

## Joint COOCVE Executive Committee and Council of Area Chairs

### Board Meeting

December 15, 2021 - Via Zoom

Macky Bachelor, COOCVE Vice President, called the meeting to order at 9:30 a.m. and led the meeting with the Pledge of Allegiance and a moment of silence.

#### **Treasurer's Report** – Howard Drandoff

The opening balance for November 2021 was \$83,317. Expenses for November were \$614. YTD deposits were \$35,107; YTD expenses were \$27,559. The current cash balance as of November 30 is \$90,865; As of November 30, the Optimum Bank CD is \$53,151.

#### **President's Report** - Macky Bachelor for Sylvia Smaldone, COOCVE President

Sylvia was not able to attend; therefore Macky presented the President's report. Macky thanked Sheila Pascar for all of the work she has done on the Election Committee. COOCVE will post the names and resumes of all candidates on the website. The updated/fillable **2022 Officer and Director form** is posted on the COOCVE website and was mailed to all Building Presidents. Macky asked that all Area Chairs encourage their buildings to type the information on the online form so that the information will be legible. After the information is inputted, save the document and email the completed form to COOCVE.com and also bring the signed/sealed copy to the COOCVE or the MM office. COOCVE requires a signed/sealed copy for their official records. Two **board certification workshops** have been scheduled: January 19 from 12 p.m. to 2 p.m. with Bill and Susan Raphan and February 8, from 1 p.m. to 3 p.m. with

Jennifer Cunha. Sign-up information will be posted on the COOCVE website in the coming weeks.

The next **President's Forum** will be held on January 25 at 1 p.m. Any agenda items should be emailed to Macky [at COOCVE@COOCVE.com](mailto:COOCVE@COOCVE.com) Carol Freedman thanked all those who have submitted the **Contractor Survey forms** and mentioned that another round of requests will be sent out before the end of the year. The Survey can be completed online or downloaded and printed from the COOCVE.com website. The Contractor Survey form and directions are under Forms / Contractor Survey form. After you download and complete the form, email it to [COOCVE@COOCVE.com](mailto:COOCVE@COOCVE.com) or print it and drop it off at the COOCVE office. Carol asked the Directors to relay the information to their boards and to be on alert for the email reminder about the survey. Carol reviewed how the listing will be displayed and explained that the listing will be alphabetical, along with a star rating, contact information, and notes that were provided. The final listing will be posted on the COOCVE website under Forms/Contractor Survey forms. Bernie Parness asked if COOCVE was vetting the contractors to make sure they are licensed. Carol replied that this is simply a compilation of licensed contractors that are recommended and perhaps not recommended by Building Associations. COOCVE is not endorsing or recommending any of these contractors and is not liable for the accuracy of the information that is provided. COOCVE is simply sharing the information being provided by the Building Associations. COOCVE has requested that when Associations submit this information, they do so only for licensed contractors. Both Marilyn and Gene suggested adding additional verbiage stating residents should always do their due diligence and to check to be sure the

contractor is licensed. A contractor might be licensed at the time he/she is recommended and may not be licensed a few months later.

Carol also showed the Directors where to find the **Officer and Director** fillable form. This can be found also on the COOCVE website under Forms > Officer and Director form; directions are also listed. COOCVE received a few of the forms and noticed that buildings are creating one email address for the building ie. Boardmember@farnham.com. Although this is a good idea, the same email is being assigned to the entire Board; therefore you cannot communicate individually with a particular Board member. It is recommended that the Board create emails for each member ie. President@farnham.com instead of one generic email for all to use.

#### **Election Report** - Shelia Pascar

Sheila mentioned that all three entities will have an election. *CenClub* has two openings, each for a three-year term. *Master Management* has three openings, each will be for a three-year term. *COOCVE* has all positions open but voting will only take place for the two contested positions, Secretary and Sergeant at Arms. Please note, this election is not for an Association Board or for Directors of a building. Only 2021 COOCVE elected Directors can vote for the three CVE Boards. The **Candidate Forum** will take place on Thursday, January 6 from 2:30 p.m. to 4:30 p.m. via zoom. The zoom link will be sent to all Directors, Presidents and Area Chairs. Each candidate will have two minutes to make a presentation. After each presentation, the election committee will ask each candidate questions that are submitted by the residents of CVE. Candidates will have one minute to respond to each question. The election is being conducted through Becker Ballot, the same as last year. **Voting will begin** on Monday, January

