

**Minutes of Crestwood Village Five
Executive Board Workshop
August 12, 2025**

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 Berwanger, Betsy Gordon, Steve Carroll, Mary Ann Payne; Administrator Cathleen Blackwood; Absent: Ed Kirkwood, Guests: Mark Poyner, Eileen Ringen, Ken Freeman

- III. Minutes: Minutes of the August 11, 2025 meeting were not completed.

- IV. Officer Reports:
 - A. President Report:
 1. The Senior Community Media and the Senior Publishing merged. Kirms Printing now owns Senior Community Media. Kevin Kirms, CEO, has agreed to meet the contract conditions and will meet with the Board on August 26th at 11:00 AM.
 2. Treasurer Report: No change from yesterday's report.

- V. Administrator Report:
 - A. A new Homeowner Information Report has been developed. Steve Berwanger reported that an information report is available on the Website.

 - B. Election: The Office did support the Election process in ordering the supplies and printing all the documents. Steve Berwanger explained that the "office involvement" is under DCA Guidelines, not law. Mark Poyner stated the office did not do the mailing.

 - C. A meeting will be set up with Mark Poyner, President of the Residents Club and Debbie Fascia and the Board to discuss processes.

- VI. Trustees Reports:
 - A. Mary Ann Payne discussed the new Stout Bus contract. The new contract will be in effective on September 2nd (there is no bus service on Labor Day). The copies of the new Bus Schedule will be available for the driver to hand out as needed. The church bus schedule will have to be worked out based on appointment needs.

B. Nancy Eldridge reported on the Firewise Program: The Community Cleanup is scheduled for September 27th from 9 – 12. Brush pick up will be moved to Monday, September 29th. To clarify, residents continually have requested to be allowed to clean up the Common Areas, which was previously denied (to avoid piles of brush continually on the streets and possible injuries due to power equipment.) The Community Clean up, twice a year, is scheduled before brush pickup dates. Lowes has once again agreed to support the effort. The Girl Scouts have also been invited to help. The Lunch for these volunteers will be held in the B/C Room.

Questions:

1. Eileen Ringen: Have residents been informed about the new Fire Code regarding use of mulch? R/NE Yes, and single and double family homes occupied by the homeowner are exempt from this Code.
2. Ken Freeman: Manchester is revising the law. R/NE It is not a Manchester law, it is a New Jersey State Fire Code.
3. Ken Freeman: Did a letter go to residents that delinquents cannot vote? R/CB Yes, each delinquent resident is notified by letter.
4. Mark Poyner: August 15th is the cut off for being late on payments. Mark proposed that residents receiving delinquent letters as of July 31st, be informed they cannot vote. R/CB Delinquent residents in payment plans are considered in Good Standing and can vote. A report of delinquents can be pulled by a specific date.
5. Mark Poyner: Questioned the process of the Bylaws and why they are interrupting the elections? R/ SC explained that the attorneys had finally finished their review and time was of the essence as he had spearheaded the Bylaw update project for two years and wanted to wrap it up in case he was not re-elected. The Bylaws were mailed out before the election and responses are due before the election.
6. Mark Poyner: Was bulk mailing used to send out the Bylaw packages? R/SC No, due to the time constraint and the Post Office would not guarantee when the bulk would go out. The HOA discounted postage was used.
7. Mark Poyner: What process is used for counting ballots? R/SC The Bylaw Committee will count after referring to the delinquent list.
8. Ken Freeman: I don't remember seeing in the packet that you had to be in good standing to vote on the Bylaws. R/SB It is in the current Bylaws.

Mark Poyner, Eileen Ringen and Ken Freeman departed the meeting.

Meeting adjourned at 12:15

Nancy Eldridge
Secretary