

**Collings Lakes Civic Association
General Meeting Minutes
Monday, October 4, 2021**

Call to Order

The meeting was called to order by President, Kyle Smith, at 7 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; Stephen Naegle, 1st Vice President; Tom Veneziale, 2nd Vice President; Donna Sutts, Trustee; and Shauna Schneeman, Secretary.

Reading of Minutes from Last Meeting

Shauna Schneeman read the September 13, 2021 Meeting Minutes. Kyle then asked the Board if there were any other comments, questions, or corrections. Nell Wolfe made a motion to approve the minutes, Tom Veneziale seconded the motion. Minutes were anonymously approved.

Accounts Receivable Report

The Accounts Receivable Report was presented by Donna Sutts who stated, through September 2021, the account balances are as follows:

Late Fees	\$4,129.66
Legal Fees Collected	\$17,282.01
Special Assessment	\$150.02
New Resident Set-Up Fee	\$200.00
Association Fee (Past Due)	\$965.20
Tier 2 Association Fee	\$3,073.85
Tier 3 Association Fee	\$286.29
Tier 1 Association Fee	\$39.62
Tier 1 Dam Fee	\$205.47
Tier 2 Dam Fee	\$10,095.52
Tier 3 Dam Fee	\$1,550.19
Fundraiser (Custard Stand)	\$558.00
Interest Income	\$54.32
Total Income	\$38,590.15

Kyle Smith asked if there were any questions about the Accounts Receivable Report. Kyle then called for a motion to accept the Accounts Receivable Report. Tom Venziale made a motion to approve the Report, and Shauna Schneeman seconded. All Board Members were in favor.

Treasurer's Report/ Bills for Approval

Nick Ninfa was not present for the meeting so Kyle read the report. Kyle stated that the following bills were paid during the month of September 2021:

Hill Wallack	\$13,872.56	Collections Attorney
Lynn Veneziale	\$1,000.00	Bookkeeping
Nick Ninfa	\$1025.32	Office Supplies
Pennoni Associates	\$2745.00	Legal
Pennoni Associates	\$500.00	Legal

Total **\$20,143.78**

Kyle also presented the Treasurer’s Report through September 2021. The account balances were as follows:

Checking (TD)	\$1,929.50
Checking (LibertyBell)	\$91,531.10
Dams	\$364,276.78
Money Market	\$80,096.19
Games of Chance	\$2,752.05
Total	\$540,585.62

Kyle Smith asked if there were any comments, questions or concerns. Tom Veneziale motioned to approve. Shauna Schneeman seconded the motion. All were in favor.

Dams Update

Engineer Beth Grasso came on to give her report. Beth noted that in the future for billing she will note whether the bill is for Cushman or Braddock Dam. Beth noted that she met with the contractor to get things finished with the fish ladder and modifications for the secondary spillway.

Beth noted that the clearing permit was submitted. She noted that she was sending more information to the DEP to get the permit approved.

She also noted that she also sent the plans to the contractor so that we can get an estimate on the next project.

Kyle asked if the vegetation permit and the clearing permit were the same as he thought the clearing permit was already obtained. Beth noted that it was not obtained at this time. The DEP needed more clarification before issuing that permit. She noted that she would inform us as soon as it came in

Kyle then asked about the verizon issue. Beth noted that verizon has poled directly where the spillways are planned to be. Those poles need to be relocated. The plan was made to relocate them. She noted that those plans are being reviewed. She noted that the permit was being added to the other permit to speed up the process. The current poles are on the embankment.

She then asked what the clearance will be for the crane that will be needed. Kyle noted that there will be access from both sides for both the contractor and the Verizon company. Beth notes that having that access from both sides will be cost effective and was happy with the amount of clearance that there will be.

Beth notes that the Verizon lines cannot go underground because they will not be able to be maintained without the company digging up the whole spillway. Those lines will have to remain in the air. She also notes that the costs would not allow for us to completely relocate the lines. She said that the lines feed all of Collings Lakes.

