

News from the Harding Green Association Board of Trustees

www.Hardinggreen.org

SEPTEMBER, 2020

BOARD OF TRUSTEES:

President: Michael Chou
Vice President: Richard Bruno
Secretary: Sharon Grenard
Treasurer: John Huston
Trustee: Robin Ward

ALTERNATIVE DISPUTE RESOLUTION COMMITTEE:

Dina Khandalavala
Michael Renzo-Posen
Stan Pietruska
Dan Feuerstein
Joan Vrba
Natalie Zwibel

NEWSLETTER & WEBSITE:

Editor: Michael Chou

CONTRIBUTOR(S):

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HGA WEBSITE
www.hardinggreen.org

PAM ROSANIO
HGA REPRESENTATIVE

USI INSURANCE SERVICES
(732) 349-2100 x85573
(732) 908-5573 (direct)

CALENDAR

HARDING GREEN ASSOCIATION
MEMBERSHIP MEETING

*Meeting will be September 30th online.
Zoom info listed in announcements.*

RECYCLING

Tuesdays 10/13, 10/27
Commingled aluminum and steel
cans, plastic (#s 1 and 2), and glass
commingled newspapers, magazines,
junk mail and other recyclable paper

HARDING TOWNSHIP
RECYCLING CENTER

HOURS: 7-12 every Wednesday,
and 9-12 on Saturdays.

Announcements

Harding Green Paving Schedule -- WEATHER PERMITTING (changes will be updated via email to affected cul-de-sacs. Cul-de-sacs Tues 9/29 **Poplar Lane**, Wed 9/30 **Ash & Cedar**, Thurs 10/1 **Walnut & Birch**, Fri 10/2 **Hemlock**. **Please note that all cars must be removed before 7:00AM. Prep work will begin. Please try to do evening prior. Residents should not use their garages because the car could be trapped there while the roadway sets. Garbage can be left out normally as actual paving will begin at 9am.** Asphalt needs time to harden and cars cannot return for 24-48 hours after paving or until the cones blocking the lane are remove. Parking or driving on it prematurely will damage the surface. Cars can be parked at: the pool, other lane's guest parking or along Harding Green Drive. Harding Green Drive will be paved: Tues-Wed-Thru of the week ending 10-10.

A test email will be sent out Tuesday 9/29 for those that filled out and submitted emails for the directory. Please expect a follow up email to be sent from our regular account to confirm . We will complete the transition of our email distribution system by November.

Open Board Meeting details on September 30th will be held on Zoom virtually. Zoom Meeting Meeting ID: 813 2688 4802 Passcode: 520407

Please see attached for our Annual Draft Budget and Candidates for the Board.

Community Maintenance Activities

Harmony tree has been aerating and seeding all the front lawns in the community. Please take the time to water these areas for at least 20 minutes per day to promote growth of the new seeding.

The milling of all roadways that will be paved has been completed. The paving on the courtyards will start at 9am on Tuesday morning, September 29th. We expect the paving to take 3 days. You will receive another notice explaining which cul-da-sacs will be paved on each of these days. The day your courtyard is to be paved you need to move your vehicle out onto the main road for 24-48 hours or until the cones blocking your courtyard are removed. You will not be able to get out of your driveway after they start paving for 24 hours so it is critical that you move your car prior to the paving of your courtyard. This is a temporary inconvenience but will be well worth it at the end of the project. The main road is scheduled to be paved the following Tuesday and Wednesday. During this time there will always be one lane open.

The pond fountain in the pond has been installed. We are hoping with the cooler weather we will be able to run it until late fall. We expect to have a much better season and an earlier start on the algae next spring.

The new tennis court is completed and we have received many compliments and it has been getting a lot of use. It now offers picket ball, tennis and basketball.

We are still waiting on JCP&L to make repairs to the lighting on the main road. We are very pleased with the new lighting that was installed.

Notices for the annual election and a draft budget will be sent out shortly.

Reminders

Residents are reminded that all work order and service requests **MUST** be directed to Gary McHugh, our property manager. Please when emailing Gary, always cc the hgatrustees@yahoo.com email address. All external work to the community must be approved by the HGA Board before starting work. Personal property modification forms must be approved before work begins. Please visit the HGA website at www.hardinggreen.org or contact Gary for the proper documentation.

Landscaping:

Harmony, our landscaper, shares our concern with our lawns. We understood that the lawns would not improve overnight. It was going to be a two year program. However, the severe temperatures and the lack of rainfall has caused the lawns to go dormant in the sunny areas.

