

## MEETING MINUTES

**ASSOCIATION:** GRACEWOOD GLEN CONDOMINIUM  
ASSOCIATION

**WRITTEN BY:**  
Kristie Bendick, Property Manager

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**DATE/TIME:** October 10, 2018, 7:30 PM

**PLACE OF MEETING:** Holmdel Senior Center

**PURPOSE OF MEETING:** Open Meeting

**cc:** Recap File Board Members  
RMG Board Correspondence  
Accounting (2)

**PRESENT: Board Members:** Al Aloisi, **President;** David Williamson, **Vice President;** Pam Tanis, **Treasurer;** Diana Scognamillo, **Secretary;** Betty Lee, **Trustee;** Kristie Bendick, **Property Manager, Regency Management Group, Managing Agent** Clarissa Garito **Assistant Property Manager.**

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### ACTION BY

### DESCRIPTION OF DISCUSSION

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| N/A | 1. | David Williamson called the Open Meeting to order at 7:35 PM.   |
| N/A | 2. | The recaps from the June 27, 2018 Board Meeting was presented to the Board. Diane Scognamillo motioned to approve the recaps. Pam Tanis seconded. All present in favor, motion carried.                       |
| N/A | 3. | The Manager's Report was presented to the Board.  |
| MGT | 4. | The pipe outside of 40 Maria was discussed, all cut and jiggered, and for Management to call Water Company. Diane motioned to approve, Pam seconded. All present in favor. Motion carried.                    |
| N/A | 4. | Management advised Board Brightview has started to winterize the irrigation system on Tuesday October 9, 2018.  |
| MGT | 5. | Management advised the Board they received a proposal from ABS to paint entrance sign for \$199. Betty Lee made motion to approve proposal, Diane Scognamillo seconded. All present in favor. Motion carried. |

- N/A 6. Management advised Board to ratify the approval to have ABS power wash the buildings for \$4,840. Diane Scognamillo made motion to ratify approval, Betty Lee seconded. All present in favor, Motion carried.
- MGMT 7. Management provided the Board a proposal from Brightview to remove dead trees at 2 and 10 Maria for \$1,305.18. Diane made motion to approve proposal, Betty seconded. All present in favor. Motion carried. 42 Maria asked if her tree was included in this, Board and Management advised Homeowner that it was not but that they would get a price for the dead tree. 42 Maria advised Board & Management that she would not like one replaced in its place.
- MGT 8. Management presented a proposal from Quality 1<sup>st</sup> and Brightview to correct drainage behind 24 Maria. After further review Management and Board decided to have ABS do extension downspout put directly into drain. This will take place within the next week or so. There is also possible drainage issues behind 14 & 15 Maria, roots are exposed. Board advised Homeowner that Brightview will be coming back with proposal.
- N/A 9. Management received a price to power wash and stain all decks in the community from Certa Pro. The cost is \$15,993.75 and could be used for performing this in the future.
- MGMT 10. Homeowner at 38 Maria reported that her deck is falling apart. Board and Management had discussion about who he is responsible. Board advised that it is association's responsibility and will have deck looked at for repairs.
- N/A 11. Management advised the Board to ratify the approval to have Quality 1<sup>st</sup> replace the steps and stoop at 8 & 17 Maria. Diane made motion to ratify approval, Pam seconded. All present in favor. Motion carried.
- MGT 12. Homeowner at 38 Maria asked to have 2 sewer caps in front of unit replaced. Possibly one cut down to be level with ground. Possibly plumber issue, PVC pipe.
- N/A 13. Management provided Board with the Insurance renewal quote. Management advised Board they had an \$626 reduction. Dave made motion to approve, Betty seconded, all in favor. Motion carried.
- N/A 14. Board advised Homeowners they could get additional coverage for the pipes that service their homes only that are located on common areas. Board advised they could get this additional insurance right through New Jersey American Water.

- N/A 15. Management provided Board with the 2017 Year End Audit. Board will table for now and review it later.
- N/A 16. Management provided Board with Draft 2 of Reserve Study for their review and decision. Dave explains Reserve Study to Homeowners. Discussion was had and was suggested to reduce funding reserve study from \$85,000 to \$49,000. Board explained to Homeowners that the roofs need to be replaced a lot sooner than they thought. Roofing Diagnostic who did the roofs is no longer in business and Management cannot get any information about them or get a hold of them. Reserve Study estimated roofs will need to be replaced in 4 years. Dave made motion to accept Reserve Study, Diane seconded, all in favor, motion carried.
- N/A 17. Homeowner at 38 advised Management and Board that there is a big hole in steps and driveway is off balanced. Concrete
- MGT 18. Board asked Management to prepare a Deferred Maintenance Schedule. How often items need to be done, etc.
- MGT 19. Management and Board discussed when the annual/election meeting will be held. Possibly November 26, 2018. Management will coordinate with Board via email.
- MGT 20. Homeowner, last name Hung, complained that many driveways are bad and need to be replaced. Management advised some driveways will be done next year, they will prioritize them, now that the Study is done.
- MGT 21. Management provided Board with 2019 Draft Budget. Board would like to table until Reserve Study and Deferred Maintenance Schedule and will vote at next meeting.
- MGT 22. Homeowner 38 had some Homeowner payment issues and Management is to look into it with our accounting department.
- MGT 23. Homeowner at 42 is requesting Work Ticket to have deck and railings repaired. Management to issue work ticket.
- MGT 24. Many homeowners voiced complaints about concrete walkways almost lower than driveway. Management to get Specs from Engineer.
- N/A 25. Homeowner idea: Amend master deed to raising closing costs.
- MGT 26. Management will notify everyone of next meeting. With nothing further to discuss, meeting adjourned at 9:05PM.