

Minutes of Master Management Board Meeting

October 16, 2014

President Donna Capobianco called the meeting to order at 9:35 a.m.

Roll Call:

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

Remotely - Gene Goldman, Pierre Laliberté, Fred Rosenzweig, Charles Lusthaus

Meeting Minutes:

Dan Glickman moved to accept the September 11, 2014, Master Management Meeting Minutes. The motion was seconded by Danielle LoBono. The motion carried unanimously.

Dan Glickman moved to accept the September 19, 2014, Executive Session Meeting Minutes. The motion was seconded by Danielle LoBono. The motion carried unanimously.

Danielle LoBono moved to accept the October 2, 2014, Master Management Special Meeting Minutes. The motion was seconded by Donna Capobianco. The motion passed 7-0. Dan Glickman abstained.

Guest Speaker - Chad Grecsek:

(9:40:11 a.m.)

Chad Grecsek, Director of Deerfield Beach Solid Waste and Recycling Department, appeared at the invitation of Kelly O'Meara-Hampton and Marcel Korman, and introduced two Century Village supervisors; Mr. Elio Lorenzo and Mr. Michael Thomas, who received a round of applause. Mr. Grecsek reported he and his staff are working hard to accommodate the Village the best way possible and noted the following changes: recyclables are now a single-stream operation and carts have been removed resulting in less clutter and more efficiency in collection, which reduces the amount of truck traffic. He noted that all waste collection is now done by one truck, five days a week as opposed to the six trucks, five days a week that was previously required. RFID tags have been installed on the dumpsters to monitor waste collection. This will also allow the residents to earn points and participate in the Recycling Incentive Program by the end of year. After describing the program in greater detail, he confirmed the City will manage this program for individual unit owners. Mr. Grecsek went on to address some of the concerns and questions regarding dumpster sizes and locations. Speaking to the condition and look of some of the dumpsters, he noted that replacement of decaying dumpsters is a city wide issue and currently of the 337 dumpsters in the Village, 148 (48%) have been replaced with another 60 (total of 208 or 62%) scheduled for replacement over the next couple of months. He closed by reminding residents that all waste-related issues should be directed to MM for more efficient and effective resolution.

Donna then opened the discussion to Board members for questions and comments. After further discussion which included: dumpsters not being emptied unless full, the difficulty older residents face when the dumpsters do not have side sliding doors, the possibility of requesting the desired dumpsters, how waste management will be handled during the busy season and the change to the bulk pickup day from Tuesday to Friday, appreciation was expressed to Mr. Grecsek and his staff for attending.

Financial Report – Bill Morse:

(10:01:41 a.m.)

For the month ending September 30, 2014, Revenue was \$1,000,644 and Expenses were \$976,510. Total Revenue exceeded the Expenses by \$24,134. As of September 30, 2014, Revenue YTD was \$9,054,566 and the Expenses YTD were \$8,994,382. Revenue exceeded the Expenses YTD by \$60,184.

Cash at the end of the month was \$1,858,242 plus CDs of \$3,205,000 for total cash of \$5,063,242. The Net Assessments Receivable on the uncollected report was \$1,113,632. Total Assets were \$7,116,216, with Total Liabilities of \$5,599,660 and Total Equity is \$1,516,555. Collections in the attorney's office during the month of September were \$29,250. Collections YTD by the attorney's office total \$221,505. Bill reported there were no unusual items affecting the operations during the month.

President's Report – Donna Capobianco:

(10:03:55 a.m.)

- 1) Land Development/Open Space - Code Amendment
A letter dated September 24, 2014 addressed to Burgess Hanson, City Manager, from Amanda Martinez, Director of Planning & Development Services, with the subject line: Proposed Land Development Code Amendment in the city of Deerfield Beach was read aloud by Donna. The letter, in response to CVEMM's lawsuit, addressed amendment changes to Deerfield Beach Land Development Code section 98-3, etc. A City Commission meeting held October 7th, passed into law the revised ordinance. (Refer to video at time stamp noted for greater detail.) In response to a Board member inquiry, Donna announced all legal work has ceased as the lawsuit has ended.

