

**Minutes of Crestwood Village Five
Executive Board Workshop
October 1, 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; Administrator Cathleen Blackwood; Guests: Resident, Mark Poyner, Marcus LeRiche, Stanley Contracting

III. Betsy G made a Motion to accept the minutes of the Executive Workshop of September 24, 2024, Steve C seconded the Motion. All approved.

IV. Officer Reports:

A. President Report:

1. Three attempts were made to contact the Police Chief Office to request forms for the electronic street signs. No response yet.

2. Trinity Solar was strongly advised that solicitation of CV5 residents must stop or they will be arrested. New "No soliciting" signs have been ordered.

B. Treasurer Report:

1. Income Statement is being completed.

2. Three CD's were purchased:

a. \$200,000 at 4.30%

Maturity: 4/2/25

Bank of America, California National Association

Simmons Bank

b. \$240,000 at 4.5%

Maturity: 3/27/25

Simmons Bank

c. \$240,000 at 4%

Maturity: 7/2/25

Zions Bank

V. Unfinished Business:

A. Nancy E reported:

1. Firewise Night will be held November 13, 2024 at 7 PM. The NJ State Firewise Reps, Ocean County Office of Emergency Management, Manchester Emergency Services, Whiting Fire Chief and CV5 & 6 Firewise Committees will participate. Residents Club will provide refreshments.
2. Nancy E and Steve B will meet with NJ State Firewise Rep to sign the \$4200 Grant agreement for 2024 on October 7th.

B. Steve B reported:

1. The Trustee Meeting and Club Calendars were updated and distributed to Trustees.
2. Trustee Position Assignments were made:
 - a. Clubs, Clubhouse & Office Liaison: Karen Pedersen - Backup: Nancy Eldridge
 - b. Communications & MCC Rep: Steve Berwanger - Backup: Steve Carroll
 - c. Grass & Snow Coordinator: Betsy Gordon - Backup: Steve Carroll
 - d. Inspections, Trees & Violations: Mary Ann Payne - Backup: Betsy Gordon
 - e. Property Modifications: Nancy Eldridge - Backup: Ed Kirkwood
 - f. Vacancy & HOPA enforcement: Nancy Eldridge - Backup: Karen Pedersen
 - g. Work Orders & Maintenance: Steve Carroll - Backup: Ed Kirkwood
3. New Trustees will be sworn in at October 8 meeting and all Trustees will sign Code of Ethics Form.

C. Steve C reported:

1. Carpets for Clubhouse: Quotes were received from J & L and American Carpet. Smart Carpet measured the areas to be carpeted but has not submitted a quote.
2. Trustees will meet on Monday Oct 7 at 10:00 to discuss the voting process for proposed new Bylaws.
3. Trustees will meet on Oct 2nd to review contracts up for renewal.
4. The Unfinished Business Tracker will be updated for the next Executive Workshop.

D. Betsy G reported: Updated quotes are needed for the replacement of the 2 back doors in the Main Hall, an automated door by the Library and a swipe system for the front door. Betsy will research vendors.

E. Cathleen B reported: A request was received from Sticks Alive Exercise program to provide exercise classes at \$5 per class. Board approved to start in December and suggested Wednesday mornings at 9:30 AM.

VI. Marcus LeRiche, Stanley Contracting arrived at 10:15 and advised the Board on the process and cost of installing gas and a vent system in the kitchen. The Resident Club has selected a residential gas stove they would like to purchase. Marcus L explained that installation of the gas line would involve a series of other upgrades which would be required by the Health Dept, e.g. grease traps, sinks, dishwasher etc. The total impact could total \$100,000. The Board will continue to research and discuss this project further.

Questions: Mark Poyner inquired regarding permits for interior work. Response: CV5 does not require a permit for interior work unless it is required by the Township, e.g. water heater installation.

Mark Poyer departed the Meeting at 10:30.

Meeting adjourned at 12:45.

Nancy Eldridge
Secretary