Kyle came on to explain that due to the easement that Verizon has on the dam the cost of this relocation is on the association.

Nick asked what the costs would be for this. Beth notes that the company gave a rough estimate in the \$10,000 range with the information he has. Beth notes that this is just an estimate and that it should not be taken as a quote. She notes that she knows it is a lot of money, but in her experience with other projects she has done she feels this cheap in comparison. She said this includes removing 3 old poles, installing 4 new poles and the wiring needed.

Kyle asked that Beth walk us through the plans when they are ready. Kyle also noted the contractor hopes to have the estimate for the DAM to us in the next 2 weeks. Kyle said that we are ready to move on this as soon as possible. The contractor hopes to start the project by November end or beginning of December.

Beth suggested adding a 20% contingency to the estimate we receive as the plan that the contractor received did not include the sluthes gate and the trash rack to prohibit trees from getting caught in the Dam like what happened at the first Dam. Beth also noted there will be buoys installed. She feels this would be safer. She explained they are little round cones to warn boaters or possible swimmers from entering the dam.

Kyle asked if his plans for the clearing by 11/1 is reasonable. Beth notes as long as the permit is in by then that clearing date should be fine. Beth noted she has a meeting with dam safety.

Kyle also mentioned that the fish ladder has been installed on Braddock and the articulated block has been repaired. He announced that this is the end of the Braddock project and asked Beth if she agrees. Beth seconded that the dam is complete and she is in the process of submitting the final project paperwork, report, and photos for the certification.

Kyle mentioned that the financing is requesting from information.

Tom asked if the tires were included in the cost that was given. Kyle noted that the estimate was not yet given, but he has talked to the contractor regarding this. The contractor mentioned at their meeting that he is concerned about the amount of tires that may be involved in this project. Kyle said the decision was that we would add a single dumpster to the plans up front for tire disposal. If additional dumpsters are needed it will be discussed. This was decided so that we aren't obligated to pay for multiple dumpsters if they are not needed for this project.

Beth noted that she did include a plan for any trash that may be need to be removed.

Nick asked if we are cleared to add a fence to the Braddock Dam now that is it complete. Beth agreed we are ready to move forward with a fence installation and asked if the contractor would be installing or if we planned to use someone else. Kyle mentioned that he had spoke to Charles Devers regarding the fence installation. Charles agreed to donate his time to install the fence as long as we pay for the materials. Kyle mentioned that he has plans to meet with Charles for that tomorrow.

Kyle asked if any one else had questions regarding the dam projects. He notes that the contractor was out of state and couldn't come in for the meeting today.

Kyle brought the fence up again. He said that with the information he feels we should move forward with the offer of the donation from Charles. Nick came on the suggestion that the fence be 8ft high with a standard sized gate. Kyle agreed with that and added a CLCA controlled padlock to be added to the gates on either side of the dam. Nick also brought up the property lines behind the motel. Kyle noted that the fence will be closer to the dam then the motel to avoid any issues. Kyle also noted that the gate will need to be wide enough to allow for the landscapers to get in to maintain behind it. Nick suggested a 4ft gate for that reason and Kyle agreed. Kyle noted that he is still making plans with Charles to meet to make a plan.

Donna asked if there was ever a need for a vehicle to get through the gate, specifically if fire trucks would ever have a need to get through. Kyle noted that the fire company would remove the gate if it became necessary as that would not be difficult to do.

Committee Reports

Grounds

Nick came on to say there wasn't much to report but asked about the landscaping company clearing the swimming areas so they are ready after the project is completed. Nick wasn't sure if the company has the equipment to do that, but plans to ask. Kyle noted that in the past a Newtonville company would offer to do clearing for properties. Kyle noted that as long as the company that does it is insured he is fine with it.

Kyle brought up the swingset discussion. He was questioning the 3rd beach swingset and what the plan was if there was a discussion at the last meeting since he wasn't able to attend. Nick noted that the discussion was tabled while we are figuring out other things.

