

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, March 20, 2023; 6:00 p.m.

Virtual Meeting - Zoom

MEETING MINUTES

1. **Call to Order and Roll Call**

President Barb Babut called the meeting to order at 6:02 p.m.

Directors Present: Ms. Barb Babut, Ms. Bridgette Cramton, Mr. Gene Antonelli, Mr. Mike Sielaff, Ms. Inderjeet Talwar. Former Director and Treasurer Leland Ropp participated in the presentation by the roofing consultant and signed-off after that.

Directors Not Present: Mr. Scott Turowski, Mr. Ethan Peyton, Mr. Jack Ventimiglia.

Management Present: Jeff McDuff, Site Manager, and Dan Herriman, Herriman & Associates, Inc.

Presentation by Roofing Consultant

Mr. Bob Varner, Certified Roofing Consultant, Roofing Technology Associates (“RTA”), was present to discuss the roof replacement specifications he is creating for CHV II and the bid solicitation process. Mr. Varner reminded us that PSI (Professional Services Industries), an engineering firm, performed the initial assessment of the condition of roofs several years ago. RTA was charged with currently prioritizing roofs for replacement and developing detail specifications. The prioritization process included a physical review of roofs and a review of historical repair records. Mr. Varner said he will include the removal and replacement of gutters as an option. He recommends the 5” gutters be replaced with 6” gutters. He also recommended the elimination of rooftop gables at the backs of buildings. As for shingle manufacturers, he would be satisfied with Certainteed, GAF or Owens Corning and expressed a preference for Certainteed Landmark Pro shingles, which carries a 40 year product warranty. Mr. Varner emphasized that soffit vent cutouts are undersized for the lower soffit vents and should be enlarged to increase the necessary volume of air intake at the soffit vents. He said the drawings, that are a part of the bid package, will be completed in a few days. Contractors to be invited to bid are Roof-One, Weather Seal, Bruttel, B & B Construction and Kearns.

2. **Approval of Agenda**

Director Babut moved, and Director Sielaff seconded to approve the agenda as published. Unanimously approved.

3. **Co-owner Comments**

There were no non-director Co-owners present.

4. **Approval of Minutes of Preceding Meeting**

Director Sielaff moved and Director Antonelli seconded to approve the minutes of the February 20, 2023, board meeting as presented. Unanimously approved.

5. **Review of Preceding Month Financial Reports**

Mr. Antonelli provided an overview of the February 2023 YTD operating results, highlighting actual-to-budget results and month-end fund balances.

CHV I: February 28, 2023 fund balances: Operating Fund: \$31,453.62; Reserves Fund: \$855,954.54. Shows a negative variance for the month in comparing actual results to budget, of \$208.36.

CHV II: February 28, 2023 fund balances: Operating Fund: \$118,321.86; Reserves Fund: \$572,954.82. Shows a negative variance for the year-to-date period in comparing actual results to budget, of \$4,904.26, which is explained by the non-budgeted expense for Fire Suppression System Antifreeze.

6. **Committee Reports**

6.1 ARDC

Director Babut said a request for authorization to construct an addition over a garage in CHV I is on hold.

7. **Management Report**

Jeff McDuff and Dan Herriman reported on the status of current financial, administrative and maintenance matters, including:

- The project to replace fire suppression material is progressing smoothly.
- Water casualty repairs are progressing slowly. Mr. McDuff has expressed his dissatisfaction to the restoration contractor.
- Two CHV II owners have reported evidence of mold in their units. Both cases are being investigated.
- Mr. McDuff has solicited additional proposals for the replacement and painting of bad exterior wood.
- Mr. McDuff provided brief comments about the long-term open “traffic plan” issue.

Director Sielaff moved and Director Babut seconded to terminate traffic plan initiatives. There were four “yes” votes and one “no” vote. The motion was approved.

8. Unfinished Business

8.1 CHV - River Hill Ridge – Roadway Easement Payment Obligations to CHV
RHR is to be invoiced for its share of all future shared roadway maintenance, repairs, and replacements.

8.2 CHV II – Progress Report on Future Use of Two Vacant Lots
Mr. Herriman is to instruct legal counsel to proceed to complete the proposed amended and restated Master Deed and Condominium Bylaws in connection with board initiatives to sell two vacant lots, to prescribe development restrictions for such development and to improve Bylaws language to reduce Association exposure for certain casualty losses. Changes include that there will be only four units instead of six – two attached units and two detached units. Such revised plans have not yet been received from the engineering, but are expected soon.

8.3 Approved Proposed Amended and Restated Governing Documents
Director Babut moved and Director Sielaff seconded to approve the proposed Amended and Restated Master Deed and Condominium Bylaws for Presentation and Voting by CHV II Co-owners, conditioned upon revised plans (four units total, rather than six). The motion was approved.

9. New Business

9.1 Award CHV I and/or CHV II Service Contracts
Mr. McDuff reported on the status of several service contracts.

10. Directors’ Remarks

There were no additional remarks.

11. Next Meeting

The next Board meeting shall be Monday, April 17, 2023, at 6:00 p.m. via Zoom.

12. Executive Session (non-directors to be excused)

12.1 Delinquency – Herriman presented the status of delinquent Co-owner accounts that have been assigned to legal counsel for collection.

12.2 Alleged Violations – no known violations.

13. Adjournment

There being no further business, the meeting was adjourned following the Executive Session, at 7:45 p.m.