

**Minutes of the Shadow Lake Village Business Meeting  
December 20, 2007**

**Call to order 9:38 am**

**Flag Salute:**

**Roll Call:**

Trustees:

- David Anderson
- Margaret Mary Bambury
- Kevin Byrne
- John Herbert
- 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 November 8, 2007 Workshop Mtg., November 8, 2007 Executive Session and November 15, 2007 Business Mtg. were made by Cathleen Sullivan/Dave Anderson, Cathleen Sullivan/Peter Sgaramella, and Cathleen Sullivan/Angela Vullo respectively. All Board members present voted in favor.

### **Treasurer's Report**

By John Herbert:

- Reviewed the first 11 months of 2007 operating fund (attached).
- Advised that we are coming in where we expected on the budget.
- Advised that we are awaiting a refund from the government for taxes paid.

### **Administration Report**

By Mary D'ime:

- Advised that work order numbers are lower this month as she is pulling outside contractor work orders and putting them in a separate database.
- Received roof project contract draft from Martin Barger, Esq.
- Starting to collect skylight and tree data relating to the roof project.
- Met with the new supervisor from Fiber Engineering regarding the fiber optic installation. He will be doing an inspection on each building to be sure installation was completed.
- Mary advised that only sand will be given out and used this year due to the new concrete needing time to cure. Mary asked residents to be sure not to use anything other than sand on the concrete if they happen to purchase their own.
- Jennifer Allen advised that there is currently \$47,404.80 in delinquencies. Late fee letters were sent out on December 18, 2007.

### **Maintenance Report**

By Mike Hynes:

- Work order report from 11/6/07 – 12/7/07(attached)
- Siding & Painting are ongoing
- Bench repairs were completed on 12/14/07
- Building railing repairs are ongoing
- Retaining wall inspection and repairs are ongoing
- Installation of a post and rail fence on the Berkshire path is scheduled for 12/18/07
- Gutter cleaning – 3 courts left to complete
- Roto Rooter – Waterline replacement at 8 Western Reach and 34 Medford. Supply line replacement at 64 Eastport

- Water Damage Clean Up – Completed by First Clean for 4 Western Reach and 38 Medford.
- Shauger – Walk through done; all areas are complete
- Gutter Replacement – Complete
- Two River Tree – 2007 schedule complete; 2 trees at 16 Andover were topped off. Doing a roof priority walk through
- Down To Earth – Has done 2 passes for leaf cleanup; 3<sup>rd</sup> pass is scheduled to begin 12/17/07; drainage repair at 11 Claremont complete; drainage walk threw ongoing
- Kevin Byrne questioned if we should continue doing gutter cleaning twice a year.

### **Presidents Report**

By Margaret Mary Bambury:

- Advised that the roofing project will start in March or April of 2008. Tree and shrub removal will need to be completed before roof replacement begins as well as skylight and roof notification.
- Introduced Tony Trento of Comcast to speak to the residents about Comcast services now that there is no longer a bulk contract between Comcast and SLV. Tony advised that there are Comcast representatives available in the hallway to speak to residents with billing issues or who would like to sign up for services.
- Charged the House Committee with inspecting lighting in the Clubhouse and bringing recommendations to the Board for energy efficient replacement lighting.

### **Committee Reports**

- None at this time

### **Trustee Reports/Business**

- Roger Nicholson requested that Mike give him the number of waterline repairs completed in 2007. Mike advised that there were 11.
- Cathleen Sullivan thanked the House Committee, Garden Club, Maintenance and Chris Melendez for all their hard work in decorating the Village for the holidays.
- Kevin Byrne questioned when the Cavanaugh's invoices will be paid. John Herbert advised that they would be paid out of the 2007 operating fund reserve.

### **Resident Comments/Inquiries**

- Ed Sherman of 19 Andover Court questioned where the money for Comcast paid by the residents for the 4<sup>th</sup> quarter of 2007 went into the 2008 budget. John Herbert advised that the money was added into the 2008 budget but not to a specific line item. Mr. Sherman questioned who will be inspecting the roofs to make sure the specs are followed. Mary D'ime advised that Falcon Engineering did the specs as well as the physical inspection to determine priority. Falcon will be on site every day as project manager. Mr. Sherman advised that about 9 months ago siding was put up and then it was replaced again recently. Mike advised he would look into it.

