

LEISURE VILLAGE EAST
OPEN BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES
August 27, 2025

In compliance with N.J.A.C. 5:20-1.2, notice of the Open Board Meeting of the Board of Trustees was given by notice filed with the business office of the Association, and posted on Barton Hall doors, posted on the website on August 12, 2025. There also were one calls.

The Open Board Meeting was called to order at 7:00pm by Jeanette Tutzauer, LVE Board President. Those present were Jeanette Tutzauer, President; Bob Scherer, VP; Suzanne Rafter, Treasurer; Judy Rapolla, Secretary; Richard (Rick) Byrnes, Trustee; Joseph Broderick, Trustee; Jan Kasyjanski, Community Manager. Steve Florio, Trustee absent.

A motion was made by Judy Rapolla, seconded by Joe Broderick to accept and omit the reading of the minutes of the Open/Annual/Organizational Meeting of July 23, 2025. Minutes are on file in the Administration office. All were in favor. Motion is carried.

Agenda Items:

Financial Report: Suzanne Rafter presented the financial report for the 3 months ended 6/30/25.

- ▶ The Balance Sheet is made up of 3 sections.
 - ▶ **Assets** – What the Association owns and controls, such as cash, investments, accounts receivable (such as assessments owed by members), and property.
 - ▶ **Liabilities** – The Association's financial obligations, including accounts payable (bills to be paid), taxes, loans, and advance payments from members.
 - ▶ **Equity** – The cumulative excess of revenue over expenses throughout the life of the Association.
- ▶ LVE's **Assets** decreased by \$235,968 from 3/31/2025. Cash decreased \$459,185 due in part to Replacement Fund expenditures for the three months ended 6/2025. In addition, prepaid expenses and amounts due from Lakewood increased for the 3 months ended 6/2025.
- ▶ LVE's **Liabilities** increased by \$12,331 from 3/31/2025. There was no significant change in any one category.
- ▶ LVE's **Equity** decreased \$248,300 from 3/31/2025. The equity of the Replacement Fund accounted for most of the decrease.
- ▶ To maintain a strong balance sheet an Association's income from member assessments and other revenue sources must exceed the association's routine expenses plus any amount set aside for future repairs, replacements, and improvements.
- ▶ One way for evaluating an association's balance sheet is the equity ratio. The formula is:
Equity Ratio = Total Equity/Total Assets
- ▶ A higher ratio indicates a larger cushion to absorb future expenses.
- ▶ LVE's Equity Ratio at 6/30/2025 was
 - ▶ **\$3,070,754/\$3,434,552 or 89.41%**
- ▶ LVE's Equity Ratio at 6/30/2024 was
 - ▶ **\$3,025,537/\$3,468,405 or 87.23%**

Generally, a ratio of 70% is considered strong. For the last 10 years LVE's equity ratio has exceeded this benchmark.

Statement of Revenues and Expenses

- ▶ The income statement outlines the association's revenue and expenses over a specific period of time. It helps track sources of income and expenses.
- ▶ LVE provides a comparative statement of revenue and expenses comparing year-to-date actual to year-to-date budget amounts for the Operating Fund.
- ▶ LVE also provides a comparative statement of revenue and expenses comparing year-to-date actual to year-to-date prior year amounts for the Operating Fund.

Comparative Statement of Actual Operating Fund Revenues and Expenses for the 3 Months 6/25 and 6/24

- ▶ **Actual Total Revenues** were \$157,526 more than the 3 months ended 6/2024. Maintenance Fees accounted for most of the increase.
- ▶ **Actual Total Expenses** were \$102,328 more than the 3 months ended 6/2024.
 - ▶ **Actual Contracted Services Expenses** were \$63,313 more than the 3 months ended 6/2024. The cost of insurance accounted for all of the increase.
 - ▶ **Actual Maintenance Department Expenses** were \$26,510 more than the 3 months ended 6/2024. There was no significant change in any one line item.

Contracts/Lease:

Suzanne Rafter made a motion to accept new lease agreement with Fox & Roach for \$96/psf, \$2,000.00 monthly/\$24,000.00 annually and seconded by **Judy Rapolla**. All were in favor. Motion is carried.

Suzanne Rafter made a motion to accept Woods Machinery contract for three bobcat skid steer loaders for \$179,451.80 and seconded by **Joe Broderick**. All were in favor. Motion is carried.

Suzanne Rafter made a motion to accept Allied Universal 2-year contract from 1/1/26 – 12/31/27 for uniformed gate attendant services and seconded by **Rick Byrnes**. All were in favor. Motion is carried.

Employee Relations:

Bob spoke about the boards' meeting with Jan and Victor to discuss worker's being disrespectful to fellow workers, residents, and the board. This cannot happen. If employees think they can continue with it, there will be consequences. We have dealt with some consequences over the past 30 days, not fun, but needed to be done. One other situation is accountability. Accountability for work that is well done and accountability for work that is not so well done. That is going to be an on-going matter. We must change the mind set of some of our workers. We will be monitoring it and work with Jan. Jan runs the daily operation of the village and the board supports him. We may have disagreements but we will work together and move forward. In speaking with Jan and Victor, there is just a different change in the way things are happening for the better. We will continue as a board, along with Jan and Victor to work hard for our residents. The board members are all hard working and committed to making LVE an enjoyable place to live. We will not tolerate disrespect anymore.

Pool Closure:

Judy said pool is closing September 14, 2025.

