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
JANUARY 12, 2022

I. CALL TO ORDER 7:00 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. GUEST(s)

V. REVIEW/APPROVAL OF MINUTES
1. December 8, 2021

VI. TREASURER'S REPORT
1. Statement of Cash Flow 1/12/22

VII. PRESIDENT'S REPORT

VIII. MANAGERS' REPORT

IX. MOTIONS
1. Approval of the Proposal from Hueston McNulty PC For General Counsel Legal Services
2. Acceptance of the Final Audit as Submitted by Mohel, Elliott, Bauer & Gass CPA for the FYE 9/30/21
3. Adoption of the Resolution Entitled "Adopting Regulations on Service and Emotional Support Animals"
4. Approval of the Revised Proposal from Down To Earth for Lawn/Snow for the 2021-2024 Seasons

X. COMMITTEE REPORTS

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. ADJOURNMENT

XIV. OPEN FORUM

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STATEMENT OF CASH FLOW

JANUARY 12, 2022

BILLS PRESENTED FOR PAYMENT ARE:

Operating	$	364,355.02	* Included in Total		
			Dec Rsve Contrib	$	68,292.00
			FYE 9/30/21 Audit	$	11,075.00
			Insur-Pckge 2 of 9	$	11,176.00
			Dec-Jan Cable	$	61,606.32
			Dec-Jan Trash	$	27,738.89
Reserves	$	-0-	* Included in Total	$	-0-
Lawn & Snow	$	66,593.00	* Included in Total		
			Nov Lawn	$	66,593.60

BALANCES AS OF January 10, 2022

			CD's - RESERVES			
Operating	$	795,664.38	$	240,000.00	0.100 %	2/22
Reserves	$	2,121,096.89	$	200,000.00	0.100%	3/22
Lawn & Snow	$	301,098.45	$	200,000.00	0.025 %	6/22
			$	100,000.00	0.050 %	2/22

*Invoices of $ 10,000. 00 or more

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BOARD OF TRUSTEES
OPEN MEETING
JANUARY 12, 2022
MOTION DETAILS

1. Approval of the Proposal from Hueston McNulty PC for General Counsel Legal Services

Retainer services include Counsel's attendance either virtually or in-person at six (6) regular meetings or work sessions of the Board and attendance at the Community's Annual Meeting. The retainer also includes unlimited telephone and e mail consultations with Board members and the Manager.

The cost for the retainer is $ 7,500. Annually.

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

2. Acceptance of the Final Audit as Submitted by Mohel, Elliott, Bauer & Gass CPA for the FYE 9/30/21

Copies of the Final Audit are available at the Association Office's Docu-Tree as well as for download from the Association's website at www.leisureknoll.net.

3. Adoption of the Resolution Entitled "Adopting Regulations on Service and Emotional Support Animals"

The purpose of this Resolution is to set clear and concise rules and regulations for members who need the assistance of a service or emotional support animal. It will provide a fair method for all those who wish to acquire and harbor such an animal while taking into consideration the peace and comfort of other members and the parameters within which that will be achieved.

The complete Resolution will be available in printed format at the Association Office and also will be printed in its entirety in an upcoming issue of the Knoll News. It is also available for download from the website at www.leisureknoll.net.

4. Approval of the Revised Proposal from Down to Earth for Lawn/Snow for the 2021-2024 Seasons

The original approval of the proposal from Down to Earth for Lawn/Snow for the 2021-2024 seasons was approved at the Board of Trustees Open Meeting of August 11, 2021. That original proposal included 0% increases for Years One (1) and Two (2) and a 3% increase for Year Three (3) for lawn maintenance (both on-service homes and common areas) and a 5% increase for Year One (1) and 0% increases for Years Two (2) and Three (3) for snow clearing (both on-service homes and common areas).

Subsequently, Down to Earth approached the Board and asked them to reconsider the cost terms of the contracts due to unanticipated increasing labor, insurance and other related costs. After much discussion, the cost terms were modified to include 0% increases for Year One (1,) a 3% increase for Year Two (2) and a 3% increase for Year Three (3) for lawn maintenance (both on-service homes and common areas) and a 0% increase for Year One (1) (for on-service homes), a 10% increase for Year One (1) (for common areas), and 0% increases for Years Two (2) and Three (3) for snow clearing (both on-service homes and common areas).

LAWN

Year One (2022)	On Service Home	$ 449.00 per season (0% incr)
	Common Areas	$ 18,600.00 per season (0% incr)
Year Two (2023)	On Service Home	$ 462.47 per season (appx 3% incr)
	Common Areas	$ 19,158.00 per season (appx 3% incr)
Year Three (2024)	On Service Home	$ 476.34 per season (appx 3% incr)
	Common Areas	$ 19,733.00 per season (appx 3% incr)

SNOW

Year One (2021-2022)	*Driveways/Service Walks	Per in range $ 17.85 - $ 36.75 (0% incr)
	Aprons	Per in range $ 8.10 - $ 19.80 (appx 10% incr)
	**Roadways	Per in range $ 5.80 - $ 3.85 (appx 10% incr)
Year Two (2022-2023)	Driveways/Service Walks	Per in range $ 19.65 - $ 40.40 (appx 10% incr)
	Aprons	Per in range $ 8.10 - $ 19.80 (0% incr)
	**Roadways	Per in range $ 5.25 - $ 9.45 (0% incr)
Year Three (2023-2024)	*Driveways/Service Walks	Per in range $ 19.65 - $ 40.40 (0% incr)
	Aprons	Per in range $ 8.10 - $ 19.80 (0% incr)
	**Roadways	Per in range $ 5.25 - $ 9.45 (0% incr)

*	Each inch over 15"	$ 4.50 per	Year One
		$ 4.95 per	Years Two & Three
**	Each inch over 12"	$ 3.85 per	Years One & Two & Three

All pricing does not include sales tax.