

**Minutes of Master Management Board Meeting  
December 12, 2013**

President Donna Capobianco called the meeting to order at 9:31 A.M.

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

**Meeting Minutes:**

Gene Goldman offered a correction to the Master Management meeting minutes held on November 14, 2013. Under "President's Report", second paragraph, the third sentence, where it starts with: "Gene also stated –." He indicates he did not make that statement and it should not be there. Donna Capobianco makes a correction to be added to the same meeting. Under 'President's Report,' Page 3, where it says, "lawsuit judgment," it needs to name the suit and state: "The judgment regarding the Ventnor B Condominium Association Inc. vs. CVEMM Co., Inc."

**Fred Rosenzveig moved to accept the minutes as amended and it was seconded by Gene Goldman. The motion was carried by unanimous verbal consent.**

**Financial Report:**

The CVE Master Management Financial Report was distributed via email and a hard copy given to all Board members. For November 30, the monthly Revenue was \$980,558; Total Expenses were \$1,019,613; Expenses exceeded the Revenue by \$39,055. This was primarily due to \$59,200 additional irrigation work over and above the previous month, as well as five weeks of transportation. Year to Date the Total Revenue is \$10,782,064; Year to Date Expenses was \$10,264,694; Revenue exceeded expenses by \$517,370. The balance sheet shows cash of \$2,169,643; CD's of \$1,588,836; Total Cash of \$3,758,480; the Net Assessments Receivable on uncollected items is \$957,946; that's after the \$200,000 bad debt write-off. The assets are \$5,193,658; Total Liabilities are \$3,627,621 and Total Equity is \$1,566,036. During the month of November, the attorney collected \$10,623. In addition, \$6,964 collected at the very end of October that fell into November. Total Year to Date collections through the attorney's office is \$194,536.

The outstanding items gross \$1,157,946. 1 unit in the seven year range delinquent, represent \$8,257; 16 units, out at least 6 years delinquent, represent \$118,438; 50 units out, at least 5 years delinquent, represent \$322,307; 59 units out at least 4 years that represent \$299,832, 52 units, out at least 3 years, that represent \$190,745. There are 57 units, out 2 years that represent \$128,758. There are 223 units out at least one year that represents \$87,867. He finds it interesting that with over 200 units not paying at all (which represents roughly \$25,000 month) that November is only \$1,600 more than the month of October. He would like to attribute this to better collection efforts in the office.

**President's Report – Donna Capobianco:**

### **Pet Policy:**

Donna read a letter into the record written by a member of the community, Laura Routburg, dated December 11th, 2013. The letter addresses dogs and their obstruction on the walkways/pathways and would like to receive guidance from the Board and their recommendations in addressing emotional, service dogs, and ADA service animals.

Master Management and security are in the process of developing a way to resolve this issue. The board received a lengthy legal opinion, which is read into the record. Discussion is had on ways to resolving issues as it relates to any complications that may come about such as; enforcing policies, the expenses that will incur, staffing. . . Donna refers to a visual display and addresses the policies and specifically reads aloud No. 10, regarding walking of pets.

Displaying a sign and where it should go and what it should say will be upheld for future discussion. Also addressed regarding pets are; the steps in obtaining and allowing a pet, determining the credibility of said pet -- meaning, does it qualify as an assistance animal. An issue for the Board is CVEMM is at a disadvantage, due to lack of paperwork from associations that is not passed on. Also, a database or some type of record will need to be kept and/or distributed perhaps, identifying the status of the animal, *i.e.* dog.

### **Donna made a motion to have Master Management enforce a pet policy in three ways:**

One, request the association to provide all documentation associated with the animal, approval for an accommodation; second, based on receipt of the information, we record and mark the ID card; third, share the approval list with security and will know what to look for. Without it, Master Management authorizes security to ask the individual to remove the animal off Master Management property. **The motion is seconded by Pierre Laliberté**

### **Dan Glickman offered a substitute motion to deal only with ADA and Service Animals on Master Management property and its facilities. The motion was seconded by Ira Somerset.**

After some discussion, Bill Morse moved to table and Dan Glickman seconded. The motion to table fails in a 4 to 4 tie vote. **The substitute motion passed with 4 yes votes, 3 no votes, 1 abstention.**

### **Waterways:**

The waterways and their ownership are addressed. To check ownership go to the Property Appraisers' website ([www.bcpa.net](http://www.bcpa.net)) For the most part, the waterways are owned by the associations, and the use of the waterways are governed by the association documents. All association waterways are maintained by Master Management. No fishing allowed was first published in 2004. There are liability issues and concerns for the safety of the residents standing on the edge of the canals.

### **Transportation:**

Two types of new buses for the community are unveiled. One will be smaller for within the community and the larger one will be used for the outside routes. The ones coming in as of January 1, 2014 will be temporary until new buses are received which will be mid February.

### **Hillsboro Gate Signage:**

Permission has been received to replace Hillsboro Pines Golf signage and discussion follows

regarding what the new wording will be.

**Fred moves that the new replacement sign should say “A Community for Active Adults. Seconded by Gene Goldman.**

**Dan Glickman offered a substitute motion for the signage to say “Welcome To”. Seconded by Ira Somerset. The motion passes unanimously.**

**Golf Course:**

Discussion with the golf course owner, did reiterate the \$200,000 discount for any remediation. We responded and said that this was not sufficient. We are awaiting further proposals from realtor for consideration by the Board.

