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BOARD OF TRUSTEES MEETING
Open Meeting Minutes
Teleconference -August 25, 2020 7:00pm

Board Members Present: Larry O'Rourke, President, Roger DeCillia, VP, Rich Teahan, Treasurer, Carolyn Hall, Secretary, Kevin Boyd, Assistant Treasurer, Peg Foster, Trustee, Bob Quinn, Trustee.

Also Present: Kristine Clancy and Nancy Saunders - Associa Mid-Atlantic.

Call to Order

L. O'Rourke called the meeting to order at 7:01pm

- I. **Trustees Reports:** reports and updates on current events/projects were provided by each board member.

President - Larry O'Rourke

Announced reformation of the finance committee – creating a new charter, access and real input into LT finances – need volunteers.

The Board is working to refine and align the support teams. Larry thanked two departed team members - Carol Brown (Compliance) and Merri Biting (Custodial Support) for their multiple years of services. He also thanked Sherry Hunter for coming back and assuming the custodian role.

Larry recognized the great LT maintenance team headed by Marc and Jimmy. The entire team was out while the storm of a few weeks ago was still raging – cutting and clearing brush, trees and debris. They did a tremendous job cleaning up and removing countless fallen trees in record time. The new chipper certainly helped. LT is truly fortunate that no one was hurt, and no significant property damaged occurred.

Larry recognized Nancy Saunders, the new Community Manager, and stated that she is on board and ramping up. He said she is knowledgeable, responsive, and available to help. Nancy has great experience managing active adult communities with a keen focus on customer service and resident relations. The Board is pleased to have her at LT.

Larry stated that the current board promised significant change and a departure from how association business had been conducted in the past. He said the Board is now comprised of professional people - highly experienced in all aspects of managing a business which is what the association is, a business whose mission it is to preserve the assets (financial and physical) of LT along with reducing the liability risks associated with running the home owner's association. Some of the progress made so far is physical and visible (Tennis Courts, RV Lot, Removal of 30 years of accumulated debris) and other progress is not visible but important (Realignment of Rules and a complaint and compliance tracking system). The Board is meeting twice weekly and conducting multiple sub-team breakout sessions and planning meetings as time permits.

Each Board member has responsibilities and is accountable to the residents. The Board is also holding local elected officials and service providers to the same standards. Larry asked that residents continue to be patient and supportive as the Board re-engineers LT, address the things that have been neglected, and invest in the community to keep it a safe and an attractive place to live.

Vice President - Roger DeCillia

Roger reported that the RV lot has been cleaned up. Repair of the RV lot gate and the gate to the Hampton Lakes Fire Department have been approved. The Board approved the purchase of a new tree chipper in order to replace the 30-year-old chipper owned by LT, as the old chipper was not safe to operate. The maintenance team is working to get all downed trees and limbs removed and chipped as soon as possible. Any street lights that are not working should be reported to PSEG and not the office. Please have the pole number from the street light ready when calling PSEG.

PROJECTS

-The repair, resurfacing and relining of the tennis courts began on August 18th. The courts have been resurfaced and now we must wait 30 days for it to cure. Once the curing process is complete the court overlays will be put down and the courts will be relined. New nets and net poles will also be installed. The cost of the project is \$53,942.

-There have been a few burps in the renovation of the fitness center. First we had the plan redesigned as the one presented by the engineers was too costly and secondly we have had a problem getting bids for a myriad of reasons. I am hopeful that I will get bids before the end of August. Once the renovation is done the rest should go smoothly. The equipment and floor (rubber) has been ordered and is just waiting for the space to be completed. The smaller ancillary items (IE water cooler, sanitizing stations, etc will be ordered by months end.

-Our engineering firm has begun the process on lakes remediation starting with Mayfair lake by filing for permits. As I have mentioned in the past we will be doing all the lakes over a period of time. We hope to complete two lakes per year.

-I spoke with our engineering firm in regards to under ground pipe inspections and they are sending me a plan and map of all pipes so that we may start planning the inspections. I will furnish you all with dates once they have been established.

Secretary Carolyn Hall -

1. The following complaint/observation was made by John Schmierer, resident, which was read to the community during the meeting: "The following is a topic that I would like the board to discuss at the upcoming meeting: Lately, I have seen more and more properties that seem to not be in compliance with Leisuretowne rules, i.e., flags, banners, multitudes of yard figurines, commercially marked vehicles overnight and excessive decorative lighting. How are the property restrictions of Leisuretowne enforced? Is there a committee that actively and regularly surveys sections of Leisuretowne for compliance and then formally notifies offenders? Or is compliance dependent on residents alerting the office of potential violations? Every resident agreed to these restrictions when they moved here and I would even say that these common sense restrictions are a big reason many people decided to move to this community. It is important to enforce the covenants of this community not only as quality of life issues, but this also affects our property values."

Mr. Schierer was advised that the Board is in total agreement with his observations and concerns. Information was provided regarding the work that is being done on the Complaints process, the Compliance Committee and the Architectural Control Committee. Work on the Enforcement process and the Alternate Dispute Resolution committee will begin soon.

2. The Rules/Regulations Committee is at work revising and refining the current rules and regulations. It has been numerous years since the rules have been reviewed. The Board's goal is to complete the process within one year. The community will be periodically updated regarding the committee's progress.

Treasurer Rich Teahan - The July financials as submitted were reviewed. Here is a summary of our review.

1. Review and reconciliations of the total Operating Cash was \$735,764.30
2. Reserve funds totaled \$3,774,685.63
3. Assessment percent of collections is 97%
4. The Budget for the year to date has a positive variance of \$85,281.99
5. July operating expenses were in line with anticipated expenses.