10 at 9 a.m. through Thursday, January 13. Directors who do not have a computer can make an appointment by emailing Sheila at [prspah55@gmail.com](mailto:prspah55@gmail.com) to come to the Clubhouse on Wednesday, January 12 from 9 a.m. to 11 a.m. to vote. Masks must be worn to enter the Clubhouse. If residents make an appointment to vote, please be considerate and keep the appointment. All the information will be posted on the COOCVE website. Election results will be announced at the COOCVE BOD meeting on January 18. **NOTE:** 2020 Directors who continued as 2021 Directors were not sent an email by Becker Ballot to register to vote as their names are already in the Becker Ballot system. On January 10, 2022 Directors will receive an email to vote; if you do not know your password, there will be a reset link. All **new 2021** Directors should have already received an email to register to vote. Please open it, create an account with a password (write it down), you will need to use the password to vote on January 10.

#### **Area Chairs**-Harriet Drandoff, Chair of Area Chairs

Macky then turned the meeting over to Harriet Drandoff, Chairperson for the Council of Area Chairs. Harriet asked Gene Goldman to speak to the newer Area Chairs on his experience as a “veteran” Area Chair. Gene stated that he has been an Area Chair for 14 years and learned over time what does and does not work. During the season, the attendance at his meetings is about 80-100 residents from the six buildings in the Grantham area. Here are his suggestions:

- **Send/Post a Meeting Notice.** Send a notice to every email address you have and post it in every building next to the mailboxes. Do not just invite Presidents; the purpose is to share information with the residents. Host the meeting at the pool, lighting is ideal;

check with CenClub and reserve the area. Have the meeting in the evening during the week; do not schedule it on weekends or when there are shows or CVE events.

- **Have a sign-up sheet for each building.** This provides information on who and how many are signing up. Request their email address; do this at every meeting. When collecting this information, be sure to let your residents know that when you send emails, you will blind copy everyone. This ensures everyone's privacy as many do not want their email shared.
- **Hold a meeting each month.** Your first meeting can be in October or November and the last meeting in March or April; about 5-7 times/year. The role of an Area Chair is a Communicator. You are to gather information and give information as well as get information and bring it to the Area Chair meeting to share with the other Area Chairs.
- **Limit the time.** Holding a one-hour meeting is more than enough time to gather and give information. Start the meeting on time and end on time. Residents appreciate timeliness. If you always start on time, folks will show up.
- **Attend all meetings.** Area Chairs should be attending all MM, CenClub and COOCVE meetings either in person or via zoom. You then need to share the information you gathered with your residents.
- **Provide time for Q&A.** During the first half of the meeting reinforce what is going on and reserve the second half for Q&A. Do not discuss issues you don't understand well. The pools, Facebook and blogs are great sources for false information. The more you share valuable information the more they will come back. Macky requested that if an Area Chair hosts a meeting to alert COOCVE with a sentence or two on what was

discussed and the number of residents who attended. COOCVE will then know which areas are having meetings and are successful. Gene replied that it's a great idea to send the meeting notice to COOCVE. Harriet thanked Gene and mentioned that she sent emails to all Area Chairs about today's meeting. If an Area Chair notices that their information is wrong in the *Reporter* to contact Harriet with any changes.

### **Master Management – Eli Okum**

Eli reported that MM has received a number of inquiries asking who is responsible for a water/sewer pipe leak. If the leak is inside your apartment between the water valve behind the building and your unit; it is most likely the unit owner's responsibility. If the leak is before the water reaches your building, then it could be the responsibility of either the building or MM. Contact your management company as they will know who is responsible. The MM Board has raised the 2022 coupon by \$6; the new coupon amount is \$128/month. If you continue to use paper coupons, books should be received by December 20; call MM if you do not receive a new book. Bar codes will be temporarily provided in a two-step process. Step one: Fill out paperwork at the Security office near the Tilford tennis courts; Monday through Friday from 9 a.m. to 4 p.m. Step two: once the information is in the system, you will receive a phone call for an appointment to get your barcode installed. The next MM meeting will be December 16 at 9:30 via zoom.

