

Collings Lakes Civic Association
General Meeting Minutes
Monday, January 3, 2022

Call to Order

The meeting was called to order by President, Donna Sutts, at 7 p.m. She 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, Donna Sutts addressed the roll call with the following Board Members being present: Donna Sutts, President; Stephen Naegele, 1st Vice President; Nell Woulfe, 2nd Vice President; Henry Burhenne, Treasurer, Anna Marie Larocca, Secretary to the treasurer, and Shauna Schneeman, Secretary.

Reading of Minutes from Last Meeting

Steve Naegele made a motion to accept the meeting minutes as posted on the website in lieu of reading them during the meeting in order to save time during the meetings, Nell Woulfe seconded the motion. A roll call vote was performed, all were in favor.

Accounts Receivable Report

The Accounts Receivable Report was presented by Donna Sutts who stated, through December 2021, the reports are as follows:

Late Fees	\$3,984.63
Legal Fees Collected	\$12,940.36
New Resident Set-Up Fee	\$450.00
Tier 2 Association Fee	\$23,549.84
Tier 3 Association Fee	\$3812.36
Tier 1 Association Fee	\$5,761.83
Tier 1 Dam Fee	\$22,796.43
Tier 2 Dam Fee	\$88,427.14
Tier 3 Dam Fee	\$7,636.41
Total Income	\$176,496.55

Treasurer's Report/ Bills for Approval

Donna read the report for this month. Donna stated that the following bills were paid during the month of December 2021:

Lynn Venzeiale	-	*Bookkeeping
Hill Wallack	\$15,861.04	Legal Fees
Lynn Veneziaie	\$50.67	Reimbursement for Envelopes
RD Zeuli	**	**Deposit
Zoom	\$15.98	Zoom Meeting
	Total	\$15,927.69

*\$500 was paid to Lynn Veneziaie For her bookkeeping services through the day she resigned, this amount was returned by Lynn as she noted in a letter to the board that she felt she didn't complete enough of her responsibilities to be compensated for her time.

**The \$300,000 deposit to the contractor RD Zeuli was approved and reported for December 2021, but was actually paid out in December so this amount will not show on another report. This was provided as a November expense already but noted at this meeting as it was paid for in December.

-Additionally a \$.58 stamp was recorded as an expense that Nell Woulfe paid for, however she offered to make that as a donation to the board as she did not want to be reimburse for \$.58

Donna also presented the Treasurer's Report through December 2021. The account balances were as follows:

Petty Cash	\$1,484.02
Checking (LibertyBell)	\$173,271.57
Dams	\$203,792.59
Money Market	\$80,119.12
Games of Chance	\$2,752.05
Total	\$461,419.35

At this time Donna provided an update to the public providing the board members roles as voted on in the reorganization meeting that took place publicly via zoom just before the regular monthly meeting. Donna notes she was thankful that the board was able to handle the roles that were left vacant for the month of December by taking on responsibilities of treasurer and secretary to the treasurer. Going forward Anna Marie will be taking on the role of secretary to the treasurer position which will be taking on most of the responsibilities previously handled by Lynn.

It was then discussed what the check responsibilities would be. Shauna came on to discuss her understanding was the accounts receivable person was to obtain the mail and make the copies of the checks then distribute the checks to the treasurer, Henry, and the copies to the secretary to the treasurer Anna Marie. Shauna then went onto discuss the details of the responsibilities within those roles in summary to provide Henry and Annamarie a little more insight into what their roles will be that they will be learning.

A discussion came on regarding the procedure. All were in agreement that it will be discussed what will be easiest, most convenient and most transparent.

Donna came on to say she was happy that multiple people would be cross trained in positions in case a position needs to be filled on an emergency basis. As well as create wonderful checks and balances.

*It can be noted that in email conversation after the meeting when the board had time to digest this information that Anna marie offered to pick up the mail and make the copies and distribute them as part of her responsibilities to make the process faster so residents don't see a longer delay in their checks being deposited which was an issue that was coming up with the previous process.

Donna asked if there were any bills up for approval. Shauna provided that the law office submitted a bill to us for \$13,298.01. Donna performed a roll call vote and all were in favor.

Dams Update

Engineer Beth Grasso emailed the board during the meeting that she was unable to enter the zoom, secretary Shauna tried to work with her to get her into the meeting to give a report, but she was still unable to get into the meeting.

Beth did provide an update via email to provide to our residents. She presented as follows:

Dams Safety Permit is pending. DEP was targeting the end of year for their review. Beth is following up on the status of that as of 1/3/22.