Kyle asked Tom to come on and talk about the lights at the basketball courts. Tom got 2 quotes for the repair of the lights. He notes that the company added a digital timer for the lights to the quote that would cut off at 10pm allowing those using it to turn it on for 30 minutes to an hour at a time. Kyle asked if there was an override for that if the lights needed to stay on longer. Tom said the one currently in place has a key override for that. Tom said he wasn't sure who held the key for that override at the time. Tom said the total was \$1,603.11 for that quote. That quote included tax which we can take off since we are tax exempt. The second estimate was given \$1074.78. With this quote the company didn't offer a timer, just the panel. Tom also explains that he isn't sure if the panel is bad as he cannot test to see. Kyle, Nick and Tom discussed and agreed that it would be beneficial to replace the entire system so we can have the light and the timer replaced to eliminate the need to have the discussion of replacing the panel and timer again in the future if it is also not working. Kyle feels this is a good move so new boards won't need to worry about it for the next generation. Kyle asked if any board members have an issue with the cost to replace this.

Donna asked if there was a warranty on this new system. Tom said he isn't sure, but believes it does.

Kyle asked if the system will have the same light. Tom said yes, but believes it will work as that wasn't what was bad.

Kyle made a motion to approve the budget of \$1700 to replace the light at the basketball court. Nick made the motion, Tom seconded, all members were in favor.

Welcoming Committee

Katherine Nodoleski asked for prayers for her sick dog. She has nothing to report about her committee.

Katherine did note while she had the floor that there was a woman that tore apart the trash at the second beach at 5am. Shauna chimed in to note that she also saw someone going through trash. She noted that this person was going through trash cans of many of the residents living on E. Collings. She noted another resident also reported the cans at second beach were being looked through this morning. She also reported that she saw this person at 10pm. She said this must have taken place all night.

Kyle asked if a mess was left from this on second beach. Katherine and her husband reported there was trash around the picnic tables from this. Kyle suggested we get volunteers can come get that cleaned up. Katherine said that she can start cleaning it tomorrow morning. Kyle also offered to clean it up in the morning with her.

Fundraising/Elections

Donna came on the report that \$90 was made from the custard at the custard stand fundraiser and \$558 was made off of the baskets. Donna noted this was a great fundraiser for it only being for 2 hours. She noted that Anna Marie did well getting that done and Kyle agreed.

Kyle asked if there was anything else coming up for fundraising. It was noted that Anna Marie is out of the country so she may not have anything for the next meeting to suggest.

Donna informed the board that only 27 nomination ballots came back for this election. She noted she was disappointed with those numbers as we sent out so many.

Donna noted that tier 1 nominations were Kyle Smith, Nell Wolfe, and Henry Brohemie

Tier 2 nominations Nick Ninfa, Shauna Schneeman, and Tom Venziele

Tier 3 Steven Neagle

At Large Tom Venziale, Steve Neagle, Anna Marie, Mark Wainwright

Donna said she was going to ask the attorney if the at large needed to have a separate nomination. Kyle noted that it would be better to have those who were nominated at large to run for their tier. Donna questioned if the person who received the most votes received the at large. Kyle clarified that it was the largest vote getter after the seats were filled.

Donna said that would be best and will be asking the attorney to ensure that is correct.

Donna then noted that Lynn has sent out the letters to inform those who owe past dues that they are not eligible to vote that they will need to pay their dues in order to vote. Donna said with that she plans to send the ballots the beginning of November. Residents who wish to pay to vote have up until 5 days before ballots are due to pay and vote. She plans to have the ballots opened at the December meeting.

Donna mentioned that if her election committee is on the ballot she won't have a board to help her open the envelopes. Nell mentioned that Barbara can help with that. Donna said it wasn't an issue of sending them out, but for opening them up. Kyle said that we may not receive many back to not be too concerned about the process being overwhelming.

Kyle asked if anyone else had questions.

President's Report

Kyle mentioned that he walked Cushman and talked to Steve about the clearing and the logistics of the project. Steve requested that the clearing be complete by mid November. Kyle said he hopes it is completed by 11/1. Kyle said that Steve said the project is projected to be 6 months. Steve hopes to start by December with hopes to have the project complete by Memorial day.

