

**Shadow Lake Village
Minutes for the Workshop Meeting
February 15, 2007**

Call to order 9:00 am

Roll Call:



Trustees:

- David Anderson
- Margaret Mary Bambury
- Kevin Byrne
- Roger Nicholson
- Peter Sgaramella
- Cathleen Sullivan (excused)
- Warren Van Nosedall
- Angela Vullo
- Anna Yurko

Resident Attendance:



FINAL COPY WILL INCLUDE ATTENDANCE

Review of Minutes:



A review of the minutes for the January 18, 2007 Workshop Meeting and January 25, 2007 Business Meeting was completed. They will be prepared for acceptance at the February 22, 2007 meeting.

Treasurers Report:



- Warren Van Nosedall reviewed the Operations fund for the first month of 2007 (attached). Starting in March the Treasurer's Report will only be reported at the BOT Business Meeting.

Action Items Update:

- N/A

Correspondence:



- Roger Nicholson reviewed correspondence including: Walter Lohmann's resignation as Chairman of the Safety & Security Committee; Frances Bubenheimers request to hold an Arts & Crafts show in the area between the boathouse and clubhouse on June 8th and the Socializers request to hold a Walk-a-Thon in the Village on May 12th.

Unfinished Business:



- The Board discussed bulk trash pick-up and whether to pass on the charge to the residents. After some discussion it was decided there would be no charge to the residents for 3 months, after which the Board will review the activity and decide whether to charge or not. Bulk trash will be picked up every other week on a Wednesday and it will be on a call in basis.

New Business:



- Roger Nicholson requested a thank you letter be sent to Jean Kendrick thanking her for years of service as Chairperson of the Courtesy Desk.
- The Shadow Lake Village Investment Policy was reviewed and changes were made (attached).
- The By-Laws Committee reviewed the proposed revisions with the Board, the Board will vote at the February Business Meeting to accept these revisions to be put on the ballot for

the June election. Margaret Mary Bambury questioned the method of presentation of the changes. The Board will meet on revisions at 3pm on 2/15/07.

- Dan Cavalli reported on the lighting walkthrough on Manchester Court. Discussion ensued regarding what fund the money would come from and setting up a schedule funds for a multi-year plan for extra lighting throughout the Village. The proposal from Charger Electric for additional lighting on Manchester was \$7100.00. After more discussion the program was tabled until May.
- The Board discussed 4-Andovers Courts appeal to overturn the General Managers decision to take down the trellis around their patio. The Board will vote on it at the February Business Meeting.

Trustee Reports/Managers Reports:



By Dan Cavalli:

- We have purchased a new utility vehicle to replace the unit that is not repairable and has been out of commission for over 2 years.
- United Federate Systems is in the process of installing the fire alarm system in the clubhouse and should be completed by the end of next week.
- The new sound system will be installed starting 2/26. The process should take 3 days.
- Browns has rewired and installed new thermostats in the clubhouse.
- Members of the Board met with Deidre Gocke of Berkowsky on 2/6 to discuss clubhouse renovation and some alternate plans. A follow-up meeting is scheduled for 2/21.
- The Worthmore contract is still being reviewed by the Attorneys. There is an issue concerning the potential for liability resulting from mold that is being addressed by the Attorneys.
- A homeowner and loan consultant would like the Board to approve giving a seminar on reverse mortgages.
- The Board met with Wentworth Regional Managers on the progress to date of the transition from self management to the General Manager concept. This was the third in a series of meetings scheduled.
- The saunas in both the men's and ladies exercise room do not have drains to assist in the cleaning process. This situation could lead to an unhealthy condition and should be corrected if at all possible. Under present conditions we cannot wash down or power wash the walls and floor as there is no place for the waste to go. Once completed we will also re-seal the interior wood and the doors. New signs will also be ordered.
- Falcon Engineering has started the roof inspections on Monday and estimate between 2 to 3 weeks to complete the inspection.
- We have had two light snow and ice storms and positive comments on our first snow removal process.
- The Board purchased a new TV for the ballroom and we have moved the older unit to the well area of the clubhouse.
- We have three proposals for gutter guards that I will pass out for the Board for review and future discussion. It may be advisable to consider a two tiered program. One to replace gutters on the replacement list with gutter guard units and also consider a replacement program starting in highest priority areas.

- I have contacted the Monmouth County Department of Consumer Affairs to get some information on speaking topics. This information has been passed on to Cathleen.
- The Shadow Lake Village Emergency Procedure document is in need of updating to conform to our new management system. Cathleen has volunteered to spearhead this action.
- Our maintenance crew is in the process of updating the ladies exercise/bathroom. A new treadmill has been ordered and should be delivered within a two week period.

By Mike Hynes:

- Siding work is ongoing.
- Common area courtyard benches are in the process of being rebuilt
- Maintenance fabricated 3 sets of common hallway stairs saving a total of \$4500.00.
- Entrance/exit signs will be placed in the clubhouse parking lot making it one way in and one way out.
- The pipes over the showers in the men's bathroom froze; maintenance insulated the pipes and made an access panel in case of another incident.
- Lattice work on 7 Loch Arbor has been completed.
- Roto-Rooter submitted a proposal to install drains in the saunas.
- Two River Tree completed the list of work orders and the priority list for 2007 is ongoing.
- Down to Earth walks are ongoing. There is currently a proposal in for a drainage issue at 2 Claremont.
- Charger Electric repaired a breaker in the clubhouse and has a proposal in on the heater in the Board room.
- Lighting walks are ongoing weather permitting.
- The work order report for February is attached.
- Starting in March the maintenance report will only be given at the Business Meeting.

Meeting adjourned 12:10 p.m.

Respectfully submitted,

Jennifer Allen
Community Manager

David Anderson
Board Secretary