

The meeting was called to order at 1:00 PM by Trustee, Fay Weinstein with the Pledge of Allegiance.

**PRESENT:** Trustees: Fay Weinstein, Wayne Steinman, Steven Leslierandal, Al DAMato, Ivan Gilbert, Louis Maiocco and Joyce Carmody.

Management Staff: Community Manager – Jim Snyder, Accounting Administrator – Michelle Lampard and Recreation Director – Mary Lighthipe.

**FIRST ORDER OF BUSINESS:**

S. Bowker, Administrative Assistant stated the procedures for the 2024-2025 Election of Officers. The voting for President, Vice President, Treasurer and Secretary took place and the results are as follows:

Reorganization of officers for 2024-2025 year:

Ivan Gilbert	President
Al DAMato	Vice President
Louis Maiocco	Treasurer
Joyce Carmody	Secretary
Fay Weinstein	Trustee
Wayne Steinman	Trustee
Steve Leslierandal	Trustee

I. Gilbert spoke about the priorities for the new Board and creating opportunities for the residents to express concerns, comments, and questions to the Board.

Liaison Assignments were assigned as follows by the Board President, I. Gilbert:

Administration Committee	Wayne Steinman
Architctural Committee	Joyce Carmody
Finance Committee	Louis Maiocco
Community Services Committee	Steven Leslierandal

- M L. Doner, Election Chairperson gave the official report from the 2024 Trustee Election.

**ITEMS VOTED ON:**

A.DAMato moved to waive the reading of the minutes. W. Steinman seconded. A vote was called and all were in favor. Motion carried.

A.DAMato moved to approve the August 7, 2024 minutes. F. Weinstein seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

The Board tabled number three on the agenda for the Architectural Committee to rereview the revisions to Architectural Specification 2\_5, "Installation of Garden Window – (Kitchen Window Only)" since there is another Specification being presented in New Business, Specification 2\_10A, "Window Modification – Garden Window."

W. Steinman moved to approve new Architectural Specification 3\_13, "Window to Patio/Deck Door – (Ritz Model Only) as amended. L. Maiocco seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

**PRESENTATION OF REPORTS:**

**COMMITTEE REPORTS:**

- W. Steinman, Trustee, gave a report for the Architectural Committee.
- Michael Morizio, Chairperson, gave a report for the Community Services Committee.
- Chuck Corvo, Chairperson, gave a report for the Finance Committee.
- There was no report for the Administration Committee.

M. Lighthipe gave a report for the Recreation Department.

**COMMUNITY MANAGER'S REPORT: (J. Snyder)**

- The Board of Trustees has asked Management to get a quote to convert the Willow Hall wood-burning fireplace to natural gas. Gas Tech Services was contacted, who has completed work for the Association in the past with fair pricing and great results. They have furnished a quote of \$3,731.88 and Manchester permits for the conversion for \$300.00. If the Board wishes to proceed with this conversion, Management is recommending contracting with Gas Tech Services for \$3,731.88 and Manchester Township permits for \$300.00 to convert the Willow Hall wood-burning fireplace to a gas-fired fireplace for a total cost of \$4,031.88. The funds to meet this expense will be provided by account #3230 – Capital Replacement Fund/Common Buildings. The Board will vote on this at the next open Board meeting on October 1, 2024.
- The publishing contract with Senior Publications is coming to an end in November. The proposed renewal is for five years, December 1, 2024 to November 30, 2029. Everything is identical except the dates will start immediately after the current one. The Board will vote on this at the next open Board meeting on October 1, 2024.
- Due to the continued overnight parking violations, the Association will begin towing vehicles that are illegally parked on the street overnight at the owner's expense, since overnight street parking continues to be an issue. Ticketing of illegally-parked cars will continue.
- Willow Hall pool will remain open until September 30<sup>th</sup> from 10:00 AM to 6:00 PM and the Club Encore pool will remain open until September 15<sup>th</sup> from 10:00 AM to 7:00 PM, the Encore Hot Tub will remain open until October – closing date has yet to be determined. This extended pool season is for residents only.
- Residents are reminded that the best way for the Association to communicate to the Residents is thru the One-Call system which provides direct and immediate access to community announcements. Opting out of this will prevent notifications regarding maintenance services, recreation events, etc.
- Update on Bocce Structure: framing permit was approved; electricians are hanging the soffit lights then an electrical inspection will take place. The soffit will be closed and then the roof will be put on. The bottom of the courts will then be finished.
- Update on Club Encore Patio Structure: ran into a problem with the beam that runs across the front which is causing a delay to complete. The beam needs to be fixed to not sag and the engineer has taken full responsibility which will be fixed at their cost.
- H. Height stated that the safety cover for the Encore Pool has many rips around the perimeter and was in need of repair or replacement. The cover had previously been repaired many years ago and showed its age. Management sent the cover out to Merlin Industries for inspection and they determined it was not repairable. The new Encore Hot Tub is also in need of a safety cover so the surface can be protected during the winter months. This year, Management has established a wholesale account with Baystate Pools and are now able to purchase supplies at wholesale pricing. The wholesale pricing for the new covers are as follows;