Pinelands Permit comment letter was received 12/22/21. She is in the process of revising the plans to resubmit.

Construction Submittals: Currently 4 shop drawings are under review that were submitted by Steve Zeuli

We also received an update from Steve via email who let us know that they are in the approval process however they have placed the orders for the long lead items and are awaiting delivery schedules of those items. He notes that based on anticipated schedules he expects to begin the layout and mobilization by the end of the month.

At this time it was discussed that we will do an update with this information on our website and social media pages to keep residents informed. We also discussed getting more residents signed up for our newsletter so we can send out more updates. Shauna volunteered to create a social media post again like the one in the fall to get more residents signed up.

henry burhenne noted he was happy with putting the information up on the website for transparency. Anna Marie and Nell also discussed putting up a sign at first beach to let residents know to sign up for the newsletter to be more informed.

Committee Reports

Grounds

Shauna Schneeman noted she did reach out to RAC and expected a clean up on second beach within a few weeks since her email in early December. She plans to reach out to them because there was no update provided on the timeline of this.

Nell also asked about the basketball light. Shauna noted that there was an email from Tom Veneziale who was previously responsible for this project. He noted that there would be some movement in the fall regarding this project from those he spoke with to get it fixed. Shauna asked if anyone was willing to lead this project.

Donna suggested she would ask Tom to stay involved with this project. However this is something we will discuss again in the spring.

Welcoming Committee

Katherine noted that her last new resident list was from March of 2021. Donna let Katherine know that with Covid cases as they are we will revisit this subject in March when the weather breaks and Covid cases are lower.

Fundraising/Elections

Nothing to report on this.

President's Report

Donna thanked everyone for their participation. She noted that she feels strongly about the board being transparent. She hopes residents who have questions reach out to their tier representative. She apologized to the public that residents may be emailing Lynn's email as she has resigned and her email is no longer valid. She notes that if you have questions you can email Shauna or Donna and they can forward your questions to the correct department.

Donna did ask the board their thoughts on a general box that can be used for questions so we don't find ourselves in a similar situation in the future. Shauna noted that the collingslakes@collingslakes.org can be used for this reason. Also the contact form on our website does forward to the entire board so the correct tier rep can respond.

Nell wanted to discuss the real estate contact going forward for dues letters. Anna Marie offered to take on that responsibility. Shauna noted that an email template has been put into place for this letter.

Donna noted that she preferred a more general box for this so this responsibility doesn't fall onto one person. Shauna suggested that we use another contact form on the website like our contact form with more specific information to direct a title or agent to make the request. This form would alert both Shauna and Annamarie of the request so it can be handled in a timely manner. Nell noted that she didn't agree she felt that a single contact would be better. Shauna reiterated that it would not be beneficial for this responsibility to fall on one volunteer and that the idea of having two people involved in this task would allow for a more timely production of the dues letter for the real estate agents and their teams. Donna also explained it would only be one email or request. Annamarie also provided that she would be primary and shauna would be secondary. All were in agreement.

Old Business

It was suggested that the previous discussion would be considered the old business that needed to be addressed.

New Business

Donna provided that there is only 1 Tier 2 representative at this time since Nick Ninfa resigned and did not wish to be a part of the election or the board for 2022. Donna did note that when ballots were provided there was a write in given however the write in was disqualified because the resident already used their ballot to vote for Nick for both their votes meaning the write in became too many votes for their household. Donna also let us know that it wasn't an obvious write in as she believed this was a resident writing their own name in to note who was voting. Donna noted that if someone was interested in the position that they were writing in that they should reach out to the board so it can be nominated and discussed. Donna opened this up to the public to inform us if anyone is interested.

Shauna came on to nominate George Protopapas. He was not on the call so it was discussed to do an interview with him that would be set up.

Donna asked the public again if anyone on the call had someone willing to volunteer.

Trustee Reports

- Stephen Naegele -nothing to report. He did let Henry know at this time he would get him set up with the supplies from Nick. He noted Nick was happy to work with us in this transition. He also noted that he will be able to get the emails functioning as well as the website updates of our roles and our real estate request form.
- Shauna Schneeman - Came on to provide the information regarding switching to quick books online. She reminded all those in attendance that the need to switch came from an expiring license which is needed for quick books support. We also opted for online so those on the board such as the secretary and the treasurer would have access to the information unlike the access we previously had being on a desktop version of the software. She noted it seemed the pricing information we were given in the fall and the information she provided in December was no longer accurate as the information we received didn't match the pricing currently being offered. She notes we are currently in the trial period and that going forward with the plan she believes we need would be \$50 per month recurring until we end services. Steve Naegele made a motion to approve this switch, Henry seconded, all were in favor.
- Donna Sutts - nothing to report.
- Nell Woulfe - Nothing to report.
- Anna Marie Lorocca - Nothing to report but is looking forward to this year.
- Henry Burhenne - nothing to report.

