

**Minutes of Crestwood Village Five  
Executive Board Workshop  
September 17, 2024**

OPEN SESSION:

- I. The Meeting was called to order at 10:00 AM with Pledge of Allegiance.
  
- II. In attendance were Trustees: Steve Berwanger, Nancy Eldridge, Betsy Gordon, Steve Carroll, Mary Ann Payne, Karen Pedersen, Ed Kirkwood; Absent: Robert Lamb, Administrator Cathleen Blackwood
  
- III. Betsy G made a Motion to accept the minutes of the Executive Workshop of September 10, 2024, Mary Ann P seconded the Motion. All approved.
  
- IV. Officer Reports:
  - A. President Report:
    1. Steve B made a motion to ratify the Board of Trustee election of Officers on September 10, 2024. Betsy G seconded the motion. All approved.
  
  - B. Treasurer Report: A CD will mature this week and will be reinvested. The Treasurer will meet with the CV5 Accountant today at 1:30, Skip Bauer, to discuss the End of Year Audit.
  
- V. New Business:
  - A. Steve B distributed folders with the following documents to be reviewed by the Board:
    1. Oath of Office forms - Trustees will be sworn in and notarized by Kelly Crick at the October 8th meeting.
    2. Code of Ethics - All Trustees are required to read the form and will sign a sheet to document.
    3. Draft Trustee Meeting Schedule - for review by Trustees before official posting.
    4. A list of Trustee assignments for 2024, e.g. Grass coordinator, Resident Liaison. Trustees will review the list of assignments. Assignments will be made at the October 1st meeting.
  
  - B. CV5 Attorney, Ron Catelli is presenting a workshop for Manchester HOA Trustees on September 18th at 10:30.
  
  - C. Clubs will be asked to submit calendars for the 2025 Calendar year.
  
  - D. A Contract Review Committee will be established to include Trustees and possibly, volunteer residents experienced in contract preparation. Steve B will prepare a spreadsheet with all CV5 Contracts due for renewal. The Initial Meeting is scheduled for October 2, at 10:00.

## VI. Unfinished Business:

### A. Steve C presented an updated Project Tracker.

1. Carpets: J&L provided a quote ranging from \$5700 to \$7900 (including install). American Flooring provided a quote ranging from \$9000 - \$10,000. Lowes declined due to a corporate decision to decline buildings constructed before 1978. Steve C will also contact Smart Carpet to solicit a quote.

2. Kitchen Vent: Julie Velez, President of the Residents Club, has requested that gas be run into the kitchen and that vents be installed over the island and the stoves. Upon Board approval, the Resident Club will purchase two new residential stoves. The Board will not approve until quotes are received for the Vent and gas installation and the stoves are selected.

3. Road Project: Eosso Paving surveyed the CV5 roads and will prepare a quote. Both Steve C and Steve B met with Swift Paving on Saturday. Swift will also survey the roads and provide a quote. A third quote will be solicited.

4. Bylaws: Pre-vote meetings with residents will be set up to ensure all residents have an understanding of the proposed changes to the By-Laws. The process to set up the meetings and the voting will be discussed at the October 1 meeting.

5. Covenants: After the Bylaw vote, any changes may be filed as an Amendment to the Covenants.

6. Firewise Program: A Firewise Day has been set for November 13, 2024 at 7:00 PM at the CV5 Clubhouse with guest speakers from the National/NJ State Firewise Organization.

Carmine Coppola departed the meeting at 10:45.

Meeting adjourned at 11:30.

Nancy Eldridge  
Secretary