Following is a compendium of Board Minutes from 1.26.18 – 2.23.18
Leisure Glen Homeowners Association, Inc.
COMMUNITY MINUTES
BOARD MEETING
January 26, 2018
Minutes

Board Members: Peggy Ney, Mike Abbate, Joe Anterio, Elaine O’Keefe, Ed Marczak, Joe Jareck, Paul Desjardins
Attending Mgrs.: Glenn Helmett (OM), Lucia Elser (AM), Debbie D’Amato (RM)
The meeting opened at 9:00 a.m. with Peggy Ney presiding.

Calendar:
January 26th: 9:00 a.m. Board Meeting
January 30th: 9:00 a.m. Budget & Finance Meeting
February 2nd: 9:00 a.m. Board Meeting
February 8th: 10:00 a.m. Ad Hoc Clubhouse Enhancement Committee
February 9th: 9:00 a.m. Board Meeting

The Board Minutes dated January 19, 2018 were accepted

Operations Manager:
• 61 circuit breakers were installed in the alarm panel at the Clubhouse.
• The electrician installed the extra outlets in the event heaters are needed.
• The carpets in the Clubhouse have been cleaned and Scotch Guarded.
• The vendor changed a couple of valves in the Clubhouse; they will need to come back to change the electronic valve.
• Suffolk County Water Authority has been in several times to flush and repair the fire hydrant that is leaking between 262 – 264 Glen Drive. As of today, the hydrant is still leaking, and the water authority has been contacted.
• 477 Leisure Drive is being re-roofed today.

Administrative Manager:
• 13 sales to date, 9 homes are listed (3 vacant), 2 homes are in contract, and there is 1 scheduled closing.
• “Application of Ice Melt on Residential Walkways & Driveways Policy & Procedure” and “Snow Removal Procedure” will be distributed on Wednesday, January 31, 2018 by Block Captains.
• Board Members reviewed and approved the new item specific cover and application pages for:
  ✓ Miscellaneous
  ✓ Party Fence
  ✓ Privacy Fence
  ✓ Patios
  ✓ Path Lighting
  ✓ Re-siding

Board Members voted 7 in favor to approve the revised Architectural Review Committee applications with the Board changes.
• Board Members selected some committees for 2018 dates re: “Schedule for Committees Recognized by Board of Directors” posted in the Gazette.

Recreation Manager:
• Debbie will coordinate with National Grid to have them come in to address residents re: REAP & HEAP sometime in March.

Old Business:
• Board Members reviewed the Welcome Committee roster and the Election Committee roster. Board Members discussed possibly discontinuing the Welcome Committee. The new resident “Orientation Meeting” covers most of the same information that the “Welcome Committee” would cover; any additional Club or Committee information can be given to the new residents at the Orientation Meeting. Board Members discussed giving the new residents a “Welcome Basket/Gift” at the Orientation Meeting or at the New Resident Welcome Reception; Board Members discussed some suggestions for a welcome gift i.e. a mug with the Leisure Glen logo, a bottle of wine, etc. Board Members voted in favor to discontinue the Welcome Committee. Joe Jareck will inform the Welcome Committee of the Board’s decision.
• Peggy Ney and Lucia called Grace Hokanson re: her resignation from the Welcome Committee and the Election Committee, and thanked her for all her years of service. Board Members discussed meeting with members of the committee to see if anyone is interested in the chairperson position. Peggy Ney, Joe Anterio, and Elaine O’Keefe will meet with committee members on February 1, 2018 at 9:30 a.m.
• Peggy Ney will craft a letter to Ms. Hokanson thanking her for all her hard work.

