

**Lake Jeanette Association, Inc.**

**Board of Directors Meeting  
Thursday, July 29, 2021**

**Minutes**

**PRESENT:** Dixon Johnston, President; Robin Stiles, Vice President; Tom Weiss, Treasurer; Jory Marino, Secretary; Jim Blakeley, Member at Large; Deborah Roskelly, President  
Roskelly Management Associates LLC.

**CALL TO ORDER:** 8:09 am

**OLD BUSINESS:**

**1. Property and Operations Management Contract:** As noted in the May 17, 2021 Minutes of the Board of Directors, Deborah Roskelly announced her retirement at the end of the 2021 contract year. Deborah also shared that she will work with the Board to establish a due diligence process and timeline and transition a new contractor into this position. Refer to the attached documents:

- Search Committee Minutes dated June 30 – July 23, 2021,
- Scope of Work for Property and Operations Management Contract,
- Board’s email announcement to the membership re Deborah Roskelly’s retirement,
- Due Diligence Time Line, and
- Scoring Matrix

**Motion:** Jory Marino made a motion to approve the Search Committee minutes and accompanying documents that include the Committee’s selection of Slatter Management as the incoming Property & Operations Management Contractor.

**Second by:** Tom Weiss

**Discussion:** Robin Stiles requested that the Board go into Executive Session. Jory Marino agreed to table his motion until Executive Session was completed.

**Vote:** Tabled

**Motion:** Robin Stiles made a motion to enter Executive Session.

**Second by:** Jim Blakeley

**Vote:** Unanimous

**Motion:** Jory Marino made a motion to end Executive Session and revisit the tabled motion to approve the Search Committee minutes and accompanying documents that include the Committee’s selection of Slatter Management as the incoming Property & Operations Management Contractor.

**Second by:** Tom Weiss

**Vote:** Majority vote carried. Robin Stiles abstained.

**NEW BUSINESS:**

- 1. Update on Collection of July 1, 2021 Invoices:** In early June, two boxes of invoices (1,165 total) for the second half of the year's dues were hand delivered to the US Postal Services for delivery to the membership. Six hundred members did not receive their invoice; consequently, a second invoice was mailed on June 12, 2021 to those six hundred members. As of July 28<sup>th</sup>, 165 member accounts remain outstanding. Aprio reports that they continue to receive payments daily. Late fees will not be assessed until August 6, 2021 for invoice due on July 1, 2021.
  
- 2. Buffer Zone Violations:** Two buffer zone violations involving the removal of trees in Zones 1 & 2 and removing limbs from trees in Zones 1 & 2 are being assessed for replanting the buffer. One violation is in the Village of Cape May and one in Northern Shores Estates.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:25 am.

Minutes Respectfully Submitted by,

Deborah Roskelly, President Roskelly Management Associates LLC

Approved by Jory Marino, Secretary on 7/30/2021

Approved by Board of Directors on 8/23/21 for posting on the Association's website.