

LIONS HEAD SOUTH ASSOCIATION, INC.

OPEN

March 14, 2022- Approved March 28, 2022 Board of Trustees Meeting

Present:

B. Skelly
J. Cinosky

D. Gregory
T. Behrens

K. Wright
J. Castellano

Also

Present: L. Kolesa, Administrator

Absent: N/A

The open meeting was called to order by B. Skelly, President at 9:00 A.M.

Actions Taken:

- Motion made by P. Comfort, seconded by K. Wright to approve the minutes for the February 14, 2022 open meeting. **MOTION APPROVED: 6-0.**
- Motion made by T. Behrens, seconded by D. Gregory to accept FWH Associates March 9, 2022 recommendation for required season pool repair. **MOTION APPROVED: 6-0.**
- Motion made by K. Wright, seconded by P. Comfort to accept the Recreation Committee Member's recommendation to continue forward with purchase of twenty-nine (9) chaise lounge chairs from Sky's the Limit. Recreation committee member must be available to accept and approve delivery. **MOTION APPROVED: 6-0**
- Motion made by J. Castellano, seconded by D. Gregory to accept Giacinti Electric March 13, 2022 proposal to relocated light switch to entrance door and add required lighting, installing new LED lamps in existing fixtures in RV shed, not to exceed \$840.87. **MOTION APPROVED: 6-0**
- Motion made by J. Castellano, seconded by D. Gregory to accept Precision Overhead Garage Door Service March 7, 2022 proposal to replace RV shed garage doors including hardware, color to remain brown, not to exceed \$2,600.00. **MOTION APPROVED: 6-0**

- Motion made by K. Wright, seconded by P. Comfort to accept FWH March 7, 2022 proposal for Common Ground Tree Risk Evaluation including golf course and surrounding in-bound area, not to exceed \$5,250.00. **MOTION APPROVED: 6-0**
- Motion made by P. Comfort, seconded by D. Gregory to accept Arbor Smith February 21, 2022 proposal to remove two (2) dead Pitch Pine, located on Common Ground at 51 Lions Head Blvd., not to exceed \$586.44. **MOTION APPROVED:6-0**
- Motion made by K. Wright, seconded by J. Castellano to accept Arbor Smith February 21, 2022 proposal to remove fallen tree from fence located on Common Ground at 11 Yorkwood Drive, not to exceed \$479.81. **MOTON APPROVED: 6-0**
- Motion made by T. Behrens, seconded by K. Wright to accept Turf Masters Inc. March 10, 2022 proposal to replace one (1) White Pine as required by township, located on Common Ground at 11 Yorkwood Drive, not to exceed \$479.81. **MOTION APPROVED: 6-0**
- Motion made by J. Castellano, seconded by K. Wright to accept MLS Fencing, LLC March 14, 2022 proposal to replace chain link fencing section damaged by fallen tree located on Common Ground at 11 Yorkwood Drive, not to exceed \$450.00. **MOTION APPROVED: 6-0**
- Motion made by J. Castellano, seconded by K. Wright to accept MLS Fencing, LLC March 14, 2022 proposal to repair and or replace damaged fence section at RV lot, not to exceed \$500.00. **MOTION APPROVED: 6-0**
- Motion made by P. Comfort, seconded by T. Behrens to accept February 21, 2022, Bright View Golf Course Maintenance Agreement of Maintenance Consideration for Year 1 – 3/1/22 – 2/28/23 for \$130,000.00, noting Year 2 and Year 3 plus ECI-CPI as described in said proposal. **MOTION APPROVED: 6-0**
- Motion made by T. Behrens, seconded by J. Castellano to accept Federal Irrigation March 1, 2022 notification of 11% price increase effective April 1, 2022 as presented to existing contract due to significant rise in freight, containers, oils, noting contract may be amended to reflect decreases. **MOTION APPROVED: 6-0**
- Motion made by J. Castellano, seconded by D. Gregory to accept March 2022 Verizon Proposals for Clubhouse, Fitness Center and Country Club as follows:
 - Clubhouse – Monthly Billing – (phone, tv, internet) - \$337.69
 - Fitness Center – Monthly Billing – (phone, tv, internet) - \$171.92

- o Country Club – Monthly Billing – (phone, tv, internet) – 150.36

MOTION APPROVED: 6-0

- Motion made by J. Castellano, seconded by D. Gregory to pay in full, Verizon March 1, 2022 phone purchase proposal for six (6) each clubhouse phones, router, Audiocodes 2 Port ATA, upon installation, not to exceed \$1,094.53.

