

# TAVISTOCK CONDOMINIUM ASSOCIATION

## MINUTES Annual Meeting & Election March 4, 2024

In accordance with the By-laws of the Tavistock Condominium Association (TCA), Article III Section 4, and in accordance with the guidelines of the State of New Jersey in regards to elections, a meeting of the membership of the TCA was held on March 4, 2024. The meeting was held at Cherry Hill Library.

### CALL TO ORDER

President Barbara Gordon called the meeting to order at 6:35 p.m.

### ROLL CALL AND CERTIFYING OF PROXIES

#### Board Members:

Calvin Hyde	Present
Jim Lizzi	Present
Dennis Boyle	Present
Barbara Gordon	Present

#### Management:

Don Merlino	Present
Karen Merlino	Present

Certified Proxies Received # 106

### PROOF OF NOTICE OF MEETING AND WAIVER OF NOTICE

As the quorum was reached via receipt of 106 proxies and approximately 30 units owners in attendance, a quorum was declared and proof of notice was waived.

### READING AND DISPOSAL OF MINUTES

There were no unapproved minutes.

### APPOINTMENT OF ELECTION JUDGES

The following were appointed as judges of the election:

Chuck Butler, Unit Owner  
Lisa Butler, Unit Owner  
Connel Cary, Unit Owner

The Election judges were seated at a table in the rear of the room.

### ELECTION OF DIRECTORS

President Barbara Gordon asked if there were any other nominations to fulfill two board member positions, for three year terms. (NOTE: Board Member Jim Lizzi did not seek another term. Board Member Roland Lipka had resigned his position 9/15/23 and the seat was vacant.).

The following candidates were previously nominated and were introduced. They are:

Erica Campanella  
Kristina DiGaetano  
Daniel Lobascio  
Joyce Rifkin  
Charene Scheeper

There were no further nominations from the floor.

Those in attendance were asked to complete ballots if they had not yet turned in their ballots.

All ballots were certified and delivered to the election judges. Judges opened ballot envelopes and counted votes.

#### REPORTS OF OFFICERS

President Barbara Gordon - The year in review and possibilities for the year ahead were discussed. (Notes attached.)

Manager Karen Merlino - Financial Reports

Current financial status reports (through January 31, 2024) were among the hand-outs at the meeting and were discussed. In addition, the need for a new reserve study, how a budget is arrived at, and expenditures that were made during the year that exceeded the budget. (Notes attached.)

Manager Don Merlino - What the term "common elements" means and the need to follow the By-laws of the Association. Building Maintenance was also discussed in addition to the new Code of Ethics for Board Meetings which was mailed to each unit owner as part of the Meeting Notice package.

#### OPEN FLOOR

The floor was open for questions and discussion.

#### ELECTION RESULTS

The final tally of votes was delivered to the President and the results were announced. The two candidates who received the most votes are:

Daniel Lobascio  
Charene Scheeper

President Barbara Gordon thanked all of the candidates who ran and welcomed the two new candidates to the Board effective immediately.

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 7:45 p.m.

#### ATTACHMENTS:

Notes: President B.Gordon presentation  
Financial Reports and Notes 1.31.24; K. Merlino presentation

March 4, 2024

TCA Annual Meeting and Election

ATTACHMENT 1: Notes on Year to date review of accomplishments and anticipated

Barbara Gordon, President

As of January 31, 2024 the following are some of the things that have taken place at Tavistock Condominiums:

- Worked with land engineers and landscapers to develop and achieve large scale land improvements. This was necessitated by the growing challenges of flooding due to severe weather changes we are now seeing. 2/3rds of the project is complete.
- Investigated the performance and soundness of several storm drain systems in the complex.
- Worked with architects, builder, stair fabricators, and Cherry Hill Township in the design and installation of new staircases.
- Made improvements in control panels, generator, and pumps in the sewage pumping station, bringing all up to state of the art specifications
- Ongoing roof replacement. Approximately 8 to ten annually. Incorporating several new design changes.
- Ongoing deck replacement. Including engaging a new contractor who is more responsive with scheduling.
- Fabrication and installation of new chimney caps. To date 5 have been completed.
- Removing of large dams up stream from our pond allowing for lower levels during recent storms.
- Installed new electric meter in Woodstock Court to power pumps that would address early failure of water main meter pits .
- Worked with American Water Company and the state Cross Connection Control Dept. to successfully dispute an unnecessary regulation for back-flow preventers in every water meter in the complex. This saved your association in the neighborhood of 200K
- Made several improvements to the sprinklers system. Extending coverage where it was lacking due to initial design limitations.
- Replaced several thousand feet of spalling, crumbling sidewalk and curbs.
- Made landscaping improvements in several buildings as well as implementing new drainage systems to relieve clogging in underground systems.
- Purchased a new Elliptical machine for the clubhouse.
- Installed new AC unit in clubhouse

Pressure Washed and repainted the tennis courts. Installed new nets where needed.

In the year ahead, the following will be addressed:

- Pressure washing all buildings
- Continue with Roofing and Decks
- Continue with stair replacements
- Replace foot bridge
- Next phase of improvement project to address large scale drainage / flooding
- Researching costs associated with installation of pool heater
- Possibility of Gym and pool furniture upgrades  
Ongoing concrete replacement

March 4, 2024  
TCA Annual Meeting and Election  
ATTACHMENT: Notes on Financial Reports Presentation  
Karen Merlino, Managing Agent

Hand outs discussed:

Account Balances a/o January 31, 2024 and Income & Expense Actual vs. Annual Budget

#### ACCOUNT BALANCES:

- This is the cash that the Association has on hand.
- Operating account-changes daily. All moneys received deposited in this Operating.
- Reserve Accounts include Money market accounts and CD's
- Most CD's earning 5% or more
- Anticipated interest total over \$25,000 for CD term (avg 12 month)
- Interest was factored in to the 2024.2025 budget planning and helped to offset a larger increase in monthly fee

Is there enough in RESERVES?

- Short answer is "**probably not**" —however, Tavistock is in pretty good shape financially and operating within budget.
- Any expenditure over budget is borrowed from Reserves if necessary and funded or replaced in the year ahead.
- A new RESERVE STUDY will be done in the late summer which will give a clearer picture of what that number should be and how we can get there

#### **PROFIT & LOSS BUDGET vs. ACTUAL Report.**

\*\*Figures are not audited but confident that they are accurate.

- The first column is ACTUAL spending through January 31 —ten months of the fiscal year.
- The second column is what was budgeted for the entire year through MARCH 31
- That means we have another two months of spending before the end of this cycle.
- The third column is the difference between the two so far—either over budget or under budget.
- The fourth column asterisk indicates that those line items will be OVER budget for the year.

#### WHAT YOU DO NOT SEE ON THIS REPORT: DELINQUENCY

- Information regarding delinquency is private
- DELINQUENCY rate—is at an all time low—less than 2%.
- Only 11 units that are more than 30 days late with monthly fee and of those only 3 are more than 90 days.
- One unit is being foreclosed on by their bank—and although you may hear on the street that we aren't doing anything to collect on that individual who is about two years behind on dues, there are laws and procedures that must be followed which include privacy. Be assured, that the Association's attorney is handling the case properly.

#### FIRST LINE ON REPORT- INCOME:

- On target for 100% from Owner's Regular Assessments.
- Everything else received is a "bonus" and not used for budgetary purposes.
- That amounts \$24,605 and includes
  - Capital Contributions paid by new owners
  - interest
  - Township reimbursements for street lighting and snow removal
  - Pool guest fees
  - Fines

- Deposited in the Operating account and used as ordinary operating funds, again helping to offset any “over budget” items.

#### EXPENSES-

Spending for OPERATIONS (Admin, maintenance, Utilities) was or will be slightly higher overall.

