

Highview Manor Condo Association

Board of Trustees Annual Meeting Minutes

Wednesday, December 18, 2024

Wick Building, Woodbridge Center Drive, Woodbridge, NJ

Attendees: Bill Parrinello, Madlen Lalush, Cathy Collins, Doug Zastrow(remote), Chris Lewark and Elvia Laderman (MEM)

Bill Parrinello called the meeting to order at 6:41

The primary purpose of this meeting was to (re)elect members to the Board.

Proof of Notice was sent on November 20th

30 ballots were collected, quorum was met, no other homeowners ran for a seat on the board.

All 5 incumbents were re-elected

6 homeowners connected to the meeting via Zoom

All 5 board members waived the reading of the previous annual meeting minutes.

Summary:

The board discussed plans for the upcoming year, including landscape redesign, resealing of cul-de-sacs, and potential repairs to the main road and concrete blocks.

The meeting also covered rules and responsibilities for homeowners, financial performance, and the budget for the upcoming year.

Details:

- Board to continue landscape redesign efforts in 2025, focusing on replacing fast-growing shrubs. Significant tree-trimming was done this year, with more planned for 2025.
- Bill will investigate gate entry system options for the pool to potentially allow longer opening hours without a lifeguard.
- Bill informed homeowners to remove exterior holiday decorations approximately two weeks after each holiday.
- Bill clarified that no propane or charcoal grills or fire pits are allowed on decks due to the community's condominium classification, and the fire inspector will fine if these rules are not followed. The DCA conducted unit inspections in August, the next one to be done in five years.

- New homeowners were advised to check with MEM before installing any new features to ensure they meet the community's requirements.
- Board to complete resealing and re-striping of the two remaining cul-de-sacs in 2025.
- Board to assess and potentially repair or replace areas of the main road after winter.
- Board to conduct a refresh of the Kipcon Reserve study in 2025.
- Board to inform unit owners with decks in significant disrepair to stain, repair, or replace them in spring.
- Homeowners with white exterior windows or sliders to paint them brown to meet community aesthetic requirements.
- Board to continue providing two dumpsters per year, one in spring and one in fall.
- Bill discussed the recent real estate sales within Highview Manor. There was a 15% increase in average sale price in 2024 as compared with last year. The average sales price for 2024 was \$441,667.

Financials:

- Bill reviewed the 2024 budget year to date, noting a surplus of about \$70,000 and a total income of almost \$600,000 for the year.
- Financials for fiscal 2025 have a surplus of nearly \$80k due to projects not yet done.
- Our reserve fund is very healthy with a balance of \$802,713, as of 9/30/2024.
- Our arrears totaled \$8,143 on 9/30/2024, decreased to less than \$6,000 at the end of November, and as of 12/18, the arrears are nearing \$0.

The board unanimously approved the 2025 budget.

As there were no questions from the homeowners on the zoom call, the meeting adjourned at 7:06pm.