

**Minutes of Master Management Board Meeting  
January 14, 2016**

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

**Roll Call:**

**Present** - Donna Capobianco, Gene Goldman, Dan Glickman, Bill Morse, Michael Routburg, Danielle LoBono and Dick Ciocca

**Remotely** - Pierre Laliberté

**Absent** – Fred Rosenzweig

**Meeting Minutes:**

**(9:37:53 a.m.)**

**Dick Ciocca moved to accept the following:**

**December 10, 2015, MM Board Meeting Minutes**

**The motion was seconded by Michael Routburg. The motion passed unanimously.**

**Financial Report – Bill Morse:**

**(9:38:23 a.m.)**

For the month ending December 31, 2015, Revenue was \$1,036,992 and Expenses were \$1,092,118. The Expenses exceeded the Revenue \$55,126. The YTD Revenue was \$12,427,441 and Expenses were \$12,085,393. The Revenue exceeded the Expenses YTD \$342,048.

The balance sheet is showing Cash of \$2,783,067. The Net Assessments Receivables on uncollected items was \$731,180. Total Assets were \$6,187,138 with Total Liabilities of \$7,009,878 and negative Total Net Equity of \$822,740. December Expenses exceeded Revenue due to the following items: additional electrical grounding work on irrigation system of \$55,000; final work on water valves \$24,000; and additional \$50,000 for water and sewer utility usage during the winter months when the Village is most occupied.

Per Member inquiry Bill explained the additional water valve project expense resulted from the early completion date of one year verse the estimated three-year completion date.

Kelly indicated the replacement of approximately 459 valves at a cost of \$1,600 per valve totaled \$755,927, which was the entire cost of the project and was on the lower end of the \$600,000 to \$1.5 million projected cost. She also noted project completed in approximately 18 months as opposed to 3 years.

**President's Report - Donna Capobianco, President:**

**(9:42:58 a.m.)**

Donna announced this as her last report as this is the last Board meeting she will be chairing. She explained her reasons for not running for the Board for another term. She spoke of her two tenures, one starting in 2007 and the other in 2013, highlighting her involvement and pride with key projects such as the proposed purchase of the golf course, the irrigation project, and resolution of various lawsuits and the reorganization of the Corporation. Her appreciation, gratitude, and honor of serving on behalf of MM was offered.

Additional comments were offered by Board Members. (Refer to video at time stamp to hear full report and comments.)

**Executive Director - Kelly O'Meara Hampton:**

**(9:58:00 a.m.)**

- 1) Road Resurfacing -  
Illustrations were presented depicting the roadway resurfacing plans scheduled over the next six years. Kelly announced the maps, spreadsheet, and statement would be emailed to residents and posted to the website.

Kelly then gave the following statement:

**CVE Master Management  
Six Year Road Resurfacing Plan  
January 8, 2016**

In 2009, Master Management issued a Roadway Paving Policy that stated in mid-2014 that MM would evaluate all of the roadway conditions and identify streets to be re-surfaced in 2015. In September, 2014, MM reported it would notify associations impacted by the plan in the event they wish to budget for re-surfacing their parking areas in conjunction with MM's work in 2015.

The notifications to the Associations were to include a proposal from the same vendor doing MM's work, to pave the Association's parking spaces at the same time at the association's expense. Associations were then asked to complete the form indicating YES or NO on their decision to contract for the work. Any association that did not receive notice by mid-September 2014 was told that it meant that their association was not selected for MM's 2015 road resurfacing plan.

In September 2014, notifications asking 15 associations to consider participating in MM's road re-surfacing plan were sent and unfortunately, only five of the Associations sent back their completed form indicating that YES they did want to join MM in the work. The 2015 road re-surfacing has been completed for the Associations that participated and those that chose not to participate, will be given the opportunity to join MM at a later date. By doing the total resurfacing at one time, it saves the Associations and MM significant expense. When either job is done separately the total cost for the Association or MM increases significantly. It is to everyone's advantage to do a complete resurfacing in an area at one time.

In an effort to get better participation by the individual Associations, MM has created a six year plan where at the end of 2021 all of the roads in the Village will have been resurfaced or had the opportunity for resurfacing. This plan was created in order to afford Associations the additional time to budget and set aside the needed funds to

participate in the future. The six year plan details the roads that will be completed in 2016 & 2017 as well as the Association parking spaces scheduled for 2018-2021, so that associations can take the steps necessary to join with MM to complete re-surfacing for the entire area. Our current vendor estimates that on average, associations can plan to budget approximately \$180 per parking space to join in the project.

If associations choose not to participate in having their parking spaces re-surfaced at the time that MM schedules repaving, there will be significant financial impact for the associations as well as possible issues with storm water drainage and eventual parking space and asphalt integrity problems. As this project is much more extensive than simply seal coating, but rather can include milling, etc. It is critical that parking roads and spaces are repaved at the same time to avoid substantial increases in cost. The cost for the Associations should they choose not to join MM will increase substantially as additional work will need to be done to ensure consistency and uniformity between the parking street and parking spaces.

It is our hope that provided the additional time to budget for this expense that Associations will take the opportunity to ensure they are ready in 2018 and on, to join MM in this effort as they will enjoy cost savings due to the size of the project and as well as increasing the appearance of our community.

Kelly responded to inquiries and comments from the Board. (Refer to video at time stamp to hear full discussion.)

- 2) Recycling - **(10:10:04 a.m.)**  
Kelly advised Solid Waste had been very responsive and helpful, and agreed to add recycling containers with small doors; and over the next few weeks a study would be conducted to address specific locations.

Per Member inquiry, Kelly responded the side-door dumpster containers would remain until they need to be changed out.