Therefore the following has been done in the spring:

- Clean up of lawns
- Limited tree trimming to allow sun in areas where moss existed
- Physically removed moss
- Aeration of the lawn to promote deep fertilization
- Milling the ground to allow seeds to root
- added top soil to areas where the soil was totally depleted as required
- Heavy seeding

This past week Harmony at no addition expense did the following:

- Aeration of the lawn to promote deep fertilization
- Milling the ground to allow seeds to root
- Added top soil to areas where the soil was totally depleted as required
- Heavy seeding

The following are Harmony's recommendations for unit owners or renters to get the maximum return on the Community's landscaping investment:

- Water twice a day for 30 minutes until germination takes place
- Don't leave sprinkler on too long , You can wash the seed a way
- An inexpensive timer is a great tool. Set it once and forget it

CASH DISBURSEMENTS

Starting Check Date: 8/01/20 Cash Account #: "All"

Ending Check Date: 8/31/20

Check Date	Check #	Vend #	Name	Check Amount	Reference
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Cash account #: 100-000 AAB-Operating

8/04/20	71073	AHN	AT HOME NET	52.95	C005511 TOPS INTEGRATED			
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6024	INV18056	7/03/20	830-000	7/04/20	52.95	C005511 TOPS INTEGRATED
8/04/20	71074	HC	HILBERG CONTRACTING LLC	265.36				
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6014	8193	6/08/20	748-000	7/02/20	95.96	GUTTER CLOG
		6015	8195	6/08/20	710-000	7/02/20	89.00	DOWNSPOUT REPAIR
		6016	8192	6/08/20	748-000	7/02/20	80.40	GUTTER CLEANING
						Totals:	265.36	
8/04/20	71075	HG-CAP	RBC FBO HARDING GREEN CAP. RES	9,057.75	ACCT 7R3-00658			
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6013	080120	8/01/20	910-000	8/01/20	9,057.75	ACCT 7R3-00658
8/04/20	71076	HLPM	HARMONY LANDSCAPING &	6,359.06	LANDSCAPING SERVICES			
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6017	11431	7/01/20	725-000	7/02/20	6,359.06	LANDSCAPING SERVICES
8/04/20	71077	JCP&L	JERSEY CENTRAL POWER & LIGHT	324.13				
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6020	95696043778	7/16/20	610-000	7/17/20	93.33	100006481400-061320-07142
		6021	95696043784	7/16/20	610-000	7/17/20	102.36	100006484693-061320-07142
		6022	95696043787	7/16/20	610-000	7/17/20	125.34	100006486086-061320-07142
		6023	95696043800	7/16/20	610-000	7/17/20	3.10	100006521494-061320-07142
						Totals:	324.13	
8/04/20	71078	NJP	NJ PEST, LLC	346.53	CARPENTER ANTS			
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6018	39766	7/16/20	735-000	7/17/20	346.53	CARPENTER ANTS
8/04/20	71079	PPI	PLASTIC PARTS INTERNATIONAL,IN	21,000.00	DEPOSIT FOR EST JA0411			

CASH DISBURSEMENTS

Starting Check Date: 8/01/20 Cash Account #: "All"

Ending Check Date: 8/31/20

Check Date	Check #	Vend #	Name	Check Amount		Reference		
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6027	070120	7/01/20	333-000	7/02/20	21,000.00	DEPOSIT FOR EST JA0411
8/04/20	71080	PR-PD	PETER RUBINETTI				2,166.60	ACCT#COM004214
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6026	757195	8/01/20	733-000	8/01/20	2,166.60	ACCT#COM004214
8/04/20	71081	SMCMUA	SMCMUA				110.02	790132070000-032520-06242
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6025	70000-062920	6/29/20	615-000	7/02/20	110.02	790132070000-032520-06242
8/04/20	71082	TMC	TAYLOR MANAGEMENT COMPANY				3,808.00	MANAGEMENT FEE
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6012	080120	8/01/20	810-000	8/01/20	3,808.00	MANAGEMENT FEE
8/04/20	71083	TMC	TAYLOR MANAGEMENT COMPANY				7.50	JUNE 2020 POSTAGE
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6019	991299115	7/01/20	830-000	7/02/20	7.50	JUNE 2020 POSTAGE
8/14/20	71084	CBS	CAHILL BUILDING SERVICE LLC				266.56	CLEAN CLUBHOUSE AREA
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6037	40288	8/07/20	750-100	8/07/20	266.56	CLEAN CLUBHOUSE AREA
8/14/20	71085	GREAT	GREAT BLUE INC.				986.28	POND MAINT
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6033	15583	8/01/20	711-000	8/01/20	986.28	POND MAINT
8/14/20	71086	GSGC	GARDEN STATE GUTTER CLEANING				2,295.37	6" ALUMINUM BRONZE GUTTER
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6029	84476	6/08/20	333-000	8/01/20	2,295.37	6" ALUMINUM BRONZE GUTTER
8/14/20	71087	HLPM	HARMONY LANDSCAPING &				6,359.06	5TH OF 10 CYCLE AUGUST 20
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6038	11521	8/07/20	725-000	8/07/20	6,359.06	5TH OF 10 CYCLE AUGUST 20
8/14/20	71088	HW	HILL WALLACK LLP				494.00	GENERAL

