



LeisureTowne Association, Inc.
Open Meeting Via teleconference - Minutes
September 29, 2020

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

Call to Order

L. O'Rourke called the meeting to order at 7 PM.

Teleconference Meeting Protocol

Board members microphones will be open, and residents' microphones will be muted. Meeting minutes will be taken and posted to the website once approved.

Community Events

There was a trial drive thru flu clinic at Laurel Hall – run by Pharmacist from Shop-Rite in Medford.

The Annual flu clinic drive thru is scheduled for Wednesday 10/7/2020 from 10AM to 3PM at Laurel Hall.

The community yard sale is scheduled for Saturday 10/3/2020 from 8AM-2PM.

There will be a shredding event at Settlers Hall parking lot from 11AM-2PM on Friday 10/2/2020.

Approval of Prior Meeting Minutes

Motion made by L O'Rourke and seconded by R. DeCillia to approve the 8/25/20 Open Meeting minutes. Minutes approved.

Board activity

The Board is working long hours and all decisions are based on deep research, common sense and Board consensus.

Peg Foster and Bob Quinn are working on suitable plantings for the front of the community.

Kevin Boyd is working on lake and pond maintenance remediation.

The Board is voting on the installation of a security fence along the spillway. The Mayor and township have been supportive.

Rules and Regulations- Carolyn Hall

1. Tracking Mechanism for complaints from beginning to end is in place.
2. Enforcement processes are being reviewed and compared to what the rules are as stated in the documents. Certain types of infractions can be worked on quicker than others.
3. Nine Rules and Regulations were reviewed. These include holiday decorations, clothes drying, mailboxes, snow removal, awnings, wood storage, lawn and bed ornaments, sidewalks and flags and flagpoles.
4. Job descriptions are being reviewed and revised for the office and maintenance staff.

5. Starting to look at a safe process by which community facilities can be reopened. This includes residents signing waivers to use the facilities.

Treasurer's Report- Rich Teahan

- As of 8/31/20: The operating cash balance is \$732,453.22 and reserve cash balance are \$ with 98% collected.
- PPP Loan of \$105,780 is a forgivable loan and part of the stimulus package. The account was set up and was drawn on for qualified expenses. Auditor will formulate and do a report on the loan.
- Investments will be reviewed to see if there are more options to increase interest earned.

Landscaping- Bob Quinn

- P. Foster and B. Quinn met with Merit Landscaping to establish a plan for each of the buildings for Fall plantings. This will be done in a phased-in approach.

Facilities - Roger DeCillia

- The tennis courts are fully renovated and will reopen at a future date yet to be determined. One of the courts is for tennis and one is for pickleball and tennis. The chairs that are there will be power washed. A total of \$53,950 was spent on the tennis courts.
- The fitness room is in the process of being renovated and should be completed by the end of October. Total cost of the renovations was \$108,600 less the \$60,000 donation from TOUCH, for a total cost to LTAI of \$48,600.
- The Fitness Room is waiting on equipment to be delivered and installed.
- A number of residents are not adhering to the Rules and Regulations of the community. They are using the common areas for personal garbage, leaving plastic bags on the grounds, defecating in garbage cans, foul language on political signs, not obtaining permits for exterior work on homes and installing an electric fence for pet. Those not complying will be fined.
- An emergency preparedness plan with clearly defined protocols on how to address fires and natural disasters was formulated a few years ago and needs to be updated. Residents who have suggestions should email B. Quinn.

Lakes and Ponds- Kevin Boyd

- The Board has a meeting with a lake vendor on 10/1 and will get started as soon as possible once more information is obtained.
- Black Lagoon treated the lakes with an herbicide to slow the growth of cattails on 9/24. The Board will be meeting with Black Lagoon to finalize the lakes contract.
- The Board has become aware of a retention pond behind the homes at Buxton Court and North Westminster Drive. This retention pond is being evaluated for future treatment.
- The Board asked the Strategic Planning Group to discuss and create questions for a resident survey regarding Lookout Park. The survey will be sent to residents on contactlist@leisuretowne.org and distributed in the Trustee's Corner.

New Community Manager

- Nancy Saunders is in the process of building a new support team, has a deep knowledge of C3, interacts with the Board president, township personnel and vendors, is pleasant and knowledgeable and a hands on professional.

