

**GRACEWOOD GLEN CONDOMINIUM ASSOCIATION  
HOLMDEL, NJ**

**MEETING RECAP/MINUTES**

**DATE:** June 19, 2019  
**WRITTEN BY:** Holly Foley, Community Portfolio Manager  
**TIME/PLACE OF MEETING:** 7:30PM – Holmdel Senior Center  
**PURPOSE OF MEETING:** **Board Meeting – Open Session**

**PRESENT:** **Board Members:** Al Aloisi, President; David Williamson, Vice President; Diana Scognamillo, Secretary; Pam Tanis, Treasurer; Betty Lee, Trustee. **MANAGEMENT:** Kristie Bendick, CMCA; Holly Foley, Community Portfolio Manager; **RMG, Regency Management Group, Inc.**

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**ACTION BY**

**DESCRIPTION OF DISCUSSION**

BOARD	David Williamson called the meeting to order at 7:31PM.
MGT	Kristie Bendick announced Holly Foley as the new Community Portfolio Manager for Gracewood Glen, effective immediately. The Board and members of the community welcomed Holly to Gracewood Glen.
BOARD	David Williamson made a motion to approve the minutes from April 10, 2019 as amended. Al Aloisi seconded. All in favor, motion carried.
MGT	Management provided the Board with the water infiltration evaluation report that was conducted by FWH. The document was reviewed and discussed amongst the Board and the community. Management will request a proposal from the current lawn maintenance company, Brightview for the drainage issues at #30 and #43. The issues indicated on the report for #10 are in reference to the gutters and leader system. Management will issue a work ticket for the gutters to resolve the issue at #10.
MGT/BOARD	Management provided the Board with the Driveway Replacement Specifications prepared by FWH. David Williamson made a motion to approve the draft specifications. Betty Lee seconded. All in favor, motion carried. Management recommended asking FWH & Associates for pricing to oversee the project once it is underway. Management will request proposals for this project once the final specifications are received from FWH. The bidders will be asked to grade the driveways by condition, which is usually done on a "Poor", "Fair", "Good" scale.
BOARD/MGT	Management provided the Board with proposals from American Building Services, Quality 1 <sup>st</sup> , and Accent Group to replace 41 chimney caps. The Board reviewed the proposals and had questions regarding the materials used and other details of the proposals. The Board also commented that the ABS proposal is from 2017 and expressed concerns over them sub-contracting the work out. Management will review the proposals and reevaluate the project.
MGT	At the request of the community, Management will reach out to Brightview regarding an alternative, environmentally friendly option for weed control and fertilizer.
BOARD/MGT	The Board advised Management to go out to bid for lawn, snow, and irrigation services for the 2020 season. Management advised they will review the terms of the

current contracts and confirm when they are up. Management will review the specifications and send to the Board for approval prior to requesting bids, which would be required in order to begin requesting accurate bids.

BOARD/MGT

After a discussion amongst the homeowners and Board regarding complaints about the recent gutter cleaning, Management will request proposals for gutter cleaning and maintenance for next season.

BOARD/MGT

Management provided the Board with proposals for power washing, staining, and minor repair on all decks over a three-year period. After the homeowners expressed the severe condition of the integrity of the structures, Management advised this project should be re-evaluated all together, as the Reserve Study calls for full replacement within the next several years.

BRD/MGT

Management provided the Board with a proposal from ABS to paint and relabel six mailboxes in the amount of \$600. David Williamson made a motion to approve the proposal from ABS. Pam Tanis seconded. All in favor, motion carried.

BRD/MGT

David Williamson made a motion to approve the payment plan for #3. Al Aloisi seconded. All in favor, motion carried. The Board previously approved the payment plan, which needed to be ratified in the open session meeting. Management advised the homeowner has complied since the payment plan was accepted by the Board.

BOARD/MGT

David Williamson reviewed the financial reports for April 2019 with the Board and homeowners and provided the account balances. The interest rates and other information for the two CD's that were recently opened by the Board were also provided.

BOARD/MGT

The Board advised that the sewer caps that were replaced needed to be re-done with flat caps. Management will send the contractor out again to install the flat caps.

MGT

Unit #2 and #10 requested replacement trees for the trees that were removed the prior year. Management recommended this for the fall, as that is the best time to install trees. Management will discuss options and pricing with Brightview.

MGT

The Board asked Management to get pricing for the fence removal near the entrance. Management will send Nick's Home Maintenance out to assess and provide a price to remove.

MGT

The community expressed that the trees need to be trimmed. Management will get pricing for trimming around the streetlights, elevating around the parking spots, and cutting back anything against the homes, roofs and roof line.

BOARD/MGT

The meeting closed with no further items to discuss at 9:02PM.