Kyle noted he did receive bids for the clearing project that he will bring up in New business.

Kyle also discussed the trash removal for the project and suggested getting a dumpster out there for the project.

Kyle also wanted to discuss meeting locations. He noted that he is concerned about the Delta variant and the mask mandates in government buildings. He says he isn't sure how many people we would be allowed to have in the room. He feels that zoom is working just fine, but said that it is up to the board.

Kyle mentioned that Steve Zuilli and Beth Grasso did a great job on the Braddock project.

Kyle also brought up a resident suggesting the water level is too high, and another saying it is too low. Kyle said he isn't sure how to respond to these concerns and has forwarded those resident concerns to Beth who is confident that the levels of where they need to be to which she has explained to them.

Nick came on to reiterate that the levels were wrong for many years. Kyle said that we were unaware that the previous dam was undermined which is likely why the levels were different and incorrect prior to the new install.

Kyle said that he is confident that it was done correctly after having 2 engineers inspect the project.

Kyle asked the board if we have a dumpster contact. Tom noted there was a company used before. Kyle asked if Tom can talk to that company and get a quote for the first week on November. Tom noted that he believes that the cost was \$650 the last time we used that company. Kyle noted we can move forward with that after asking if anyone had any issues regarding that plan and received no response.

Old Business

Nick brought up online payments. He said the company he was looking into had an issue with us doing fundraisers so he has to find another company.

Nick also brought up quickbooks. He noted there is a number of ways to do quick books. He plans on talking to the company to determine what is the best program for us.

Kyle asked if he feels this is an issue our board should be handling or if the new board should make this decision. Kyle asked if anyone has an opinion on that. Nick and Shauna both came on to say it sounds as though based on the nominations that we will likely be on the new board to have to make this decision anyways. Nick said he will be looking more into it and get back to the board with the report.

Donna came on to say that on the nomination letters there was an option to not change the board and that was something many residents agreed on.

Donna asked about the update on the debit card. Nick said the account that we will be using for the card was being opened and we should have a card within 2 weeks. He noted the account will be called and expense account. There will be 2 cards, one kept with Nick and one with Lynn. Kyle wanted to ensure that cash would not be able to be taken out with these cards. Nell agreed

no cash should be allowed to be withdrawn with that card. Kyle noted that in the past it was agreed up to \$500 in purchases would be approved without the board's approval and this would be the same regarding debit card use. It was brought up again that these cards would be to eliminate the need to reimburse board members for purchases for the community and the board.

Kyle notes that he hopes next year we can become more virtual to eliminate the amount of postage that we are using. He said we will talk to our attorney about that.

New Business

Kyle brought up the bids received for the land clearing for the trees on third beach to allow access to the trail to begin construction. The bids received were to cut the trees flush with the ground without stump removal and chipping and removal of the trees that are cut. He received the following bids,

Patton Property Reservation \$16,000.00

Tom Truse, CE Truse (company from Braddock employee that is out on is own) \$15,380.00

Tom Rode (did not see property first hand) \$25,000.00

Kyle provided his opinion that he thinks CE truse is the cheapest and we were happy with the work he did before with the previous company he was with. Nick echoed that opinion.

Nell asked if CE Truse is capable of doing the job on his own without the previous company. Kyle said that he is. Kyle said he was very clear on the instructions of what we needed to get these jobs completed.

Shauna asked if both were able to work within our timeline. Kyle said yes. Kyle also mentioned that he did talk to My Tree Boyz which is our local company in town, but he was too busy to take on the job. Kyle said both companies agreed on 2 weeks for their timeline.

Tom mentioned that he was happy with the Braddock Dam work.

Kyle made a motion to take the CE Truse bid. Nick motioned, Tom seconded. All were in favour.