MOTION APPROVED: 6-0

- Motion made by K. Wright, seconded by J. Cinosky to accept administrative recommendation to switch payroll processing companies from Paychex to ADP effective next payroll. Recurring payroll processing fee of \$79.92 with months 4, 5, and 6 free. **MOTION APPROVED: 6-0**

- Motion made by T. Behrens, seconded by K. Wright to accept Pool Operations February 8, 2022 Commercial Swimming Pool Agreement, noted increase of \$50.00 each service of pool open and close. **MOTION APPROVED: 6-0**

- Motion made by T. Behrens, seconded by P. Comfort to allow administrator to follow required scheduling contractor and permit protocol for opening of pool. **MOTION APPROVED: 6-0**

- Motion made by D. Gregory, seconded by P. Comfort to allow country club 2022 capitol approval amount of \$1,300.00 allocated for bunker sand to be used for purchase of sod. **MOTION APPROVED: 6-0**

- Motion made by D. Gregory, seconded by P. Comfort to accept Elios Construction, Inc. March 9, 2022 proposal for the roof and gutter replacement approving the additional \$400.00, over the approved 2022 capital replacement allotment of \$7,400.00, not to exceed the amount of \$7,800.00.

MOTION APPROVED: 6-0

- Motion made by D. Gregory, seconded by T. Behrens, to approve Finance and Insurance recommendation to roll over Ocean First seventeen (17) month CD's maturing March 29, 2022 to six (6) month term.

MOTION APPROVED: 6-0

Treasurer's Report By- D. Gregory:

- The balance as of February 28, 2022 is \$1,512,229.35 of which includes the CD total of \$361,050.44, stock total of \$279,823.96, and cash total of \$871,354.95.
- D. Gregory discussed fitness center equipment lease as to mature December 2022, and is recommending association not buy-out/purchase due to equipment age, rather lease new equipment.

Travel Committee Update By- D. Kropiewnicki, Committee Chair:

- B. Skelly introduced D. Kropiewnicki to board as newly appointed committee chair.
- D. Kropiewnicki discussed possibilities of new trips and upcoming calendar of events such as River Lady Cruise.
- Discussed possibilities of Garden State Getaways.
- Information will be posted.

Old Business:

FWH Pool Update:

- Review of recommendations submitted as to repair for upcoming season only.
- Board to update at Residents Meeting.
- Motion.

FWH Tennis Update:

- Review and discussion of submitted analysis and recommendations.
- Further review required.
- Motion.

COVID Testing Site – B. Skelly:

- Reminder, testing scheduled for Tuesday March 15, 2022. 9:00 AM – 12:00 PM at front entrance of clubhouse.

Pride – Travel Event - Pride:

- Mention made to March 31, 2022 AC Tropicana bus and show although cancelled, was printed in February and March issues, due to required month in advance submissions.

Verizon – Resident Meet & Greet:

- Office has received a few complaints to installation and billing.
- Installation complaints have been addressed and corrections completed.
- Billing corrections will be reflected on second billing invoices.
- Administrator is working with Verizon to appoint a LHSA representative to funnel all complaints.

Pool Furniture – By T. Behrens & P. Comfort:

- Review of Recreation Committee recommendations to continue with Sky's the Limit for reorder of chaise lounge.
- Discussion regarding delivery acceptance due to company policy for 50% for order and balance in full prior to delivery.

- Board will request inspection by Recreation Committee Member at delivery.
- Motion.

Brick Permit Updates – Raised Bedding – B. Skelly:

- Completed.

RV Electric – Giacinti Proposal – Brick Permit:

- Final township inspection scheduled for week ending March 18, 2022.
- Review of Giacinti proposal for relocating of light switch and addition lighting as recommended by Building and Grounds.
- Motion.

RV Garage Door Replacement – Precision Overhead Garage Door:

- Review of proposal for broken/damaged garage doors and hardware as recommended by Building and Grounds.
- Motion.

FWH Tree Risk Evaluation – Common Ground – Golf Course:

- In following By-Law's for required engineering study, and due to recent amount of tree loss located in Common Ground including golf course, request for fee schedule for Tree Risk Evaluation was requested.
- Review of March 7, 2022 Risk Tree Evaluation.
- Motion.

Entrance Security Cameras – Shore Fire:

- Security Committee had requested and approved Shore Fire February 15, 2022 proposal for Front and Auxiliary Entrance Security Camera installation.
- Currently, proposal has been placed on hold due to redirection of internet accessibility.
- Shore Fire to continue with inquiry for installation.

