

**Minutes of Master Management Board Meeting  
November 16, 2017**

Vice-President Michael Routburg called to order the regular meeting of the elected volunteer Board of Directors of CVE Master Management at 9:30 a.m.

Michael informed the audience of the sign-in sheet in the back of the room, if they wish to speak at Open Mic.

**Roll Call:**

**Present** - Michael Routburg, Fred Rosenzweig, Dick Ciocca, Joseph Roboz, Barry Warhoftig, Pierre Laliberté, Marjorie Kopacsi, Mel Nass

**Absent** - Gene Goldman

Michael noted in attendance: Charles Parness, President of COOCVE; Rita Pikar, Chair of the Recreation Advisory Committee; Silvia Smaldone Chair of the Area Chairs; and Michael Rosenzweig, Editor in Chief of the CVE Reporter.

Following the Pledge of Allegiance, a moment of silence was held for those who gave their lives in service to preserve our democracy.

**Meeting Minutes:**

**(9:33:08 a.m.)**

The Board approved Minutes of the August 10, 2017, MM Board Meeting and October 10, 2017, MM Board Meeting, as presented.

**Vice-President's Report - Michael Routburg:**

**(9:33:42 a.m.)**

Michael announced he has a number of items to mention at the end of the meeting under Members Comments; some of the information will also come out during the course of the meeting.

See Member Comments below at Time Stamp.

**Financial Report - Joseph Roboz:**

**(9:34:17 a.m.)**

For the month ending October 31, 2017, the Revenue was \$999,000 and Expenses were \$1,114,000. The Net Expenses exceeded Revenue by \$115,000. YTD Revenue was \$10,000,000 and YTD Expenses were \$10,595,000. The YTD Expenses exceeded Revenue by \$586,000. The variance of the \$586,000 Revenue against budgeted Expenses are a result of \$234,000 for hurricane cleanup, \$200,000 for legal expenses carried over from 2015 into

2016; and \$180,000 for an unplanned legal settlement. Joe advised the additional expense will be recovered in the future years. The Corporation has \$2.8 million in the bank. Total Assets, including the Activities Center, are \$3,129,000, with Total Liabilities of \$2.7 million.

1) Audit - (9:37:10 a.m.)

Joe explained one of the Treasurer's responsibility, as well as the Board, is to audit operations for public presentation of MM expenses and for third-party validation. MM received the audited statement for 2016, compared 2015 and 2016 at the same time and will be published via the Reporter. Joe read into the record the following statement from a letter by the auditor:

"We believe that the audit evidence that we have obtained is sufficient and appropriate to provide a basis for our opinion. In our opinion the financial statements referred to above present fairly in all material respects the financial position of the CVE Master Management Company as of December 31, 2016, and 2015, and the results of its operations and cash flow for the year then ended. In accordance with accounting principles generally accepted in the United States of America."

Reference was made to the last note of the audit; "Note 10. Legal Proceedings: "During 2016 the company received \$770,000 as a partial refund of losses Settlement proceeds. As of October 2017, there are no legal proceedings of any significance in progress or pending".

Joe applauded Kelly and the lawyers' efforts over the past several years. A round of applause ensued.

**Joseph Roboz moved to accept the audited financial statement for 2016 as presented and it be published same via the next edition of the Reporter. The Motion was seconded by Fred Rosenzveig. The Motion passed unanimously.**

2) Nomination - (9:40:26 a.m.)

Joe nominated Larry Reynolds to continue as MM Corporation's auditor for fiscal year 2017.

**Joe Roboz moved to appoint Larry Reynolds as the corporation's auditor for the 2017 financial year. The Motion was seconded by Dick Ciocca.**

Per Member inquiry, Joe advised Larry Reynolds has been corporate auditor over the 15 years and has expressed no desire to discontinue, the vote was taken and **The Motion passed unanimously.**

3) 2018 Budget - (9:41:21 a.m.)

Joe stated MM will undertake a significant amount of much needed projects for the 2018 budget to include: a coupon increase to \$122 for a Revenue of \$12,723,000, an increase of \$723,000 from 2017. The budget indicates Expenditures of \$14 million

for a Deficit of \$1.3 million. The predominate expenses from previous years are capital replacement and planned projects. MM anticipates expenditure of \$3.5 million on projects commencing 2018 and into 2019 and beyond, dependent on approval and construction schedules and speed at which work can be done.

