

**Minutes of Master Management Board Meeting
January 15, 2015**

President Donna Capobianco called the meeting to order at 9:32 a.m.

Roll Call:

Present - Donna Capobianco, Dan Glickman, Bill Morse, Michael Routburg, Pierre Laliberté, Fred Rosenzweig and Danielle LoBono

Absent - Gene Goldman and Dick Ciocca

Meeting Minutes:

(9:33:47 a.m.)

Following a correction to amend page 2, item 1, of Master Management Meeting Minutes of December 11, 2014, the sentence will read, "Permanent lighting outlets and potential lighting as the gatehouses are relocated and renovated." Dan Glickman moved to accept the following:

December 11, 2014, MM Board Meeting Minutes

December 19, 2014, MM Executive Session Minutes

December 19, 2014, MM Special Board Meeting Minutes

December 31, 2014, MM Executive Session Minutes

January 6, 2015, MM Executive Session Minutes

The motion was seconded by Fred Rosenzweig. The motion carried unanimously.

Financial Report – Bill Morse:

(9:37:15 a.m.)

For the month ending December 31, 2014, Revenue was \$1,061,246 and Expenses were \$1,693,303. Expenses exceeded the Revenue by \$632,057. YTD Revenue was \$12,117,368 and the YTD Expenses were \$12,763,557. YTD Expense exceeded the Revenue by \$646,189.

Bill explained the Expenses exceeded the Revenue due to the \$500,000 bad debt reserve and \$200,000 in legal expenses that were booked the last month of the year. He also explained why sometimes the verbal report he gives varies slightly from the accounting program computer generated financial report.

The balance sheet is showing total cash of \$5,319,432, which includes cash in the bank of \$2,113,432 and CDs of \$3,000,206. Bill explained the dynamics of the CD's purchased by Master Management and how the values may fluctuate during their terms.

The Total Net Assessments Receivables were \$866,411. Total Assets were \$6,815,993, with Total Liabilities of \$6,041,866 and Total Equity of \$809,126.

Bill noted the decreased equity is due to the bad debt reserve and legal expenses included in the December financials.

Stating there were no collections by the attorney's office for the month of December, Bill announced the collections YTD by the attorney's office totaled \$273,151.

After additional information provided by Bill regarding delinquent units, questions, discussions, and comments followed by the Board Members.

President's Report – Donna Capobianco:

(9:50:55 a.m.)

- 1) Golf Course - Phase II Environmental Testing
Donna questioned as to whether the Board wished to spend additional money after the engineer clarified additional expenditures was necessary to conduct additional specific environmental testing.

Dan questioned whether or not the engineer fulfilled all the requirements of the Phase 2 testing. Following additional discussion, it was agreed the Board would not pursue additional testing.

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

(9:55:36 a.m.)

- 1) Customer Service -
39 inquiries, a bulk of them being irrigation related, were received during the month of December and completed within an average of 3.97 days. 4 work orders carried over to January.
- 2) Legal -
A lien matter in court will be attended by Kelly this morning.
- 3) Garbage Collection -
New recycling bins, large garbage containers have been ordered. Kelly reminded bulk items go out Thursday for Friday pick-up and reminded residents to contact customer service for waste management issues. Line-of-sight, safety concerns and moving of containers were discussed between the Board Members. Kelly will continue to be in contact with the city to resolve the matters.
- 4) Comcast -
After receiving complaints, a business representative for the company has been notified and has taken the matter under advisement. Additional comments and observations were made by Board members.
- 5) Security Contract -
Contract negotiations with ABM are underway and will be presented to the Board at a Special Meeting for vote.

Executive Director of Operations Report – Marcel Korman:

(10:05:05 a.m.)

In Progress:

- 1) Parking Street Asphalt Overlay -
The associations who were contacted have received vendor proposals, and those contacted may still participate. The overlay will begin off-season.
- 2) Generator Connection and Electrical Switchgear Reconfiguration -
The installation of the generator tap, updating the switchgear, and surge protection in the MM administration building is underway.
- 3) Irrigation System -
Work by Treasure Coast Irrigation is 97 percent complete. Automation, certification, and commissioning for each zone is 75 percent complete.

After discussion between Board Members, Donna reminded residents the new irrigation system will be fully operational after project completion.

- 4) Canal Water Filtration Change Order -
The change order was signed and filters will arrive and be operational before the end of February.
- 5) Tree Canopy Design -
The main roadways have been designed with a variation of trees due to availability. All plans will be presented to the city. The removal of 40 diseased trees on MM property has been included in the plans.