Over spending in:

- OFFICE SUPPLIES & MISCELLANEOUS-related to costs for summer meeting @pool and election (printing, mailing-roughly \$3000)
- INSURANCE-Premiums increase as building valuations increase. Lawsuits and other claims are also a factor in these increases.
- PROFESSIONAL FEES: ACCOUNTING: Slightly higher, new accounting firm
- ENGINEERING expenditure was \$19,654 which was not budgeted but will be in the new budget, and spread out over 3years. This fee is connected to the flooding and the land improvements needed to correct that problem. Don will talk more about that.
- LEGAL FEES are also slightly over budget due to various challenges and changes over the year, including election procedure, etc.

#### MAINTENANCE-

- Difficult to Budget accurately for some maintenance line items last year because we were trying something completely new and different and that was the hiring of an employee.
- How'd we do? We have not heard any complaints about Jon Souilliard. He's a great employee and Tavistock is very lucky to have him. A reminder that all maintenance requests must go through the office, not directly to Jon.
- All in all, it looks like as a result and as hoped for, this move has saved the Association about \$10,000 over the course of this year.

Savings BUILDING REPAIRS off-set by overages in:

- LANDSCAPE MAINTENANCE-The largest expense for Tavistock and appropriately because it is what people actually see—whether they live here or are just driving by.
- Not only is there the routine landscape care items such as lawn cutting, trimming, edging, clean-up, pruning, and fertilizer but there are extras **not in the contract** like tree removal, bed repairs, pond clean-up, repairs to the sprinkler system and more all outside of the contract. We know what the contract for the basics will cost but anything outside of the contract is based on 3 year average. This year, we will be over budget by about \$25,000.
- The line item WEATHER RELATED formerly known as SNOW REMOVAL but now includes damage from major summer storms, too. Items such as trees blown down (there were a lot in July), and other cleanup.
- The costs for clean-up and repairs due to the July 4th storm/flooding, was in excess of \$40,000, and that does not include the engineering and re-design of certain areas. Last year, there was no snow—this year we're up to over \$30,000 in snow removal costs in addition to the summer storm cleanups. Hopefully that will be all there is this year.
- WEATHER RELATED costs and LANDSCAPING COSTS are budgeted based on a 3 year average spending.

#### **THE MOST IMPORTANT PART OF SPENDING AND BUDGETING: RESERVE REPLACEMENT/ CAPITAL IMPROVEMENTS**

- Reserve Funding for budget purposes based on Kipcon report.
- Kipcon report to be updated during the year ahead as there are numerous areas of change
- CAPITAL RESERVE EXPENDITURES FOR THE YEAR WERE \$271,296—so far. There is still two months to go!
  - Higher then in years past but for the most part, not un-predictable due to aging buildings and higher costs.
  - This number includes everything Barbara mentioned in her presentation:

- A new elliptical machine for the gym (\$1800)
- Chimney cap replacements: \$5,950 (- 3 so far)
- Landscape \$50,776.06
- Concrete \$38,450
- Tennis court refurbishment: \$10,663
- Stair replacement: \$16,000 (2)
- Building repairs \$38,000. (2-Headers)
- New AC unit at clubhouse: \$3,950
- Roofs: \$62,400
- Deck replacement: \$34,340 (6 decks)

**BUDGET FOR 2024.2025**

- New budget was mailed late Friday March 1.
- You may have received it already.
  
- Now that you know a little bit about the Associations expenditures you won't be surprised that the beginning April 1, fee increased to \$310.
- The most important part to know is—That's what it costs to maintain these buildings and grounds to the level you expect.

**CLOSING:**

The good news is—

- No Services will be cut and no shortcuts will be taken in maintaining this complex of 31 buildings
- No special assessments planned
- Capital Improvements will continue to be made such as the final phase of the DRAINAGE project.
- Precedent of making appropriate funding of reserves a priority was set many years ago by the Board who has taken their fiduciary responsibility seriously.

