

**Collings Lakes Civic Association
General Meeting Minutes
Monday, October 5, 2020**

Call to Order

The meeting was called to order by President, Kyle Smith, at 7:02 p.m. He asked all in attendance to join the Board in reciting the *Pledge of Allegiance* to the Flag. It was noted that, due to COVID-19, this meeting was held via Zoom.

Roll Call of Officers & Committee Chairpersons

President Kyle Smith addressed the roll call with the following Board Members being present: Kyle Smith, President; Steve Slimm, Treasurer; Stephen Naegle, 1st Vice President; Diane Rode, Trustee; and Tom Veneziale, 2nd Vice President; April Schauer, Secretary; and Donna Sutts, who arrived a few minutes late.

Reading of Minutes from last meeting

Board Secretary April Schauer read the September 21, 2020 Meeting Minutes. *Near the end of the Minutes, someone entered the Zoom meeting with a number of profanities and the meeting needed to be closed down and restarted. The balance of the September 21, 2020 Minutes were then read.*

Kyle asked if there were any corrections to the Minutes. April stated there she would like to add to the beginning of the Minutes that they were held via Zoom. She also stated that on Page 2 there was a typographical mistake with regard to the amount paid to Lynn Veneziale, which read \$100.00 and should have been \$1,000.00. Lastly, in the President's Report, it was noted that the 2020 taxes were filed and April questioned Kyle whether it was the 2020 or 2019 taxes, to which Kyle stated that it was the 2019 taxes that had been filed. Kyle Smith stated that in his report, where he spoke about the Elections, there was a correction to Amelia's name and that it should be Basso rather than Durham. There being no further corrections, Steve Slimm made a motion to approved the September 21, 2020 Meeting Minutes as corrected, and Tom Veneziale seconded. All were in favor of accepting the Minutes with the corrections.

Dams Update

Beth Grasso from Pennoni Associates was present for a portion of the meeting. She stated that the new design had been submitted to the DEP, and it was confirmed that they had received it. She offered that we were promised a 30-day review, and she plans to follow up tomorrow, October 6, noting that she had sent a follow-up email on October 2, but had not heard back. Beth stated that the previous plans had been submitted just before losing the main spillway, and it was necessary to prepare a re-design; she also stated that the dam design was also submitted at that time. The DEP needed all the details, which took a bit of additional time to submit.

A question was asked about the additional costs, to which Beth stated she is waiting on an estimate from RD Zeuli. Steve Slimm stated that the metal is being made up and welded on dam plates, so there is some behind-the-scene work taking place. Beth stated that they are trying to provide a

quality product for the least amount of money. Steve stated that Zeuli has the latest set of plans and is working with them. Steve also offered that Zeuli does not want to remove any of the existing structure until two weeks before the new material is to be installed in case of a significant rainfall.

A question was asked about the timeline. Kyle stated that once they are on site, it should take three months. Another question asked was whether the second dam would be addressed at the same time. Steve stated that we are trying to obtain financing for that.

Accounts Receivable Report

The Accounts Receivable Report was presented by Tom Veneziale who stated, through September 30, 2020, the account balances are as follows:

Late Fees	\$2,467.74
Legal Fees Collected	\$13,725.46
2020 Special Assessment	\$309.42
New Resident Set-Up Fee	\$450.00
Association Fee	\$771.25
Tier 2 Association Fee	\$1,420.21
Tier 3 Association Fee	\$1,196.36
Tier 1 Association Fee	\$698.55
Tier 1 Dam Fee	\$2,373.87
Tier 2 Dam Fee	\$4,732.58
Tier 3 Dam Fee	\$3,598.42
Other Income:	
Interest Income	<u>\$149.88</u>
TOTAL INCOME	\$31,893.74

Kyle Smith called for a motion to accept the Accounts Receivable Report. April Schauer made a motion to approve the Report, and Steve Slimm seconded. All were in favor.

Treasurer’s Report/ Bills for Approval

Steve Slimm presented the Treasurer’s Report through August 31, 2020. The account balances were as follows:

Checking Account	\$72,901.74
Games of Chance	\$1,880.42
Money Market	\$24,514.22
Dams	<u>\$708,421.62</u>
ACCOUNTS’ TOTAL	\$807,718.00

Steve Slimm stated that the following bills were paid during the month of September 2020:

Hill Wallack	\$,9944.28	Legal Fees
J. Kenneth Harris	\$105.00	Legal Fees
Jimni Cricket	\$6,000.00	Brush Removal (deposit)
	\$11,000.00	Brush Removal (balance due)

Katherine Nodolski	\$8.81	Reimburse for Printing
Lynn Veneziaie	\$1,000.00	
Pennonni Associates	<u>\$579.60</u>	
TOTAL	\$28,637.69	

Steve Slimm also reported that, since January 1, 2020:

- 128 people have been sent to the Collections Attorney;
- 59 people have paid in full and now have closed files;
- 15 people are on payment plans (resulting is approximately \$1,900 per month for about 6 months);
- \$61,633.05 is due to CLCA for outstanding debt;
- \$153,494.49 has been paid out, to date, in legal fees (NOTE: This amount includes new legal fees for 2019 collection people that rolled into 2020); and
- To date, the Collection Attorney has collected \$63,688.16.

