

Minutes of CVE CenClub Board of Directors Meeting Via Zoom

June 9, 2020

In attendance: Jay Baimel, Beverly D'Amico, Susan Dove, Rita Pickar, Michael Rackman, Phil Raymond and Stanley Spitzer; Executive Director, Mike Burdman; Property Manager, Norma Taylor

Rita mentioned that former Recreation member, Marge Campbell passed away and asked that we keep her in our thoughts during the moment of silence.

Minutes:

Susan moved and Jay seconded to waive the reading and approve the March minutes as printed in the April edition of the *Reporter*. Motion carried unanimously.

Chairperson Comments:

Rita stated that during this pandemic, the Clubhouse has not been closed. A huge "thanks" goes to Mike Burdman and Andy Hacket as they made this happen. Through creative scheduling and working from home, no employees were laid off. When the mandates from the County and State came through in March, areas were closed. In a pandemic, we do not create the rules; we follow them. This is also true as we begin to open up again. Residents are allowed to bring their own chairs to the pool; please remember to take them with you when you leave, continue to social distance, and wear your masks on the pool deck.

Treasurer's Report: Jay Baimel

At the end of April, the checking account balance was \$534,331; in the month of May, \$918,613 was received and \$867,236 was disbursed for a May 31 checking account balance of \$585,708. There are some petty cash accounts and another checking account in the amount of \$658,457. At the end of March/April, \$750,000 was moved over into the money market account. There is currently \$900,839 in the money market account for a

total cash balance of \$1,559,296. Payment #5 in the amount of \$388,515 was made on May 1 to the sellers of the Recreation property. As of May 31, the balance on the loan payable is \$2,719,623. Payment #6 was made on June 1 and the balance as of June 2 was \$2,331,105. Half of the loan has been paid since the December closing; six payments remain. The final payment is scheduled for December 1.

For the five months, receipts were over budget by about \$47,000 (a large part is due to late fees); expenses were under by about \$193,000. In the five months, \$1,724 in interest was earned on the money market account.

May 31 accounts receivable was \$393,722; down from \$399,105 on April 30. Payables were at \$105,376; down from \$111,000; Total Assets remain unchanged at \$7,410,648; total liabilities at \$3,398,976; \$2,719,623 was the mortgage.

Accounts Receivable continues to be a prime financial activity. Efforts from the attorneys, property manager, board members, and support from Ronnie in the staff office are making this successful. Delinquent accounts are being turned over to foreclosure. At closing, approximately \$186,000 was paid for in receivables. An action plan has been put in place to identify the problem and go after the debtors. Accounts have been turned over to the attorney which has spurred some rapid collections.

Management Reports: Mike Burdman, Executive Director

CoronaVirus Update

- As of this meeting, the Clubhouse is open for normal operating hours with all offices open. Only residents are permitted in the Clubhouse at this time. Guests are not permitted to use the facilities on CenClub property until further restrictions are lifted by the government. CenClub is closely monitoring the latest news alerts from the city, county, and state and is acting accordingly as new rules and restrictions are phased in and lifted.
- The Clubhouse swimming pool is open for residents only and monitored swimming. Residents can sign up at the Clubhouse Staff office or online at www.CenClub.com. To date, 6,271 pool reservations were made.

- Satellite pools are open for residents only from 8 a.m. to 5 p.m. Per county orders, all furniture has been removed. Residents are allowed to bring their own chairs for use at the pool; please remember to bring them home. Both security and CenClub employees are monitoring the swimming pools throughout the day.
- The Clubhouse fitness center is open for residents with reservations and with restrictions. 1-hour sessions have been implemented to ensure that all machines in the center are cleaned and disinfected after each use. Group fitness classes have been moved to the online Zoom platform. To date, 3,610 residents have attended an online fitness class and over 2,000 residents have signed up to use the fitness center.
- The Billiards and Ping Pong rooms are open for play with restrictions. Equipment and tables in both rooms are being kept to a minimum. Residents are asked to use their own sticks and paddles if they have them; masks are required when not playing.
- Movies are back and playing on the normal schedule in the Party Room. The room is set for socially distanced seating and cleaned before and after each use. Please find the newest movie schedule on the website or in print at the staff office. There is limited seating capacity, and residents will be let in on a first-come, first-serve basis. No food or drink will be allowed in the Party Room. Please make sure to have a current CVE ID card with you; only residents will be allowed in. The staff will be checking everyone's ID. Face coverings must be worn while in the Clubhouse and during the movies. The room will be disinfected between each show.
- Online Zoom trivia was hosted on May 21 with over 40 residents enjoying the game! Keep a lookout for more Zoom trivia on Tuesday, June 16 at 7 p.m.
- The first online Cooking Class "Cook-Along with CVE" went very well. 48 residents logged into the server and some were cooking along with Chef Alice. If you missed the live event with Chef Alice, it will be available for viewing on our website www.cenclub.com/cookalong as well as on channel 98 at noon.
- Channels 98 and 99 were turned into a hub of information and entertainment during the COVID-19 response. Since March 19, we have played 36 different movies from the public domain and 10 different

fitness routines for residents. We have updated the Board of Directors meetings as they occur to ensure residents are receiving pertinent information as soon as possible. For the most current listing of what is available on Channel 98, please visit www.cenclub.com/channel98.

Clubhouse

Generator - The Clubhouse is in the process of installing a new standby backup generator as the current one is over 40 years old and parts were no longer available.

