Leisure Knoll at Manchester Association
4 Buckingham Drive North, Manchester, NJ 08759
Phone: 732-657-6661 Fax: 732-657-7433

BOARD OF TRUSTEES
OPEN MEETING AGENDA
December 11, 2024

I. CALL TO ORDER 10:00 AM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. GUEST(s)
1. David Chesky, Exec VP Falcon Engineering

V. REVIEW/APPROVAL OF MINUTES
1. November 13, 2024

VI. TREASURER'S REPORT
1. Statement of Cash Flow 12/11/24

VII. PRESIDENT'S REPORT

VIII. MANAGERS' REPORT

IX. MOTIONS
1. Approve Renewals of Insurance Coverages 2024-2025
2. Approve Proposal from Meadowbrook Industries for Refuse Removal Services 2024-2029
3. Approve Proposal from Down to Earth for Lawn & Snow Services 2024-2025

X. COMMITTEE REPORTS

XI. UPDATES

XII. ADJOURNMENT

XIII. OPEN FORUM

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STATEMENT OF CASH FLOW
DECEMBER 11, 2024

BILLS PRESENTED FOR PAYMENT ARE:

Operating	$ 354,185.62	* Included in Total	
		Insur-WC	$ 12,375.00
		Insur-D&O	$ 17,357.34
		Insur-Umb	$ 19,913.74
		Insur-Auto	$ 13,264.00
		Rsve Trans Dec	$ 68,292.00
		L&S Trans Dec	$ 67,400.00
		Commun Cable Nov-Dec	$ 71,833.93
		Legal	$ 12,885.69
Reserves	$ - 0 -		
		* Included in Total	
			$ - 0 -
Lawn & Snow	$ 68,560.41	* Included in Total	
		Svce Oct	$ 68,560.41

BALANCES as of December 9, 2024

Operating	$ 693,040.30
Reserves	$ 2,354,956.57
Lawn & Snow	$ 581,386.60
TOTAL	$ 3,629,383.87

CD's – LAWN & SNOW (Incl in L&S Bal)

$ 228,000.00	4.550 %	2/25

CD's – RESERVES (Incl in Rsve Bal)

$ 210,000.00	5.050 %	4/25
$ 210,000.00	5.050 %	4/25
$ 100,000.00	4.400 %	5/25
$ 200,000.00	4.450 %	6/25
$ 200,000.00	4.800 %	7/25
$ 175,000.00	4.750 %	7/25
$ 225,000.00	4.200 %	7/25
$ 200,000.00	4.250 %	8/25
$ 140,000.00	4.200 %	8/25
$ 140,000.00	4.050 %	10/25

*Invoices of $ 10,000. 00 or more

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BOARD OF TRUSTEES
OPEN MEETING
DECEMBER 11, 2024
MOTION DETAILS

1. Approve Renewals of Insurance Coverages 2024-2025

The insurance package for the coverage period of 12/1/24 through 11/30/25 is solicited by the Association's insurance brokers; the Baldwin Group. The Am Best Ratings are A and above with four of the six rated A+. The coverages and the annual prices are as follows:

•	*Package*	*American Southern Home Insurance (aka CAU)*	*$ 159,234.27*
•	*Auto*	*Selective Insurance*	*$ 13,264.00*
•	*Crime*	*Continental Insurance*	*$ 3,0007.00*
•	*Directors & Officers*	*Greenwich Insurance*	*$ 17,357.34*
•	*Umbrella*	*Greenwich Insurance*	*$ 19,263.74*
•	*Workers Comp*	*ARI Insurance*	*$ 12,375.00*

The total cost for the aforementioned policies is $ 224,501.35 which represents an increase from last year of $ 4,283. or 2%.

The source of these funds will be provided by the Operating Budget.

2. Approve Proposal from Meadowbrook Industries for Refuse Removal Services 2024-2029

This agreement with Meadowbrook is for a five (5) year term as follows:

•	*11/1/24-3/31/25*	*Valet*	*2x Weekly*	*$*	*9.95 per home per month*
•	*4/1/25-10/31/25*	*Robo Can*	*1x Weekly*	*$*	*9.75 per home per month*
			TOTAL Year 1	*$*	*191,868.00*
•	*11/1/25-10/31/26*	*Robo Can*	*1x Weekly*	*$*	*10.05 per home per month*
			TOTAL Year 2	*$*	*196,095.60*
•	*11/1/26-10/31/27*	*Robo Can*	*1x Weekly*	*$*	*10.35 per home per month*
			TOTAL Year 3	*$*	*201,949.20*

• 11/1/27-10/31/28 month	Robo Can	1x Weekly	$	10.70 per home per
		TOTAL Year 4	$	208,778.40
• 11/1/28-10/31/29 month	Robo Can	1x Weekly	$	11.05 per home per
		TOTAL Year 5	$	215,607.60

(Years 2,3 - 3.0% appx increase)
(Years 4,5 - 3.3% appx increase)

Truck Lease	$	1,485.00 per month
TOTAL ANNUALLY	$	17,820.00

The agreement also includes 2x annual community wide bulk pick up at no additional charge.

The source of these funds will be provided by the Operating Budget.

2. Approve Proposal from Down to Earth for Lawn & Snow Services 2024-2025

This agreement with Down to Earth Landscaping is for Lawn Services for a one (1) year term as follows:

Year One (2025)	On Service Home	$	477.00 per home per season
	Common Areas	$	19,750.00 per season

This agreement with Down to Earth Landscaping is for Snow Clearing Services for a one (1) year term as follows:

Year One (2024-2025)	* Driveways/Service Walks	Per in range	$ 23.75	- $	40.40
	** Roadways	Per in range	$ 6.09	- $	18.10
	*** Aprons	Per in range	$ 8.50	- $	19.80

*	Each inch over 15"	$	2.10 per
**	Each inch over 15"	$	1.20 per
***	Each inch over 15"	$	1.80 per

Eg.	4 inch accum –	Driveways/Service walks – 1400 (appx # on svce)	$	33,250.00
		Aprons – 1626	$	13,821.00
		Roadways – 1626	$	9,902.34
		TOTAL	$	56,973.34

All pricing does not include sales tax.

The source of the driveway/service walk funds will be provided by the Lawn & Snow Budget.
The source of the apron and roadway funds will be provided by the Operating Budget.