

**Minutes of Crestwood Village Five
Executive Board Workshop
July 25, 2023**

- I. Meeting called to order at 10:00 AM with the Pledge of Allegiance.
- II. In attendance were Trustees: Betsy Gordon, Nancy Eldridge, Mary Ann Payne, Karen Pedersen, Steve Carroll, Steve Berwanger, Cathleen Blackwood Administrator, guest: Dave Kowczwnsky of Whitman Construction
- III. Board approved Minutes of 11 July 2023.
- IV. Treasurer Report: Steve Berwanger reported the unaudited end of year Fiscal Report data:

Total Income:	\$2,384,884
Total Expenses:	\$2,356,229
Total profit for EOY:	\$ 28,655
Reserves:	
Operating Fund:	\$ 339,943
Replacement Fund	\$1,804,889
Deferred Maintenance Fund	\$ 130,001
Total Reserves:	\$2,274,823

- V. Dave Kowczwnsky arrived at 10:40 to discuss the Whitmans Construction bid for new roof installation in the clubhouse: (attached)

A. Dave K explained the two programs: Silver Pledge Warrantee and Golden Pledge warrantee roofing project in detail Basically the both warrantees are for 50 years. The Silver Pledge provides a 10-year warranty for workmanship and the Golden Pledge provides a 25-year warranty. The Silver plan bid is \$65,092.50. The Gold Pledge bid is \$70,456.50.

- B. Details of work were described:

1. A dip in the roof will be corrected by installing a straight rafter next to the bowed rafter.
2. Completion expected in 3 days – using two or possibly three 6-person crews.
3. The existing roof will be removed (if two layers must be removed an additional cost of \$4050 will be added).
4. A synthetic underlay is used to wrap plywood instead of tar paper.
5. An ice and water guard will be installed on the eaves (2 rows).
6. A GAF vent system will be installed on lower right only with ridge caps over the peak to cover a 3” opening.
7. Aluminum chimney flashing swill be installed.
8. Pipe flashings will be replaced with 4” to 1” boots.
9. Drip edge will be installed on all eaves and rake ends of the roof to connect roof to fascia boards.

10. A starter strip is installed for shingles edge.
11. Wall flashings will be installed to matchup roof to siding wall.
12. GAF slantback vents will all be replaced (8 ea)
13. Existing power fans will remain.
14. Damaged Homesote boards (or plywood) will be replaced as needed. 6 sheets of plywood are included in the bid. Additional plywood sheets will be at a cost of \$100 per sheet.
15. Full clean up and debris removal each day. A magnet will be used to pick up nails.
16. Whitman will apply for permits. (possible cost of \$400 – 600). Dave K provided Whitman's license.
17. Materials will be delivered the day work begins – can be stored outside. Suppliers include, Beacon, Universal and Superior.

Dave K departed the meeting at 11:20.

VI. Old Business:

- A. Steve B. reported that AV Systems are working without a problem. The invoices for the "list" and a written copy of the Warrantee are needed before the final payment of \$9,000 will be paid.
- B. Betsy G. reminded the Board that spray painted "stops" and "speed limit signs" were tabled until the road project is completed. Since the road project has been delayed, Betsy will research how many stop signs and entrances would need spray painting. Betsy will also research moveable speed bumps.
- C. Nancy E. reported that the NJ State Firewise program is having difficulty with the SAGE computer system and grants have been delayed.
- D. Betsy G. suggested bids be solicited for the new floor in the Main Hall. Cathleen will solicit bids. The floor project will be tabled until the roof project is completed. The floor has asbestos tiles that must be removed. The Security System and rear doors will follow the floor project.
- E. Betsy G reported that the Resident club will pay to update the furniture in the Lobby.
- F. Steve C. inquired about the customized floormats. Cathleen Blackwood responded that the Bids were excessively high at this time.
- G. Cathleen B. reported only three people signed up for the New Resident Social scheduled for Saturday. Gift bags will be provided to those new residents. They be invited to attend the Open Meeting in August, where they will be acknowledged and welcomed.
- H. Betsy G. reminded Trustees that the office closes between 12 – 1 PM.

VI. New Business:

- A. Cathleen B. will research a contractor to fix up the entrances to Village 5 (work that is not covered by the John's Landscaping contract), e.g. grasses, bushes. John's will be required to complete the work in his contract, e.g. weeding and edging. Betsy G. suggested solar supported electrical signs at entrance ways.
- B. Steve B. will meet with Rich Deet, Toms River publisher to discuss the Hilltopics, tomorrow.

C. Steve B. has been receiving hand-written scribble from the Clubs to publish articles. The Clubs will be requested to type their articles for submission to Hilltopics.

D. Nancy E. will provide an article with pictures for the CV5 Picnic. Cathleen Blackwood suggested a Volunteer tear off sheet be included in the Hilltopics. Nancy E. will prepare.

E. Steve C. requested information on procedures for the security alarm system. A schedule of Trustees to be on-call is needed with instructions from Johnson Controls Security.

F. Nancy E requested that the bocce court white lines be re-painted.

G. Nancy E. received a request from pinocle players to play in the Clubhouse a night other than Tuesday. Cathleen B. suggested Thursday nights.

H. Three quotes for the roofing project were received: Stanley contracting - \$110,000, Big Wave \$76,000, and Whitman Construction \$70,456 or \$65,092. Betsy G. made a motion to accept the Whitman Gold Pledge package for \$70,456 with a possible additional \$4050 for removing two layers. Steve C. seconded the motion. All approved.

Nancy Eldridge

Secretary