



FERNBROOKE HOMEOWNERS' ASSOCIATION

MONTHLY Board of Trustees Meeting - MINUTES

Wednesday, July 8, 2026

Convene Meeting

Start Time:

Welcome and Call to Order: John Caruso

Roll Call

John Caruso, President/Treasure	Present
Steve Arasanyin, Vice President	Absent
Nancy Bivins, Secretary	Present
Pam Korzun, Trustee	Present
Jennifer Cassise, CPM Comm. Mgr	Present

Board Secretary Replacement Discussion

- Introduction of Nancy Wilkerson
- Reviewed Secretary responsibilities (Nancy)
- Appointment of new Board Member to occur at 7/22 Quarterly Meeting (early start time of 6:45)

Financial Reporting (Jennifer)

Financial Assets Report as of *June 30, 2026*

- Operating Account: \$ 1,498.75
- Reserve Account: \$ 165,414.31

- **Operating Reserve Account: \$ 9,662.47**

Outstanding Payments Report (Jennifer)

- **Past balances: \$ 13,206.87**
- **With Attorney:**
 - 13 Mayfaire
 - 39 Fernbrooke
 - 44 Mayfaire (ready to go to Attorney)

ARC Committee Reporting (John)

Applications:

- **Request Received (YTD 2026): 31**
- **Total: 41**
- **Open: 14**
- **Pending:**
- **Completed/Closed: 25**
- **Denied/Not Approved: 1**
- **Rescinded: 1**
- **Carryover 2025: 10**

Compliance Issues:

- **12 Fernbrooke:**
 - **Large stones garden**
 - **Courtesy notice for loud music , next verified violation will result a fine**
 - No ARB application for cut trees around transformer
 - Landscaping stone size in too large and piled behind transformer (PSE&G to be notified)
- **41 Mayfaire street tree status**
 - ARB submitted to remove crepe myrtle tree - no ARB submitted for planting replacement - notification email sent
- **39 Fernbrooke - Grass planting - notification to be sent - must be replanted by September or fined**
- **15 Mayfaire - Tree removal under contract status**

Community & Township Business

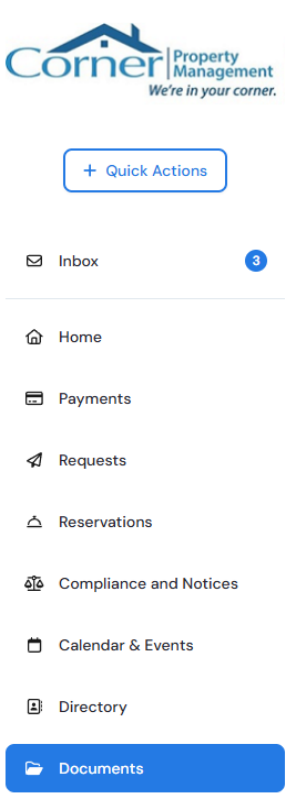
- **Community**
- **Township**

OLD Business

- **Exhibit-C Bylaws Status (Jennifer) - still waiting for word from Attorney when registered with the County - Jennifer to provide date the Bylaws were submitted by Attorney**
- **Quote Trident grate(Jennifer) - No word from Vendor - cannot locate a ready made grate to fit - may need to retro fit**
- **Tree removal berm (Jennifer) - tree removed on June 11th**
- **A&M contracts (John) - Working with Mike**
- **Landscape Maintenance**
 - Small dead bushes (John): working with A&M
 - Destroyed grass on Hancock - Waiting for Township to level ground - HOA target to seed area in the Fall
 - Hole near trees on Hancock - not addressed
- **Spring inspection (John)**
 - **Status**
 - Total violations; 29
 - Complete: 13
 - Open: 16
 - No contact from Homeowner: 8
- **Higher interest from Capital Reserves (Nancy)**
 - Reviewed of Ladder CD proposal
 - Board to determined \$50,000 as initial investment and authorized CPM to begin
 - Will briefly present at Quarterly Meeting as a portion of funds will be invested to achieve higher interest rates.

Communication to Community

- **CPM: (Jennifer)**
 - 6/15/2026 - Spring Inspection Second Notice sent only to Homeowners not in compliance
 - **Monday 7/20 : - Quarterly Meeting Notice and Zoom Link**
- **Volo Messages: (Nancy B)**
 - 6/17/2026 - Spring Inspection Second Notice Update sent
 - 7/6/2026 - Grass cutting during the week of 6/7 suspended due to hot weather and rain
 - **7/22/2026 - Quarterly Meeting reminder, agenda and Zoom link**
- **Newsletter: Next Publication - July13th**
 - **Vantaca (Jennifer):** Confirmed location and names of available financial documents (see below)

	The following Financial reports can be viewed by (1) logging into Vantaca at portal.cp-management.com, (2) selecting Documents, and (3) selecting the appropriate file: ● Financial Management ● Audits ● Budgets: ● Association Financials ● Monthly Financial Statements Note: the financial reports listed in Exhibit-D Bylaws as Disbursement and Cash Activity Reports have been consolidated into one report called Cash Disbursement and is available by contacting CPM.
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New Business

- Buyer, Seller & Realtor Letter
 - 1 Mayfaire will go to settlements week of 7/13 - no record of Realtor, Seller, Buyer Letter sent when property was listed for sale
 - John to notify Board and CPM when home is listed for sale and request CPM distribute BSR letter

Open Discussion

Upcoming Scheduled Meetings

Quarterly Meeting - Wednesday, *July 22, 2026* @ 7:00 pm (Note: the Board will meet at 6:45 PM to appoint Nancy Wilkerson as a new Board Member)

Monthly Meeting - Wednesday, August 12, 2026 @ 6:30 pm

Adjournment

- Motion to adjourn by: Nancy Bivins
- Seconded by: Pam Korzun
- Motion: Passed

Meeting End Time: 7:57 PM