

**Minutes of Crestwood Village Five  
Executive Board Workshop  
April 30, 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, Betsy Gordon, Steve Carroll, Robert Lamb; Administrator Cathleen Blackwood; Guests: Residents - Ed Kirkwood , Mark Poyner
  
- III. Steve C made a Motion to accept the minutes of the Executive Workshop of April 23, 2024, Betsy G seconded the Motion. All approved.

IV. Officer Reports:

- A. Treasurer Report: Currently there is \$2,517,000 in Reserves and a budget deficit of \$14,000.

V. Administrator Report:

- A. Stanley Contracting has begun the Common Area cleanup.
  
- B. Cathleen B will have the wood bee traps set up at the Bocce Courts. Nancy E will watch for the red ants. If the ants return, Orkin will be called to spray.

VI. Unfinished Business:

- A. The rear door replacement quote was given to Julie Velez, Resident Club President for a possible donation. The Security System will need updated quotes.
  
- B. Cathleen B will solicit additional quotes for the electrical panel upgrade.
  
- C. The Kitchen vent work was placed on hold until the stoves are replaced. The Resident Club is researching the new stove.
  
- D. Bylaws: The Bylaw update recommendations have been reviewed by the CV5 Attorney. Steve C will present the Bylaws after the budget preparation is completed. The changes will be presented as those that are required by law and those that must be voted upon. The Bylaw updates will be added to the Covenants as an amendment, if needed.
  
- E. The Carpet project for the Lobby, Board Room and Pool room is on hold.
  
- F. Street Rumble Strips: Steve C will invite vendors to attend a Trustee Workshop.

G. The Stouts Bus Schedule contract expires on July 31st. No information has been received from Stouts regarding the bus schedule adjustment that was to be made for April through July, nor a new quote for the new contract. The bus schedule adjustment was agreed to via email which should result in \$1000 per month savings. Payment will be held up until the information is received.

H. Budget: The office update to the Capital Reserve Study has not been received from FWH Associates. It is expected by mid-May. The Budget preparation will continue and be distributed at the Budget Meeting.

I. Contract Reviews:

1. The Stanley Maintenance Contract expires in June 2025. The Board met with Marcus LeRiche of Stanley Contracting to discuss current services.

2. The Ozane contract will expire in 2025. Services will be reviewed.

J. The Property Modification Forms and Work Order Forms: An updated Web Site development is being reviewed for possibility compatibility with the Tops Office Computer System, that would allow residents to complete the forms online through the CV5 website.

VII. New Business:

A. A motion was made by Betsy G to accept the new Executive Board Meetings Summer Schedule and Steve C seconded the Motion. All approved. The new meeting schedule will be posted in the Hilltopics and on the Website.

B. Calendar:

1. A meeting of Manchester Homeowner Associations Trustee Boards will be held at Leisure Village West on May 29th at 10:00.

2. The Clubhouse sprinkler system will be repaired on May 8th.

3. The Sip and Paint event is May 11th at 1:00 PM. The Artist Guild will meet with Steve B on Friday May 3rd to check compatibility of the AV System.

4. HOA Training for Board members is scheduled for May 22nd at 10:00 in the CV5 Clubhouse.

5. Budget Meetings: May 15th at 2:00 and May 29th at 7 PM.

6. A Yard Sale will be held on May 4th & 5th.

7. The CV5 BBQ will be on July 13th from 1 - 5 PM. Flyer will include: CV5 Residents only, Cost \$10, and donations for the Food Pantry.

Question/Notes: Mark Poyner mentioned concern about the Stanley trucks parked in the Clubhouse entrance driveway. Ed Kirkwood and Mark Poyner departed the meeting at 11:45 am.

Meeting adjourned at 12:05.

Nancy Eldridge  
Secretary