

**Collings Lakes Civic Association
General Meeting Minutes
Monday, November 2, 2020**

Call to Order

The meeting was called to order by President, Kyle Smith, at 7:01 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; Diane Rode, Trustee; and Tom Venezia, 2nd Vice President; April Schauer, Secretary; and Donna Sutts. Stephen Naegle, 1st Vice President joined the meeting at 8:06 p.m.

Reading of Minutes from last meeting

Board Secretary April Schauer read the October 5, 2020 Meeting Minutes. President Kyle Smith asked the Board if there were any comments, questions or corrections, to which there were none. Steve Slimm made a motion to accept the Minutes of October 5, 2020, and Donna Sutts seconded. All Board Members present at this time were in favor to approve the Minutes.

Accounts Receivable Report

The Accounts Receivable Report was presented by Tom Venezia who stated, through October 31, 2020, the account balances are as follows:

Late Fees	\$1,939.82
Legal Fees Collected	\$8,761.30
2020 Special Assessment	\$147.98
New Resident Set-Up Fee	\$500.00
Association Fee	\$760.00
Tier 2 Association Fee	\$1,683.97
Tier 3 Association Fee	\$148.82
Tier 1 Association Fee	\$332.88
Tier 1 Dam Fee	\$1,732.00
Tier 2 Dam Fee	\$7,104.64
Tier 3 Dam Fee	\$1,114.52
Other Income:	
Interest Income	<u>\$154.64</u>
TOTAL INCOME	<u>\$24,380.57</u>

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

Treasurer’s Report/ Bills for Approval

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

Checking Account	\$76,899.74
Games of Chance	\$1,880.42
Money Market	\$29,519.22
Dams	<u>\$699,018.50</u>
ACCOUNTS’ TOTAL	\$807,317.88

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

Ashley D.	\$44.37	
Jersey Green Lawn Care	\$1,300.00	Common area lawns
Lynn Veneziaie	\$1,000.00	
Pennoni Associates	\$20,257.63	Engineer
TD Bank	\$79.00	
TD Bank	\$20.00	Returned check fee
TOTAL	\$22,701.00	

Steve Slimm noted that no invoices were received prior to October 31, 2020 from the attorney. Kyle Smith called for a motion to accept the Treasurer’s Report. April Schauer made the motion, and Diane Rode seconded. All present at this time were in favor.

Dams Update

Beth Grasso from Pennoni Associates and Steve Zeuli from RD Zeuli were present for a portion of the meeting. Beth stated that she is awaiting approval for the fish ladder; she followed previous guidelines and is hopeful that it will be approved. She stated that all other items seem to be ready to go and feels that the delays are COVID-19 related. Beth stated that DEP has been calling Fish & Wildlife twice weekly; the State is pending Federal review, and she is trying to get a one-week turnaround. However, until the permits are received, we are not authorized to start the work. Steve Zeuli stated that there is a lot of work going on in the background so once the permits are received his vendor, who already has our material, will be able to deliver it. Beth stated that Dam Safety is ready to approve the permit but can’t do so until Fish & Wildlife approves it. Beth stated that the clearing was actually done before the permit was issued.

Diane Rode stated that she is aggravated because there has been no movement and feels that our community has been getting the run around with the project being delayed for over a year. If the delays are from COVID-19, most people are working from home, so she still doesn’t understand the delay from the government agencies.

A question was asked about the status of the other dams. Steve Slimm stated that since the Court Order, our dams have not been inspected. Two of the dams are operational: Lake George and the topless dam. Beth stated that Class 3 dams are required to be inspected every four years.

Committee Reports

Dams

Committee Chair Josh Anderson stated that with recent rain, it was necessary to put the gate up and remove a board. The lake will be lowered next week. Once the repairs are made, the water levels will be restored to the lake and everyone will be able to swim and enjoy First Beach. He thanked everyone for their patience. Kyle Smith asked that Josh and Steve coordinate a time for the dams inspections.

Grounds

Committee Chair Ashley Diguglielmo stated that there was nothing new to report for this month; however, she said the clean-up in October was great, and she was amazed at how fast the dumpster was filled up. She hopes that in the spring, everyone will be able to enjoy the beaches. Steve Slimm stated that he noticed shards of glass, and we'll have to try to address that before the summer season.

Welcome Committee

Committee Chair Katherine Nodolski was not present; no report was given.

Fundraising

Committee Chair Diane Rode stated that she does not have an update from the Boscov's fundraiser. She did, however, have a suggestion for Christmas about a dinner box including a turkey, stuffing, etc. and raffle it off for \$5.00 per ticket. Kyle Smith questioned on how to collect the money due to COVID-19. Someone suggested using Venmo; however, Kyle was not certain if a non-profit could utilize Venmo. Kyle felt that the idea was a good one, but the logistics to implement may be tricky. Diane's concept was then suggested that a basket be made up and given to a needy family as many people are tight on funds and also unable to travel due to the COVID-19 restrictions. It was also suggested that 50/50s seem to go over well in the community and there were discussions of possibly doing one during the first quarter of 2021.