Manager's Report:

Work orders as of 8/25/25

- 2,611 work orders closed 4/1/25 through 8/25/25.
- 101 work orders closed 8/18/25 through 8/22/25.
- 111 work orders opened.

Grounds

- Mowing and picking up debris throughout the village.
- Lights and irrigation repairs continuing.
- Trimming trees and shrubs in common areas.

Armstrong Tree

- Removing dangerous and unhealthy trees over homes. Please be patient, it takes some time to remove trees safely.

Siding and Roofing Project

- Weather permitting should be completed by the first week in October.
- We will go over the whole process to see where we can make next group of homes go more efficiently.

Concrete Repairs

- Continuing concrete repairs in village, September.
- Sidewalks and cut out ramps.

Sink Holes

- Contractor will be in for sink holes in roadways.

Trustee's Report:

Senior Services: Judy spoke about Senior Services. The SNAP came to the village to help residents with applications. There is a sign-up sheet up front. You will be provided a checklist that the state requires for you to bring to the appointment. This is for the state's eyes only. We will set up two private offices for you to speak with a representative from the outreach program. Also, in the reading library there are information leaflets for care givers, for volunteering, and any kind of services.

Kids Day at Pool: Jeanette spoke about the success of the day with three and four generations attending. Everyone enjoyed the kids. We will be hosting this once a year.

Club Updates:

Rainbow Club: Oktoberfest on 10/4/25 at 5pm. Dinner is at 5:30pm. Entertainment by Hot Tatters. German dinner will be served. Price is \$25/pp. Open to family, guests and friends.

Choristers: Choristers will resume rehearsals on 9/2/25. New members will be welcomed next April. Annual fundraiser until first week in October. Concert is November 16th and 17th. Concert program donations are \$10 patron, \$5 sponsor and \$2 for boosters. Donations can be placed in Barton Hall mailbox #8 or give to any chorister member.

Pine Cone Club: Annual fish fry 9/18/25 at 6pm for \$25/pp. Payment can be placed in Barton Hall mailbox #6. Indicate fish or chicken.

Dance Club: Annual Halloween dance is 10/25. Instead of end of December Holiday dance, we will be having a New Year's dance.

Heritage Club: Price is Right is 9/27 at 6pm. Guests are welcomed. \$10/pp.

Coffee House: Next coffee house is 9/20 with the Chillers. No charge.

Men's and Woman's Club: Ribbon ceremony for different causes. There is a basket in Barton Hall with different color ribbons. Take one that affects you or what you have an interest in.

Annual Picnic: On 9/13, \$10/pp serving BBQ food. 5-9pm. Doors open at 4pm.

Ladies Golf: Gael Finan complained about the state of the golf course. Jeanette said we had a golf pro take a look at our course who said we have a fungus. Jan said it was an extreme summer. We sprayed the course. The greens have been seeded and will be aerated. All golf courses in New Jersey are experiencing the same issues with their courses. Bob said we thought we might have to close the course but it is playable at this time. Be patient we will get it back to perfect in no time.

Question and Answer Period:

Resident: Renee Budenas from 1080A Argyll asked if we made the census quota. Can we get the benches painted?

Response: Jeannette said yes and thanked everyone for responding.

Resident: Bob Hayworth from 1200B Shetland Drive asked about getting the broken and tilted over walkway lights fixed and cut the trees and bushes that are impeding the sidewalks.

Response: Jeanette said we have one person working on walk lights and now the maintenance crew will help with the repairs during their downtime so the lights will get fixed faster.

Resident: Kathy Mulhern from 943D Aberdeen Drive mentioned that no one knows when Aberdeen stops and Inverness starts.

Response: Jan will look into it.

Resident: Tisha Livelli from 835A Inverness Court said for all residents to slow down on Inverness Court. Did anything come up with solar panels?

Response: Jeanette said we are not doing solar panels.

Resident: Debra Margolin from 1167A Clydebank Court said while you drive into the village, there are a lot of old Verizon boxes. Verizon said the boxes are dead and the village has to call to have them removed.

Response: Jan said we did call Verizon and have not gotten a response. We will continue to call them.

Resident: Madeline Sharkey from 1070D Argyll Circle said the crosswalk is hard to see inside the Barton Hall parking lot needs to be painted.

Response: Jan said we will be getting the whole parking lot re-painted.

Resident: Paulette Bottieri from 1260C Argyll Circle said her recycling bin is always getting damaged by Waste Management.

Response: Jeanette said Jan will look into it with Waste Management.

Resident: Maryann Lambert from 954D Aberdeen Drive asked if she can get her dog's DNA results.

Response: Jeanette said she will look into it.

Resident: Ellen Seneca from 1145C Argyll Circle said she does not like giving her name and address out when at the microphone. She said she has her reasons. Can a piece be put in the back of the mowers to collect the trimmings being they are more weeds than grass.

Response: Jan said the crew does pick up the trimmings. Jeanette said this is a very bad year with weeds.

A motion was made by Joseph Broderick, seconded by Rick Byrnes to adjourn this Open Board Meeting at 8:30pm on August 27, 2025. All were in favor. Motion carried.

CERTIFICATION

As Secretary of the Board of Trustees of Leisure Village East, I do hereby certify the foregoing to be a true and accurate record of the events, which occurred at the Open Board Meeting of the Board of Trustees of the Leisure Village East Association, held on August 27, 2025. Minutes of this meeting are not verbatim.

Respectfully submitted,

Judy Rapolla, Secretary