



**Board of Trustees Open Session Meeting Minutes  
September 12, 2018**

The Open Session Meeting of the Village Grande at English Mill Homeowners Association for September 12, 2018 was called to order at 6:30pm by President, Jim Lichtenwalner. The meeting was held in the Grande Ballroom of the Village Grande at English Mill Clubhouse, located at 1 Village Grande Road, Egg Harbor Township, NJ. The assembled residents stood for the Pledge of Allegiance.

A roll call was read by Cynthia Williams of DiLucia Management Corporation that confirmed the presence of the following VGEM Association Board Members: Jim Lichtenwalner, President; Betty Alberts, Vice President; Bern Roswell, Treasurer; John Gallagher, Secretary and Sam Salierno, Trustee. Also, in attendance were Cynthia Williams and Kate Walton from DiLucia Management Corporation.

Jim confirmed that a quorum had been established. Jim reported that notice of this meeting was posted at the VGEM Clubhouse. It was also announced via the email and phone blast systems.

MOTION from Sam to adopt the agenda for today's meeting.

Vote: 5 in favor, 0 opposed

Resolved: Motion carried

MOTION from Sam to approve the minutes of the August 14, 2018 HOA Meeting of the Board of Trustees as printed and distributed to the members of the Board.

Vote: 5 in favor, 0 opposed

Resolved: Motion carried

**President's Report**

Jim reported that the Board and Cynthia continue to negotiate and communicate with D. R. Horton on Transition items. Horton has now agreed to either correct or repair all noted items and has given the Association compensation for items that were not built. Horton has also agreed to two new items, saving the Association a significant amount of money.

The Landscaping and Irrigation Request for Proposals have been sent out to multiple contractors. Bids are due back mid-September.



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**Vice President's Report**

Betty reminds everyone that exterior modifications require ACC approval and that you cannot start any project until you have an approval from the ACC. There is a \$50 fine for violating this policy. Betty states that the condition of the mailboxes will be the focus of spring inspections mailboxes must be straight, clean, have red flags and address numbers on both sides of the post.

**Treasurer's Report**

Bern gives a summary presentation on the 2018-2019 budget. The following figures represented the bank account balances as of the meeting:

Operating Account	\$34,933.35
Committees	\$3,892.03
Clubs	\$9,523.02
Capital Reserves	\$540,708.18
Other Resv (Def Maint & Transition)	\$295,828.83

**Government Liaison Committee**

Jon DaPrato asks residents to please contact him with any concerns about students parking on the streets within VGEM. He reminds everyone that the students have the right to walk or run through the community. The GLC will announce details about the Annual Battery Replacement Program in the next few weeks.

**Manager's Report**

**Delinquencies/Foreclosures**

- Arrears balance \$45,664
- Monitored the three homes in foreclosure and one bank-owned property (account for \$38,700). No sheriff sales scheduled.
- Sent out 60 Day Notices as necessary.



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- Filed lien against one property.

**Governance**

- Coordinated with Board and the Association's attorney to address resident(s) request for a special meeting.
- No Trespassing Signs were ordered for basin gates. MC will install.

**Operations**

- Receivables were posted and deposited.
- Processed contractor invoices and utility bills.
- Processed receivables and payables for Club and Committee functions.
- Coordinated with D. R. Horton to address Transition Items and multiple construction projects including foyer tile, additional lighting in Clubhouse, concrete repair, heat pumps, fence repair, and locker room conditions.
- Coordinated with Falcon Engineering for Transition Inspections of Clubhouse.
- Coordinated with Western Pest Control for monthly inspections and the removal of a hornets' nest on Daffodil Road.
- Assisted ACC to review and process ACC applications.
- Assisted Landscape Committee with Green Forms, performed site inspections. Met with Chairs to review properties for lawn renovation.
- Coordinated with Maintenance Committee for various projects and improvements.
- Assisted Gazette Committee to edit and print September edition.
- Met with Board for Workshop Sessions. Prepared minutes and meeting packages for Open Session.
- Assisted Treasurer and Finance Committee to finalize 2018-2019 Budget.
- Met with Bidders for Landscape RFP to review questions.
- Coordinated with American Pools for winterization schedule and repair projects.
- Coordinated well repair at 25 Marigold with Water Central.
- Coordinated with Omega Pools to trouble shoot and repair indoor pool HVAC system.
- Assisted residents with account questions, document requests and policy questions.
- Met with The Cleaning Authority to schedule detail projects and scope of work.



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- Researched vendor to order custom entryway mats, coordinated proof and placed order.
- Coordinated the replacement of the billiard tables and poker table fabric.
- Maintained and updated schedules, easels, bulletin boards, and website as necessary.
- Maintained and ordered Clubhouse supplies.

**Activities/Communications**

- Coordinated with outside vendors for on-site activities.
- Assisted Clubs and Committee with email and phone announcements.
- Set up date for Flu Shot Clinic.
- Arranged new artwork for Grande Gallery installation.

**Real Estate Transactions**

Processed title company requests:

- 106 Snowdrop – Stapler to Applebaum
- 309 Sunflower – Heller to Slater
- 106 Bluebell – Feldman to Schoch
- 125 Bluebell – Miller

Set up New Owners and held orientation meetings:

- 22 Primrose – Kathy Heller
- 13 Primrose – William and Beverly Ann Vieth

**New Business**

MOTION from Sam to allocate \$1,000 to purchase and install winter holiday lights and decorations; the Board will review all plans.

Vote: 5 in favor, 0 opposed

Resolved: Motion carried

MOTION from Bern to approve a neutral income/expense operating budget for October 1, 2018 to September 30, 2019 in the amount of \$1,016,551.56



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Vote: 5 in favor, 0 opposed

Resolved: Motion carried

MOTION from Betty to approve a one-year contract extension for DiLucia Management Corporation with no increase in the cost of services.

Vote: 5 in favor, 0 opposed

Resolved: Motion carried

Jim states that the Board will not reconvene for a question and comment session; the appropriate way to address concerns with the Board is to schedule a meeting with them during workshop sessions on the fourth Tuesday of each month.

Meeting adjourned.

Respectfully Submitted,  
Cynthia Williams, Community Manager  
DiLucia Management Corporation