**TAVISTOCK CONDOMINIUM ASSOCIATION**  
**INCOME & EXPENSE ACTUAL vs. ANNUAL BUDGET**  
Through JANUARY 31, 2024

	<u>ACTUAL</u> APRIL 1, 2023 THRU JANUARY 31, 2024.	Budget (TOTAL FOR YEAR)	\$ Over/Under Budget 1.31.24
<b>INCOME</b>			
Miscellaneous Income	24,605.00		
Owners Regular Assessments	928,186.35	1,127,520.00	-199,333.65
<b>Total Income</b>	<b>952,791.35</b>	<b>1,127,520.00</b>	<b>-174,728.65</b>
<b>Expense</b>			
<b>ADMINISTRATIVE</b>			
Bad Debt Expense	1,230.00	1,500.00	-270.00
Insurance	140,101.26	144,000.00	-3,898.74 *
Management Contract	64,220.00	85,000.00	-20,780.00
Miscellaneous	5,819.60	2,500.00	3,319.60 *
Office Supplies	4,760.60	4,400.00	360.60 *
Professional Fees–Accounting	8,500.00	8,000.00	500.00 *
Professional Fees–Engineering	19,653.75	0.00	19,653.75 *
Professional Fees–Legal	4,366.50	2,500.00	1,866.50 *
Telephone	2,556.18	2,400.00	156.18
<b>Total ADMINISTRATIVE</b>	<b>251,207.89</b>	<b>250,300.00</b>	<b>907.89</b>
<b>MAINTENANCE</b>			
<b>PAYROLL</b>	55,694.00	65,000.00	-9,306.00
Deferred Maintenance	0.00	60,000.00	-60,000.00
Building Repairs	40,467.80	60,000.00	-19,532.20
Clubhouse Maintenance	1,520.43	3,500.00	-1,979.57
Exterminating	19,717.58	20,000.00	-282.42 *
Landscape Maintenance			
<b>WEATHER RELATED EXPENSES</b>	75,149.62	50,000.00	25,149.62 *
Landscape Maintenance	147,639.41	130,000.00	17,639.41 *
<b>Total Landscape Maintenance</b>	<b>222,789.03</b>	<b>180,000.00</b>	<b>42,789.03 *</b>
Pool Expense	30,620.12	28,000.00	2,620.12 *
Pumping Station	21,193.00	16,000.00	5,193.00 *
Supplies	9,724.87	10,000.00	-275.13
<b>Total MAINTENANCE</b>	<b>401,726.83</b>	<b>442,500.00</b>	<b>-40,773.17</b>
<b>UTILITIES</b>			
Electric	17,418.66	19,500.00	-2,081.34
Water	128,669.65	116,000.00	12,669.65
<b>Total UTILITIES</b>	<b>146,088.31</b>	<b>135,500.00</b>	<b>10,588.31</b>
<b>RESERVE &amp; CAPITAL IMPROVEMENT</b>			
Capital Reserve Expenditure			
<b>Total Capital Reserve Expenditure</b>	<b>271,296.00</b>	<b>300,000.00</b>	<b>-28,704.00</b>
<b>Total RESERVE &amp; CAPITAL IMPROVEMENT</b>	<b>271,296.00</b>		<b>271,296.00</b>
<b>Total Expense</b>	<b>1,070,319.03</b>	<b>1,128,300.00</b>	<b>-57,980.97</b>

\*Expected to be over budget by 3/31/2024





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### ACCOUNT BALANCES AS OF January 31, 2024

<b>CURRENT</b>	
<b>CHECKING</b>	
Republic Bank - Operating	\$65,777.49
<b>RESERVE</b>	
Santander - Operating	\$5,250.00
Santander - MMA	\$3,339.01
Santander - CD 1 Maturity: 1/7/25 5.5%	\$322,511.63
Santander - CD 2. Maturity: 2/10/25 5.5%	\$40,000.00
Santander - CD 3. Maturity: 2/10/25. 5.5%	\$45,000.00
Republic - MMA	\$132,638.79
REPUBLIC CD 1. Maturity: 3/17/24	\$25,000.00
REPUBLIC CD 2. Maturity: 3/17/24	\$50,000.00
REPUBLIC CD 3. Maturity: 3/17/24	\$75,000.00
REPUBLIC CD 4. Maturity: 3.17.24	\$100,000.00
<b>TOTAL ALL ACCOUNTS</b>	<b>\$864,516.92</b>