President's Report

Kyle Smith stated that Ashley Henderson, from our attorney's office, has received many ballots with regard to our pending election. He reminded everyone of the timeline: Ballots due back by November 6; there will be a Special Meeting via Zoon on November 16 where the Ballot Counting Committee will tally the ballots; and on December 7, at the December CLCA meeting, the results will be announced.

Communications

None.

Old Business

No Old Business to report.

A question was asked if the return check fee, from the Payables Report, is enough. Steve and Kyle stated that they would check with the attorney.

New Business

Updated Dam Cost

The Board is in possession of the updated cost of the Braddock dam and the contract from RD Zeuli. The cost is \$881,805 which is higher than we thought. Steve Zeuli stated that there is a lot more work involved which is derived from taking the culvert out due to the water infiltration and undermining. Steve Slimm stated that the original cost had been between \$750,000 and \$760,000. Kyle Smith stated that the scope of work expanded. Steve Zeuli stated that he has shuffled work around to be ready for this project and will start as soon as the permit is received. Steve Slimm also stated that the engineering costs are up an additional \$125,000, which is due to changes in the design plan once the undermining was found, so this project will be approximately \$1.5 million when it is done. There being no further discussion, questions or comments, Kyle asked for a motion to approve the contract for RD Zeuli. Steve Slimm made the motion.

Beth Grasso stated her firm's original contract was to review Lippincott's plans then revise as appropriate to meet the updated Code and file for permits subject to DEP approval. However, the structure failed, and it could not be rehabbed which then called for a rebuild. The original dam is 70 years old. If the dam was able to be rehabbed, it would have only lasted for three to five years at a cost of approximately \$300,000. The alternative was to replace the dam with a new spillway, which will last another 75 years. This replacement will have a new spillway, meeting Dam Safety guidelines. Beth stated that she feels that Zeuli's price, which is an approximate \$200,000 increase over his original estimate, is a very good price.

It was noted that there is an approximate \$325,000 increase over the original cost, which is comprised of both engineering and construction costs. It was also noted that the engineering fee also includes inspections, as-builts, and monitoring throughout the construction process.

Steve Slimm stated that the dam total is \$998,805 and a \$100,000 deposit has been given, \$17,000 has been paid for clearing the land, which leaves a balance of \$881,805. Our funds are approximately \$150,000 shy to pay for this dam reconstruction.

There was a concern that, as no action is taking place and the fees need to go up, people are going to be frustrated because they are not seeing any work being done which then may cause people to not pay.

Stephen Naegele joined the meeting at 8:06 p.m.

Kyle quickly brought Stephen Naegele up to speed with regard to the dam status. Kyle Smith stated that Steve Slimm made a motion to proceed with the updated contract with RD Zeuli. He asked for a second. April Schauer seconded the motion. A roll call vote was taken: Steve Slimm: Yes; Stephen Naegele: Yes; Diane Rode: Yes; Tom Venezia: Yes; April Schauer: Yes; and Donna Sutts: Yes. The vote passed unanimously. Steve Zeuli has the updated contract; Steve Slimm will deliver the next payment installment and sign the contract.

2021 Budget

Steve Slimm stated that there are two parts to the budget: the annual maintenance assessments and the dam assessments. Steve stated that he is not recommending any increase in the annual assessments for 2021, even with the monies being laid out for collections. However, as was just discussed with the dams, an additional \$125,000 to \$150,000 is needed above what was anticipated, so Steve is suggested a 7% increase across the board:

Tier 1 would increase \$58.31 bringing the new total to \$653.31

Tier 2 would increase \$33.81 bringing the new total to \$507.81

Tier 3 would increase \$24.78 bringing the new total to \$378.78

This would give us just approximately \$57,000, which is shy of half of what is needed. Steve said that if everyone paid under the existing amounts, the income would be approximately \$480,000, and with the 7% proposed increase, the new annual income for the dams would be approximately \$531,000.

Kyle Smith called for a motion for the 2021 annual budget. April Schauer made a motion to keep the 2021 budget the same as the 2020 budget, and Tom Venezia seconded. A roll call vote was taken: Steve Slimm: Yes; Stephen Naegele: Yes; Diane Rode: Yes; Tom Venezia: Yes; April Schauer: Yes; and Donna Sutts: Yes. The vote passed unanimously.

Kyle Smith then called for a motion to increase the annual dam assessment by 7%. Kyle noted that the Board does not want to take the monies collected toward the Cushman dam to pay for the Braddock dam. Tom Venezia made a motion for the 7% increase in the dam assessment, and Steve Slimm seconded. A roll call vote was taken: Steve Slimm: Yes; Stephen Naegele: Yes; Diane Rode: Yes; Tom Venezia: Yes; April Schauer: Yes; and Donna Sutts: Yes. The vote passed unanimously.

It was noted that the invoices will go out around December 15, 2020. Payments are due on January 1, 2021 with a 30-day grace period. The invoices will include information about payment plans for those who might need them.