CASH DISBURSEMENTS

Starting Check Date: 8/01/20 Cash Account #: "All"

Ending Check Date: 8/31/20

Check Date	Check #	Vend #	Name	Check Amount		Reference		
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6034	561005	7/31/20	820-000	8/01/20	494.00	GENERAL
8/14/20	71089	L&W	L&W ENTERPRISES, LLC				1,900.00	3 TULIP REPAIR SIDING 14
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6035	3008	8/01/20	710-000	8/01/20	1,900.00	3 TULIP REPAIR SIDING 14
8/14/20	71090	MFP	MOUNT FREEDOM PRINTING				160.23	OFFICE SUPPLIES
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6031	23813	7/13/20	830-000	8/01/20	160.23	OFFICE SUPPLIES
8/14/20	71091	NJP	NJ PEST, LLC				3,326.70	BATS & SOFFIT REPLACEMENT
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6030	38727	6/12/20	735-000	8/01/20	3,326.70	BATS & SOFFIT REPLACEMENT
8/14/20	71092	PSE&G	PUBLIC SERVICE ELECTRIC & GAS				27.13	6594159100-062320-072220-
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6032	605903796468	7/24/20	611-000	8/01/20	27.13	6594159100-062320-072220-
8/14/20	71093	VER	VERIZON				163.64	653121781000132-072720-08
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6036	00132-072620	7/26/20	625-000	8/01/20	163.64	653121781000132-072720-08
8/14/20	71094	WL	UHLIG LLC				61.10	50TM00086 STMT
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6039	H025023-IN	7/31/20	830-000	8/01/20	61.10	50TM00086 STMT
8/21/20	71095	CHIMCO	CHIMCO LLC				8,400.00	20 UNITS -CHASE COVER & C
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6043	G-200528B-DP	8/11/20	333-000	8/11/20	8,400.00	20 UNITS -CHASE COVER & C
8/21/20	71096	HTC	HARMONY TREE CARE LLC				7,748.44	
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6041	11555	8/12/20	726-000	8/12/20	1,870.31	LANDSCAPING SVCS
		6042	11554	8/12/20	727-000	8/12/20	5,878.13	STUMP GRINDING SOIL & SEE
							Totals:	7,748.44

CASH DISBURSEMENTS

Starting Check Date: 8/01/20 Cash Account #: "All"

Ending Check Date: 8/31/20

Check Date	Check #	Vend #	Name	Check Amount	Reference
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Cash account #: 100-000 AAB-Operating

8/31/20	71097	KIPCON	KIPCON INC	2,750.00	07/20-PROFESSIONAL SVCS			
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6045	0049936	8/12/20	825-000	8/12/20	2,750.00	07/20-PROFESSIONAL SVCS
8/31/20	71098	PPI	PLASTIC PARTS INTERNATIONAL,IN	18,545.00	2ND PAYMENT FOR TILES SHI			
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6046	081920	8/19/20	710-000	8/19/20	18,545.00	2ND PAYMENT FOR TILES SHI
8/31/20	71099	TMC	TAYLOR MANAGEMENT COMPANY	6.00	07/20-POSTAGE			
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6047	991299637	8/01/20	830-000	8/01/20	6.00	07/20-POSTAGE

Totals: 96,987.41

Cash account #: 104-000 Cash in Capital FISN

8/14/20	3018	(M)HGOPER	HARDING GREEN OPERATING	23,295.37	REIMB-PLASTIC PARTS INTER			
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6040	081420	8/14/20	160-000	8/14/20	23,295.37	REIMB-PLASTIC PARTS INTER
8/24/20	3019	(M)HGOPER	HARDING GREEN OPERATING	88,400.00	DEP TO COVER PAVING & CHA			
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		6044	082420	8/24/20	160-000	8/24/20	88,400.00	DEP TO COVER PAVING & CHA

Totals: 111,695.37

-- End of report --

HARDING GREEN CONDOMINIUM ASSOCIATION INC
BUDGET OF REVENUES AND EXPENSES
OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