New Business:
• House Rule #8 – Requirements for Board of Director Candidates: Board Members reviewed the “original” House Rule #8 and the revised House Rule #8. **Board Members voted 7 in favor to approve House Rule #8 with Board revisions.**
• Board Members approved installing a locked mailbox on the outside of the Administration building for residents to drop off their Maintenance Payments when the HOA office is closed.
  ✓ Paul Desjardins (Treasurer) has suggested a method to have the residents who pay their Maintenance Payment with the Bill-Pay method to send the payment directly to a special HOA checking account number for Bill-Pay reception only at Bridgehampton National Bank. This method will by-pass the LOCKBOX method and all charges incurred with using it. Peggy Ney will include this information in the President’s Corner for residents who are uncomfortable or if they have not signed up for the ACH Payment Method, and want to use Bill-Pay now that we have made it possible for their Bill-Pay to come directly to a special HOA account instead of going to the LOCKBOX. A form will be made available for residents to make this change in the HOA Office. Liliana (Accounting Supervisor) will check the account every day and transfer the funds into the Operating Account. Liliana will contact residents using the LOCKBOX Maintenance Payment method to inform them of all their options. Board Members discussed that by next fall the LOCKBOX should be discontinued.
• Plans Committee Preliminary findings on the furniture: No report at this time, Fred Finter (Committee Chairperson) will be invited to make a presentation on the Plans Committee report to Board Members on Friday, February 2, 2018.
• Board Members discussed “Chain of Command – Board of Directors”: Offering Plan page 118 10126 PC 323 Article IX Officers: Section 5 - The President, Section 6 - The Vice President, and Section 7 – The Secretary.
• A new state of the art, stand-alone, single function PC was procured for the Gatehouse. The computer was installed on February 1, 2018. The migration of the MKS software to the new computer at the Gatehouse will be done by MKS with assistance from our current IT provider.

**BOARD MEETING**
**February 2, 2018**
**Minutes**

Board Members: Peggy Ney, Joe Anterio, Elaine O'Keefe, Joe Jareck, Paul Desjardins
Attending Mgrs.: Glenn Helmett (OM), Lucia Elser (AM), Debbie D’Amato (RM)
The meeting opened at 9:00 a.m. with Peggy Ney presiding.

**Calendar:**
February 2nd: 9:00 a.m. Board Meeting
February 8th: 10:00 a.m. Ad Hoc Clubhouse Enhancement Committee
February 9th: 9:00 a.m. Board Meeting
  10:00 a.m. Fred Finter/Plans Committee
February 16th: 9:00 a.m. Board Meeting
February 22nd: 9:00 a.m. Tri-Community Meeting (Leisure Glen Clubhouse)

**The Board Minutes dated January 26, 2018 were accepted**

Operations Manager:
• Suffolk County Water Authority replaced the fire hydrant that was leaking between 262 and 264 Glen Drive.
• There were no problems with the snow removal for the January 30, 2018 snowstorm; Glenn informed Board Members that everything went “smoothly”.
• Board Members discussed green and red lights on the Entrance and Exit Gates. Glenn will procure “Exit” signs to post at the end of the driveway and Randall Road.

Administrative Manager:
• 13 sales to date, 10 homes are listed (4 vacant), and 2 homes are in contract.
• Board Members reviewed and approved “Parking in the Community”, and “Join Now” (The Architectural Review Committee is seeking dedicated volunteers) flyers that will be distributed by Block Captains on February 28, 2018.
Recreation Manager:
- The fitness equipment company came in on Wednesday, January 31, 2018 to fix the incumbent bike; they disconnected the program set up on the arms, so the bike can be programmed on the display only. Two plates were replaced on the Universal Machine with steel plates.
- Debbie informed Board Members that at Bingo on Monday, January 29, 2018 the microphone was not working; all the knobs on the amplifier were touched, and the projector was left on. Board Members reviewed specs on “Raxxess Locking Rack Security Cover 2 Space”. **Board Members voted 5 yes, 2 absent to approved purchasing the Raxxess Locking Rack Security Cover 2 Space.** A hole will be drilled in the plexi glass to allow access to the one knob that would require adjustment.

