

MEETING MINUTES

ASSOCIATION: GRACEWOOD GLEN CONDOMINIUM ASSOCIATION

WRITTEN BY:
Kristie Bendick, Property Manager

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DATE/TIME: April 10, 2019, 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: David Williamson, **Vice President;** Pam Tanis, **Treasurer;** Diana Scognamillo, **Secretary;** Betty Lee, **Trustee;** Kristie Bendick, **Property Manager, Regency Management Group, Managing Agent**

ABSENT: Al Aloisi, **President**

ACTION BY

DESCRIPTION OF DISCUSSION

- | | | |
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| N/A | 1. | David called the meeting to order at 7:40PM |
| N/A | 2. | Management presented the Board with the December 11, 2019 meeting minutes for review and approval. Betty made a motion to approve the minutes. Pam seconded, all in favor, motion carried. |
| MGMT | 3. | Management advised that bids were received from DW Smith and FWH Associates to provide recommendations on remediating drainage. The pricing does not include providing specifications. David motioned to approve the bid from FWH Associates for the cost not to exceed \$1,500. Diana seconded. All present in favor, motion carried. |
- The homeowners present from 10 Maria and 30 Maria requested to meet with the engineer when the inspections are conducted.

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| MGMT | 4. | Management presented bids from DW Smith and FWH Associates to prepare specifications to replace driveways in the community. DW Smith provide price of \$5,000 and FWH provided price of \$2,700. Betty motioned to approve the bid from FWH Associates. Pam seconded. All present in favor, motion carried. |
| MGMT | 5. | Management provided the proposals from American Building Services from 2017 as requested to replace 41 chimney caps for \$16,400. After discussion, the Board determined that they want to proceed with this project and requested two additional proposals. |
| MGMT | 6. | <p>Management presented the contract renewal for irrigation services with Brightview for \$449 spring startup. The Board approved this and asked Management to go out to bid for lawn and irrigation services for 2020.</p> <p>A homeowner asked if Brightview can use an organic weed control and fertilizer in the community. Management will discuss the options with Brightview.</p> |
| N/A | 7. | Management provided the mulch proposal from American Building Services for \$3,999 which was approved via email and needed to be ratified. David motioned to approve the proposal. Diana seconded. All present in favor, motion carried. |
| N/A | 8. | Management provided the proposal from American Building Services to maintain the landscape island and front entrance sign island from May 1 st to October 31 st for \$320 a month. Betty motioned to approve the proposal. Pam seconded. All present in favor, motion carried. |
| N/A | 9. | Management provided the proposal from American Building Services to clean gutters in the spring and fall for \$1,350 per cleaning. Diana motioned to approve the proposal. Betty seconded. All present in favor, motion carried. |
| N/A | 10. | Management provided the audit engagement letter from Feldman, Sablosky and Massoni to perform the audit for 2018 and 2019 for \$2,300 each year. David motioned to approve the engagement letter. Pam seconded. All present in favor, motion carried. |

- MGMT 11. David reviewed the March Financial Reports with the Board and homeowners. He provided account balance:
- Operating \$11,063
Reserve: \$168,000 in Union Bank and CD at Valley National for \$72,027.71. Mutual at Omaha is not listed. This needs to be corrected and list all accounts.
Deferred: \$9,910 in Union Bank and Mutual of Omaha is noted listed.
- MGMT 12. Pam suggested water and electric bills should be on auto pay. After discussion, Pam motioned to approve auto pay for water and electric. Diana seconded. All in favor, motion carried.
- MGMT 13. The Board advised that the drain pipe behind 24 Maria has not been connected to the underground drain. Management will contact American Building Services.
- N/A 14. A homeowner asked for that status of power washing, repairing and staining of the decks. Management advised that bids will be received for this service and 15 decks will be done each year. The Board requested the bids prior to next meeting so that a decision can be made and the work scheduled.
- MGMT 15. The homeowners advised that sewer caps and one water cap is missing at the following locations:
- | | |
|----------|-----------------------------|
| 38 Maria | 2 caps |
| 39 Maria | 1 cap |
| 18 Maria | 1 cap (black tape covering) |
| 40 Maria | 1 water cap missing at curb |
- Management will have a contractor replace the caps.
- MGMT 16. The homeowners at 2 and 10 Maria would like replacement trees that were removed the year before. Management will get pricing for this.
- BOARD 17. The homeowners asked if a yard sale date has been established. The Board discussed and requested that Diana come up with some dates.
- N/A 18. With no further items to discuss, the meeting was adjourned at 9:00 PM.