselman, Jack Kornfield, Susan Koser, Bill Morse, Charles Parness, Mel Schmier and via phone, Ira Somerset, Marilyn Lane and Bob Marcus

Guest present was Ira Grossman, President of COOCVE

After the Pledge of Allegiance, a motion was made and passed to waive the reading of the October 6 meeting minutes. Charles Parness seconded.

Correspondence - Susan Koser

Letter from Andrew Miller – regarding cost of bids and paperwork for signs in village

Letter from Hodgson Russ – regarding the Ross Gilson matter

Letter from Karen Rosenthal – regarding the dumpster issue

Donna Capobianco explained the process for sending in correspondence to COOCVE and Master Management. We need to make sure that proper protocol is followed when submitting correspondence. The proper way to communicate when an individual has an issue is that they should go to their president, the president would go to the area chair, and the area chair would then bring concern to COOCVE or MM. This allows area chairs to retain control in communication and in a lot of cases they can correct the issues.

For issues residents have that are beyond their association -beyond their front door, there is a form located in the office and on the website (cvedb.com). Going forward, the form must be completed when submitting correspondence. The form will then be e-mailed or put in the area chair's box and then the response will be sent back to the area chair.

President's Report – Donna Capobianco

Emergency Preparedness - National Group contract was signed on 10/15/08.

White Fly issue – still an on-going problem.

Irrigation System update – project moving slowly. Board had a discussion with regard to the irrigation project. Donna Capobianco requested the board to meet at a Special Meeting to discuss irrigation issues.

Oakridge P&Q – P reneged on participating in the road repair. Hold harmless letter, it needs to be sent to that association.

Security – OSHA was called with regard to the guard station at the gatehouse - chair issues, rug issues – will let you know the status.

FPL lights – seven lights are out and Seacrest will contact them and have them repaired

Contracts expiring – T&M replaced by Seacrest. Aquatic Systems – ends on 12/31/08 and Seacrest will look into it for us in terms of other vendors.

Insurance – received a cost sheet from Tom Lynch at Plastridge. RFP's were sent out for next year's insurance.

Treasurer's Report - Bill Morse

The CVE Master Management Financial Report prepared by Bill Morse was e-mailed to all Board members and discussed in detail. For the month of September; Net Income was \$15,054; Total Expenses were \$685,673 and Total Income was \$700,727. YTD Net Income was \$235,346; Total Expenses \$6,082,179; Total Income \$6,317,525. Total Assets \$2,340,042; Total Liabilities \$1,289,221; Total Equity \$1,050,820. Net status of assessments receivable from monthly coupons is that there is now \$92,681 in arrears coming from unit owners; Net status of prepaid assessments from coupons is \$298,684 in prepayments from unit owners. Net status of village insurance January 1 assessments outstanding is \$68,724 representing 98 unit owners.

Transportation/Management - Donna Capobianco

Transportation Contract – next week should be finalized.

Management: Donna Capobianco contacted Seacrest to see if they could help in the operations area. They said they could and will be assisting immediately at no charge. Once the individuals come on board – if it is early, they would just charge their weekly cost. Donna Capobianco asked the board to approve funds of \$20,000 to bring Seacrest in early and get the Business Manager/Janitorial functions on Board.

Jules Kesselman made a motion to go forward to appropriate no more than \$20,000 to bring Seacrest on board early for janitorial services and a business manager. Reva Behr seconded. Jack Kornfield asked to amend the motion to request copies of resumes after the individuals are hired. Motion passed unanimously.

Activity Center – Harry Chizeck

Election Day – charging \$750 for them to use the space. Trolley Tours will provide extra transportation on Election Day at no additional cost.

Le Club - \$15/meeting to use lobby.

Temple – currently paying approximately about \$12,000/year to use facility – This charge is fair and is considered an inside rate. They are looking for a five year contract.

A motion was made by Mel Schmier to approve a five year contract for the Temple. Gene Goldman seconded. After a discussion, Charles Parness told the Board that he had already signed a contract with the Temple for five years when he was President. The Board voted on the approval of the contract and the motion was defeated (6 to 8). (No votes were as follows; Bill Morse, Donna Dowling, Reva Behr, Donna Capobianco, Gene Goldman, Susan Koser, Marilyn Lane, Ira Somerset)

Reva Behr made a motion that the Board meet with the Temple and discuss a three year contract with a two year option and to assure them that we are not here to take away the space. Reva Behr withdrew her motion.