Old Business:
- Election Committee: Peggy Ney, Joe Anterio, Elaine O’Keefe, and Lucia met on Thursday, February 1, 2018 with some Election Committee Members. All members agreed that they will work the election in the same capacity that they had done in the past.
- Welcome Committee: Joe Jareck (Board Liaison) contacted Carl Schmidt and informed him that the committee was being discontinued. Carl has supplies leftover from making the welcome baskets. Board Members discussed possibly giving a basket out at the Welcome Party or at the new resident Orientation. Joe Jareck will bring the leftover material to the HOA Office.
- February 22, 2018 9:00 a.m. Tri-Community Meeting at Leisure Glen (Clubhouse): Lucia will contact Leisure Village and Leisure Knoll for their agenda items; Board Members should send their submissions for the agenda to Peggy Ney or Lucia by 2/12/18.

New Business:
- Peggy Ney crafted a Rental Amendment Reminder Letter to send to homeowners re: Rental Amendment – passed 10/26/13 and put in to effect on 3/12/14: Maximum of 5 years total rental time per dwelling. The date of enactment of this amendment will be March 12, 2019. Peggy Ney sent the letter to our attorneys for review.

**BOARD MEETING**  
**February 9, 2018**  
**Minutes**

Board Members: Peggy Ney, Joe Anterio, Elaine O’Keefe, Paul Desjardins, Ed Marczak  
Attending Mgrs.: Glenn Helmett (OM), Lucia Elser (AM), Debbie D’Amato (RM)  
The meeting opened at 9:00 a.m. with Peggy Ney presiding.

**Calendar:**
- February 9th: 9:00 a.m. Board Meeting  
  10:00 a.m. Fred Finter/Plans Committee  
- February 16th: 9:00 a.m. Board Meeting  
- February 22nd: 9:00 a.m. Tri-Community Meeting (Leisure Glen Clubhouse)  
- February 23rd: 9:00 a.m. Board Meeting  
- February 27th: 9:00 a.m. Budget & Finance Meeting  
  10:00 a.m. Fred Finter/Plans Committee re: card tables and chairs for the Large Card Room.

**The Board Minutes dated February 2, 2018 were accepted**

**Operations Manager:**
- The “Entrance” and “Exit” signs are ordered for the end of the driveway and Randall Road.  
- There is a leak in the Clubhouse over Debbie’s desk; the roofer will come in to change some of the pipe flanges in the valley to alleviate the leaking.

**Administrative Manager:**
- 13 sales to date, 11 homes are listed (4 vacant), 3 homes are in contract, and there are 2 scheduled closings.  
- Board Members approved the “Thank You” to the Plans Committee that will be submitted for the March 2018 Gazette.  
- **Board Members voted 5 in favor, 2 absent to approve the item specific cover pages and applications for: Skylights, Storm & Screen Doors, and Solar Tube Lighting with Board revisions.**

**Recreation Manager:**
- National Grid Meeting will be held on Friday, March 9, 2018 at 1:00 p.m. in the Clubhouse Auditorium to present to residents the HEAT Program. A flyer will be posted in the Gazette, LGTV, and the LG website to inform residents.  
- Easter Egg Hunt for resident’s grandchildren will be held on March 24, 2018 (no rain date). There will be a flyer in the Gazette, and the Gazette will help with the refreshments.  
- The next REC Council Meeting will be held on March 1, 2018 at 9:30 a.m.
Old Business:
- The Election Committee members will continue to oversee the upcoming Board of Directors election with the help of our Administrative Manager, Lucia.

New Business:
- Board Members agreed to sign Leisure Glen HOA to a letter to: The Honorable Andrew Cuomo (Governor, State of New York), The Honorable Kenneth P. LaValle (New York State Senator), and The Honorable Steven Englebright (New York State Assemblyman) re: to preserve land, protect water and promote renewable energy through legislative and budget initiatives associated with Long Island’s environment. (DONE)
- Pool Committee: Sandy Neff stepped down as Chairperson of the Pool Committee; Diane Carlson informed Joe Anterio (Board Liaison) that she will take over as Chairperson. The current committee members are: Dorothy Scheitel, Pat Gould, Joseph Lieberman, Charles Mollica, and Barbara McHugh.
- The Wood Shop has been asked to see if it would be possible to install a locked collection box in the second window by Debbie’s office. Ken Gunnerson was asked if he could put a mail slot through the hollow door (with a sleeve) and attach a box to the back of the door, cut a hole for the envelopes to go through so the box would be able to be locked on the office side. Board Members reviewed a sample picture of a locked box that Ken provided to Ed Marczak.
- Glenn will install a Maintenance Payment collection mailbox adjacent to the front door.
- Peggy Ney will put in the March 2018 “President’s Corner” that there is a special account set up for residents who want to use the Bill-Pay Method; this will also be addressed at the Open Resident Meeting on March 28, 2018.