Open Floor to Members Questions / Comments / Issues.

A Resident from Tier 1, Rachel, came on to ask about the start times for the 3rd and 4th Dam. She believed there were 2 different time lines presented in previous meetings and wanted to get clarification. She believed that at one meeting Kyle noted that it would be started in 2022 and the next meeting it was noted that it would take 3 years to start the other 2 Dams.

Donna tried to provide an answer on this but noted that this would be a question for Beth. Steve Naegele tried to offer clarification as to the three years as it was Kyle's explanation that it would take us, if we plan correctly, 3 years to pay off the loan for the second dam. He noted he didn't believe it was anyone's intention to wait 3 years to start another dam. There was no other discussion regarding three years or the other dam projects.

Nell came on to note that as she recalled it there was no mention of the next dam project not being estimated for 3 years. She believed that we would start working on plans and estimates as soon as possible so we can prepare.

Donna noted that there is a financial side to the timeline. She notes because we are aware that the community doesn't want to raise the fees we have to be reasonable with our timelines for the next project.

Donna also read her email and read about an inspection question. Nell noted that there were no inspections that were done on lake Albert. It was noted we will ask Beth for her thoughts on this. Rachel noted it was supposed to be looked into previously based on what she remembered.

At this point in the meeting George Protopapas was able to get on the call to introduce himself. Donna asked if he would be available for a zoom meeting for the board. George agreed to this. Shauna offered to set up a meeting for January 10th at 7pm to interview George so we can discuss if he was a good fit and if so he would be inducted during our next public meeting.

Adjournment

President Donna Sutts stated that she is aware that there are community members concerned that we have kept the meetings on zoom, but that we have a responsibility to keep the community safe. She notes that there is no difference in the information provided because the meeting is virtual and feels that the zoom meetings have been going well. She states that the next monthly meeting will take place on Monday, February 7, 2022 at 7 p.m., via Zoom. There being no further business to discuss, Nell Woulfe made a motion to adjourn, and Anna Marie seconded. All were in favor. The meeting was adjourned at 7:44 pm

▼ DEPOSIT ACCOUNTS

\$461,419.35

COMMERCIAL CHECKING *1155 Quick peek

Available.....**\$173,271.57

Current.....\$155,788.42

COMMERCIAL CHECKING *1163 Quick peek

Available.....**\$2,752.05

Current.....\$2,752.05

COMMERCIAL CHECKING *1341 Quick peek

Available.....**\$1,484.02

Current.....\$1,484.02

PREMIUM MONEY MAR... *1171 Quick peek

Available.....**\$203,792.59

Current.....\$221,275.74

PREMIUM MONEY MAR... *1198 Quick peek

Available.....**\$80,119.12

Current.....\$80,119.12

Collings Lakes Civic Association

Profit and Loss

December 2021 - January 2022

	TOTAL
▼ Income	
LATE FEES	3,984.63
LEGAL FEES COLLECTED	12,940.36
NEW RESIDENT SET UP FEE	450.00
TIER 1 ASSOCIATION FEE	5,761.83
TIER 1 DAM FEE	22,796.43
TIER 2 ASSOCIATION FEE	23,549.84
TIER 2 DAM FEE	88,427.14
TIER 3 ASSOCIATION FEE	3,812.36
TIER 3 DAM FEE	14,773.96
Total Income	\$176,496.55
GROSS PROFIT	\$176,496.55
Expenses	
Total Expenses	
NET OPERATING INCOME	\$176,496.55
NET INCOME	\$176,496.55

Cash basis Monday, January 3, 2022 12:52 PM GMT-05:00

Date	Type	Payee	Memo	Total
12/20/2021	Expense	LYNN VENEZIALE		0.00
12/16/2021	Bill	HILL WALLACK		15,861.04
12/16/2021	Bill	USPS	Postage Due	0.58
12/09/2021	Expense	RD ZEULI INC.		300,000.00
12/08/2021	Expense	LYNN VENEZIALE		50.67