Gene Goldman made a motion that the resolution be rescinded. Jack Kornfield seconded.

Motion passed (12 to 2) (No votes were Bill Morse, Donna Capobianco). Harry Chizeck will speak to the Temple and report back to the Board.

Pool Furniture – Donna Capobianco contacted Contract Furniture International and received an updated proposal for 50 dining stackable chairs, 35 chaises and four tables with umbrella holes and they will be \$13,375.16. Jack Kornfield has made a motion to approve the payment to Contract Furniture International of \$13,375.65 for pool furniture. Charlie Parness seconded. After a discussion, the motion passed unanimously.

Office facelift – Donna Capobianco suggested to Harry Chizeck that Seacrest will look into estimates for cleaning rugs/painting, etc to the Master Management/COOCVE offices and report back to the Board at the next meeting

Beautification Committee – Reva Behr

Reva Behr made a motion to the Board to accept a proposal from Seacrest for a re-landscaping of all the gate entrances (Main Gate, West Gate and East Gate) out of this year's budget not to exceed a total cost of \$18,000 subject to Board approval of the plans. Charlie Parness seconded. After a discussion, the motion passed unanimously.

Reva Behr made a motion to the Board to approve the proposal from Columbia Signs for new signs out of this year's budget not to exceed \$48,336. Gene Goldman seconded. After a discussion, the motion passed unanimously.

Reva Behr would like to discuss options at the next Budget meeting to renovating the Gatehouses. Increasing the coupon rate by \$1.00 per month and using these funds specifically for renovations to the Main Gate, would be completed by the end of 2009 with a total cost of \$82,000. Reva Behr will bring a proposal for renovations of all Guard houses to the next Board meeting.

Golf Course – Bill Morse

Bill Morse discussed the Golf Course Property Acquisition Plan. The first step is to appropriate a certain amount no more than \$15,000 to retain an attorney for consultation in this transaction.

Gene Goldman made a motion to establish an approval not to exceed \$15,000 for the purpose of hiring an attorney to proceed with purchasing the golf course. Charlie Parness seconded. After a thorough discussion, the motion passed 12-1 (no vote was Jules Kesselman)

Donna Capobianco appointed Bill Morse Chair of the Golf Course Committee with Ira Somerset as a member.

Old Business

Donna Dowling – Light shining on the flag flying at Main Gate is out. Donna Dowling also requested that we put Security on the agenda for the next Board meeting. A Security Committee

was formed with Susan Koser as Chairperson, with members including Jules Kesselman, Donna Dowling and Gene Goldman.

Jack Kornfield – Asked for an update on the swipe card. Donna Capobianco responded that it was discussed at the last Board meeting and that the mall was not looking to do this as it was too complex. He also mentioned the discount program – Donna informed him that this was not a MM Board issue. Donna Capobianco entertained a motion to close debate on this discussion – so moved by Gene Goldman.

Jack Kornfield made a statement that he was speaking with banks about Master Management issues and at the last meeting with Mark Bogan he discussed how and when we can use the name MM. Jack stated that he was well within his rights when speaking to people on behalf of MM organization as long as a commitment is not made. Gene Goldman stated that it is not true. In the by-laws it states that no one can represent the Board except the officers, the Board itself or if you were authorized by the President. The President did not authorize. Donna Capobianco entertained a motion that we close debate on this discussion – so moved by Gene Goldman.

New Business

Bills to be paid to Desire Properties (five months worth of bills) and Smart Air – total for these invoices total \$2,149. Gene Goldman made a motion to pay the invoices to Desire Properties and Smart Air for a total of \$2,149. Bill Morse seconded. Motion passed unanimously.

Meeting Adjourned at 12:40pm

Gallery Questions:

Ms. Pinnella - Oakridge Q – When are the bids going to be finished and roads started.

A hold harmless letter needs to be signed by Oakridge P - cannot give a response on timing.

Rhonda Petone – Newport L - Area Chair - West gate should be first gatehouse to be renovated.

John Massimiani, Oakridge P – Our building refuses to pay for parking are a

Respectfully submitted:

Diane Davis