

TAVISTOCK CONDOMINIUM ASSOCIATION
MINUTES
Board of Directors Meeting
June 17, 2025

A regular meeting of the Board of Directors of Tavistock Condominiums was held on June 17, 2025, at the Cherry Hill Library.

CALL TO ORDER

Vice President Dennis Boyle called the meeting to order at 7:05 p.m.

ROLL CALL

Board Members:

Calvin Hyde	Present
Dennis Boyle	Present
Dan Lobascio	Present
Matthew Jacques	Present

Management:

Don Merlino	Present
Karen Merlino	Present

There were no additional attendees.

READING AND DISPOSAL OF MINUTES

The minutes of the March 11, 2025 Annual Meeting were reviewed. **Calvin Hyde made the motion to accept the minutes as written. Seconded by Dan Lobascio, all were in favor and the motion carried.** The minutes will be published on the Association's website.

FINANCIAL REPORT

The Financial reports were delivered by Karen Merlino. The reports were accepted subject to audit.

NEW JERSEY DEPARTMENT OF LABOR AUDIT

Management reported on the outcome of the NJDOL audit for the years 2020 through 2023. The matter was settled for considerably less than that originally demanded by the auditor. MPM worked with the supervisor of the audit and was able to greatly reduce the fines and penalties.

2024/2025 ANNUAL AUDIT

As decided at the previous meeting, the auditing firm that conducted audits for years ending 3/31/23 and 3/31/24, were terminated due to their inability to meet the scheduled deadline per their agreement. Jeffrey Bowley, of Daneel Dynamics has been contracted to conduct the audit for year ending 3/31/25 and file taxes for the Association. Management is working closely with the auditor and the final report is anticipated to be complete by August 15.

BUILDING 15 FIRE SETTLEMENT

Don Merlino reported on the progress of the settlement. As of last month the insurer was still somewhat below the estimates for rebuilding. Don Merlino has continued negotiations to make sure that the insurer meets Tavistock's anticipated costs to the penny before agreeing on a settlement.

As he is quite certain that an agreement will be reached within days, Mr. Merlino has asked the Board of Directors to grant him the authority to accept the settlement once the numbers agree with the estimates of the builder, expediting the rebuild. This would include signing the agreement with Reliance Contracting & Renovation. **A motion was made by Dan Lobascio to grant such authority, seconded by Dennis Boyle, all were in favor and the motion carried.**

STAIR REPLACEMENT

The stair replacement is ongoing with RJ Haas. It is planned to do three or four stair replacements per year. As of now, step replacement cost is approximately \$10,000 per.

NEW FIRE CODE

The new fire code requiring at least 18 inches of stone to be placed at the buildings front, separating mulch beds from the buildings is now in effect. This is a non-budgeted cost of approximately \$3,965 per building. As this is now code it must be done immediately. Elite Landscaping has been contracted to begin this work.

CROSS CONNECTION / METER PITS

It is now also law that all domestic water feeds / meters have a cross connection or back flow preventer installed.

As these water feeds/meters are quite large they will need to be installed in separate pits adjacent to the existing meter pits. There are currently 8 meter pits left to address. Two have been completed as they did not require adding a pit.

The required pit would have to be large enough to allow a person to enter and inspect, and deep enough to be below the freeze line. These pits are prefabricated cement vaults which would require a large scale construction crew to install. Rough estimates are putting the cost in the area of \$20,000 per pit.

NJ American Water Company understands that we are working towards this and that the budget may not allow these to be completed all at once. MPM suggested that we have one pit installed as soon as possible to determine how to continue the project to completion over the next several years.

Management suggested looking into the possibility of loan or line of credit to finance these large projects which would allow the Association to do the projects now. Loan repayment could be built into the monthly fee. Karen Merlino will gather more information on this possibility.

CLUBHOUSE SECURITY SYSTEM

The present system is no longer fully operational due to upgrades in the computer operating systems. The current system is no longer compatible. Management is looking into alternatives to the existing system.

RESIDENT CONCERNS

230 WOJICK: Mr. Wojick in unit 230 has submitted a plan for extending his patio. The board felt that his plans were vague and asked for further clarification..

210 ROMA: The owner of unit 210 has requested that there be some improvement to the drainage at the rear of unit 210. Management will meet with Pennoni to discuss improvements that will allow for better drainage.

123 CLEMENTI: Ms Clementi has requested a “text blast” system to be used instead of email for urgent notifications. There was discussion regarding the cost of such a system and how it could be implemented. Tavistock will continue to use the present method of notification but will gather further information on implementing a system.

This section rescinded per Special Board Meeting held on 9/18/2025.

ADJOURNMENT

Additional Agenda items were postponed and the meeting was adjourned at 8:55 p.m.

The next meeting will be on September 8, 2025 at 7:00 p.m.