

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, April 17, 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 6:05 p.m.

Directors Present: Ms. Barb Babut, Ms. Bridgette Cramton, Mr. Gene Antonelli, Mr. Mike Sielaff and Mr. Scott Turowski and Mr. Brett Fox.

Directors Not Present: Ms. Inderjeet Talwar, Mr. Jack Ventimiglia.

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

Mr. Ethan Peyton resigned from the board and sold his home.

Director Babut moved and Director Director Cramton seconded to appoint Mr. Brett Fox to serve on the Board of Directors. Unanimously approved.

Approval of Agenda

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

2. **Co-owner Comments**

There were no non-director Co-owners present.

3. **Approval of Minutes of Preceding Meeting**

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

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

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

CHV I: March 31, 2023 fund balances: Operating Fund: \$27,941.67; Reserves Fund: \$867,742.65. Shows a negative variance for the year-to-date period in comparing actual results to budget, of \$4,187.48.

CHV II: March 31, 2023 fund balances: Operating Fund: \$114,844.80; Reserves Fund: \$563,084.09. Shows a negative variance for the year-to-date period in comparing actual results to budget, of \$42,263.82, which is largely explained by the non-budgeted expense for Fire Suppression System Antifreeze.

Herriman is to examine the distribution of the snow removal and related expenses between CHV I and CHV II.

Director Babut moved and Director Cramton seconded to accept the March financial reports. Unanimously approved.

6. **Committee Reports**

6.1 ARDC

Director Babut said a request for authorization to construct a fence was approved.

7. **Management Report**

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

- The project to replace CHV II fire suppression material is progressing smoothly.
- CHV II water casualty repairs are now progressing.
- Mr. McDuff solicited additional proposals for CHV II for the replacement & painting of bad exterior wood.
- Mr. McDuff solicited proposals to commence replacing CHV II roofs.

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.

9. **New Business**

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

Director Babut moved and Director Sielaff seconded to authorize management to award the CHV II roof replacement contract to Roof-One, LLC for its quoted price, utilizing CertainTeed Landmark Pro shingles, closing matching existing colors. The proposal for replacement gutters is to be accepted as well. Management is to work to negotiate a lower price for insulation (at owners' discretion and expense). Dormers at the rear of buildings, which have been a source of leaks, are to be removed and not replaced. If it appears the reserve fund expenditures for other items, specifically the separate contract work to replace bad wood trim on buildings, will exceed budget, management may defer building 7B for roof replacement, until 2024. The motion was unanimously approved.

- 9.2 CHV II – Status of Preparations for Special CHV II Membership Meeting
The CHV II Membership Meeting (to present proposed Amended and Restated Master Deed and Bylaws) is scheduled to take place on Wednesday, May 3, 2023, at 6:30 PM at Workman Elementary. Mr. Evan Alexander from the Makower, Abbate, Guerra law firm will present and answer questions. The meeting/amendment packet was mailed to owners of record on or about April 17. It was sent by email on April 16.

10. **Directors' Remarks**

There were no additional remarks.

11. **Next Meeting**

The next Board meeting shall be Monday, May 15, 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. No board action was required.
12.2 Alleged Violations – no known violations.

13. **Adjournment**

There being no further business, the meeting was adjourned following the Executive Session, at 7:21 p.m.