**Property Issues:**

Where to bring Association vs. CVEMM vs. Recreation questions will be placed in the Reporter. It will include contact information and graphics to help with customer service-related issues.

**Irrigation:**

A bulletin will be going out and published in the Reporter as well as online to keep you informed on the work involved. There is also a lot of construction going on which is not necessarily the irrigation system. It could be any of the utilities. Where the old system exists the watering will be only one day a week. The new system will irrigate under standard guidelines and that will be two days a week.

**Lighting by East Gate:**

The Military Trail street lighting as you approach our East Gate is addressed. This needs to be brought to the attention of our City Commissioner as these are not the responsibility of Master Management. Sidewalks and property are also addressed along Military Trail and SW 10 Street and East Drive.

**Year End Report:**

Communications Committee has done superb job of keeping the community well informed of the accomplishments of Master Management during 2013. These reports will continue to be published in the Reporter, posted to [www.cvedb.com](http://www.cvedb.com) and distributed as bulletins.

**Executive Director: Marcel Korman**

**Access Control:**

Bay Management requests access to gatehouse system and security platform that is owned by Master Management. Following detailed explanations of the systems and issues involved and noting the potential savings of \$2,000 depending on how much goes to data entry charges,

**Fred Rosenzweig moved for Marcel to produce a letter, authorizing the clubhouse to have access and additional user licenses for our gatehouse visitor or residential management system platform. Seconded by Gene Goldman. Motion was carried by unanimous consent.**

**Water Valves:**

Two buildings were affected for a short time due to an emergency replacement of water valves.

To date, 12 valves of the approximate 500 have been replaced. Marcel estimates over \$100,000 loss in water through the year, with the one leak alone.

**Irrigation System Maintenance:**

Two bidders for irrigation system maintenance contracts have been received and no difference in costs, solely qualifications, experience, training of staff, and recommends Treasure Coast Irrigation who is doing the installation currently.

**Fred Rosenzweig moves to award contract to Treasure Coast Irrigation for the irrigation system maintenance. Seconded by Gene Goldman.**

Discussion follows regarding maintenance, monitoring and bringing some aspects in-house which would require an additional labor force. Fred Rosenzweig suggests that Marcel start due diligence, what going in house would cost and then come to the Board for motion.

**Motion to award irrigation system maintenance contract to Treasure Coast Irrigation passes 6-2 by a show of hands. No Votes: Ira Somerset and Bill Morse.**

**Preserve Maintenance Contract:** Did not get comparable bids but has chosen the company who did the tree crowning project and when awarded that work they were the best of 5 bidders on that project. Previously \$35,000 had been budgeted for preserve maintenance. Marcel recommends Phil's Tree Service for \$27500, which will include the removal of invasive species and clearing of dead plants and debris 25 feet back from perimeter.

**Gene Goldman moves to accept the proposal from Phil's Tree Service for \$27,500 that includes clearing 25 ft. back from the perimeter. Seconded by Fred Rosenzweig. Motion passes 6 -2 by a show of hands. No Votes: Ira Somerset and Bill Morse.**

**Unfinished Business: None**

**New Business: None**

**Member comments:**

Dan Glickman wishes Board members who have reservations or choose to vote no would express their thoughts and reasons because he would keep an open mind.

Ira Somerset apologizes not being able to attend some recent events due to personal issues.

Danielle LoBono mentions she has heard a new sign will be installed to indicate 'no right turn' where the firehouse is at West Drive and Powerline Road.

Donna announces the day of the week has changed for bulk trash and information is being passed on in the Reporter, as well as online. The pickup will now be on Tuesdays and will begin on January 7<sup>th</sup>2014. So, remember to take out on Monday nights.

Donna reminds everyone that the next Master Management meeting will be January 16 and encourages everyone to come for the COOCVE meeting Tuesday, where the elections for Master Management and Recreation take place.

**Open Mic:**

Laura Routburg - reiterates the theme of her letter read earlier in the meeting and appreciates the effort the Board took today.

Abe Trachtenberg - would like branches cut from a tree that is obstructing garbage service. Complains of sand on the road in certain areas for years. A flashing light has been out for the past three years where road divides. Need light in Durham between C and D. Questions whose responsibility it is to put in lights.

Philip Norris - supports computer club, feels it is an asset to the Village and would like to keep it here.

William Scheidemann - supports the computer club, has been a member for 3 years and does not want the contract canceled with Century Village.

Cyndee Pattison – supports the computer club. Compliments the board but wishes the open mic would take place the beginning of the meeting.

Helene Stein - supports computer club and has been involved with the club for 14 years. Expresses interest in the continuation of computer club.

Caryl Razler – supports the Progressive Forum and encourages the continuance of outside members to attend the meetings.

Danielle LoBono – reads correspondence from Bernie Parness in support of the Democratic Club.

**Announcements:**

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

**Adjourn:**

Motion to adjourn was made at 12:06 p.m.

Respectfully submitted

Danielle LoBono  
Secretary of the Board of Directors