Steve offered that by adding a step in our Collection process of notifying the lien holder of the lien, that through September 30, 2020, \$40,568.84 was collected.

With this information being relayed, Kyle Smith called for a motion to accept the Treasurer's Report. April Schauer made the motion and Tom Veneziaie seconded. All present were in favor.

Steve Slimm asked for an expenditure of approximately \$300.00 to upgrade QuickBooks Pro which will allow for 24-hour updates and technical support. Tom Veneziaie seconded the purchase and all present were in favor.

Committee Reports

Dams

Committee Chair, Josh Anderson stated that with recent weather, it was necessary to take two boards out, and the gate is open. He had nothing further to report.

Grounds

Committee Chair Ashley Diguglielmo was unable to attend; however, Kyle Smith stated that Ashley has planned an event for this coming Saturday, October 10, at 11 am for clean-up and First Beach. Steve Slimm has arranged for a dumpster to be dropped off there on Friday and it will be picked up on Monday.

Welcome Committee

Committee Chair Katherine Nodolski stated that she has completed all the current lists and needs a new one. Kyle stated that he recently received an email complimenting Kathryn's efforts.

Fundraising

Committee Chair Diane Rode stated that the Boscov's Friends Helping Friends event will be next week on October 14 and October 15. There is a flyer on Facebook and the website. The code to

use is “CLCA” which will provide our community with 5% back on sales. Diane also stated that she would like to get some of these flyers and Wawa coupons to Kathryn to use for the future.

President’s Report

Kyle Smith touched on several topics that have occurred since the last meeting:

- **Elections:** The Board met with counsel via Zoom regarding the election process. Previous elections followed the community’s Bylaws; however, there is a State guideline, known as the Radburn law, that was updated in May or June of this year that has some mandates that supersede our Bylaws. One of those items has to do with the unexpired term that April Schauer just accepted after Rick Sepe’s resignation. Previously, through our Bylaws, April would have filled that term for amount of time that was remaining; however, under the Radburn law, April fills that term until the next election. Therefore, there are now three nominees for Tier 2: Diane Rode, Nicholas Ninfa, and April Schauer. The person who receives the top number of votes will receive the two-year term, and the next highest vote will have a one-year term. Tiers 1 and 3 are running unopposed; therefore, those individuals can be voted in by acclamation, which is a cost savings to the community as no ballot will need to be sent out to those two tiers. The Board also learned that a letter must be sent out to all those individuals who are not in good standing advising them why they are unable to participate in the vote. Lastly, Kyle stated that he would be preparing something to go into a newsletter in the next day or so and get it to Stephen Naegele for him to send out. Additionally, Kyle stated that return envelopes will be sent out with a return address to the attorney, and once acknowledged for participation, the paralegal assigned will remove the ballots from the envelopes, seal and hold the envelopes in their possession and deliver the ballots to the Ballot Counting Committee who will count the ballots at a Zoom meeting. The dates that were outlined in the September 21, 2020 Meeting Minutes may be slightly off.
- **Legal:** Kyle stated that in the September 2020 paid bills, there were two legal firms paid. This was for a random bill from our former attorney regarding a bankruptcy. The cost was minimal; this attorney has since be notified that we are no longer using his firm and to forward any future CLCA correspondence to our current attorney.
- **Meeting Minutes:** Kyle stated that typically when an Owner would like to speak, it is asked that he or she provide his/her name, but going forward, it was suggested that only their first and last initial be used or “Resident” or “Owner”. Steve Slimm suggested that we also ask the individual to identify his/her tier so that the representative would be aware of the concern; however if the individual is not providing their name, it would be difficult to identify who they were anyway. After a bit of conversation, it was agreed that the Minutes, going forward, would read “Resident” or “Owner”.

Diane Rode questioned if there would be a charge for the paralegal’s time in collecting the returned ballots. Steve Slimm stated that there is quite a bit that our legal firm does *pro bono*. Kyle Smith stated that since our community does not have a management company, which would typically handle this process, that it is better to have the law firm handle it to keep everything above board. It is a small price to pay versus conducting the election process incorrectly.

Communications

None.

Old Business

No Old Business to report.

New Business

No New Business to report.

Trustees' Reports

Steve Slimm – nothing to report

Diane Rode – nothing to report

April Schauer – nothing to report

Donna Sutts – nothing to report

Tom Venezia – nothing to report

Stephen Naegele – nothing to report

Kyle Smith – stated that he will reach out to the Ballot Counting Committee to go over the revised game plan in the very near future.

Open Floor to Members Questions / Comments / Issues.

There were no questions or comments from those in attendance.

Adjournment

The next meeting will take place on Monday, November 2, 2020 at 7 p.m., more than likely via Zoom. There being no further business to discuss, Steve Slimm made a motion to adjourn and Donna Sutts seconded. All were in favor. The meeting was adjourned at 8:06 p.m.