Donna moved to instruct MM's environmental attorney to file the SAR, Phase II, and any relevant reports with all appropriate environmental agencies and request the agencies take action to abate the contamination situation; second, request a meeting with the Boards of each association bordering the golf course property to assist in providing all the information MM has; third, stop all action associated with pursuit of purchasing the golf course property at this time. Bill Morse seconded. The motion carried unanimously.

Donna will advise Michael Goldstein, Esq, to move forward to notify the agencies and once CVEMM has been notified, the information will be made public.

- 2) Budget - Planning **(10:13:23 a.m.)**
Donna noted budget planning is well underway with a Board workshop scheduled for Oct 21st. Donna reminded the Board that the budget vote must be made at the November Board meeting as Seacrest must be advised by November 15th for coupon purposes. Donna reminded the residents that a budget breakdown will be published in the Reporter and on CVEDB.com., possibly as early as December.

Director of Services and Administration Report - Kelly O'Meara Hampton:

(10:15:07 a.m.)

- 1) Security Report –
Kelly reported 114 incident reports were reported by Kent Security for the month of September, double August's report. Kelly attributes the higher number of reports due to the increase of Village residents and provided a categorical breakdown of various issues.

- 2) Legal Update - **(10:16:12 a.m.)**
No new update for the month of September.

- 3) Customer Service - (10:16:19 a.m.)
36 inquiries were received during the month of September and 69% were completed. Average time to complete work orders was 3.4 days. Kelly noted the majority of inquiries were irrigation-related and anticipated a decline as the project moves to completion. Kelly noted issues related to irrigation should be reported to MM customer service. YTD there have been 552 customer service inquiries with an average of 3.35 days for work order completion. 49% of the inquiries were irrigation, 12% Comcast, and 6% transportation.

Announcement - Security Contract: (10:18:05 a.m.)
Kelly announced that as part of the due diligence with the current security contract set to expire April 1, 2015, RFP's are being released today with a return date in mid-November. The proposals will be reviewed and recommendations made to the Board.

In response to complaints by Danielle regarding her barcode, barcode readers and gates arms being left in a upright position and Donna's comment noting this was an operational issue, Kelly indicated Marcel would address the matter in his operations report.

Executive Director of Operations Report – Marcel Korman: (10:20:00 a.m.)

Recently Completed:

- 1) Power distribution - Holiday Lighting -
An engineer reviewed power distribution for LED lighting for the holidays and was determined there is enough power and will request Seacrest to maintain the GFI breakers to ensure they remain functional. Vendors have been submitting proposals to install holiday lighting. A motion will only be necessary to effectuate a multi-year contract.

In Progress: (10:22:38 a.m.)

- 1) Asphalt Resurfacing - Roadway/Parking
Marcel noted that Kelly had sent letters to the associations adjoining the planned roadway work of MM offering the possibility of participation for their building parking spaces at the same time. Of the letters sent, approximately 50% have responded and half of those responses have chosen to participate.

Donna interjected that, by law, the associations have reserves and control their own budgets and may choose whether or not to opt in to having their parking spaces resurfaced. Charles informed the Board the response rate may be low due to the untimely delivery of the letters sent to Canada and the time given to respond. Kelly noted those who missed the deadline to respond but who now express interest are being referred directly to vendor in hopes of accommodation.

- 2) Access Control Software - (10:26:15 a.m.)
A contract with Comcast Xfinity will be installed at all three gates which will resolve barcode reader issues, improve communication, and speed. Marcel sent a check September 23rd to initiate the process per written agreement.

The time constraints of the project was discussed and Danielle expressed concern for the returning seasonal residents and the impact it may have on the system. Marcel noted its importance and has made it a priority.