Description	2020 EST ACTUAL	2020 BUDGET	2021 BUDGET	2020 EST ACTUAL VS 2020 BUDGET VARIANCE	2021 BUDGET VS 2020 BUDGET VARIANCE
INCOME:					
Maintenance Fees	\$ 612,600	\$ 612,600	\$ 612,600	-	\$ -
Late fees & Fines	1,635	0	0	1,635	0
Legal Fees	564	0	0	564	0
Leasing Fee Income	0	0	0	-	0
Transfer Fee	6,600	7,500	7,500	(900)	0
Municipal Fair Services	8,000	10,000	10,000	(2,000)	0
Total Income	629,399	630,100	630,100	(701)	0
EXPENSES:					
<u>Utilities</u>					
Electric	5,398	6,800	5,700	(1,402)	(1,100)
Gas	901	1,600	1,600	(699)	0
Water	2,947	1,500	2,500	1,447	1,000
Sewer	1,260	2,500	1,500	(1,240)	(1,000)
Telephone	1,897	2,100	2,100	(203)	0
Total Utilities	12,403	14,500	13,400	(2,097)	(1,100)
<u>General Maintenance</u>					
General Maintenance	61,687	60,000	60,000	1,687	0
Electrical Repair	5,000	10,000	2,000	(5,000)	(8,000)
Detention Basin Maint	2,219	1,600	1,600	619	0
Landscaping	63,590	70,000	68,000	(6,410)	(2,000)
Mulching	13,894	7,000	14,000	6,894	7,000
Landscape Enhancements	26,138	21,000	21,000	5,138	0
Tree/Shrub Service	37,218	28,000	35,000	9,218	7,000
Snow Removal	21,093	55,000	55,000	(33,907)	0
Trash Removal	25,999	24,000	26,000	1,999	2,000
Exterminating	21,043	25,000	7,500	(3,957)	(17,500)
Painting	55,738	45,000	50,000	10,738	5,000
Gutter Cleaning	6,752	5,100	6,200	1,652	1,100
Pool Operations	0	23,000	27,000	(23,000)	4,000
Pool Maint & Repairs	3,052	3,000	4,000	52	1,000
Pool Supplies	500	1,000	1,000	(500)	0
Tennis Court Repairs	601	1,200	500	(599)	(700)
Total General Maintenance	344,524	379,900	378,800	(35,376)	(1,100)

HARDING GREEN CONDOMINIUM ASSOCIATION INC
BUDGET OF REVENUES AND EXPENSES
OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

<u>Description</u>	<u>2020 EST ACTUAL</u>	<u>2020 BUDGET</u>	<u>2021 BUDGET</u>	<u>2020 EST ACTUAL VS 2020 BUDGET VARIANCE</u>	<u>2021 BUDGET VS 2020 BUDGET VARIANCE</u>
<u>Administrative</u>					
Management Fees	45,696	45,000	46,000	696	1,000
Audit	3,600	3,600	3,700	-	100
Legal Fees	5,670	2,000	5,000	3,670	3,000
Office Expense	3,469	2,000	3,500	1,469	1,500
Meeting Expense	400	750	750	(350)	0
Insurance	66,189	66,800	66,800	(611)	0
Income Taxes	3,400	2,700	1,000	700	(1,700)
Contingency	0	4,157	2,457	(4,157)	(1,700)
Total Administrative	128,424	127,007	129,207	1,417	2,200
<u>Reserve Funding</u>					
Capital Reserve Contributions	108,513	108,693	108,693	(180)	0
Total Reserve Funding	108,513	108,693	108,693	(180)	0
Total Expenses	593,864	630,100	630,100	(36,236)	0
Current Year Net Income/(loss)	<u><u>\$35,535</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>35,535</u></u>	<u><u>\$0</u></u>

HARDING GREEN CONDOMINIUM ASSOCIATION INC
BUDGET OF REVENUES AND EXPENSES
OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020

FINAL				
Description	2019 EST ACTUAL	2019 BUDGET	2020 BUDGET	BUDGET VARIANCE
INCOME:				
Maintenance Fees	\$ 544,500	\$ 544,500	\$ 612,600	\$ 68,100
Late fees	1,110	0	0	0
Legal Fees	150	0	0	0
Leasing Fee Income	3,400	0	0	0
Transfer Fee	8,745	7,500	7,500	0
Municipal Fair Services	0	10,000	10,000	0
Misc Income	950	0	0	0
	558,855	562,000	630,100	68,100
EXPENSES:				
<u>Utilities</u>				
Electric	6,710	6,000	6,800	800
Gas	1,630	1,600	1,600	0
Water	1,315	1,500	1,500	0
Sewer	1,979	900	2,500	1,600
Telephone	2,056	1,800	2,100	300
	13,689	11,800	14,500	2,700
<u>General Maintenance</u>				
General Maintenance	59,871	40,000	60,000	20,000
Electrical Repair	10,004	15,000	10,000	(5,000)
Detention Basin Maint	1,486	1,900	1,600	(300)
Landscaping	62,313	62,300	70,000	7,700
Mulching	0	7,000	7,000	0
Landscape Enhancements	(1,690)	9,000	21,000	12,000
Tree/Shrub Service	22,012	17,000	28,000	11,000
Snow Removal	52,469	40,000	55,000	15,000
Trash Removal	23,111	26,000	24,000	(2,000)
Exterminating	23,588	11,000	25,000	14,000
Painting	63,429	66,000	45,000	(21,000)
Gutter Cleaning	5,200	5,100	5,100	0
Pool Operations	21,564	24,000	23,000	(1,000)
Pool Maint & Repairs	3,237	3,230	3,000	(230)
Pool Supplies	91	2,000	1,000	(1,000)
Tennis Court Repairs	1,000	1,200	1,200	0
	347,687	330,730	379,900	49,170

