

***Shadow Lake Village  
Minutes for the Business Meeting  
November 15, 2007***

*Call to order 9:30 am*

*Flag Salute:*

*Roll Call:*

*Trustees:*

- *David Anderson*
- *Margaret Mary Bambury*
- *Kevin Byrne*
- *John Herbert (excused)*
- *Roger Nicholson*
- *Peter Sgaramella*
- *Cathleen Sullivan*
- *Angela Vullo*
- *Anna Yurko*

*General Manager & Community Manager:*

- *Mary D'ime*
- *Jennifer Allen*

*Maintenance Manager:*

- *Mike Hynes*

***Resident Attendance:***

***FINAL COPY WILL INCLUDE ATTENDANCE***

### ***Approval of Minutes***

*Motions to approve preliminary drafts of the minutes for the October 16, 2007 Budget Mtg., October 18, 2007 Workshop Mtg., October 25, 2007 Business Mtg. and October 25, 2007 Executive Session were made by Cathleen Sullivan/Angela Vullo, Cathleen Sullivan/Peter Sgaramella, Cathleen Sullivan/Anna Yurko and Cathleen Sullivan/Peter Sgaramella respectively. All Board members present voted in favor.*

### ***Treasurer's Report***

*By Margaret Mary Bambury:*

- *Advised that we are right in line with where we anticipated we would be after 10 months.*
- *Roger Nicholson advised that the exterminating line item is showing that we are over budget, however we are right on target for the year. Roger questioned if there will be any further exterminating charges.*

### ***Administration Report***

*By Mary D'ime:*

- *Concrete project by Shauger is complete. Mike and Mary to perform final inspection.*
- *Fiber optic installations suspended as of 11/5 – make up days to be determined*
- *Clubhouse back kitchen storage repairs completed except for fence replacement*
- *Pool repairs needed – 1 proposal received from American Pool – 1 proposal received from Sparkling Pool – additional bids to be obtained. Also soliciting pool management bids for review*
- *Database being created to analyze extermination program with Cavanaugh (added to action item list)*
- *At the direction of the Township, T&M Associates, in conjunction with Lucas Brothers have scheduled paving and striping at the end of Western Reach for 11/13 – 11/14. Flyers have been distributed. Loori Bus will provide shuttle service along Western Reach to the Clubhouse. Marion Security will provide backup and golf cart support.*

- *Building painting began on Andover. Color chosen by A.C.C. too light for 1 coat coverage so shades will be darkened.*
- *Roof project added to the action item list*
- *Work order analysis added to the action item list*

### ***Maintenance Report***

*By Mike Hynes:*

- *Work order report from 10/15/07 – 11/5/07(attached)*
- *Siding and painting – on schedule*
- *Irrigation system – blown out and shut off for season*
- *Asphalt repair – ongoing*
- *Building railings – repairs being scheduled*
- *Retaining walls – inspection ongoing*
- *Bench repairs – ongoing*
- *40 Claremont & 22 Berkshire – Woodpecker damage complete*
- *17 Concord – electrical short repaired, concrete replaced*
- *32 Augusta – post and rail fence repaired in rear*
- *Roof repairs – 130 Lexington – replaced 3 vents*
- *Two River Tree – completion of 2007 schedule*
- *Shauger Concrete – final phase – checklist*
- *Fiber Engineering – final phase*
- *Down To Earth – pruning completed 11/9; aerating & seeding of Western Reach incoming side complete; paver walkways completed at 59 Western Reach and 111 & 113 Lexington; drainage walk through ongoing*
- *Cavanaugh Pest – Work order completion sheets available for Board to review*
- *Golf course cross walk – Dan Swayze & Son completed striping*
- *Brick wall (entrance & exit) – repairs ongoing*
- *Margaret Mary Bambury questioned if the 104 open tree work orders are all for removal or does it include tree trimming. Mike Hynes advised that it includes both. Mike will break it down further for next months report.*
- *Roger Nicholson questioned the 18 open work orders for concrete. Mike advised that they are waiting on the Shauger supervisor so the final walk through can be completed and the work orders closed.*
- *Roger questioned if Cavanaugh Pest has looked at the buildings where there was woodpecker damage as woodpeckers are usually indicative of carpenter ants. Mike advised that Cavanaugh has looked at the buildings and cleared them of carpenter ant activity.*

- *Kevin Byrne questioned if gutter cleaning would be done on all 150 buildings this year. Mike advised that gutter cleaning would start 11/19.*
- *Peter Sgaramella questioned where Falcon Engineering fits into the concrete walk through. Mike advised that Perry from Falcon will be present at the final walk through.*

### **Presidents Report**

*By Margaret Mary Bambury:*

- *Advised that the Board will be writing a letter to JCP&L, the Township and BPU regarding JCP&L's slow response to the lights on Western Reach that have been out for 2 months.*
- *Roger Nicholson advised that he would like to see the A.C.C. involved in roof colors.*
- *Recommends dividing the Village into 5 sections and doing a section a year for garage inspections. New residents would be inspected 6 months after moving in.*

### **Committee Reports**

- *Al Zaleski of the House Committee advised that the big Christmas tree will be put up on December 3<sup>rd</sup> and requested that Chris the custodian be the one to put it up. The committee will decorate the Clubhouse on December 4<sup>th</sup>. Al advised that Jack Needle has volunteered to be in charge of lighting the several menorahs throughout the Village. Al asked for volunteers from the Board to help decorate the Clubhouse.*
- *John Petracca of the Safety Committee advised that garage inspections are complete and 1 violation was found. John is maintaining a manual for future committees as well as separate loose leaf binders for each year. The committee will be placing safety messages on Channel 21 and in the Chatterbox.*