### **CenClub – Mike Burdman - Executive Director**

Mike thanked everyone who attended yesterday's CenClub meeting; it will be on channel 98 shortly as well as on the CenClub website. The next CenClub meeting will be on January 11 at 9:30 a.m. in GPA. Masks are required in the Clubhouse as well as in all meeting spaces. Masks are not required in the Fitness Center while on the machines or with an instructor. Please be sure to make a reservation when holding meetings at the pool and be mindful of the time of day; evenings are the best time. CenClub has one microphone unit to be checked out to be used for a building meeting; pick-up at the staff office - ID card is required. Revalidation of IDs is important as CenClub has recently switched banks and residents need to update their payment information as soon as possible and before the switch happens in January. Residents can go to CenClub.com and fill out the form online or drop off their payment information at the Staff Office and once it is received, it will be inputted into the system and an appointment will be made for you to revalidate your ID. The CenClub coupon remains the same for 2022. Revalidation callbacks are still ongoing; please be patient, someone will call you back. Your blue ID card will still be valid until the entire revalidation process is completed. Tickets are on sale for the January shows. As a reminder, the shows in January are for residents only, guests will not be permitted and residents must show their CVE ID to be admitted into the Clubhouse and once again to get into the theatre. January shows will be at full capacity and masks are required throughout the show. If residents are concerned about social distancing and want to sit away from others, please visit the box office on the day of the show, speak to a specialist in the ticket office and review the seating map. Residents can also purchase tickets for the back of the theatre or the balcony to avoid sitting near people.

**City Commissioner** - Bernie Parness

There is a plan at City Hall to extend the Commissioner and Mayor's terms of office from 2 terms to three. Parness' argument is this is a change to the Charter and the voters should decide. Parness asked that CVE residents email him at [bparness@deerfield-beach.com](mailto:bparness@deerfield-beach.com) to let him know their thoughts about whether this issue should be put to a citizen vote.

**Seacrest** - Jaqueline Pugh

Seacrest is spraying the third treatment for weeds. If you held your Building elections, please contact your property manager so that the Officer and Director forms can be submitted.

Renewal contracts have been mailed to all Seacrest properties. Seacrest will be holding Board Certification classes in January for interested boards. All newly elected Board members are required to take a certification class within their first 90 days of being elected. COOCVE is posting dates for COOCVE sponsored certification trainings in January and February on its website. New board members can attend any certification training they choose by any of the many lawyers and property managers providing them.

**East Coast** - Kyle Quintano - Not present

**Next Gen Management** – Not Present

**Area Chair Reports:**

**Farnham:** Merryl Kafka asked what can be done about putting bulk trash out illegally. Eli stated that we need to catch them and report them to code enforcement.



**Harwood:** Bernie stated that bulk trash is not allowed in the parking lot near the old bin, you will get a ticket. He asked MM to remove the recycling bins between the garden apartments and Harwood F as well as recycling bins between Harwood D and E.

**Lyndhurst:** Jeff Kohn thanked Gene for his informative report and mentioned that he held an Area meeting yesterday and had great attendance. He also thanked Eli and MM for showing up at their meeting.

**Markham:** Don Paustian mentioned that they also have an old recycle dumpster in the area that is used for trash and the issue is that no one knows where to put bulk trash as there is no designated area. Eli replied that it is up to the building/area chair to designate the area where they want the bulk trash to go. Eli will contact Don to discuss this in person.

**Newport:** Two buildings in the Newport area have been denied insurance because they have past claims.

**Westbury:** Stanley mentioned that Westbury D and another building have recently had issues with termites. He suggested that the low-rise buildings check their attic space for dry rot termites.

**The next Joint COOCVE Executive Committee and Council of Area Chairs meeting will be held on January 12 at 9:30 a.m. via zoom.**

**Old Business:** none

**New Business:** none

A motion was made and seconded to adjourn at 11:07 a.m.

Respectfully Submitted,

Macky Bachelor, 2nd Vice President COOCVE

Harriet Drandoff, Chairperson of the Council of Area Chairs