Board Meeting
February 16, 2018
Minutes

Board Members: Peggy Ney, Joe Anterio, Elaine O’Keefe, Paul Desjardins, Ed Marczak, Joe Jareck
Attending Mgrs.: Glenn Helmett (OM), Lucia Elser (AM), Debbie D’Amato (RM)
The meeting opened at 9:00 a.m. with Peggy Ney presiding.

Calendar:
February 16th:
February 22nd:
February 23rd:
February 27th:
March 1st:
March 2nd:

The Board Minutes dated February 9, 2018 were accepted

Operations Manager:
- 402 Leisure Drive was re-roofed on February 12, 2018. On February 13, 2018 at 18 and 19 Kismet Court the back half of the roofs were replaced. There are still a few other dwellings with roof leaks that will need to be addressed.
- Glenn received the “Exit” and “Enter” gate signs that will be located at the end of the driveway and Randall Road.
- The Engineer was in on Wednesday, February 14, 2018 to examine the retaining walls in the community. The engineer informed Glenn that in Brookhaven Town the use of “timber” railroad ties is prohibited; retaining walls will have to be replaced with stone block. Board Members discussed that it is their fiduciary responsibility to maintain a consistent and harmonious appearance of the community, and decided that when a retaining wall is replaced/constructed, it will be required that the wall will have to be replaced with the same color and stone block that is used by the HOA.

Administrative Manager:
- 14 sales to date, 10 homes are listed (3 vacant), and 2 homes are in contract.
- Board Members approved the item specific Architectural Review Committee cover pages and applications for: Walkway and Antenna & Satellite dish with Board revisions.
- Board Members approved the purchase of a desk chair for the front desk area in the HOA Office. Lucia will see if she can procure a sample chair.
- PSEG Long Island will hold an Energy Efficiency Conference 2018 on Wednesday, March 14, 2018 – 7:30 a.m. – 4:00 p.m. at the Hilton Long Island in Huntington.
- Board Members reviewed the February 22, 2018 Tri-Community Meeting (Leisure Glen Clubhouse Auditorium) agenda.
- Bad Debt Follow-ups.
Recreation Manager:
- Debbie will schedule a date for Mr. Glen Arcuri, Assistant Superintendent for Finance & Operations, of the Shoreham-Wading River Central School District to present the 2018-2019 School Budget to the Leisure Glen community.
- The Billiard table company informed Debbie that a billiard insert to place in/on top of the pool table would compromise the pool tables.
- Easter Egg Hunt for resident’s grandchildren will be held on March 24, 2018 (no rain date). A notice will go out in the Gazette. Debbie will cancel the event if she has less than 10 families attending.

Old Business:
- Board Members voted 6 in favor, 1 absent to present new residents with a "Welcome Gift" of a stylus pen engraved with the Leisure Glen logo at the Orientation Meeting.
- Glenn will install the "Mail Slot" for Debbie’s window; the sign for the mail slot will be changeable to reflect the collection information.
- Glenn will install a Maintenance Payment collection mailbox adjacent to the front door of the HOA Office.
- Board Members agreed to include the Library Service Group and the Block Captains Service Group on the list to be recognized in the Gazette.

New Business:
- Board Members amended the Architectural Review Committee "Window" application re: Only in the kitchen of a Quincy model home, can the windows be changed from the existing window to a casement window with grids only.

February 23, 2018 Board Meeting Cancelled.