Kelly advised the following projects for 2018 include: the 2018 Roadway Replacement Project; Village Lighting Replacement; the Gatehouse construction of the West Gate, as well as the Main Gate Construction; A/C Unit Replacement at 3501 MM Building, Le Club Electrical Equipment; Bus Shelters (carried over from the 2017 budget); Perimeter Wall Construction; Marquee Sign Installation at the three Village Entrances; and Landscaping Tree Project.

Comments were made by the Board regarding the 2018 projects. (Refer to video at Time Stamp for full discussion.)

- 4) 2018 Capital Replacements & Planned Projects - **(9:47:15 a.m.)**  
Joe provided a breakdown of expenses to include \$1.2 million for general administrative expenses; insurance decrease to \$2.76 million; anticipated legal expenses to drop to \$135,000 (within normal legal operations); \$4,250,000 for Village maintenance; \$4,600,000 for Village area community services; Activities property down to \$39,000 for improvements; \$3.5 million in capital replacements; for a total budget of \$14,028,000, with a deficit of \$1.3 million. MM's intent is to finance the deficit with a loan up to \$3 million to be financed for up to a five-year term with no repayment penalty, minimizing the increase to the Residents.

**Joseph Roboz moved that the Board adopt the 2018 budget as presented, including a maintenance fee of \$122 per member per month, a capital project budget of \$3.55 million, and a deficit of \$1.3 million. The Motion was seconded by Dick Ciocca.**

Following discussion, the vote was taken and **The Motion passed unanimously.**

**Joseph Roboz moved to authorize the corporation to enter in to a loan agreement of up to \$3 million. The loan is to be used to finance the capital projects to be undertaken in the 2018 and 2019 budgets. The loan is to be drawn as required and indicated in the approved 2018 budget as a deficit. Once completed the loan will be amortized over a five-year period with an accelerated penalty-free payment option. The Motion was seconded by Mel Nass.**

Joe stated MM agreed the secretary will present the agreement to the bank, the vote was taken and **The Motion passed unanimously.**

- 5) Payment Method - (9:53:06 a.m.)  
Since the conception of Century Village in 1976 and its coupon method for payment, Joe advised MM will no longer utilize coupons and will upgrade to the adopted automatic check withdrawal system to save time, money, and manpower.

**Joseph Roboz moved to terminate the outsourced collection services of Master Management Maintenance Fees by Seacrest Services and to bring this function in-house effective January 1, 2018. The Motion was seconded by Dick Ciocca.**

Kelly stated an email blast and information will be posted via the website for further details; Residents are encouraged to ensure their accounts are in good standing to coordinate for a seamless transfer; and advised Residents to contact MM customer service for additional assistance. After addressing questions and comments by the Board, Kelly thanked Bob Baumiller, MM Controller, for his efforts and hard work. A round of applause ensued.

Following discussion, the vote was taken and **The Motion passed unanimously.**

**Joseph Roboz moved to implement digital payment methods of member maintenance fees effective January 1, 2018. Payment methods for Master Management fees will be solely electronic by Direct Debit. Coupons will not be issued, and checks will not be accepted. Late payment fees will continue to apply. The Motion was seconded by Mel Nass. The Motion passed unanimously.**

**Executive Director's Report - Kelly O'Meara Hampton:** (10:05:05 a.m.)

- 1) East Gatehouse -  
Kelly reported the East Gatehouse Construction permit was halted by the Planning & Zoning Committee, due to inconsistencies in the site plan as a result of a prior plan drawn up by a prior architect years ago that went unnoticed by MM. Kelly said revision of the plan will be resubmitted for review and ensured swift transition to the West Gate and Main Gate once East Gatehouse construction is underway in February/March. Kelly apologized for the delay due to legal matters which have since resolved. Updates will be announced when available.

Per Member comment, Kelly explained the various committees/boards are mostly made of volunteers and help to protect the City and public. The construction project is cumbersome and noted the City has been helpful and accommodating throughout the process. Adding, the City and MM have a fantastic relationship, and complimented the City's Hurricane debris cleanup was efficient and with minimal discussion.

2) Traffic Signs - (10:08:51 a.m.)

Kelly reported the comprehensive traffic safety project is underway for improvement and signage evaluation throughout the Village. She said there will be folks and spray-paint markings in the different areas. Due to the size of the Village, it will be a lengthy process and was hopeful the projects will be completed in under six months and requested patience during the process. Kelly stated MM will ask the City for BSO patrol upon project completion. Contact MM customer service to address urgent concerns.

3) Roadway Repaving Project - (10:09:59 a.m.)

