



OPEN MEETING MINUTES

October 21, 2025

6:30PM

Call to Order- A motion to call the meeting to order was made by Andrew and seconded by Anna at 6:34pm. All present voted in favor.

Roll Call –

Andrew Boettcher

Jerry Aquino

Anna Lymycz

Vin Datwani

Henry Liao

Erin Spilitopoulos, Matrix Property Management Group, LLC

Jenny Hollingsworth, Matrix Property Management Group, LLC

Brian Bolger, Matrix Property Management Group, LLC

Introduction- Erin introduced herself and Jenny from Matrix Property Management Group.

Andrew introduced himself and the rest of the board, including Jerry, Anna, Vin, and Henry (not present).

Approval of Minutes: July 22nd, 2025- A motion to approve the minutes was made by Andrew and seconded by Jerry. All present voted in favor.

Financials

- Increase Reminder- Erin explained that letters were sent out multiple times in the past months to all owners explaining the increase will start on November 1, 2025.
- 2026 Budget- A motion to approve the budget was made by Andrew and seconded by Vin. All present voted in favor.

Old Business

- Fannie Mae Update- Erin discussed the issue with the community being flagged for conventional loans and explained that this was due to the reserve study, the amount of money in the Capital account and maintenance items, including concrete repairs, roof replacement, and façade repairs, which will be addressed next year. Andrew stated the board agreed on a 5-year plan to address these issues.
- 5 Year Review- Andrew said the board plans to expedite the 5-year plan by taking out a loan next year to replace the roofs. The 5-year plan will also address the façade, rear

- entry doors, garage doors, smoke detector replacement, and concrete repairs. The board has specific annual targets for each project
- Fire Marshal Reminders- Jenny updated the community about the Fire Inspection and what the official is reviewing during the visit. The Fire Marshal is looking for immediate hazards, such as gas cans, propane tanks, anything that could start a fire, which those owners were given an immediate fine. Another hazard is electrical cords being used instead of items being plugged directly into the outlet. Jenny informed all owners that the Fire Inspector can come at any time, and these items should not be in the basements or garages. Jenny told the owners if they were given a fine, they needed to pay or call Rockaway Township because they will be sending out court summons for those who have not paid.

New Business

- Amendment for Capital Contribution- The association's legal representative has prepared a document to increase the capital contribution for new buyers from 3 months to 4 months. Please note that this document needs approval from the community to pass. Erin and Andrew explained this doesn't affect current owners, so when owners receive the ballot, if they agree to the increase then they will not send the ballot back. The ballot will only be sent back if an owner doesn't agree with the increase.
- Snow Vendor- Matrix has two snow vendor bids and is working on getting one more before the board decides on a vendor for the 2025-2026 snow season.
- Verizon Installation- Erin stated she walked around the community last week with a Verizon representative for the installation of the FiOS/fiber-optic cabling. Erin said if owners choose to go with Verizon, they will need to call and have them come out to set up the service. This is just an option for owners, it's not mandatory.
- Power Washing- Andrew stated the power washing was completed on all the buildings this year instead of doing mulch. He asked the owners, Matrix and the board to report to Matrix if anything was missed.
- Water Usage- Erin stated an email was sent out to buildings L, U and V last quarter about the increase in water usage, which is usually from a toilet running. Erin then stated the water usage bill was just received and these buildings are still increasing the water usage. She said in the past, the association has split the bill between all the owners of the building until the situation is resolved.
- Landscaping- Andrew explained there were issues with the landscaping company where items were not getting completed. The board and Matrix addressed each issue with the vendor, and the issues have been rectified. Matrix will be reaching out to multiple vendors to receive bids for the upcoming landscaping season.
- Rental Fee Increase- The board has reviewed the current rental and lease resolution, which was ratified in March 2019, and would like to increase the fees from \$100 a year to \$350 a year. Andrew moved to increase the fee from \$100 a year to \$350 a year for administrative upkeep. Jerry seconded the motion. All present voted in favor.

Open Session

- An owner discussed an issue with the façade at her unit, which Erin informed her

- there is a proposal for the repairs and were waiting on the board to approve. Brian stated the repairs weren't urgent, but they needed to get done.
- Another owner stated their windows had residue from the power washing and requested the vendor come back out to clean the windows. Brian stated that some of the streaking could be due to the vinyl siding being old, which could leave the milky white substance. Matrix stated they would reach out to the vendor about coming back and cleaning the windows.

Adjournment- A motion to adjourn the meeting was made by Andrew and seconded by Vin. All present voted in favor.