

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

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

**Roll Call:**

**Present** - Donna Capobianco, Gene Goldman, Dan Glickman, Bill Morse, Michael Routburg, Danielle LoBono, Fred Rosenzweig

**Remotely** - Dick Ciocca

**Absent** - Pierre Laliberté

**Meeting Minutes:**

**(9:33:18 a.m.)**

**Gene Goldman moved to accept the following:  
October 15, 2015, MM Board Meeting Minutes**

**The motion was seconded by Dan Glickman. The motion passed unanimously.**

**Financial Report – Bill Morse:**

**(9:33:58 a.m.)**

For the month ending October 31, 2015, Revenue was \$1,033,542 and Expenses were \$915,916. The Revenue exceeded the Expenses by \$117,625. The YTD Revenue was \$10,357,388 and Expenses were \$10,164,205. The Revenue exceeded the Expenses YTD \$193,183. Bill noted no extraordinary items for the month.

The balance sheet is showing Cash of \$2,348,343. The Net Assessments Receivables on uncollected items was \$721,415. Total Assets were \$5,396,503 with Total Liabilities of \$6,368,108 and negative Total Net Equity of \$971,604.

Per Member inquiry, Bill explained how Assessment Receivables are affected, and noted the amount decreases gradually as collection efforts are made from approximately 210 delinquent owners. (Refer to video at time stamp to hear full discussion.)

**President’s Report – Donna Capobianco, President:**

**(9:39:08 a.m.)**

1) 2016 Budget -

Donna reported the budget would be published in the December Reporter as a bar graph. The bar graph will depict a financial percentage breakdown of how and where money is allocated.

2) Town Hall Meeting -

**(9:41:36 a.m.)**

The meeting is scheduled for Thursday, December 17th at 9:30 a.m. in the Clubhouse Party Room. There will be a recap of 2015 and the plans going forward. Residents will have an opportunity to address Master Management during Open Mic and are encouraged to attend.

3) Holiday Lighting -

**(9:45:27 a.m.)**

Donna pointed out the holiday lighting at the front entranceway has been well-received. They will remain lit from the day after Thanksgiving to Passover. The building outlines will remain year-round with the exception of construction time.

Donna announced, per Member interjection for recommendation and Board agreement, the Town Hall Meeting will be captured via video.

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

**(9:49:18 a.m.)**

1) Walter Valve Replacement Project -

Due to coordination issues, the previously scheduled all-Village water valve shutdown is rescheduled for Thursday, November 19th. An email blast will be sent to residents. Kelly anticipates a short downtime and thanked everybody for their continued patience. Also noted, the fire department's involvement with the assistance of trucks and firemen who will be on standby for safety assurance.

Per Member inquiry, Kelly advised the buses will run on schedule, Security and the Rovers will be on-site and the MM offices will be remotely staffed.

2) Lighting Project -

**(9:51:47 a.m.)**

While awaiting proposal from FPL, a letter was received indicating they would move forward in December to retrofit with new lighting fixtures for the exterior roadways.

Following positive comments from the Board regarding the diligent and thorough efforts made by Lori and staff members, Kelly indicated the lumens installed by FPL would increase from 9,800 lumens to 51,000 lumens per light.

3) Bus Step Modification -

**(9:56:01 a.m.)**

After many unsuccessful attempts to modify the bus steps, Kelly advised First Transit, Inc. indicated they would test an electric bus step, and will report its findings.

4) Bus Route Optimization -

**(9:56:30 a.m.)**

The newly established Transportation Committee Members: Kelly O'Meara Hampton, Dan Glickman, Danielle LoBono, Gene Goldman, Pierre Laliberté, are analyzing bus route effectiveness and efficiency for Board recommendation by March.

5) Parking Street Resurfacing -

**(9:57:01 a.m.)**

The five-year plan will be presented at the December meeting for residents to be advised as to what the plans are for the next several years.