8:16 PM
10/02/20

**Collings Lakes Civic Association
Transaction List by Vendor
September 2020**

Type	Date	Num	Memo	Account	Clr	Split	Amount
HILL WALLACK							
Bill	09/25/2020	1572		ACCOUNTS PAYA...		LEGAL FEES (...)	-9,944.28
Bill Pmt -Check	09/25/2020	1572		TD OPERATING C...		ACCOUNTS P...	-9,944.28
J. KENNETH HARRIS							
Bill	09/16/2020	1570		ACCOUNTS PAYA...		LEGAL FEES (...)	-105.00
Bill Pmt -Check	09/16/2020	1570		TD OPERATING C...		ACCOUNTS P...	-105.00
JIMNI CRICKET							
Bill	09/03/2020	1568		ACCOUNTS PAYA...		DAM BRUSH ...	-6,000.00
Bill Pmt -Check	09/03/2020	1568		TD OPERATING C...	X	ACCOUNTS P...	-6,000.00
Bill	09/09/2020	1569		ACCOUNTS PAYA...		DAM BRUSH ...	-11,000.00
Bill Pmt -Check	09/09/2020	1569		TD OPERATING C...	X	ACCOUNTS P...	-11,000.00
KATHERINE NODOLSKI							
Bill	09/16/2020	1571		ACCOUNTS PAYA...		PRINTING	-8.81
Bill Pmt -Check	09/16/2020	1571		TD OPERATING C...	X	ACCOUNTS P...	-8.81
LYNN VENEZIALE							
Bill	09/01/2020	1566		ACCOUNTS PAYA...		ACCOUNTING...	-1,000.00
Bill Pmt -Check	09/01/2020	1566		TD OPERATING C...	X	ACCOUNTS P...	-1,000.00
PENNONI ASSOCIATES							
Bill	09/01/2020	1567		ACCOUNTS PAYA...		DAM PROJECT	-579.60
Bill Pmt -Check	09/01/2020	1567		TD OPERATING C...	X	ACCOUNTS P...	-579.60

TOTAL = \$ 28,637.69

7:41 PM
10/01/20
Cash Basis

Collings Lakes Civic Association
Profit & Loss
September 2020

	<u>Sep 20</u>
Ordinary Income/Expense	
Income	
LATE FEES	2,467.74
LEGAL FEES COLLECTED	13,725.46
2020 SPECIAL ASSESSMENT	309.42
NEW RESIDENT SET UP FEE	450.00
ASSOCIATION FEE	771.25
TIER 2 ASSOCIATION FEE	1,420.21
TIER 3 ASSOCIATION FEE	1,196.36
TIER 1 ASSOCIATION FEE	698.55
TIER 1 DAM FEE	2,373.87
TIER 2 DAM FEE	4,732.58
TIER 3 DAM FEE	3,598.42
OTHER INCOME	
INTEREST INCOME	149.88
Total OTHER INCOME	<u>149.88</u>
Total Income	<u>31,893.74</u>
Net Ordinary Income	<u>31,893.74</u>
Net Income	<u><u>31,893.74</u></u>

AS OF 9/30/20

2019 COLLECTIONS (also automatically carries into 2020 with 2020 charges)

276 people sent to collection attorney

111 people paid in full and have closed files

46 people are on payment plans (Approximately \$10,023.00 per month from anywhere between 6 months to a year)

\$311,398.97 what is owed to CLCA for outstanding debt

\$147,000 what was paid out for legal fees (ALL OF 2019)

\$318,478.17 what was what the collection attorney has collected

2020 COLLECTIONS (since 1/1/20)

128 people sent to collection attorney

59 people have paid in full and have closed files

15 people are on payment plans (Approximately \$1900 per month for about 6 months)

\$ 61,633.05 what is owed CLCA for outstanding debt

\$153,494.49 what was paid out for legal fees (TO DATE)

(THIS AMOUNT ALSO INCLUDES NEW LEGAL FEES FOR 2019 COLLECTION PEOPLE THAT ROLLED INTO 2020)

\$ 63,688.16 what was what the collection attorney has collected

There have been 194 liens signed since 2/3/20

There have been 21 money judgments since 2/3/20

There have been 32 default money judgments since 4/29/20

There have been about 26 intent to foreclose letters and 5 foreclosure complaints on properties with no mortgage since 4/10/20, which have resulted in 2 complete payoffs, 1 ¾ paid off & 7 payment plans with significant money down

There have been about 9 wage executions ordered since 5/28/20 which have resulted in 3 complete payoffs, 1 is having their wages garnished, 1 is being disputed, and 3 payment plans with significant money down

By adding a step in the collection process of notifying the lien holder of the lien, I have managed to collect as of

3/31/20 \$16,684.66

4/30/20 \$10,746.98

5/31/20 \$339.00 = \$27,770.64

6/30/20 & 7/31/20 \$0 (probably because of COVID 19 and no one at the offices to look at the mail)

8/31/20 \$6,467.55 = \$34,238.19

9/30/20 \$6330.65 = \$40,568.84

ACCOUNT BALANCES AS OF 9/30/20:

CHECKING:	\$72,901.74
GAMES OF CHANCE:	\$1,880.42
MONEY MARKET:	\$24,514.22
DAMS:	\$708,421.62
TOTAL:	\$807,718.00