Kelly stated the roadway repaving is complete (Century Boulevard, sidewalks, signage reinstalled) with the exception of a Change Order request which will connect crosswalks from MM property to Association property which will overly the grassy areas and will include detectable warning pads for change of pavement for a safer passageway. Associations are encouraged to join in the project, which will be paid for and maintained by MM. So far good feedback and participation has been received and once the crosswalks with warning pads are installed the project will be complete.

**Fred Rosenzweig moved to authorize the Executive Director to expend an additional \$83K for Change Order #3 of the paving project to modify sidewalks and add detectable warning pads at crosswalks as previously specified. The Motion was seconded by Marjorie Kopacsi.**

Following discussion, the vote was taken and **The Motion passed unanimously.**

4) Hurricane Expenses - (10:15:53 a.m.)

Following the Board's original approval \$130,000 for emergency circumstances to mitigate hurricane damage, additional expenditures were reviewed and Kelly provided a breakdown to include: bus lot debris clean up (two batches); debris cleanup via vendor, Luke's Sawgrass, to restake trees/fertilize trees and for the replacement/cleanup of approximately 30 trees (mostly new small ones); an A/C electrical issue and water mitigation in the MM building and offices; fence repair; disc-top lighting damage; temporary lighting; and sign reconstruction totaling \$283,648, for a remaining balance of \$153,648.

Requested motion that the Board approve an additional \$153,648 for Hurricane Expenses.

**Fred Rosenzweig moved to authorize the Executive Director to expend an additional \$153,648 for Hurricane Expenses. The Motion was seconded by Mel Nass.**

Following discussion, in formality, the vote was taken and **The Motion passed unanimously.**

**Business:**

(10:19:37 a.m.)

**Unfinished - None**

**New - None**

**Member Comments:**

(10:19:46 a.m.)

Dick noted the delay in FPL's response for lighting and complimented the efforts of the individual(s) who brought in the temporary lighting for Village safety on the roads. Michael thanked Robert for his efforts in securing temporary lighting for the Village. A round of applause ensued.

Fred was pleased with the Village appearance after having been away from the Village for an extended period of time, drawing attention to the roadway repaving project; and is looking forward to this time next year for the installation of the three new gatehouses and the addition of two new residential lanes, noting these projects have been long-delayed due to litigation and said the coupon increase will be money well-spent and will make an incredible difference.

Mel encouraged the general Community to come forward with improvement ideas to offer the Board.

Barry reminded Residents the lighting on Century Boulevard, East Drive, and West Drive are owned and operated by FPL, Florida Power & Light, and during emergencies i.e. the hurricane, they are overwhelmed due to the statewide issue, and every effort will continue to be made for resolution. Additionally, MM is not authorized to make repairs to FPL property. Kelly concurred, adding FPL is also experiencing a shortage in parts. Village lighting discussion ensued.

Michael mentioned the FDOT meeting on November 15 regarding 10th Street which was an informative presentation wherein a number of questions and topics were raised. There will be additional meetings through 2019, one meeting will take place in Century Village, preferably in season, so that as many people that will be here can be present, and Michael offered the literature he had on hand for review; Kelly provided a bus for the Residents of the six buildings that will be impacted by the Toll Brother's future development for a tour on November 27th for an overview of their plans for landscaping, perimeter wall, and housing views. Commissioner Bernie Parness and a Toll Brothers representative will be there to answer questions. Everyone was wished a Happy Thanksgiving; a District 3 meeting will be held December 13, 2017, at 1:00 p.m. in the Clubhouse. Commissioner Bernie Parness will be in attendance; there will be an Annual Hanukkah celebration at Century Village on December 12, 2017, flyers will be sent out; and everyone was wished a wonderful, safe season.

**Adjourn:**

**(10:31:35 a.m.)**

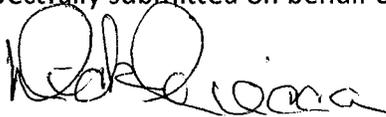
Meeting was adjourned at 10:31 a.m.

**Announcements:**

The MM Board Meeting will be held Thursday, December 14, 2017, at 9:30 a.m. in the Activities Center Room A.

(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](http://www.cvedb.com). Meetings may also be viewed on our Community TV Channel 98.)

Respectfully submitted on behalf of,



Dick Ciocca  
Secretary  
CVEMM Board of Directors

The signature above indicates only that these are the minutes adopted by the Board of Directors in open session on 12/17, 2017.