Trustees' Reports

- Donna Sutts wanted to clarify that increases are stipulated in the Bylaws, and that the Board is equally upset with the need to increase the dam assessment.
- April Schauer encouraged everyone to participate in the Board's election process.
- Tom Venezia stated that he is disgusted with all of the hold ups with the start of the work on the dams. He also stated that he would contribute money toward the basket(s).
- Diane Rode thanked everyone for participating in the Zoom meetings. She also asked that people reach out to her if they know of anyone who could benefit from the baskets. With regard to the vote, she thanked everyone for their support in the past and hopes to continue working with the Board.
- Stephen Naegele questioned if the mass Zoom notice helped with attendance? Kyle Smith stated that he is observing different people joining tonight. Stephen stated that he will continue sending these out going forward.

- Steve Slimm reiterated that the latest bank (Elmer Bank) approached about a loan denied us but introduced him to someone else to try. Unfortunately, it is difficult because the Association has no collateral to offer to help in identifying assets.

Open Floor to Members Questions / Comments / Issues.

A question was asked that when the spillway is finished if the water level will be controlled. Steve Slimm and Kyle Smith stated that a sleuth gate is being installed which will control the water levels.

A question was asked if the depth will be deep enough to create a lake for the residents to enjoy. It was answered that the previous levels will be returned.

It was suggested that a Holiday Committee be formed to create a Winter Wonderland walk through and/or a Halloween walk through where monies could be charged as a means to raise funds for the community. Kyle Smith suggested that this could be done through the Fundraising Committee; he noted that insurance may be a concern. He also stated that because it was so late in 2020 that these events be explored for 2021.

Adjournment

President Kyle Smith reminded everyone that their ballots must be submitted by November 6, 2020. He also stated that there will be a Special Meeting, via Zoom, while the Ballot Counting Committee opens and tallies the election ballots. The next monthly meeting will take place on Monday, December 7, 2020 at 7 p.m., via Zoom. There being no further business to discuss, Steve Slimm made a motion to adjourn and April Schauer seconded. All were in favor. The meeting was adjourned at 8:36 p.m.

3:24 PM
11/01/20
Cash Basis

Collings Lakes Civic Association
Profit & Loss
October 2020

	<u>Oct 20</u>
Ordinary Income/Expense	
Income	
LATE FEES	1,939.82
LEGAL FEES COLLECTED	8,761.30
2020 SPECIAL ASSESSMENT	147.98
NEW RESIDENT SET UP FEE	500.00
ASSOCIATION FEE	760.00
TIER 2 ASSOCIATION FEE	1,683.97
TIER 3 ASSOCIATION FEE	148.82
TIER 1 ASSOCIATION FEE	332.88
TIER 1 DAM FEE	1,732.00
TIER 2 DAM FEE	7,104.64
TIER 3 DAM FEE	1,114.52
OTHER INCOME	
INTEREST INCOME	<u>154.64</u>
Total OTHER INCOME	<u>154.64</u>
Total Income	<u>24,380.57</u>
Net Ordinary Income	<u>24,380.57</u>
Net Income	<u><u>24,380.57</u></u>

3:27 PM
11/01/20

**Collings Lakes Civic Association
Transaction List by Vendor
October 1 - 30, 2020**

Type	Date	Num	Memo	Account	Clr	Split	Amount
ASHLEY D							
Bill	10/10/2020	1575		ACCOUNTS P...		UNCATEG...	-44.37
Bill Pmt -Check	10/15/2020	1575		TD OPERATIN...		ACCOUNT...	-44.37
JERSEY GREEN LAWN CARE							
Bill	10/08/2020	1574	GRASS C...	ACCOUNTS P...		BEACH M...	-1,300.00
Bill Pmt -Check	10/08/2020	1574	GRASS C...	TD OPERATIN...	X	ACCOUNT...	-1,300.00
LYNN VENEZIALE							
Bill Pmt -Check	10/01/2020	1573		TD OPERATIN...	X	ACCOUNT...	-1,000.00
Bill	10/03/2020	1573		ACCOUNTS P...		ACCOUNT...	-1,000.00
PENNONI ASSOCIATES							
Bill	10/10/2020	1576		ACCOUNTS P...		DAM PRO...	-20,257.63
Bill Pmt -Check	10/10/2020	1576		TD OPERATIN...	X	ACCOUNT...	-20,257.63
TD BANK							
Bill	10/21/2020	ACH		ACCOUNTS P...		RETURNE...	-79.00
Bill Pmt -Check	10/21/2020	ACH		TD OPERATIN...	X	ACCOUNT...	-79.00
Bill	10/21/2020	ACH		ACCOUNTS P...		RETURN ...	-20.00
Bill Pmt -Check	10/21/2020	ACH		TD OPERATIN...	X	ACCOUNT...	-20.00

ACCOUNT BALANCES AS OF 10/31/20:

CHECKING:	\$76,899.74
GAMES OF CHANCE:	\$1,880.42
MONEY MARKET:	\$29,519.22
DAMS:	\$699,018.50
TOTAL:	\$807,317.88