HARDING GREEN CONDOMINIUM ASSOCIATION INC
BUDGET OF REVENUES AND EXPENSES
OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020

FINAL

Description	2019 EST ACTUAL	2019 BUDGET	2020 BUDGET	BUDGET VARIANCE
<u>Administrative</u>				
Management Fees	45,000	45,000	45,000	0
Audit	3,500	3,500	3,600	100
Legal Fees	1,542	1,000	2,000	1,000
Office Expense	1,324	2,500	2,000	(500)
Meeting Expense	748	238	750	512
Insurance	65,500	65,500	66,800	1,300
Income Taxes	2,649	1,400	2,700	1,300
Contingency	0	0	4,157	4,157
	<hr/>	<hr/>	<hr/>	<hr/>
Total Administrative	120,263	119,138	127,007	7,869
<u>Reserve Funding</u>				
Capital Reserve Contributions	75,249	100,332	108,693	8,361
	<hr/>	<hr/>	<hr/>	<hr/>
Total Reserve Funding	75,249	100,332	108,693	8,361
Total Expenses	556,888	562,000	630,100	68,100
	<hr/>	<hr/>	<hr/>	<hr/>
Current Year Net Income/(loss)	\$1,967	\$0	\$0	\$0
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

THE HARDING GREEN ASSOCIATION
C/O Taylor Management Company
80 South Jefferson Road, 2nd Floor
Whippany, NJ 07987
(973) 267-9000

CANDIDATE APPLICATION FOR BOARD OF TRUSTEES

Name: _____

Address: _____

Phone: Home _____ Business _____

Why do you want to serve on the Board?

What skills or qualifications do you have that you are willing to contribute to the Board and the Association?

What specific Projects would you like to see initiated or given greater emphasis by the Association?

Please attach a copy of your Resume and return to:

THE HARDING GREEN ASSOCIATION
C/O Taylor Management Company
80 South Jefferson Road, 2nd Floor
Whippany, NJ 07987

THE HARDING GREEN ASSOCIATION
C/O Taylor Management Company
80 South Jefferson Road, 2nd Floor
Whippany, NJ 07987
(973) 267-9000

CANDIDATE APPLICATION FOR BOARD OF TRUSTEES

Name: Elizabeth Pfalzgraf (nee Martinez)

Address: 5 Birch Lane

Phone: Home (917) 596-8490 Business _____

Why do you want to serve on the Board?

I am interested in supporting our community and providing energy and leadership where I can.

What skills or qualifications do you have that you are willing to contribute to the Board and the Association?

I have an MBA from Columbia Business School and a degree in Mathematics from the University of Pennsylvania. Professionally, I am an expert in project management and have been consulting on project and program management to small and large companies for over 30 years, including Fortune 100 firms as well as state, local and federal government agencies.

What specific Projects would you like to see initiated or given greater emphasis by the Association?

I would like the opportunity to support the board and our community in efficiently using our funds and in providing transparency and alignment with our community's priorities.

Please attach a copy of your Resume and return to:

THE HARDING GREEN ASSOCIATION
C/O Taylor Management Company
80 South Jefferson Road, 2nd Floor
Whippany, NJ 07987

Michael H. Chou

Work Experience:

- ~(Jan 2009-Present) *Williams Lea—NY* **Technical Director** New York City, NY
Having Barclays as our main clients, current responsibilities include overseeing technical platforms for various infrastructural, production and design divisions as well as software development for proprietary software.
- ~(Sept 2008-Jan 2009) *Barclays Capital—NY* **Vice President** New York City, NY
Main responsibilities was to PM the migration and integration of CG related content with respective to Barclay's platform
- ~(2006-2008) *Lehman Brothers—NY* **Vice President** New York City, NY
CG's global technology and support. Acted as the bridge between all Lehman IT support teams and CG operations. Responsibilities included: strategic initiatives of development on a global workflow management system to integrate with our global submission form, technical analytics, reporting and integrating of our vendor support team in Mumbai.
- ~(2005-2006) *Lehman Brothers—NY* **CG Senior Technical Analyst** New York City, NY
Global project-based role with responsibilities of analyzing operational and technical analytics of our global operation. Standardization of metrics, platforms, software, hardware and processes across all our regional branches including Chicago, Houston, LA, London, Paris, Frankfurt, Hong Kong, Tokyo. Continued Administrative functions on Web Job Track and became lead Business and Metric Analysts for internal IBD supported systems, LPMS.
- ~(2004-2005) *Lehman Brothers—NY* **Computer Graphics Technical Analyst** New York City, NY
Regional project-based role with responsibilities of analyzing operational and technical analytics. Administrator and project managed our development on our Lehman Workflow tool, Web Job Track. Coordinated online-based Crystal and Access metrics capability. Ad hoc reporting through Rapid SQL and Excel templates.
- ~(2003-2004) *Lehman Brothers—NY* **Computer Graphics Lead Operator** New York City, NY
Took lead of Day and Weekend shift as the Lead Operator on shift. Responsibilities included workflow management, operator support and job trafficking and offsite management.
- ~(2001-2003) *Lehman Brothers—NY* **Computer Graphics Specialist** New York City, NY
Computer Graphics and Presentation Graphics designer and operator for Lehman Brothers. Create presentation, pitch books, multimedia graphics for Investment Pitches and Road-show presentation. Handle and executes firm's Branding styles and initiatives for uniform presentation work throughout the firms. Graphical creation, logo creation, graphs, pamphlets, handouts, slides, photo enhancements and etc using a wide range of layout, graphical, multimedia and presentation software.
- ~(1994-1997) *Computer Service Center* **Computer Technician/Sales** Rochelle Park, NJ
Built/upgraded/maintained/serviced/troubleshoot computers (desktops, towers, workstations, servers). Repair knowledge of Compaq, IBM, Dell, NEC, Packard Bell, and Clones with A+ Certification. On site services rendered when necessary of NYPD and other vendors of the firm. Technical assistance to customers / vendors of company by telephone. Activity participated in building, installing, servicing, and maintaining NT servers as a technician. Professional experiences in sales, projection reports, cost, and service contracting-handled all customer-based software
Main responsibilities was to PM the migration and integration of CG related content with respective to Barclay's platform

Education:

Rutgers State University of New Jersey / School of Management-Newark/New Brunswick
Major: Finance (BS) Minor: Graphic Arts
Computer Science (BS)
Mathematics (BS)

References:

Matthew Jarnich, Senior Vice President
James Lish, Vice President
Theodore Roosevelt, Managing Director
Carol Dewar, Chief Operating Officer,
Barclays
Barclays
Barclays
Cushman & Wakefield

Liz Martinez, MBA, PMP, CSM, SA

Morristown, NJ | 917.596.8490 | emartinez03@gsb.columbia.edu | [Liz Martinez on LinkedIn](#)

STRATEGIST

PARTNER

FACILITATOR

ACHIEVER

COMPETENCIES

Driving Change

- Strategic Planning & Strategy Realization
- Consensus-building across organizations
- Investment Rationalization
- Portfolio Management
- Business & IT Alignment

Building in Resilience

- Effective Governance & Process
- Agile Transformations
- Vendor Management
- Resource Management
- Financial Management

Leadership Development

- Maximizing Team Performance
- Coaching for Results
- Staff Management
- Leadership Coaching
- Peer Partnering

EDUCATION & CERTIFICATIONS

Columbia Business School, MBA
Project Management Professional (PMP)

University of Pennsylvania, BA in Mathematics, Minor in CSE
Certified Scrum Master (CSM) & Certified SAFe 4 Agilist (SA)

EXPERIENCE

ResultWorks, LLC | Philadelphia, PA (remote)

Apr 2020 – present

Senior Consultant

Consulting top 10 pharmaceutical companies in project and program management and organizational change.

- Global programs include implementing a standardized regulatory system and business processes for over 130 countries and 5 therapeutic areas. This multi-year program spans 10 workstreams and impacts over 35 pharmaceutical products in the market, in addition to more than 70 products under development.
- Retire several legacy systems and transition over 7000 users to the new platform via a comprehensive organization change framework. Framework includes: training, communications, and stakeholder management, as well as job description and business process updates globally.

Barnes & Noble Education (BNED) | Basking Ridge, NJ

Jun 2019 – Apr 2020

VP, PMO BNED

Leading first cross-divisional governance initiative for BNED. Goals include:

- Create governance structure and process for all cross-business unit initiatives including:
 - Portfolio management and investment alignment to strategy
 - Program and project management methodologies and tooling, including agile and waterfall.
- Establish a business case for and initiate standardized global support model (process and tools)
- Lead effort to leverage India subsidiary (Loud Cloud) to
 - Rationalize and centralize product support and
 - Create a data warehouse

Gartner | Stamford, CT

Jul 2016 – May 2019

Leadership Partner, Portfolio and Project Management

My expert advice and contextualization of emerging IT and leadership research resulted in the booking and management of \$2.2M in business to coach over 30 PPM leaders in a variety of industries (healthcare, financial services, retail, energy, utilities, state and local governments).

