

**Minutes of Crestwood Village Five
Executive Board Workshop
January 16, 2024**

OPEN SESSION:

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

- II. In attendance were Trustees: Karen Pedersen, Steve Carroll, Nancy Eldridge, Mary Ann Payne, Steve Berwanger, Robert Lamb, Cathleen Blackwood, Administrator; Absent: Betsy Gordon; Guests: Resident, Ed Kirkwood; Mark Poyner, Resident Club Treasurer, Brad Cranmer & Jack Fernandez of Clear Reflections

- III. Minutes: Mary Ann P made a motion to accept the Executive Workshop Minutes of January 2, 2024 and Karen P seconded. All Approved.

- IV. Report of Officers
 - A. President Report:
 1. Steve B reported there will be a Manchester Bulk Pickup today.
 2. Mrs. Riker presented a framed picture of the rare Red flanked, blue Tail bird discovered in Village 5 who, by resident vote, has been named Riker and adopted as the CV5 Mascot. The Artist Guild has been requested to do a line drawing that can be used for a logo.
 - B. Treasurer Report: No new figures are available.

- V. Administrator's Report:
 - A. Trustees are requested to Review and Initial items in the R & I Book.
 - B. Cathleen B will meet with Liberty Insurance to discuss the Storm Damage. Current deductible is \$10,000 per incident.
 - C. Budget: Trustees will begin budget preparation on February 6th. Steve B and Steve C will start preliminary review after the January closing.
 - D. Storm damage repair has begun. The Manchester Fire Department assisted in removal of downed trees. Mary Ann P recommended a donation to the Fire Department in appreciation.
 - E. Lock Target Wrestling contacted the Association to put on an event at CV5. The request will be forwarded to the Residents Club.
 - G. Krzysztor Lis provided a 2024 schedule for Table Tennis with varied dates. Cathleen B will compare with the CV5 Calendar.

- VI. Unfinished Business:
 - A. Steve B reported:
 1. Application for a movie license has been completed for 3/1/24 start date at a cost of \$2399. The Resident Club has agreed to reimburse the Association for the fee.
 2. The Process for reviewing Property Modification Forms (PMF) should require Board review and approval before the work is done. A diagram will be required for the PMF. Steve B made a motion to include Board approval in PMF process and Steve C seconded. All approved.
 - B. Steve C provided contractor names to Cathleen B for rear door replacements.

C. Steve C spoke with Jamie Spadavecchio, CV5 attorney regarding proposed changes to Bylaws and Covenants. Jamie S advised the changes were within the laws and he will compare them to the Covenants. He recommended the Covenants not be changed until the Bylaws vote was completed. Steve C will print a clean copy of the Bylaws, with proposed Changes, for Board review, along with a document tracking the changes. The clean copy will be sent to Jamie Spadavecchio for review. Discussion included the voting process to possibly begin in February, with educational sessions in smaller groups and a voting date to follow.

D. Cathleen B advised that American Flooring will give a quote for the Main Hall and Kitchen flooring.

E. Cathleen B advised that the kitchen vent installation had to be rescheduled due to the storm. No date has been set.

F. Mary Ann P advised that the Stout Bus Contract will expire in June. She is attempting to set up an appointment with Stour's Bus Service to discuss the contract. Robert L will assist.

VII. New Business:

A. Kathy Howard has been hired as a Receptionist for CV5.

B. Steve B has been researching the CV5 Website registration and domain. Currently we pay Blue Host for the registration. The contract with Blue Host prohibits a transfer. CV5 will have to create a new Website with the same Domain name. Senior Community Media, current Hilltopic vendor, will be requested to create it. CV5 needs to design our requirements. HOA Sites does Web Hosting at a cost of \$550 per year with additional costs. An email host may be obtained a lot cheaper. Cathleen B will research current Website contracts and costs.

C. Steve B reported that the Manchester Tax Assessor has requested to speak to the CV5 Residents. He will be invited to attend the February Open Meeting.

D. Veteran Lunch, January 17th received 30 RSVP's.

Ed Kirkwood and Mark Poyner departed the meeting at 10:50.

Meeting adjourned at 12:30.

Nancy Eldridge
Secretary