### **Trustee Reports/Business**

- *Roger Nicholson advised that he is awaiting the year end financials so the Replacement Plan can be updated.*
- *Dave Anderson advised that Ladies Golf is requesting use of the golf course on Thursday nights from May to October to experiment with twilight golf. Dave advised the Golf Committee has already agreed to allow it.*
- *Dave Anderson questioned if it has been decided what is going to be done with the old recycling area. Margaret Mary asked her fellow Board members to look at the area and come up with suggestions.*
- *Cathleen Sullivan advised that 136 residents turned out for the flu shot program in the Clubhouse last Friday.*

- *Cathleen Sullivan advised that on November 30<sup>th</sup> Meridian Health will be holding a program for the residents and a vascular surgeon will be available to hold 20 screenings.*

### ***Resident Comments/Inquiries***

- *Katsy Willey of 12 Danbury Court and a member of the Pet Club presented the Board with a \$200 donation to be used as they see fit in appreciation of the use of the Ballroom.*
- *Ethel Hill of 146 Lexington Court advised that last spring men doing cement work dug up her front lawn and it has not been repaired yet. Mrs. Hill also advised that during the ice/snow storm last year the walks were shoveled nicely but then the plows came and put the snow back on the sidewalk.*
- *Joyce Kucera of 4 Dickinson Court advised that she feels the Village is deteriorating. Ms. Kucera feels that we are playing catch up and not getting anywhere. Ms. Kucera suggested eliminating Security for a few years to free up funds to get work done.*
- *Richard Capenegro of 73 Western Reach suggested letting the Loori bus park in the old recycling area rather than in the Clubhouse parking lot. Mr. Capenegro also advised that he would like mulch for an area that was dug up for a waterline repair. He has requested the mulch several times to no avail.*
- *Barbro Barnes of 110 Lexington Court questioned if a work order she put in for a tree to be removed in 2006 would be done. Mrs. Barnes advised that the tree is hanging over the roof.*
- *At this time Margaret Mary Bambury introduced Mark McGann of Falcon Engineering to talk about the roofing project beginning in 2008. Residents were invited to ask questions. Mr. McGann advised that before roofing began the project manager would document all existing damage to the buildings and surroundings. The contractor will be responsible for seeding any areas that may be damaged and will put a tarp up to protect foundation plantings from falling debris. The project manager will be on site at all times there is working going on and will monitor unit costs. There will be a hotline number available for the residents to call regarding any issues that may arise during the roofing project. Peter Sgaramella questioned if a Falcon representative would be here all day long. Mr. McGann advised that the project manager would physically be on site 10 hours a day. Peter Sgaramella questioned if Falcon will sign off on the completed job. Mr. McGann advised that the project manager would maintain a punch list and final retainage would not be given until all items on the punch list are completed. Roger Nicholson questioned if the revised numbers reflect the timberline shingles as requested*

by the Board. Mr. McGann advised that he would have to confirm it with Bill Pyznar as he is the one who prepared the numbers. Roger Nicholson pointed out that the summary sheet does not include the costs for a performance bond. Mr. McGann advised that Falcon typically does not recommend getting a performance bond as the project manager keeps a running account so costs can be tracked and the project does not go over budget. Kevin Byrne questioned if the worst buildings will be done first. Mr. McGann advised that once a contractor is picked, the Association, project manager and contractor will sit down and put together a priority list. Bill Rigney of 25 Concord Court inquired if every skylight will be replaced as a requirement. Mr. McGann advised that it is recommended that all skylights be replaced; however the project manager determines the necessity of replacement. Jerry Ryan of 27 Hampton Court questioned if it will be possible for a resident who doesn't currently have a skylight to have one installed during the roofing project. At this time Mr. McGann left the meeting and the Board continued discussion about the remaining roof contractors. Kevin Byrne questioned if Falcon will be giving us a contract for project management. Margaret Mary advised that the project management fee is 8% of the project total. The Board will further discuss skylight replacement at the December Workshop Meeting.

### ***November 15, 2007 Motions***

- *Roger Nicholson made a motion, seconded by Dave Anderson to authorize spending up to \$800,000.00 in 2008 out of the Replacement fund for roofing, to include fees from National Contractors, Inc. (roof contractor) and Falcon Engineering (project manager). The funds will include the priority 1 buildings from the Falcon roof study. The Board voted as follows: Margaret Mary Bambury – yes, Dave Anderson – yes, Roger Nicholson – yes, Kevin Byrne – yes, Peter Sgaramella – yes, Angela Vullo – yes, Anna Yurko – yes, Cathleen Sullivan – yes.*
- *Dave Anderson made a motion, seconded by Angela Vullo to accept a proposal from Allencrest Locations to use Shadow Lake Village property for photo shoots, subject to the approval of the General Manager for each specific event and subject to appropriate proof of insurance. The Board voted as follows: Margaret Mary Bambury – yes, Dave Anderson – yes, Kevin Byrne – yes, Roger Nicholson – yes, Peter Sgaramella – yes, Angela Vullo – yes, Anna Yurko – yes, Cathleen Sullivan – yes.*

- *Margaret Mary Bambury made a motion, seconded by Anna Yurko to accept a \$200 donation from the Pet Club to be used however the Board sees fit. All Board members present voted in favor.*

***Meeting adjourned 11:45 a.m.***

*Respectfully submitted,*

*Jennifer Allen  
Community Manager*

*Cathleen Sullivan  
Board Secretary*