

**Minutes of Master Management Board Meeting
February 12, 2015**

President Donna Capobianco called the meeting to order at 9:30 a.m.

Roll Call:

Present - Donna Capobianco, Dan Glickman, Bill Morse, Michael Routburg, Pierre Laliberté, Fred Rosenzweig, Danielle LoBono, Gene Goldman, Dick Ciocca

Meeting Minutes:

(9:32:25 a.m.)

Dan Glickman moved to accept the following:

January 15, 2015, MM Board Meeting Minutes

January 19, 2015, MM Executive Session Meeting Minutes

January 27, 2015, MM Special Board Meeting Minutes

January 27, 2015, MM Executive Session Meeting Minutes

February 4, 2015, Executive Session Meeting Minutes

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

Financial Report – Bill Morse:

(9:33:17 a.m.)

For the month ending January 31, 2015, Revenue was \$1,039,246 and Expenses were \$1,054,725. Expenses exceeded the Revenue by \$15,479.

Bill noted \$34,820 was booked for water valve work and \$14,583 booked for the bad-debt reserve which will be a recurring monthly entry. He also noted a total of \$202,000 has been spent on the water valve replacement project since its inception in mid-2014.

The balance sheet is showing Cash of \$2,385,068 and CDs of \$2,958,000. Total Cash of \$5,343,000. Bill noted a CD matured and would be rolled over. The Total Net Assessments Receivables were \$895,667. Total Assets were \$6,960,945 with Total Liabilities of \$6,169,616 and Total Equity of \$791,329.

In response to an inquiry, Bill mentioned monthly water usage information was available and explained a full peak season cycle was needed to assess water consumption savings.

President's Report – Donna Capobianco:

(9:37:06 a.m.)

- 1) Corporate Structure Announcement -
Donna announced, effective February 01, 2015, Kelly Hampton would lead the Corporation as the Executive Director, noting all positions will report to Kelly.
- 2) Legal Changes -
With Kelly's assistance, MM's legal team will be streamlined to control costs and to protect MM's business and the interests of the Village.
- 3) Irrigation System Project -
In noting a significant construction completion milestone being reached, Donna presented a power point presentation. Walter Magenheimer (CVEMM Operations Manager) and Danny Roman (TCI Project Manager) were introduced and received applause for the timeliness of the project and staying within budget with minimal change orders. Donna added continued mechanical maintenance of pumps, valves, and heads would be necessary. Donna noted it was important to keep in mind that Masuen Consulting will be continuing the certification and IT work for the next few months.

(Refer to time stamp at 9:41:25 a.m. to hear full discussion and view presentation.)

Bill reminded the Board of the outstanding \$2,321,000 loan, which should be repaid by the end of 2016. Gene and Fred encouraged residents to consult with CVEDB customer service before making property changes, such as plantings and patios.

Executive Director - Kelly O'Meara Hampton:

(10:01:15 a.m.)

- 1) Announcement -
An offer of employment was made for the Director of Operations position and has been accepted. It is anticipated this person will start mid-March. An introduction will be made at that time.
- 2) Office Hours -
Customer service office hours have been extended to Monday through Friday, 9:00 a.m. to 5:00 p.m. In response to an inquiry, Kelly noted that depending on need, these are probably going to be seasonal hours.
- 3) Recycling -
The City added an additional day on Saturday for recycling pick-up. The city agreed to further extend services based on Village needs.
- 4) Customer Service -
196 inquiries were received during the month of January, the largest categories were irrigation related, the Activities Center which was just added to the customer service report to capture rental related inquiries, and garbage.

In Progress:

(10:03:35 a.m.)

- 1) Road Restriping -
The major roadways, including the Hillsboro entrance, Century Blvd and West Drive, restriping started today. Kelly noted certain areas are slated to be restriped as part of the resurfacing project. Kelly will provide an update once other areas for restriping are analyzed.
- 2) Road Resurfacing -
Five-Star will start resurfacing previously identified areas beginning the end of February.
- 3) Electrical and Switchgear -
The electrical and switchgear reconfiguration passed inspection and is awaiting a generator test to ensure it works.

After an inquiry from Donna regarding the previous subject of resurfacing, Kelly agreed to provide 2015 cost proposals per parking space for resurfacing for association's future budget planning purposes at the next meeting.

- 4) Tree Canopy Project -
During the Community Appearance Board meeting attended by Donna and Marcel, minor plan modification suggestions were made and MM is currently in discussions with the City prior to receiving the permit to begin work. Donna reported the planting plans were very well received.

- 5) Water Valve Project -

(10:11:38 a.m.)

Kelly reported 100-plus valves have been installed to date and the project will be completed ahead of schedule. Further discussion and comments were made by the Board Members and Kelly regarding the water valve project fees and costs. (Refer to time stamp at 10:11:38 a.m. to hear full discussion.)

Business:
Unfinished -

(10:15:19 a.m.)

New -

(10:15:34 a.m.)

1) Security Contract -

Having previous Board approval to proceed with the ABM Security Services contract with approved contingency language and being as there is one minor language change, which has been provided to the Board for review, Kelly requested a motion to execute the revised contract.

Gene Goldman moved to approve Kelly O'Meara Hampton to execute the contract with ABM Security Services. The motion was seconded by Dick Ciocca. The motion carried unanimously.

Donna inquired and Kelly confirmed ABM Security Services have already begun research to recommend potential improvement and/or cost savings and the contract will begin April 1, 2015.

Member Comments:

(10:18:05 a.m.)

Danielle received applause after noting only 22 residents attended the meeting and she desired a higher turnout.

Fred agreed and commented the residents are given the option to view the meeting from their television. Dan added the meeting was also viewable via internet and time stamps are provided in the meeting minutes. Donna concurred.

Gene thanked Jeff Graves, the videographer, who received a round of applause.

Dick thanked Kelly for her rapid response to resolve a recent garbage related issue. Donna clarified that residents may contact customer service any time for any concerns or issues.

Michael mentioned lighting, striping, and dumpsters as key issues being brought up at area chair meetings and wanted the community to be reassured matters are being addressed and worked on. Keeping residents updated were discussed between the Board Members.

Donna asked the Board Members for their opinions on fishing in the Village waterways. After discussion and comments between the Members, Dan recommended the Executive Director conduct research of the waterways and surrounding land to determine what MM's responsibility is if any. Kelly took the matter under advisement.

Announcements:

(10:34:59 a.m.)

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

Open Mic:

(10:35:19 a.m.)

Mel Nass - 3081 Oakridge U Vice President and Area Chair of Oakridge U - Noted he currently serves as president of the CVE Fishing Club and is a member of the City of Deerfield Marine Advisory Board and would be happy to offer his assistance to Kelly as she researches fishing in the Village. He requested MM consider adding a second incoming lane to the Military Trail entrance.

Glenda Rocchi - 365 Tilford Q - Vice President of Tilford Q - Commended the MM meetings and appreciated the new irrigation system. Also was not satisfied with the attempts made via customer service, and desired a better appearance along the fence at Tilford and suggested a windscreen wrap. The matter was taken under advisement and consideration.

Joseph Roboz - 2017 Islewood D - Requested MM revisit its decision on the Lyndhurst Pool walkway to the street. Discussion, suggestions, and comments ensued between the Board Members. The matter was taken under consideration.

Adjourn:

(10:51:12 a.m.)

Meeting was adjourned at 10:51 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
Board of Directors

The signature above indicates only that these are the minutes adopted by the Board of Directors in open session on _____, 2015.