

**Minutes of Crestwood Village Five
Executive Board Workshop
October 24, 2023**

I. Meeting called to order at 10:00 AM with Pledge of Allegiance

II. In attendance were Trustees: Karen Pedersen, Nancy Eldridge, Mary Ann Payne, Steve Carroll, Steve Berwanger, Robert Lamb and Cathleen Blackwood, Administrator; Absent: Betsy Gordon, Guests: Residents: Mark Poyner, Ed Kirkwood, Elain Feinstein, Janet Morrissey; Bookkeeper Kelly Crick

III. Minutes: Mary Ann P made a motion to approve the Minutes of Executive Workshop meeting of October 17, 2023, Steve C seconded the motion, all approved.

OPEN SESSION

IV. Report of Officers:

A. President Report: Steve B highlighted information from the Manchester Community Council Meeting: Residents may register for the "no knock policy" to avoid solicitation. CV5 has a "no solicitation" policy posted at entranceways in the Community. Judy Noonan will provide an article for the Hilltopics and will hold classes on the Radburn Act. Steve B offered the B/C Room at CV5 Clubhouse.

B. Treasurer Report: There is no change to the Treasurer Report as the September finances are not closed out. Steve C will be signing the bank documents this week.

V. Administrator Report:

1. All Trustees are requested to review information in the Read and Initial Book.
2. The residents of the fire in April of 2022 received the CO's and are back in their units.
3. Nancy & Les Eldridge have agreed to custodian the New Years Eve Dance.
4. Marcus LaRiche of Stanley Contracting will attend the next Executive Workshop.

VI. Unfinished Business

- A. Steve B discussed the use of Auto External Defibrillators (AED's). AEDs require a doctor to certify we have protocols in place: we have training, we are maintaining according to the manufacturer specs, and notification to the EMS that we have acquire an AED. The approximate total cost would be \$4,000 -5,000 to acquire, maintain & provide training. There is a lease option. If leased, costs could accrue \$50 per month or more for just the unit. Red Cross provides an on-line course without certification for \$30. A licensed training provider is needed to do in person skills training for certification. Total training cost per person is approximately \$100. Robert L recommended CPR only. Steve B does provide CPR training once a month, not certified. Resident Mark Poyner asked if there is a requirement for AEDs in a clubhouse - there is no requirement. Discussion ensued regarding liability of misuse of the AED and the Good Samaritan Law. The Board has decided to not proceed with the AED purchase.
- B. Steve C provided a spreadsheet with the status of all unfinished business.
- C. Rumble Strips: Steve C. received a list of vendor contacts from A. Yodakis, Manchester Twp Public Works. Steve C will contact vendors.

- D. Steve B is preparing a Board of Trustee Meeting Calendar for publishing in the Hilltopics. Residents will be invited to attend the Open Sessions of the weekly meetings and the Quarterly Open Meetings. Association Commitments made during the Open meetings will not need further ratification. Mary Ann P made a motion to have all Quarterly meetings at night, Steve C seconded the motion, all approved.
- E. Steve B drafted a Fencing and Planting Area Guide to be published in the Hilltopics to remind homeowners if violations persist, fines will follow. Trustees will review the Guide. Mary Ann P suggested removing rabbit wire due to hazard for deer.
- F. Mary Ann P received a 2017 bus schedule from Stouts with some stops lined out. Stouts did not provide ridership. A newer schedule (2019) has been posted in the Hilltopics. Cathleen B will contact Valerie O'Neill, CV6 Administrator to discuss the possibility of combining the bus schedule for both Villages. If so, Cathleen B and Maryann P will work on a new schedule and the contract should be re-negotiated.
- G. Kitchen Vent - Still need an additional quote. Industrial Services required a payment for a quote.
- H. New Kitchen Sink. The Resident Club requested a larger sink and offered to cover the cost. Mr. Gurtis, Ocean County Health Department, will visit next week to look at the current sink setup in the Kitchen. The new sink area requires a Rinse - Wash - Sanitize area.
- I. Main Hall Flooring: Received a quote of \$64,000 from JL Flooring. Did not receive a quote from Lowes yet. American Flooring, gave a quote of \$40,000 with a 10 yr commercial warrantee (providing cove and leveler at no cost).
- J. Stage Backdrop curtain. Julie Velez, Resident Club President received quotes from \$6,000 to \$8,000. The Resident Club has agreed to cover the cost of the new backdrop drapery. Nancy Eldridge will check into cost of fire-resistant drapery material, for possibly sewing vs purchasing.
- K. Rear Doors & Security System. Still researching contractors.

VII. New Business

- A. Residents Janet Morrissey, Ed Kirkwood and Elaine Feinstein requested that indoor Pickleball be set up on Monday nights. Ed K. explained that the equipment (2 nets, paddles and balls) have an estimate cost of \$750. The games usually last 2 to 2 1/2 hours. A disclaimer/waiver would be signed and safety glasses could be required. To set up the court, the floor would need to be taped or painted. The Board explained that a new floor is to be installed and asked if the players could set up temporary court boundaries without damage to the floor. A mat was suggested. Ed Kirkwood will research the possibility of a mat. The Board will then discuss. Mark Poyner, Ed Kirkwood, Janet Morrissey and Elaine Feinstein departed the meeting at 11:00.
- B. Mary Rushton resigned as Kitchen Manager. Liz Garret has assumed the role.
- C. The Resident Club Board members will meet with the Trustees in November.

Meeting adjourned at 12:10.

Nancy Eldridge

Secretary