- Accelerate business impact, supporting companies to tangibly realize strategies via effective portfolio management and streamlined governance. Sample results: [Recent LinkedIn Update from Treasury Board Secretariat Workshop](#)
- Mentor PMO Leaders for Fortune 500 clients in a variety of industries (representative clients include: Hilton, Sealed Air, Penn State Health, Aon Affinity, Wegmans, state and federal agencies, etc.). Sample results include:

- Quantified contribution for a state level PMO and saved the department;
- Reduced a client's project initiation phase from 3 months to less than 1 week;
- Accelerated a client's maturity "from 0 to 60" in less than 2 years;
- Increased effectiveness and maturity for several clients resulting in promotions and increased breadth of responsibility and contribution. (15% of client promoted.)
- Co-authored research on: [Recognizing Capex in Agile Projects](#)
- Chaired five exclusive conferences focused on PPM executive networking and peer-based problem solving.

CMK Select | Pine Brook, NJ

Jun 2014 – Jun 2016

PMO Advisory Lead

Advised global life-sciences companies (such as **Novartis** and **Sandoz**) to leverage their PMO and project managers as a competitive advantage with a focus on portfolio management, financial management, supply vs. demand management, and increasing PM collaboration, transparency, and trust. Built marketing and Project Management practices to leverage across the firm.

- Managed headcount and strategic plan for US Biopharma division of a global pharmaceutical firm to create cohesive 10-year resourcing plans aligned with global strategy and launch plans.
- Partnered with marketing, strategy, contracts, rebates, chargebacks and government pricing stakeholders to converge on a single, market-driven solution for timely go-to-market launch.
- Accountable for integration of Research & Development, Technical Operations, and Commercial Operations (over 600 FTE worldwide), positioning the organization for a large, global pharmaceutical acquisition.
- Established and matured US Oncology IT Project Management Office, including clarification of KPIs, streamlining and rationalization of portfolio, and nurturing camaraderie among project managers.

Wyndham Worldwide | Parsippany, NJ

Apr 2013 – May 2014

VP, Program Management Office

Directed PMO governance and portfolio management while providing project management oversight for corporate portfolio (~\$19M capex). I instituted a framework for aligned prioritization and benefits optimization.

- Formed PMO maturation roadmap and reorganized team to align to portfolio focus. The result: clear and direct alignment with senior leadership direction; ability to nimbly change direction based on transparent reporting.
- Structured and led multiple corporate-wide programs including Oracle R12 upgrade across application development, technical architecture, infrastructure, and multiple vendors (IBM, Oracle, Solix). Demonstrated fluency across all IT disciplines.

New York Life | New York, NY

2011 – 2013

Corporate VP, Program Management Office

Owned PMO governance processes and resource management of the centralized Project Management Competency Center (47 FTEs). Under my management, the portfolio spanned five business-unit portfolios and infrastructure-only projects (~\$223M). My initiatives focused on creating simplified and effective governance models for multiple methodologies, architecting PM tool usage and selection, and driving CA Clarity tool adoption and maturation.

- Led collaboration to build "future state vision" for the PMCC, performing gap analysis as basis for implementation roadmap while professionalizing the project management team and processes.
- Restructured governance model, focusing on the basics of clear and transparent status reporting.

McGraw-Hill | New York, NY

2006 – 2011

Director, Enterprise Program Management Office

Directed portfolio management, program management and created a culture of project management excellence. With a \$150M annual governance portfolio, engaged IT leadership across 7 business units to embrace a simplified and common template for governance reporting that focused on the basics: scope, schedule, budget and risk. Businesses included Standard and Poor's, McGraw-Hill Education, Businessweek, Platt's, JD Power and Assoc.

- Establish a common framework of IT governance spanning multiple governance models and positioning the organization for consistent and transparent reporting across 7 disparate business units, spanning multiple SLDCs including Agile, RUP and Waterfall.
- Performed agile coaching for Agile transformation of McGraw-Hill Construction Business Unit.
- Advised off-shoring consolidation program and coordination of globally-sourced, multi-million-dollar initiatives.
- Restructured governance of high-dollar, high-risk, or emerging technology projects.

ADDITIONAL EXPERIENCE

Honeywell International Global LMS Program Manager	2004 – 2006
Rogen International Director of Operations	2003 – 2004
Starlit Consulting, LLC Founder & CEO	1999 – 2003
American Management Systems Principal	1987 – 1998

Harding Green Lawn Update

The Harmony Team is not pleased with the state of the lawn. I understand that some members of the community are concerned. I understand and share their concern.

We started what we indicated is a 3-year recovery process in the Spring. We were clear that the lawn would get worse before it gets better. Despite significant work in the Spring, the brutal heat and lack of rain led lawns to go dormant in many sunny areas. Lawns in the shade did better, but without consistent heavy irrigation (30 to 45 minutes) the new lawns got fried in the heat.

See attached Rutgers weather link stating that...

August joined the chorus of much warmer-than-normal months experienced throughout most of 2020 to date across the Garden State. Six of the eight months have ranked among the top 10 warmest for the 126 years beginning in 1895.

