

**-Minutes of Crestwood Village Five
Executive Board Workshop
March 26, 2024**

OPEN SESSION:

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

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

- III. Mary Ann P made a Motion to accept the minutes of the Executive Workshop of 19 March 2024, Steve C seconded the Motion. All approved.

- IV. Officer Reports:
 - A. President Report: The Manchester Community Council Meeting was held at CV5 on March 25th. Bayada Healthcare, a non-profit organization, was the presenter. They presented information on their in-home services and explained the coverage of Medicares A and B.

 - B. Treasurer Report:
 1. There are no financial changes from last report.
 2. The Treasurer, Steve C will contact UBS to discuss additional CD purchases to avoid exceeding the insured amount of \$250,000 in the UBS Deposit Account.

- V. Administrator's Report:
 - A. Cathleen is updating the Committee and Program List. Leslie Eldridge will run the Men's Bocce League and Nancy Eldridge will run the Mixed Bocce League.

- VI. Unfinished Business:
 - A. Steve C updated the unfinished business spreadsheet.
 1. The Kitchen vent project is on hold. Julie Velez is looking into replacing the two ovens. Question: Mark Poyner asked if the venting material was purchased for a vent over the island. Response: No Mark P also asked if the Board needs to be involved in purchases made by the Residence Club for the kitchen, e.g. refrigerator. Response: Yes, the Board must approve any purchases for the kitchen.

 2. Cathleen B reported that the Residence Club requested dimmers be installed on the side wall lighting. Rich Electric said dimmers should not be done at this time. No additional electric should e added to the panel.

3. The Main Hall floor is completed and sealed. The small room storing the tables and chairs will be sealed at another time.

4. Steve C is researching bids for road rumble strips for specific intersections, possibly 5 or 6.

5. The Bylaws are being reviewed by the CV5 attorney.

6. Stout's Bus Contract: A revised Bus Schedule was distributed to the Board Members and will be initiated on April 1st. The new schedule will be for 15 hours per week, with trips to Lacey/Lanoka Harbor shopping centers on Tuesdays; Columbus Market, 2 Thursdays a month and Smithville, 2 Thursdays per month; and Manchester Shoprite shopping center on Fridays. Riders must call the office to arrange for a ride by 3 PM the day before. The change will not overlap with the other bus services provided in the area, e.g. Ocean County Senior Services, Ocean Ride. The new schedule will be published in the Hilltopics and on the CV5 Website.

7. The Shuffleboard Area will be removed from the Capital Reserve Study.

B. Steve B discussed the Capital Study Update (office update) to remove items already completed. The updated Study may extend the period of time recommended for projects. Cathleen will contact Dan Rush, FWH to request the Update be completed before we meet with the Accountant on April 23rd.

C. The Budget meeting schedule:

1. Board budget workshops: April 9, 16 and 23.
2. Open Board Meetings: May 1st and May 15th.

D. Contract reviews have begun, e.g. Stout's, John's Landscaping and Stanley Maintenance

E. Steve C is working on the Work Order forms with an aim to get the forms online.

F. Jersey Shore Sprinklers has provided a quote of \$4,470 for repair to the damaged sprinkler system in the front of the Clubhouse. All Systems and Johns Landscaping declined submitting quotes.

Question: Mark Poyner inquired if the Election Committee will be contracted out or will machines be used?

Response: We will be looking into that. There is a line item in the budget for election expense. This year Election expense was \$1,600.

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

Meeting Adjourned at 1:00 PM.

Nancy Eldridge Secretary