Kelly O'Meara Hampton departs dais.

(10:13:15 a.m.)

A contract was drafted and Marcel distributed a copy to the Board for review and discussion at a future meeting. Donna mentioned the poor condition of the plantings along Deer Run on the Tilford border and was advised they are under warranty and will be replaced.

- 6) Retrofit Potable Water Valve Replacements -
A to Z Statewide Plumbing contractor has completed 88 valves to date; completing Richmond, Westbury, Durham, Cambridge. Ellesmere and Keswick are almost complete and Islewood and Lyndhurst are next.

Further discussion ensued between the members regarding the Village water consumption. Marcel noted there are 508 (approximately) valves throughout the Village per member inquiry. He further added the water consumption had decreased and will continue to be monitored. Marcel continued by explaining the 3 meters that serve the Village.

Recently complete -

(10:22:24 a.m.)

- 1) Holiday Lighting -
The lighting on the guardhouse roofs is permanent and includes a six-month maintenance contract.
- 2) Roadway Striping -
The crosswalks were striped with DOT-approved glass reflective paint and stop bars were added where new stop signs were installed.

Discussion and comments were made between Marcel and the Board Members regarding the roadway striping and the lighting provided by the LED retrofit coolie hat lights. (Refer to time stamp at 10:23:40 a.m. to hear full discussion.)

Planning -

(10:30:13 a.m.)

Long term projects -

- 1) Landscaping -
Although no source of funds have been identified and no commitments have been made, Marcel noted he had circulated a project chart to the Board Members for reference, detailing expanding the landscaping project beyond the main roads going to the guardhouses and reconfiguring the traffic entering west gate and main gate.
- 2) Repaving -
Marcel noted that repaving of the main roads (Century Boulevard, East Drive, West Drive) is now scheduled for 2017 when funds will be available.

Announcement -

(10:31:37 a.m.)

Marcel announced his resignation from Master Management, effective January 30th and expressed his appreciation for the opportunity and experience during his time in the Village.

Donna, on behalf of the Board, thanked Marcel for his services.

Business:
Unfinished -

(10:33:57 a.m.)

New -

Donna noted a special meeting will be held in a week or two.

Member Comments:

(10:34:17 a.m.)

Dan commented on the possible significant savings in the transportation contract, crediting Marcel and Ira Somerset, due to lower fuel costs. He reported a positive experience at the (Comcast) Xfinity storefront and described its location and hours. A suggestion was made by Michael to publish the information in The Reporter. Dan noted he will miss Marcel.

Danielle noted seeing 3 bikers abreast on the walking path and wanted bike riders to pay more attention and Donna agreed, adding vehicular traffic as well.

Fred expressed appreciation with Marcel's work accomplishments throughout the Village.

Donna commented on the current project approval and procurement policy and sought clarification. After extended discussions, with Board members expressing different opinions, Donna requested the Board address the issue at the following month's meeting, expressing her willingness to call a workshop and specifically asking the Board to consider how they feel about the policy. The matter will be taken under advisement. (Refer to time stamp at 10:40:48 a.m. to hear full discussion.)

Michael will miss Marcel and wished him success.

Announcements:

(10:59:08 a.m.)

The next meeting is scheduled for February 12, 2015 at 9:30 a.m.

Open Mic:

(10:59:15 a.m.)

Peter Silverman - Keswick B - Commended the Board Member's efforts and accomplishments. Spoke to the issue of walkers and roller bladders creating a safety issue on the sidewalks and wanted the sidewalks widened.

Isaac Robin - Berkshire D - Wanted bus service at Building D and E. The matter was taken under advisement.

Joseph Roboz - Islewood D / Area Chair - Addressed the roadway going around the Lyndhurst Pool being a safety concern. The matter was taken under consideration.

Loretta Zeiger - Durham M - Wished Marcel good luck. Wanted faded stop sign replaced and was advised to report the matter to customer service at CVEDB.com.

Jerry Scharf - Tilford O - Wanted to know what associations were notified for asphalt repair and when the project would begin.

Oswaldo Rosado - President of Markham H - Shared a complaint involving his building. Donna advised the matter was an association issue.

Paul Scheiner - Upminster M - Expressed excitement for the beautification project and was concerned about the trees that were removed. Donna advised the matter was an association issue. Mentioned a class-action suit and was advised it is not MM. Wanted to know if MM could provide assistance related to garbage vehicles driving on the grass and was advised to contact customer service.

Adjourn:

(11:21:51 a.m.)

Meeting was adjourned at 11:21 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 Feb 12, 2015.