Encore Pool Safety Cover (Prices include tax and shipping)

Vendor	Description	Price
Baystate Pools	Merlin Smartmesh (Retail Pricing)	\$22,371.96
Baystate Pools	Merlin Smartmesh (Wholesale Pricing)	\$13,127.68
Carmona Pools	Did not return bid	n/a
American Pools	Did not return bid	n/a

Encore Spa Safety Cover (Prices include tax and shipping)

Vendor	Description	Price
Baystate Pools	Merlin Smartmesh (Retail Pricing)	\$2,880.48
Baystate Pools	Merlin Smartmesh (Wholesale Pricing)	\$1,674.09
Carmona Pools	Did not return bid	n/a
American Pools	Did not return bid	n/a

Management is recommending purchasing the Merlin Smartmesh safety cover for Encore Pool from Baystate Pools for \$13,127.67 and the Merlin Smartmesh safety cover for Encore Spa from Baystate Pools for \$1,674.09, for a total cost of \$14,801.76. The funds to meet this expense will be provided by account #3150 – Property Fund. The Board will vote on this at the next open Board meeting on October 1, 2024.

- Residents are asked to refrain from using faux spider web decorations on the shrubss in the five-foot areas since this is dangerous to wildlife.
- Political signs for the national election may not be posted more than 45 days before the election. This year, signs may be posted at the units beginning Saturday, September 21, 2024.

**BOARD OF TRUSTEE'S REPORT: (I. Gilbert)**

- Rita Wing, volunteer in charge of the Food Pantry provided the Board with an update. The food pantry will accept non-perishable items on Mondays from 8:00 AM to 12:00 PM, and Thursdays from 4:00 PM to 6:00 PM. These times are subject to change. If residents wish to receive items, they may stop by during collection times or pickup a form from the Association office or Willow Hall. All volunteers have signed confidentiality agreements.

THERE WAS NO UNFINISHED BUSINESS.

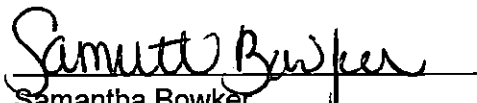
**NEW BUSINESS:**


1. Revision to Architectural Specification 2\_2, "Installation of Vinyl Replacement Windows" will be reviewed by the Architectural Committee to confirm the entire specification is up to date.
2. Revision to Architectural Specification 2\_9, "Installation of New Construction Windows" will be reviewed by the Architectural Committee to confirm the entire specification is up to date.
3. Revision to Architectural Specification 2\_10A, "Window Modification – Garden Window" will be reviewed by the Architectural Committee as it may conflict with another specification that already exists.
4. Revision to Architectural Specification 2\_10B, "Window Modification – Double Hung" will be reviewed by the Architectural Committee to confirm the entire specification is up to date.

5. Revision to Architectural Specification 2\_10C, "Window Modification – Double Hung to Picture Window" will be reviewed by the Architectural Committee to confirm the entire specification is up to date.
6. The proposed Architectural Specification 6\_9, "A/C Condensing Units and Heat Pump Screens" was presented and will be voted on at the next open Board meeting.

The next open Board meeting will be held on Tuesday, October 1, 2024 at 1:00 PM in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 2:08 PM.

  
Samantha Bowker  
Administrative Assistant

  
Joy Carnody  
Board Secretary

Approved: October 1, 2024