

**Minutes of Crestwood Village Five
Executive Board Workshop
October 31, 2023**

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

II. In attendance were Trustees: Betsy Gordon, Karen Pedersen, Nancy Eldridge, Mary Ann Payne, Steve Carroll, Steve Berwanger, and Cathleen Blackwood, Administrator; Absent: Robert Lamb, Guests: Residents: Mark Poyner, Ed Kirkwood, and Anthony Zoccali, Bingo Manager

III. Minutes: Steve C made a motion to approve the Minutes of Executive Workshop meeting of October 24, 2023, Steve B seconded the motion, all approved.

OPEN SESSION

IV. Bingo Manager Report:

A. The Special Bingo was held on Oct 28th. 168 people attended.

Total Income	\$12,744
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Expenses:

Prizes:	\$5,398
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Misc Exp:	<u>\$ 787</u>
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Total Expenses	\$ 6,186
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Net Profit:	\$ 6,558
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The next Special Bingo will be in April. Hilltopics articles are not needed as tickets sell out within two weeks without advertising.

B. Anthony Z reported: Currently, Bingo has an account balance of \$50,000. Kitchen updates and replacement tables are needed. The 2 side TV's also need to be replaced. Three new kitchen carts have been purchased. Mark Poyner suggested a new electronic Sign. Anthony Zoccali departed the meeting at 10:10.

V. Report of Officers:

A. Steve C and Steve B will meet on Friday to transfer Treasurer responsibilities. The September finances show a deficit in Operating funds of \$65,000 due to the roof and mini-split installation projects. Both projects should be transferred to the Reserve account. Kelly Crick, Bookkeeper will discuss transfer with the Accountant, Skip Bauer.

VI. Administrator Report:

A. Dwight Curtis, Ocean County Board of Health provided views and guidelines for installation of a larger sink in the kitchen. He will come out this week to observe the area. The installation will require a rinse/wash/sanitize sink area and a hand washing area.

- B. Manchester Township was contacted regarding the excavation across the street from the Clubhouse. They advised that private housing construction is possible. Cathleen will contact Judy Noonan for further information.
- C. The annual audit is complete. Copies will be made available for the residents and presented at the Quarterly Open meeting.
- D. The handicap bathroom is in need of paint.
- E. The custodians scrubbed the floors and kitchen after the Bingo event.
- F. Karen P will review the Hall Rental Forms this week.
- G. The Residents Club will hold a Veterans Luncheon on Jan 17th, 2024. Jessica Sloan will prepare a flyer and a picture montage will be created.

VII. Unfinished Business

- A. Road Speed strips: Steve C. contacted Traffic Line and Straight Edge Striping as recommended by Manchester Public Works. Both companies include milling, 3 layers of paint and the cost will be by linear foot. Steve C recommended that the striping wait until after the road project is completed. He will proceed to obtain quotes.
- B. Planting & Fencing: Steve B drafted a planting and fencing information sheet. Steve B will update the Information Sheet to include Bylaw Section 6 which allows only a 2' rabbit fence during gardening season (April - November) and no other fences. Homeowners will be advised that existing fences must be removed.
- C. Nancy E is researching the backdrop drape requested and to be financed by the Resident Club. Four options have been considered so far. Two Vendors quoted \$6,000 and \$8,000 for purchase and installation. Research will continue this week.
- D. Cathleen is researching replacement furniture for the Lobby. The Resident Club offered \$1,000 toward the purchase.
- E. Commercial entranceway floor mats have been discussed.
- F. Steve B reported that the Executive Board workshop minutes are posted on the Website (Closed Session is not posted).
- G. Steve B reported that the Trustee meeting schedule is posted on the Official Facebook page, the Website and the Hilltopics.
- H. Betsy G will ask the Hilltopic Deliverers to clean out the paper shutes.
- I. Stouts has been asked to add Costco to the bus route. Cathleen will meet with CV6 to discuss coordination of bus schedules.
- J. Three quotes have been received for the Main Hall Floor:
 - 1. \$64,000 - JL Flooring
 - 2. \$40,000 - All Floors American
 - 3. \$50,000 - Lowes

All Floors will attended the Executive Workshop to discuss exactly what is included in their \$40,000 quote.

- K. HVAC System: Only one quote has been submitted for the venting in the kitchen. Dash AC has submitted a quote for \$11,890. The quote included a soffett built around the island, 4 intake vents, roof curbing and 2 exhausts. Steve B made a motion to accept the Dash Quote. Betsy G seconded the motion and all approved.

- L. Cathleen will contact Dave Ashenfeld, of Whitman Construction regarding roof work needed after vent installation.
- M. Ed Kirkwood presented documents he collected regarding pickleball courts. Cathleen will discuss CV6's experience with pickleball.
- N. Main hall rear door installation: Three contractors have been contacted for quotes: Automatic Unlimited, Door Jockey and Automatic Door Services.

VIII New Business capability is being reviewed.

- A. The Resident Club would like to purchase a freezer for the kitchen. Some re-organizing may be necessary to find a place for the freezer. The re-organizing will be discussed with the President of the Residents Club.