

**Minutes of Crestwood Village Five
Executive Board Workshop
November 12, 2024**

OPEN SESSION:

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

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

- III. Minutes: Mary Ann P made a Motion to accept the minutes of the Executive Workshop of October 22, 2024, Steve C seconded the Motion. All approved.

- IV. Officer Reports:
 - A. Due to the small attendance at the night Open Quarterly meetings, Mary Ann P made a motion to return the Open Quarterly Meetings to 2:00 PM, Betsy G seconded the motion. All approved.

 - B. Treasurer Report: There is no change to the financial report presented to the Open Meeting on 11 Nov 24.

- V. Administrator Report:
 - A. Judy Noonan has scheduled a meeting of HOAs and the Manchester Board of Education to discuss the school bus pickups on Thursday, 11/14/24 at Colonial Drive. Steve C, Karen P and Mary Ann P will attend.

 - B. Quotes were received from J & L Carpeting, \$5,713 and American Carpet, \$9,280 to replace the carpet in the Board Room, Lobby, Hall and Offices. Betsy G made a motion to accept the J&L quote, Steve C seconded the motion, all approved. J&L will be instructed to install the Lobby and Board Room on Dec 13th and the Hall and the Office on Dec 28th.

 - C. A letter was received from the CV5 attorney, Ron Catelli regarding the Corporate Transparency Act enacted in January 2024. Further information is needed regarding the reporting requirements of the Act.

- VI. Unfinished Business:

A. Betsy G reported that a quote was received from Automatic Unlimited to replace the Main Hall rear doors, update the exterior door by the library and remove the hall door by the library. One vendor declined to submit a vote and another submitted, but then declined. Betsey will obtain written declinations.

B. Firewise Night is set for Wednesday at 7 PM. NJ State Firewise, Ocean County OEM, Manchester ER and Whiting Firehouse will participate. The Resident Club is providing refreshments.

C. The Holiday Party is posted on the Facebook page. Food donations should be brought to the office when purchasing a ticket. Tickets are \$5 with a food donation and \$7 without a donation.

D. Proposed Bylaws will be mailed today. Absentee Ballots and Proxy forms must be returned by end of day on Dec 6th. A statement will be posted in the Hilltopics regarding the deadline for obtaining and submitting the absentee ballots.

Question: Carmine Coppola asked if residents can receive copies of the Bylaws. R/Yes, they are on the Website. Carmine Coppola departed the meeting at 10:30 AM.

Meeting adjourned at 11:45.

Nancy Eldridge
Secretary