- 3) CVEMM Building Power Project - (10:29:14 a.m.)
The power distribution generator, tap connection and switchgear is in a hostile environment for electrical equipment and needs relocated to a safer area. Marcel had circulated to the Board a list of bids and the breakdown for work needed, a photograph depicting the poor condition of the distribution room where the main disconnect switchgear is housed for all the different panels in the administration building, and an e-mail copy of confirmation the tenant will participate in the cost of the project.

After discussion by the Board and explanation of the electrical work and costs associated, and the amount of the tenant's participation (\$12,000), Marcel requested a motion be made to approve a proposal for electrical work.

Fred moved to accept the proposed vendor's proposal for \$32,490 required for electrical work. The motion was seconded Donna Capobianco.

After further discussion and Dan having received an explanation that although the building is 10 years away from the 40 year recertification, some of equipment is rusted, already failing and is not operating, **the vote was called and the motion passed 7 - 0. Dan Glickman abstained.**

- 4) Water Valve Replacement Project (10:36:12 a.m.)
The work will begin Monday in the Richmond area.

Donna called everybody's attention to a photo that was displayed depicting the fossilized condition of a 40 year old broken water valve located at the south end of Berkshire B.

In response to an inquiry by Bill, Marcel and Kelly assured the Board that every effort would be made to give the affected residents as much notice as possible regarding disruption in their water service. Kelly estimated anywhere from a minimum of 2 days to a week's notice that would include suggestions to help the residents prepare for the outage and described the methods of communication to be implemented. Marcel described the work progress, estimating water would be off 4 - 6 hours.

- 5) Tree Canopy Restoration - Plan Development (10:43:25 a.m.)
Marcel announced there will be a presentation next week from Todd Mohler from Masuen Consulting regarding the tree canopy restoration plan development and Donna noted a workshop would be held for that presentation.

Referring to Marcel's report, Dan inquired as to the data and ridership information being collected from the bus passenger counters that have been installed. Dan told Marcel that all the counters may, in fact, not be installed and the data collected is only a portion of what the Village needs are. Dan further stated perhaps a breach of contract is at issue, as it is now October and these issues should have been resolved by June. He is very unhappy. Donna requested Marcel to confirm the number of buses that installation of the counters has been completed and that are operational by the drivers by the end of the day.

Committees / Other – NONE (10:46:58 a.m.)

Business -
Unfinished – NONE
New – NONE

Member Comments -

(10:47:09 a.m.)

Danielle reminded the members to submit their applications for the upcoming elections and Dan noted the deadline is November 3rd. Donna advised if not submitted in the next couple of days, the applicant's information would not be published in the Reporter.

Donna advised the community where to go for sources of information, help and answers within the Village. (Refer to video at time stamp for complete explanation.)

Announcements -

(10:53:36 a.m.)

The next meeting is scheduled for November 13, 2014 at 9:30 a.m.

Marcel announced effective today, the east gate will be closed to outbound traffic except emergency personnel, from 10:00 p.m. and 7:00 a.m. The provision was added to prevent misuse.

Open Mic -

(10:59:29 a.m.)

Melvin Nass - Requested the Board consider an electronic smart board for the main entrance.

Danielle wished Mr. Fred Sherman a happy 80th birthday.

Fred Sherman - Thanked Donna for the letter of apology regarding an inaccurate statement that had been attributed to him. Suggested the speaker sign-in sheet should be placed in the back of room for the convenience of the residents wishing to sign-up. Asked for clarification of what protecting MM corporation meant and Donna explained the corporation is comprised of members/unit owners. Requested the wooden flooring in Room A be replaced.

Dan thought it was a good suggestion to let the unit owners speak with limited restriction and majority agreed to have the sheet made available in the back of the room for the duration of future meetings.

Susan Smith - Questioned the removal of dead trees from the golf course property, downsized waste receptacles and year round holiday lighting.

Adjourn -

(11:03:49 a.m.)

Meeting was adjourned at 11:03 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,

Gene Goldman
Secretary & 2nd Vice-President
Board of Directors

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