New Business

1. *Motion made by L. O'Rourke and seconded by R. DeCillia to approve the purchase of a Ford F-250 Pick-up truck for use by the Maintenance Team as a planned 2020 reserve expense in the amount of \$42,000. Motion passed.*
2. *Motion made by L. O'Rourke and seconded by R. DeCillia to approve the contract with Bello Casa LLC for the renovations to the fitness center located in Friendship Hall for \$49,000. A deposit of \$19,000 is being issued. Motion passed.*
3. *Motion made by L. O'Rourke and seconded by R. DeCillia to approve the contract with American Discount Fence, LLC to supply and install 100 feet of 6ft high black vinyl coated chain link fence to be located at the spillway near 69 Dorchester, at a cost of \$3,400 with a 50% down payment of \$1,700 being issued. This is a reserve expense. Motion passed.*

Public Portion Questions - Larry O'Rourke

Questions for the OBM as submitted to the Board:

- Gloria Vetri - 34 Kingston Way

Will we get some of our money back since we could not use any of the facilities?

Larry stated that fixed costs make up the majority of expenses. The Board will review all expenditures and costs at the end of the fiscal year and any results the financial analysis yields will be the basis for any decisions. There have been a lot of unexpected costs in 2020 due to COVID-19.

- Thomas Haluszczak - 792 Westminster DR. N

How long it will be until community inspections are conducted?

Larry responded that as a result of COVID, the compliance team has been unable to perform their core duties. The Board is working with the Compliance Chair to relaunch the committee's efforts. There is a meeting next week and volunteers are needed. Compliance activities are resuming. We've added new personnel in the office with better customer service skills to help improve the experience of interacting with the association on compliance matters and finally, rationalizing the rules and the compliance process will also help. The Board is dedicated to enforcing reasonable rules throughout LT.

What the board is doing about the speed humps?

The Board replied that they have met with town council, and while they are amenable to providing them, if LT is not happy with the results, LT would have to pay to remove them. This is a super charged issue with about half the community in favor and about half opposed. Any decision will be based on a thoughtful, fact based and research supported basis. No decision has been made by the BOT and will not be made without the following:

1. Input and solicitation of opinion from and by this community.
2. Significant and deep research of overall efficacy including other AA community experiences, SME input and Legal review
3. An economic evaluation

- John Goudy - 794 Westminster Drive N

What is the Board doing to make the streets safe in the community?

Larry replied that the streets are public and not owned by Leisuretowne. The residents are entitled to relative safety and the responsibility is both with governmental entities and with individuals. Residents must take personal responsibility for their safety – wearing black at dusk and dawn while walking is a personal responsibility issue not a municipal issue. Having proper lighting and observing traffic regulations is the bikers' responsibility, not the municipalities. The municipality is responsible for providing proper and legal signage. The municipality is responsible for street markings – we have discussed bike lanes with the town council, again, they are amenable however there are a number of decisions (where, in front of which houses, traffic impact) which all have to be considered. As LT BOT is not a governmental entity, we can and do advocate for the township to take specific action. The community is not in agreement as to what the community wants and the BOT themselves are not unified as to what specific actions it should support. The reasonable way forward is to solicit formally the community's desires and see if a consensus can be found to accomplish the desired changes. The State Police will support traffic laws when they can – this is not their primary function and the residents need to exercise caution and look out for their personal safety.

- Tom Coughlin - 3 Buckingham Dr.

Is the Board working with the township on highway safety measures?

The Board is meeting and communicating regularly, on an agreed upon schedule, with Town Council- they are open and willing to be supportive. The residents of LT must be specific in our requests in order to get support and action from the township.

Is the LT Board working with the Township to ensure that they are seriously evaluating the installation of speed bumps on Buckingham, Huntington and Westminster Drives?

The board will continue to keep this on their radar and will work to solicit input, form a list of actionable requests, share them with the community and then advocate to get what the majority of residents want.

Adjournment

Motion made by R. DeCillia. and seconded by B. Quinn to adjourn the Open meeting at 11:59AM. Motion passed.

Respectfully submitted,

Mary McDevitt
Recording Secretary