HUMAN RESOURCES UPDATE - the ongoing updates and meeting new Human Resources rules and regulations, the Board is using SHRM as our base.

Assistant Treasurer Kevin Boyd -

1. The current engineering firm is being uncooperative/unresponsive, and the BOT has tasked me with vetting new firms that would be able to provide the requested service/remediation for the lakes.
2. A meeting was held with the NJ Forest Fire Service and FireWise chairperson to evaluate the wooded area on Dutchess Court. It had been cleared a few years ago but is in need of clearing again.
3. Requested residents contact the office if they knew who put the bubblers in Canterbury Pond, who owns them or who pays the electric bill.

Trustee Bob Quinn –

1. Emergency Action Plan Meeting held to develop an action plan to assist the association and residents to be prepared and manage all types of emergencies. (Forest Fires, Winter Storms, Hurricanes Power Failures) etc.
2. Landscaping around our buildings - Setting up a meeting with our current landscaping company. I have a list of plants from FireWise and we are also looking for grants and free plants from FireWise.
3. JCP&L problems - Committee meeting to discuss what actions can be taken with JCP&L, Township and Board Public Utilities.
4. Fence at the spillway - Looking for a fence to block access to the spillway. This could be a potential liability for Leisuretowne. (Kids are swimming off the spillway).

Trustee Peg Foster –

1. Architectural Control Committee - As I go around the village I am impressed with all the improvement I see. On a whole, Leisuretowne is looking good. Just a reminder that ALL renovations and improvements outside of your home must be pre-approved by this committee. Please call the office to get a permit. After the permit is approved you may complete the work. Keep up the good work, it shows.
2. PLANTING COMMITTEE FOR LAUREL HALL, SETTLERS HALL, FRIENDSHIP HALL AND THE ADMINISTRATION OFFICE - As you may have noticed, the landscaping around the halls and Administration Office is rather bare. When we began our improvements to the buildings it was decided to tear out a lot of the plants that had overgrown or were not esthetically pleasing. Bob Quinn and I are moving ahead with the landscaping plans. Now that Nancy Saunders is on board we hope to meet with her and Merit

Landscaping who will direct us with plants that are Fire Wise approved and natural to our pineland's environment.

3. RENTALS IN OUR COMMUNITY - I was given an additional duty which is to check into our rentals in this community. I will begin that work this week.

II. Introduction of Nancy Saunders, New Community Managers Report

Nancy Saunders

III. New Business:

Board Members

1. ***Motion made by L. O'Rourke and seconded by R. DeCillia to approve of an emergency purchase to address the storm cleanup within the community, to approve Vermeer North Atlantic for a new chipper in the amount of \$63,500.00. This is a reserve expense. Motion carried.***
2. ***Motion made by L. O'Rourke and seconded by R. DeCillia to approve Gym Source for the new gym equipment at a cost of \$40,888.02 as a reserve expense. 50% deposit being issued now. We would acknowledge Touch for their generous donation of \$60,000 toward the new Fitness center equipment. Motion carried.***
3. ***Motion made by L. O'Rourke and seconded by R. DeCillia to approve the new rubberized gym floor at a cost of \$11,172, with a 50% down payment of \$5,586 for the gym floor this is a reserve expense. Motion carried.***
4. ***Motion made by L. O'Rourke and seconded by R. DeCillia to approve American Discount Fence to install 2 new gates and hardware at a cost of \$16,915.00. This is a reserve expense. There is a six-week lead time for material. Motion carried***
5. ***Motion made by L. O'Rourke and seconded by R. DeCillia to approve Patricia Connors as a Full-time employee as the Finance and Human Resources Director effective August 24, 2020. Motion carried.***
6. ***Motion made by L. O'Rourke and seconded by R. DeCillia to approve Diane Nelson as a Full-time employee as the Compliance, Customer Service and Communication Assistant effective August 31, 2020. Motion carried.***

[Community Questions and Board Answers will be published at a later date.]

CFGC

John Goudy - 794 Westminster Drive - My good friend Barry Reingold lost his life, while riding his bike on one of our streets. Barry was a dedicated citizen of LeisureTowne. He attended almost every Board meeting and served on the Board for a period of time. I had the good opportunity to know, walk, and ride bikes with Barry for the last 15 years. Since his tragic death on Newbury Drive over a month ago, I have been involved in a letter writing and speaking campaign with our Board, the Township, State political leaders and the U.S. Representative of our area. My goal is to improve the dangerous road conditions within LeisureTowne which I believe was responsible for taking my friends life. Speeding and careless driving has been a problem on the main roads for at least 10 years. On the side roads like Newbury and Dorchester there are no stop signs on 14 intersections. Since many more of our citizens are walking or riding bikes we need more protections. We also need a conscious effort by our neighbors to observe the speed limits, and drive carefully. The Township of Southampton has placed radar signs on the main road, and promised to install stop signs on the intersections that require them. I have proposed to the Township to consider bike lanes and speed bumps. Assemblyman Peters, Assemblywoman Stanfield, State Senator Addiego and U.S. Representative Kim have expressed support

through working with the Township. Our Board of Trustees is meeting with the Township this week to lobby for these safety measures.

I would encourage our Board to continue these dialogues and begin a community wide Safe Driving campaign. The bottom line is we the residents of LeisureTowne are responsible for obeying the speed limits and stopping at the stop signs. Please help us prevent further injury to one of our neighbors.

IV. President Motioned to Adjournment at 8:30pm

Larry O'Rourke