6) Several Contracts -

**(9:57:27 a.m.)**

Kelly advised several new contracts are up for discussion and proposal. (Refer to New Business at time stamp 10:03:38 a.m.)

The Board agreed to address these matters under New Business. Dan complimented Kelly's work.

Per Member inquiry, Kelly informed and postcards were sent out to promote resident registration on the new website, where residents will be able to access Village information, events, and announcements. In an effort to encourage resident sign-up, one entry per unit address will be eligible for an iPad giveaway. Donna encouraged folks to spread the word to sign up at [cvedb.com](http://cvedb.com). Kelly will provide a registration update at next month's meeting.

**Business:**

**(10:03:34 a.m.)**

**Unfinished - None**

**New -**

- 1) Irrigation-Additional Grounding - **(10:03:38 a.m.)**  
Kelly was pleased to announce all components of the irrigation system are 100% complete, fully functioning, and in very good shape. After extensive testing and work related to lightening safety and protection, it was decided additional grounding is needed. Therefore,

**Gene Goldman moved to approve the expenditure of \$58,000 for additional grounding as specified in the Treasure Coast Irrigation proposal. The motion was seconded by Fred Rosenzweig.**

After discussion, **the motion passed unanimously.**  
(Refer to video at time stamp to hear full discussion.)

- 2) Landscaping & Pest Control Contract - **(10:07:35 a.m.)**  
The contract with Seacrest Services for landscaping and pest control services will expire December 31st, therefore an RFP went out. After the review of several proposals were received, Lori and Kelly recommended Luke's-Sawgrass Landscaping Service. Therefore,

**Dick Ciocca moved to approve the award both 3-year landscaping (\$122,000 per year for three years) and pest control (\$33,000 per year for three years) contracts to Luke's Sawgrass Landscaping, with the contract to be presented at the December 2015 Board of Director's Meeting for approval. The motion was seconded by Michael Routburg.**

After discussion, **the motion passed unanimously.**  
(Refer to video at time stamp to hear full discussion.)

- 3) Financial Services Contract - **(10:13:49 a.m.)**  
The accounting and financial services contract that manages all of the accounts receivable as it relates to coupon and assessment with Seacrest Services expires December 31st. Therefore,

**Fred Rosenzweig moved to authorize the Executive Director to procure financial services like those currently provided under the Seacrest Services contract expiring December 31, 2015, not to exceed \$55,000 annually. The motion was seconded by Dick Ciocca.**

After much discussion and the amended change, **the motion passed 7-1 (Dan Glickman opposed.)**  
(Refer to video at time stamp to hear full discussion.)

**Member Comments:** **(10:27:49 a.m.)**  
Danielle inquired as to possible replacement of faded signs and the burned out Coolie Hat lights that illuminate the signs throughout the Village.

Gene complimented Kelly and Staff Members for all the wonderful progress made throughout the Village. A round of applause ensued.

Donna desired the crosswalks, particularly at West Drive, be restriped as quick as possible as the season approaches.

Michael expressed the community should be made aware of all ongoing efforts to increase the lighting throughout the Village.

Gene suggested to avoid using the term Coolie Hat lights.

Donna offered referencing Coolie Hat lights as disc-topped lights.

Kelly advised signage throughout the Village was evaluated.

Dick, on behalf of Master Management, wished everyone a blessed and bountiful Thanksgiving.

Fred complimented the appearance of the fresh green landscape and thanked the Board, the Community, Seacrest, and East Coast for their efforts and patience.

Dan looked forward to the parking street improvement plan.

**Announcements:** **(10:37:47 a.m.)**

The next Master Management Board Meeting is scheduled for December 10, 2015, at 9:30 a.m. in the Activities Center.

The Town Hall Meeting is scheduled for December 17, 2015, at 9:30 a.m. in the Clubhouse Party room.

**Adjourn:** **(10:38:34 a.m.)**

Meeting was adjourned at 10:38 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,

Gene Goldman  
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 \_\_\_\_\_, 2015.