New Business:

Administrator's Report – N/A

51 LHB Common Ground– Arbor Tree Proposal:

- Review of proposal for required removal of tree located in Common Ground at 51 LHB.
- Approval for removal by Architectural Committee and township.
- No replant required by township.
- Motion.

11 Yorkwood Drive - Common Ground – Arbor Tree Removal – Turf Masters Replacement:

- Review of proposals for removal and replacement of fallen tree to storm located in Common Ground at 11 Yorkwood.

- Approval for removal by Architectural Committee and township.
- Township requires replanting.
- Motion.

11 Yorkwood Drive – MLS Fencing – Fence Replacement

- Review of proposal for fence section replacement due to Common Ground tree fallen onto fence located behind 11 Yorkwood Drive.
- Motion.

Bright View Proposal:

- Review of February 21, 2022 - 2022 – 2025 Annual Golf Course Maintenance Agreement.
- Discussion of terms for ECI – CPI increases.
- Motion.

Resident Welcome Booklet – B. Skelly:

- Updates to be forwarded to board for review and approval.
- Update to be discussed/approved at next board meeting.
- Upon approval to be submitted for print.

Community Van – Resident Access:

- Discussion regarding original verbiage for residents, Policies, Rules & Regulations, 5. MEMBER/RESIDENT BENEFITS, RESTRICTIONS & GUEST PRIVILEGES, 5.1.2., Page 5.
- Lack of resident use – One (1) resident past three years.
- Township and county providing senior transport.
- Due to lack of use, to be removed from Policy, Rules & Regulations.

Club Ticket Sales – Saturday Availability:

- Ticket sales are normally scheduled at the clubhouse on Monday mornings,
- To include residents still working, board will like to include Saturday for ticket sales.
- B. Skelly to contact clubs to discuss options.

Resident Phone Directory Distribution:

- Discussion regarding importance to be able to include distribution to residents still actively working.
- Robo notification for 2022 Resident Phone Directories on Saturday, March 19, 2022, 9:00 AM – 11:00 AM, in clubhouse lobby.
- Board members, B. Skelly, J. Castellano and D. Gregory will be on hand for distribution.

Federal Irrigation – Contract Increase:

- Discussion regarding March 1, 2022 letter of notice of 11% price increase

effective April 1, 2022 as presented to existing contract due to significant rise in freight, containers, oils.

- Also, discussed notation reflecting increase may be amended to reflect decreases
- Discussed need to update maps.
- Building & Grounds to inquire as to other contractor's and request bids.

Verizon Proposals:

- Discussed proposal packages for clubhouse, country club and fitness center.
- Motion.

ADP Payroll:

- Administrative recommendation to switch payroll processing companies from Paychex to ADP due to several changes to staffing and protocol within Paychex.
- ADP offers many more efficient services at reduced fee.
- Motion.

Pool Operations Contract:

- Review of 2022 season contract.
- Additional fee of \$50.00 for both opening and closing.
- Motion.

Henderson – Township Inspection – Battaglio Electrical:

- Review of required protocol for pool season.
- Administrator to proceed with scheduling for pool opening.

Tops Software:

- Currently, only, one (1) work station is utilizing an older version of Tops Software.
- Office staff have been researching adding a software package that would allow information to be shared at each work station.
- Information to include, accounts payable, account receivable, resident information, financial history, recording and tracking of Architectural Applications and violations as well as flow chart for time line flagging.
- A tutorial to review software capabilities is scheduled for March 15, 2022 from 10:00 AM – 11:00 AM for staff and board members.

LHCC – Roof & Gutter Replacement – Sod/Sand:

- Review of request to allow country club 2022 capitol approval amount of \$1,300.00 allocated for bunker sand to be used for purchase of sod.
- Review of proposals submitted for roof and gutter replacement.
- Review of 2022 amount approved and allocated for roof and gutter replacement.
- Motion.

Ocean First – BOT Signature Cards:

- Board reviewed and approved F & I recommendation to roll maturing CD to six
- (6) month term.
- Reminder signature cards are required for P. Comfort, D. Gregory and J. Castellano.

Motion made by K. Wright, and seconded by J. Castellano to adjourn the open meeting at 11:05 A.M. **MOTION APPROVED: 6-0**

The next meeting will be on March 28, at 9:00 A.M.

Submitted by,

L. Kolesa, Administrator