Lyndhurst South - Work has begun on the Lyndhurst South Pool. The pool was drained and the surface demolished due to pockets of a weak substrate that caused hollow areas in the floor and walls of the structure. 6 layers of new pool surface will be applied as well as new tile and a new brick coping. The pool should be completed within seven days. Following the completion of the Lyndhurst South pool, the Oakridge pool will be drained and receive the same treatment; an announcement will be made regarding these pools. Mike explained that over time all the pools will be needing this treatment.

Parking Lot Lighting: The lighting project in the Clubhouse parking lot is now complete. The old lighting, metal halide, was extremely expensive to maintain and power. New LED lighting has been installed and will provide the equivalent of 1,000 watts per fixture illuminating the area more efficiently. Residents will have safe parking and walking areas at night.

Signage: Signs with the Clubhouse rules were installed at the main entrances. The new signs reflect the change in ownership from CVRF to CenClub as well as updates to the Clubhouse rules.

Outdoor Speakers: The outdoor speakers at the main pool have been changed and will provide better sound quality for residents enjoying the pool and deck area.

Communication: As a reminder, it's extremely important to be a part of CenClub's email list. Important updates, information about events, classes, activities, and monthly happenings are sent out to every resident on the list. Residents can join by visiting www.cenclub.com or the staff office.

Fitness Classes: During the pandemic, classes were moved to online learning so residents can enjoy time with their instructors from home. The first summer session begins June 15 with 10 different online class options. Registration is open for these classes at www.Cenclub.com/classes.

General Maintenance

205 work orders completed in May. Ceilings were painted at Grantham, Markham & Durham pool bathrooms. In addition to painting, the maintenance staff upgraded the lighting at Markham and Grantham pool bathrooms with 6" round LED. The maintenance staff painted floor entrances at Lyndhurst South and Westbury pools and replaced three 277v ballast and replaced three light bulbs at Petanque and Swansea tennis courts. An annual inspection was performed and passed on the Clubhouse elevator system. Two faucets were replaced at the Grantham pool. The Richmond tennis courts were pressure washed and the maintenance staff cleaned Lyndhurst North, Berkshire & Grantham pool house roofs, and painted the outside walls at the Westbury pool. Four metal halide bulbs were replaced with LED at the Clubhouse tennis court and maintenance staff repaired three perimeter lights around the outside walls of Clubhouse and installed vinyl flooring and baseboards in the spin bike room.

Upcoming Maintenance Projects

The maintenance team will pressure clean the pool houses including the roof and canopies thought-out CVE as well as the annual painting. They will reinstall fans from the 3rd floor to Spin Room; update the lighting and fix and adjust fences and gates at all pool houses.

Pools

During the month of May, 45 work orders were completed. The pool team performed the following: pressure washed Markham, Ventnor, and Lyndhurst North pool decks; removed old light fixtures from Markham bathrooms and wired junction boxes for 6" round LED lights; installed LED lighting under canopies at Lyndhurst North, Markham, Ashby, Durham, and Berkshire; assembled and installed area lighting at Lyndhurst North and Upminster pools; Lyndhurst South pool demolition began and the pool will have coping along the top, tiles and a new surface applied.

Upcoming Pool Projects

Awaiting approval for permit application which has been submitted to Deerfield Beach building dept. for the Chlorine storage tank; currently in review with the Department of Environmental Protection. The team will continue bi-annual pressure washing of the pool decks; finish changing out the 4 ft lights under canopies to LED lighting; Install area lighting on a few more pools pending availability of light fixtures (replacement of the lollipop lights).

Fitness

There are 45 classes being taught through the Zoom platform. This month the most popular classes were the low impact aerobics classes with over 40 students.

Fitness Improvements

Preventative Maintenance was performed June 1st; a "stretch cage" was installed; music room A is in the process of being converted into an official spin studio and music room B will be the main music room; additional hand sanitizer dispensers and disinfecting wipes have been stationed in the fitness center.

Old Business:

Due to the issues that arose during renovations at the Lyndhurst South pool, there will be an additional cost of \$10,000. Mike stated that a huge portion of the cost is the removal since the pool is being brought down to the concrete block. Beverly moved and it was seconded by Stanley to approve the additional cost of \$10,000.

Since this is a systemic issue and can arise at all the pools, when the Oakridge pool is drained, the team will use a camera to locate any issues with rebar at the pool. The motion carried unanimously.

New Business:

Rita stated that at the last workshop members were asked to look at carpet samples for renovations that will be done in GPA. After reviewing several bids, Apex was the vendor selected for this project. The project will start as soon as possible as the carpet is not custom. Susan moved and Stanley seconded to approve the purchase and installation of carpet and wood flooring in room GPA; not to exceed \$15,000. Phil asked if the remaining card rooms will get new carpet. Norma replied yes, it is in the budget to replace the carpet in all the card rooms. The motion carried unanimously. Jay mentioned that there is \$34,000 in the budget to replace the carpet in GPA and all the card rooms. Mike explained that the other rooms will not cost as much. GPA will have both floor and carpet so that the room can be used for multi-purposes.

Susan thanked both Mike and Andy as well as their staff for all they are doing to keep the Clubhouse open and running and keeping the residents healthy and happy. All Board members agreed and thanked them for keeping them safe, secure, and entertained through this pandemic.

Susan made a motion to adjourn and seconded by Phil at 10:05 a.m.

Respectfully submitted by,

Rita Pickar

CenClub Board