Kyle opened the question of the meetings. Donna said that she believes zoom was working well. She noted she fears the risk of exposure and believes we have been getting a good turnout for meetings. Kyle agrees that zoom is working well. Kyle mentioned that he brought this up because there was resident talk that we were holding these meetings via zoom to hide information. He says he isn't sure how we can be more transparent then we already are on what

is going on. The committee was all in agreement we cannot make everyone happy and someone will always have something to say.

Trustee Reports

- Stephen Naegele -nothing to report.
- Tom Veneziaie – nothing to report.
- Shauna Schneeman - Brought up the idea of doing a community day at the basketball courts like what was done many years ago. She feels we are at a good place to do that again. Kyle mentioned it was discussed before, but was put off because of the construction. Kyle believes we should discuss this with the new board. Nell agreed that it was a good idea.
- Donna Sutts - wanted to say she thinks the fundraiser was nice to see residents come together to talk. Nell agreed to do that again as soon as possible. Kyle agreed as well it was good to get people face to face.

Kyle brought up that if anyone knows anyone falling on hard times to let him know privately so we can hold a fundraiser to get them what they need. Nell said that's a great idea. Kyle just asked for us to be discreet.

- Nell Wolfe-nothing to report.

Open Floor to Members Questions / Comments / Issues.

No residents or members commented for this

Adjournment

President Kyle Smith stated that the next monthly meeting will take place on Monday, November 1, 2021 at 7 p.m., via Zoom. There being no further business to discuss, Donna Sutts made a motion to adjourn, and Shauna Schneeman seconded. All were in favor. The meeting was adjourned at 8:32pm

6:34 PM
10/02/21

Collings Lakes Civic Association
Transaction List by Vendor
September 2021

Type	Date	Num	Memo	Amount
HILL WALLACK				
Bill	09/03/2021	956		-13,872.56
Bill P...	09/03/2021	956		-13,872.56
LYNN VENEZIALE				
Bill	09/01/2021	1657	BOOKKEEPING	-1,000.00
Bill P...	09/01/2021	1657	BOOKKEEPING	-1,000.00
Bill	09/27/2021		BOOKKEEPING	-1,000.00
Bill P...	09/27/2021		BOOKKEEPING	-1,000.00
N NINFA				
Bill	09/24/2021		PAPER	-39.32
Bill P...	09/24/2021		PAPER	-39.32
Bill	09/24/2021		STAMPS	-986.00
Bill P...	09/24/2021		STAMPS	-986.00
PENNONI ASSOCIATES				
Bill	09/13/2021			-500.00
Bill P...	09/13/2021			-500.00
Bill	09/14/2021			-2,745.90
Bill P...	09/14/2021			-2,745.90

Total: ⁵20,143.78

6:31 PM
10/02/21
Cash Basis

Collings Lakes Civic Association
Profit & Loss
September 2021

	<u>Sep 21</u>
Ordinary Income/Expense	
Income	
LATE FEES	4,129.66
LEGAL FEES COLLECTED	17,282.01
2020 SPECIAL ASSESSM...	150.02
NEW RESIDENT SET UP F...	200.00
ASSOCIATION FEE	965.20
TIER 2 ASSOCIATION FEE	3,073.85
TIER 3 ASSOCIATION FEE	286.29
TIER 1 ASSOCIATION FEE	39.62
TIER 1 DAM FEE	205.47
TIER 2 DAM FEE	10,095.52
TIER 3 DAM FEE	1,550.19
OTHER INCOME	
INTEREST INCOME	54.32
FUNDRAISING	558.00
Total OTHER INCOME	<u>612.32</u>
Total Income	<u>38,590.15</u>
Gross Profit	<u>38,590.15</u>
Net Ordinary Income	<u>38,590.15</u>
Net Income	<u>38,590.15</u>

ACCOUNT BALANCES AS OF 9/31/21:

TD CHECKING:	\$ 1,929.50
LIBERTY BELL CHECKING:	\$ 91,531.10
GAMES OF CHANCE:	\$ 2,752.05
MONEY MARKET:	\$ 80,096.19
DAMS:	\$364,276.78
TOTAL:	\$ 540,585.62