- Jim Gilbert of 26 Berkshire Court questioned if Two River Tree can remove the tree limbs overhanging the street. Mr. Gilbert questioned if Down To Earth can remove the debris from mowing rather than blowing it into the street where it ends up back on the lawns anyway. Mr. Gilbert questioned if insulation needs to be replaced is it done when the siding is replaced. Mr. Gilbert questioned when Berkshire Court is scheduled to be repaved. Roger Nicholson advised that Berkshire is scheduled to be repaved in 2009. Mr. Gilbert advised that Verizon tore the leaders under the pathway and now water stands near the bedroom at 28 Berkshire in the rear.
- Warren Van Nosedall of 30 Falmouth Court advised that there were leaf pick-up issues this year. Mr. Van Nosedall advised that 6 weeks went past without Down To Earth blowing the leaves off his sidewalk resulting in the residents not being able to walk to their cars or use their sidewalks. Mr. Van Nosedall reported the problem to the Association Office several times, but nothing was done until 10 days later. Mr. Van Nosedall also reported that the leaves were blown into the gulley rather than being blown onto Western Reach and vacuumed up.
- Mildred Esposito of 6 Andover Court questioned the removal of 2 old trees near her unit. Mike Hynes advised that 1 tree was hollowed out in the center and the other tree had limbs hanging over the building.
- Carol Stiglin advised that her gutters are clogged and the water is getting into her sunroom. Mike Hynes advised that there are 3 courts left to be completed, one of them being Lexington. Ms. Stiglin advised that people steal notices off the Clubhouse bulletin boards and requested something be put in the Chatterbox about the bulletin board rules.
- Walter Lohmann of 21 Claremont Court feels that the utility companies aren't treating us fairly. JCP&L took too long to fix the string of lights out on Western Reach and NJAW has had a missing valve cover with a cone on it for a long time. Mr. Lohmann suggests a face to face meeting with the utility companies.
- Richard Bamberger of Lexington Court would like to send out a mailer to Shadow Lake residents' advising his unit is for sale. Margaret Mary advised that the Rules and Regulations of SLV do not allow solicitations.

### **December 20, 2007 Motions**

- A motion to pay Cavanaugh's for work done in the fall out of the 2007 Operations fund as an over budget item was made by Peter Sgaramella, seconded by John Herbert. All Board members present voted in favor.
- A motion to deny a request from Frances Bubenheimer to reactivate the Merry Musers was made by Cathleen Sullivan, seconded by Angela Vullo. All Board members present voted in favor.
- A motion to allow the formation of the "Billiards Club at SLV" as a Shadow Lake Village recognized club was made by Dave Anderson, seconded by Anna Yurko. All Board members present voted in favor.
- A motion to allow the formation of a Yoga Exercise Program on a 6 month trial basis was made by Angela Vullo, seconded by Cathleen Sullivan. All Board members present voted in favor.

- A motion to allow the Middletown South Kiwanis Key Club to sing Christmas carols in the Village on December 21, 2007 at 5:00 pm pending receipt of Certificate of Insurance was made by Kevin Byrne, seconded by Angela Vullo. 8 Board members voted in favor, with Peter Sgaramella abstaining.
- A motion to accept a proposal from Par Three Golf Course Maintenance for a 3 year extension of the golf course maintenance contract into 2012 at an increase of \$2000.00 a year above the previous year was made by Dave Anderson, seconded by Roger Nicholson. All Board members present voted in favor. (attached)
- A motion that the reallocation of budgetary funds within a given category is permitted but any change in total expended in that category is subject to Board review and approval, and the existing policy on expenditures be modified to include this change was made by Margaret Mary Bambury, seconded by Anna Yurko. All Board members present voted in favor.

**Meeting adjourned 12:15 p.m.**

Respectfully submitted,

Jennifer Allen  
Community Manager

Cathleen Sullivan  
Board Secretary