<https://www.njweather.org/summer>

The challenges facing the lawn in the Spring were as follows:

1. Soil chemistry was way off (see detail below)
2. Existing very heavy population of weeds
3. Existing heavy population of moss
4. Heavy shade in areas
5. No irrigation

In the Spring, we executed the following focused on front lawns and certain common lawn areas:

1. Clean up of lawns
2. Limited tree trimming to allow in sun (more of this would help)
3. Physical removal of lots of moss
4. 6 days of lawn aeration

5. Milling the ground in certain areas
6. Removal of substantial rock and other debris
7. Addition of top soil in some of the more distressed areas
8. Heaving seeding

Our proposal for lawn overhaul work started with the following...

The benefits of a Spring implementation include the potential to see some results in 2020. One of the risks of a Spring application, is the potential for damage due to a hot and dry summer.

Harmony cannot be held responsible for the weather issues such as heavy rain washing away seed and soil, dry and/or hot weather drying out seedlings, etc.

Unfortunately, we not only had a hot and dry summer...but we had one of the hottest and driest summers over the past 126 years! Without significant consistent heavy irrigation, such extreme weather burned the lawn we planted and let some more sun exposed lawns to go dormant (brown). Some of this will come back as dormant lawns recover, but we lost a lot.

The dry conditions, dormant areas of lawn and resulting weakening root systems also make properties more susceptible to mechanical damage as we execute weekly maintenance.

Finally, the hot and dry weather has also made it more difficult to treat weeds. We are hoping to make more progress on weeds this Fall as the temperature moderate...and we hopefully get some rain. We will also be very weed treatment focused in the Spring.

Next steps...

While we have not been contracted to do lawn overhaul work this Fall, and this kind of work is not included in the maintenance contract, in the

spirit of service to the community and as an investment in a long-term relationship, we are doing the following with a focus on front lawns and some limited common lawn areas:

1. Aeration – 6 man days
2. Roto-tilling – 4 man days
3. Raking and clean up
4. Limited addition of top soil
5. Seeding. We also use “Penmulch” seed accelerator. This is the blue material you see.

WATERING IS CRITICAL

For this to work, we need either divine intervention (regular light rain) or **HEAVY COMMUNITY INVOLVEMENT WATERING.**

Ideally the grass seed will never be allowed to get dry until it germinates...and then the lawn needs to get watered at least once a day for 30 minutes for a few weeks. Once we start getting regular rain (let's hope) ...we should be fine and not need to water. However, the forecast is for sun shine for the next 10 days. We may get lucky on Friday.... but we need water every day.

Here are some thoughts on watering:

1. Water at least twice a day for 30 to 45 minutes until germination occurs...and you can see the lawn coming in.
2. Do not leave the sprinkler on for too long as the seed can be washed away
3. A timer is very helpful...It remembers to water, waters for the amount of time specified...and does not forget to turn off the hose. It can also be set to water several times a day. If you have a

timer and you set it to water 2 to 3 times a day, you can then just focus on moving around the sprinkler head to hit more areas.

4. Once the lawn is up, water once a day for 30 minutes for a few weeks...when switch to water twice a week for 30 to 45 minutes. If we get a good steady rain at this stage, then no need to water.

Home Depot has times...you can order online if you like. The "DIG" is probably the easiest to use. The Orbit 1 is also a good option. The Melnor 2...is a good option is you want to set up 2 hoses...to water 2 zones.



[DIG Push Button Programmable Hose Thread Watering Timer](#)

Model# BO92A

\$34.67

[Orbit 1-Outlet Hose Faucet Timer](#)

Model# 56619

\$29.97

[Melnor 2-Zone Water Timer](#)

Model# 76100-HD

\$44.97

Appendix

More information on soil chemistry...

The core challenges facing the lawn includes the following:

1. **Soil Acidity** - The PH of the soil is very low. When tested in April, the level was 5.2 vs. the desired range of 6.2 to 6.8. When the PH is low, the roots have difficulty accessing nutrients in the soil. A parallel for humans would be keeping your home at 45 degrees. At that cold temperature, no one will be happy.
2. **Calcium** - The Calcium level is very low (182 vs the desired range of 331 to 444). Just like calcium helps our bones, it helps the grass.
3. **Nitrates** – Low at 7 vs desired range of 10 – 20
4. **Other micro nutrients** – many also very low
5. **Organic Matter** – The organic matter is very low at 4.7% vs. a desired level of over 10%. Organic matter is central to a self-replenishing cycle often referred to the soil food web.
6. **Heavy Existing Population of weeds**
7. **Heavy existing population of moss**

We starting treating soil in the Spring... but soil chemistry and soil health takes time to adjust. This is part of the reason that this is a 3-year project.

By the way, we are testing the chemistry of the soil in shared lawn areas. An individual's front lawn will have different results if the homeowner has been separately treating the lawn.