- 3) Comcast - **(10:12:33 a.m.)**  
After Kelly met with the new Comcast customer service representative, Seth Parker, she advised he was fully informed of the pre-existing issues throughout the Village as previously noted, and was also made aware of possible attorney involvement as deemed necessary should the matters persist. She noted he had re-established the Comcast presence in the Clubhouse for customer service related issues.

Per Member inquiry, Kelly relayed the issues associated to the reception of Channel 98 and 99, amplifier conditions, and bulk-billing concerns were mentioned.

- 4) Website Registration - **(10:15:16 a.m.)**  
Kelly encouraged residents to help spread the word to re-register on the new website at CVEDB.com. Those who register will receive an entry for a drawing at the end of the month for a new mini iPad. Also, advised the Village this is the best way of getting news and information out to the community.

It was noted there will be a link connecting CVEDB.com to Bay Management's website once it is launched. To date, 4,500 residents have re-registered.

- 5) Security - **(10:18:52 a.m.)**  
ABM sold its security division to Universal, who will now be the new security company for the Village. Kelly noted no modification to staff would be made, with the exception of uniformed white shirts marked with the company logo would be issued in February/March.
- 6) Speeding - **(10:19:50 a.m.)**  
As discussed in the Area Chair Meeting, resident Barry Warhoftig volunteered his expertise and guidance to assist the Village in the design of new street and speed signs in order to comply with the Department of Transportation guidelines. As a result, BSO would be able to issue violators tickets in the Village.

Board Members expressed appreciation for Mr. Warhoftig's knowledge and participation.

- 7) Firewall Repair - **(10:24:50 a.m.)**  
Per the settlement agreement, repairs are underway and will continue at the garden-style apartments. To date, about \$155,000 has been expended on reimbursements and repairs with repairs only accounting for about \$20,000 of the total expense. Going forward, the horse-shoe shaped buildings will be asked for access to go in inspect and make repairs. Letters will be sent requesting residents to submit their claim forms.

After member interjection regarding SW 10th Street and the extension, Kelly confirmed Dan Glickman and Rita Pikar's active involvement with respect to the project in question.

- 8) Bus Step Modification - **(10:28:37 a.m.)**  
The 11th bus step modification was not successful. Kelly advised efforts will continue.

It was noted the buses continue to be fully ADA compliant.

Danielle reminded to residents to call MM when dumpsters overflow and to place bulk trash out only on the night before or morning of scheduled pickup.

Dan commented on the almost 900 inquires received to customer service during the month of December. Kelly commented on the excessive number of confirmed inquires and mentioned additional staff and software may be added after an investigation and collection of data is analyzed,

- 9) Security Gates - **(10:34:20 a.m.)**  
Kelly acknowledged the recent delays associated with entry into the Village at the West gate with car stacking and barcode issues, and advised Residents to be patient as construction will soon begin to alleviate the issues.

Per Member inquiry, Kelly clarified the new construction would be the additional lanes and East and West gatehouses and will begin in April.

- 10) Claims - **(10:37:43 a.m.)**  
A five-year liability insurance claim summary was published by the insurance broker and presented a yearly breakdown of costs associated with claims made throughout the Village. Kelly gave a detailed report on claims, liability and insurance premiums.

Additional comments were made by the Board Members. (Refer to video at time stamp to hear full discussion.)

Kelly commented the recent policy change proved effective during a recent LeClub event in which a Resident passed out and a member of the security staff was first responder to the incident.

- 11) Exterior Roadway Lighting - **(10:47:34 a.m.)**  
FPL advised a guaranteed started date of March 1st to begin replacement of the exterior roadway lighting fixtures. Kelly reported the proposal was considerably lower than the original projection cost of \$40,000. Once exterior lighting is complete a photometric study of the interior lighting would be generated to determine further lighting recommendations.

Per Member inquiry, Kelly informed the lighting would completed in 30 days

- 12) Introduction - **(10:48:37 a.m.)**  
Kelly introduced Robert Streather as a new member of the MM team, currently assigned to the maintenance division, and spoke highly of the expertise he brings to the position.

A round of applause ensued.

- 13) Renovations - **(10:50:30 a.m.)**  
Renovations of the LeClub, the Activities Center and MM office building was addressed by both Kelly and Lori. (Refer to video at time stamp to hear full discussion.)

**Gene Goldman moved to approve moving forward with renovations of LeClub, Activities Center, and MM office building as detailed in budgets provided to the Board of Directors with a total expenditure not to exceed \$311,000. The Motion was seconded by Dick Ciocca.**

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

A round of applause ensued.

Pierre ends his remote participation. **(11:00:38 a.m.)**

Kelly concurred with Donna's positive reflection of the progress made in the last year and a half by the current six staff members of MM.

**Business:**

**(11:01:32 a.m.)**

**Unfinished** - None

**New** - Tilford Tennis Courts -  
Discussion moved to Member Comments

**Member Comments:**

**(11:02:27 a.m.)**

Kelly desired to relinquish the tennis courts back to the community, but stated the Tilford Tennis Courts had been used as a staging platform for the various construction and planting projects and will continue to be utilized for the new gatehouse construction.

Further discussion were made by the Board Members. (Refer to video at time stamp to hear full discussion.)

Dick complimented Donna for her work as President.

**Announcements:**

**(11:09:16 a.m.)**

The Special Board Meeting for the Election of Officers is scheduled for January 20, 2016, at 9:30 a.m. in the Activities Center.

The next regular Master Management Board Meeting is scheduled for February 11, 2016, at 9:30 a.m. in the Activities Center.

**Adjourn:**

**(11:10:48 a.m.)**

Meeting was adjourned at 11:10 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](http://www.cvedb.com). Meetings may also be viewed on our Community TV Channel 98.)

Respectfully submitted,

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 \_\_\_\_\_, 2016.